



TOWN COUNCIL REGULAR WORK SESSION

Monday, March 9, 2026 @ 7:00PM

Town Hall Conference Room

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

1. Roll Call
2. PRESENTATION - Bright Mountain Solar & Potomac Energy Center Power Purchase Agreements – AMP – *Carey Saffelle*
3. PRESENTATION - Automated Solid Waste Collection Feasibility Study – MSW Consultants – *BJ Wilson*
4. FY26-27 Proposed Budget Additional Discussion – *BJ Wilson*
5. NEW BUSINESS
 - A. Ordinance Amendments to Town Code Chapter 12-FEES and Chapter 134-Water and Sewer Pertaining to Septic Tank Waste & Water and Sewer Service Rates- *BJ Wilson*
 - B. FY26 Budget Amendment for Traffic Accident Reimbursement – *BJ Wilson*
 - C. FY26 Budget Amendment, Transfer and Task Order for WWTP Dewatering Project (Centrifuge) – *BJ Wilson*
 - D. FY26 Budget Amendment to Receive Funds from Virginia Risk Sharing Association Grant (VRSA) – *BJ Wilson*
 - E. Ordinance Amendment to Various Areas of Town Code Chapter 4-Administration of Government –*Tina Presley*
6. CLOSED MEETING
7. ADJOURN



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 9, 2026

Item# 02

Agenda Item: Bright Mountain Solar and Potomac Energy Center Power Purchase Agreements

Summary: American Municipal Power is recommending participation in the following two Power Purchase Agreements to address gaps within the Town's power purchase portfolio:

- Bright Mountain Solar – 3 MW (2028–2052)
- Potomac Energy Center – 3 MW (2026–2041)

A representative from American Municipal Power will be present to answer any questions.

Budget/Funding: None

Staff Recommendation: Staff recommends approval of both Power Purchase Agreements as presented.

Town of Front Royal Power Supply Update March 9, 2026

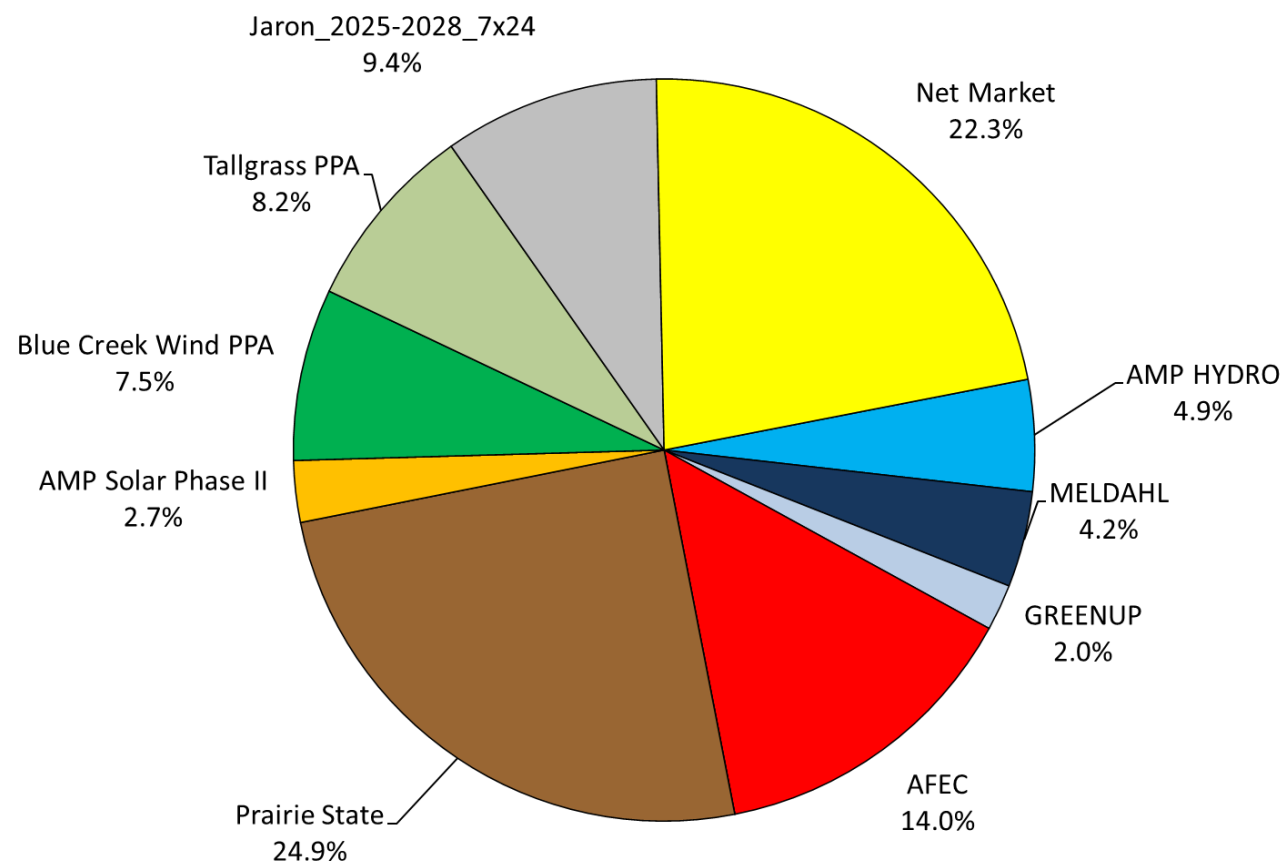
**Craig Kleinhenz - Asst. VP of
Power Supply Planning**

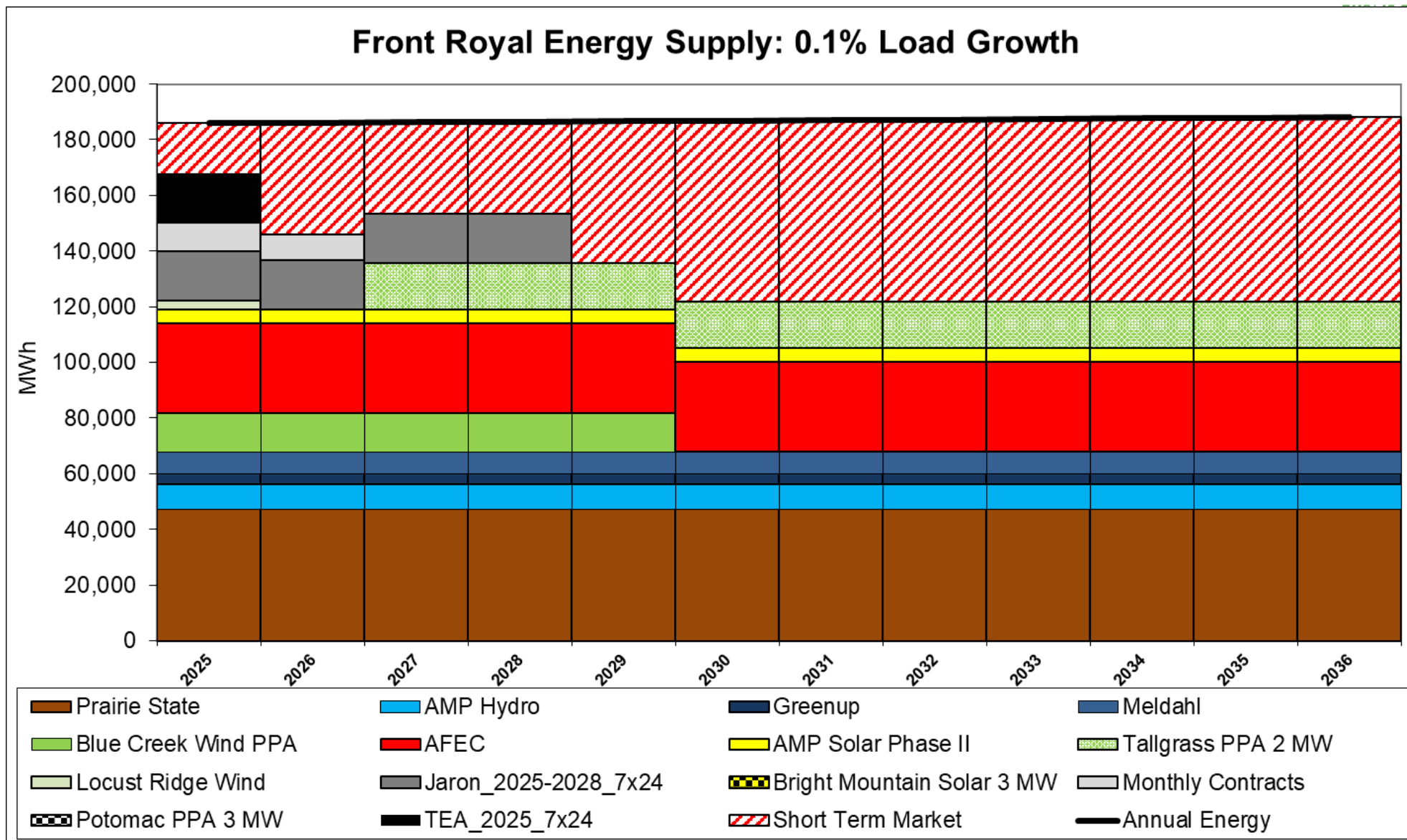


Delivery of Power (3 Types of Charges)

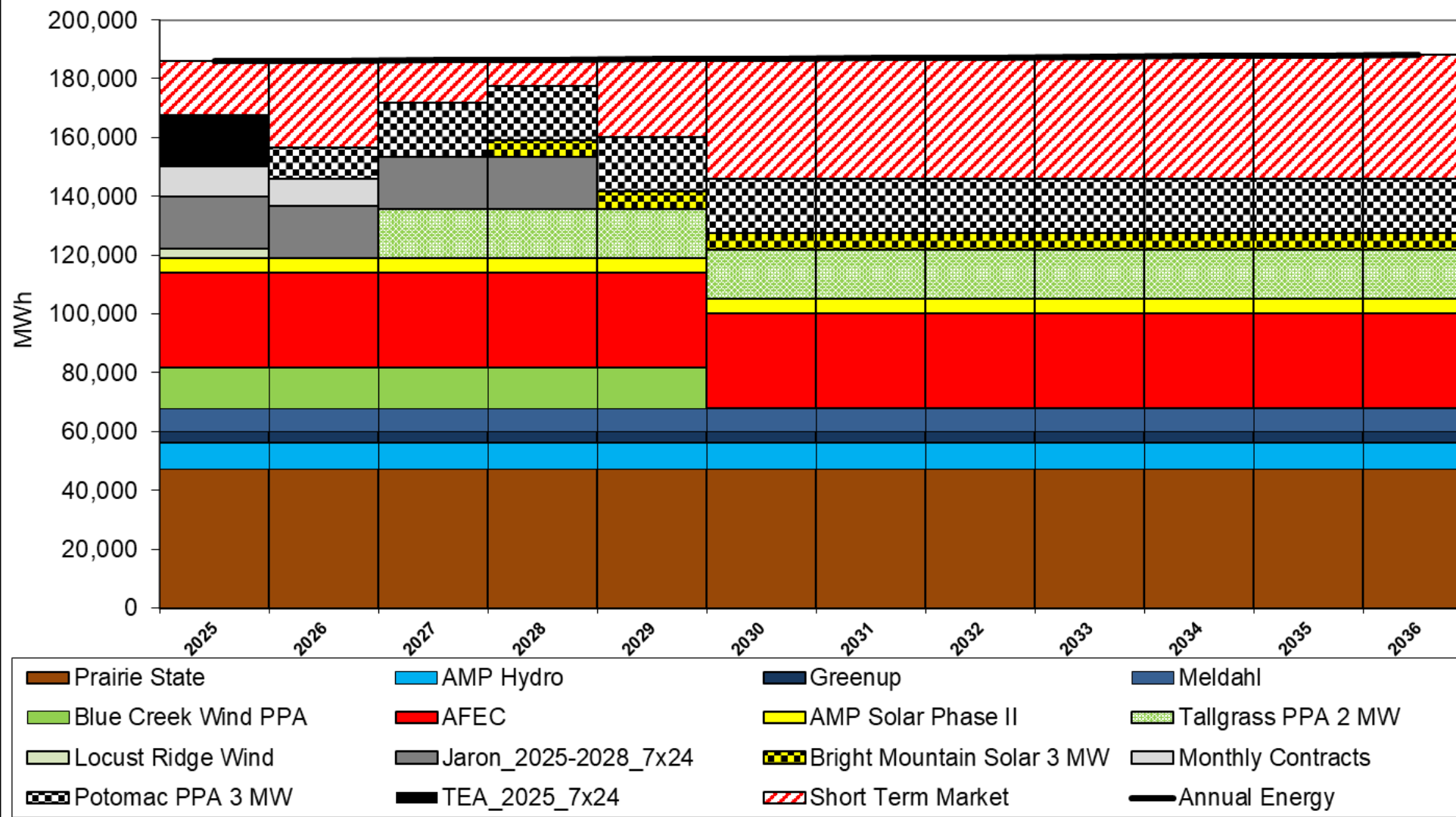
- Energy
 - Kilowatt-hours consumed by customers and produced by generators
 - Variable cost (\$ / MWh, cents / kWh)
- Transmission
 - High Voltage (typically ≥ 69 kV) electric lines connecting generators to municipal system
 - Fixed cost (\$/ kW-mo)
- Installed Capacity
 - Ensuring that there is enough generation in place to supply customers during period of maximum usage
 - Fixed cost (\$/ kW-mo)

Front Royal 2027 Energy Sources





Front Royal Energy Supply: 0.1% Load Growth



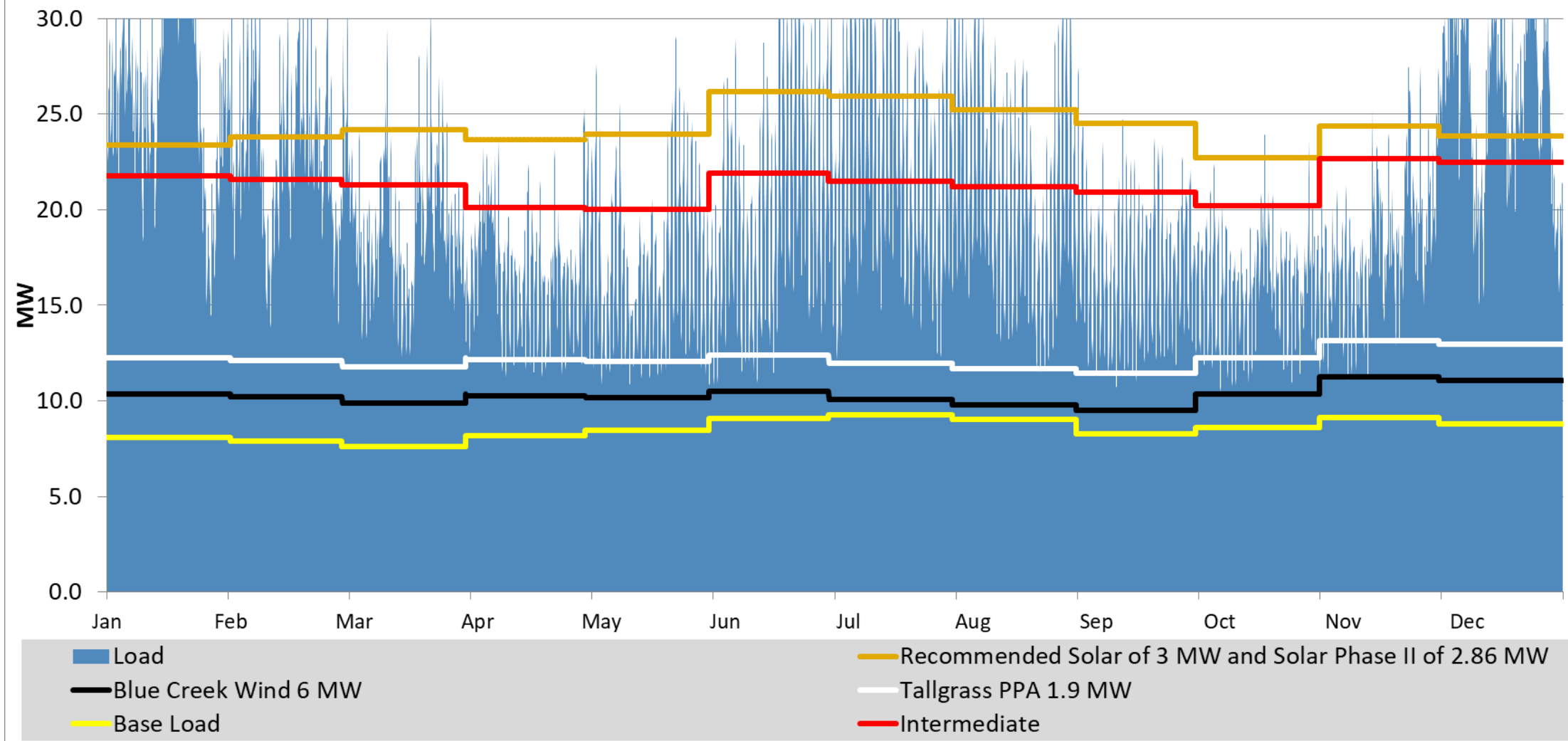
Bright Mountain Solar (2028 through 2052)

- 3 MW (3% of energy supply)
- Effective Rate $\approx$ \$45-50 / MWh (based on current market assumptions)

Potomac Combined Cycle (June 2026 through 2041)

- 3 MW (10% of energy supply)
- Effective Rate $\approx$ \$50-60 / MWh (based on current market assumptions)
- Helps to Hedge Energy and Capacity

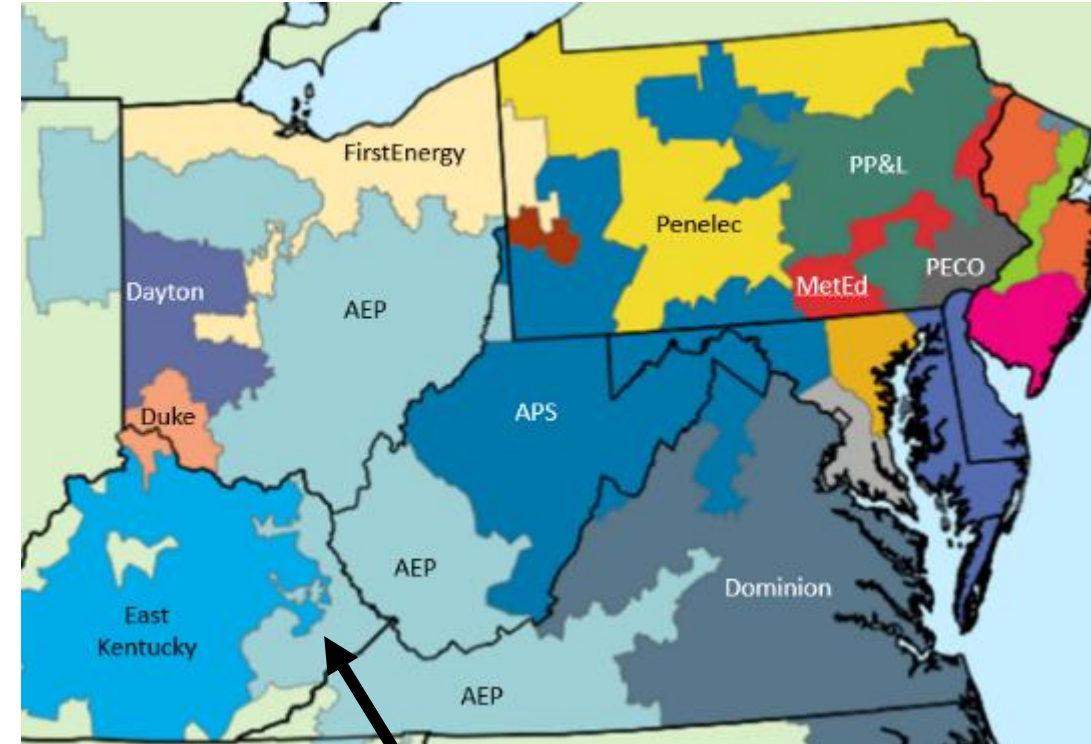
Front Royal 2024 Hourly Load and Long Term Resources



Bright Mountain Solar

Bright Mountain Solar PPA Opportunity

- The Bright Mountain Solar project will be owned/operated by Avangrid
 - Avangrid has over 8,400 MWs of wind and solar projects across the country, including the Blue Creek and Locust Ridge wind projects that AMP has purchased power from.
- The Bright Mountain Solar Project is in Southeast Kentucky, and is planned to come on line by January 1, 2028
 - The project will be interconnected to AEP

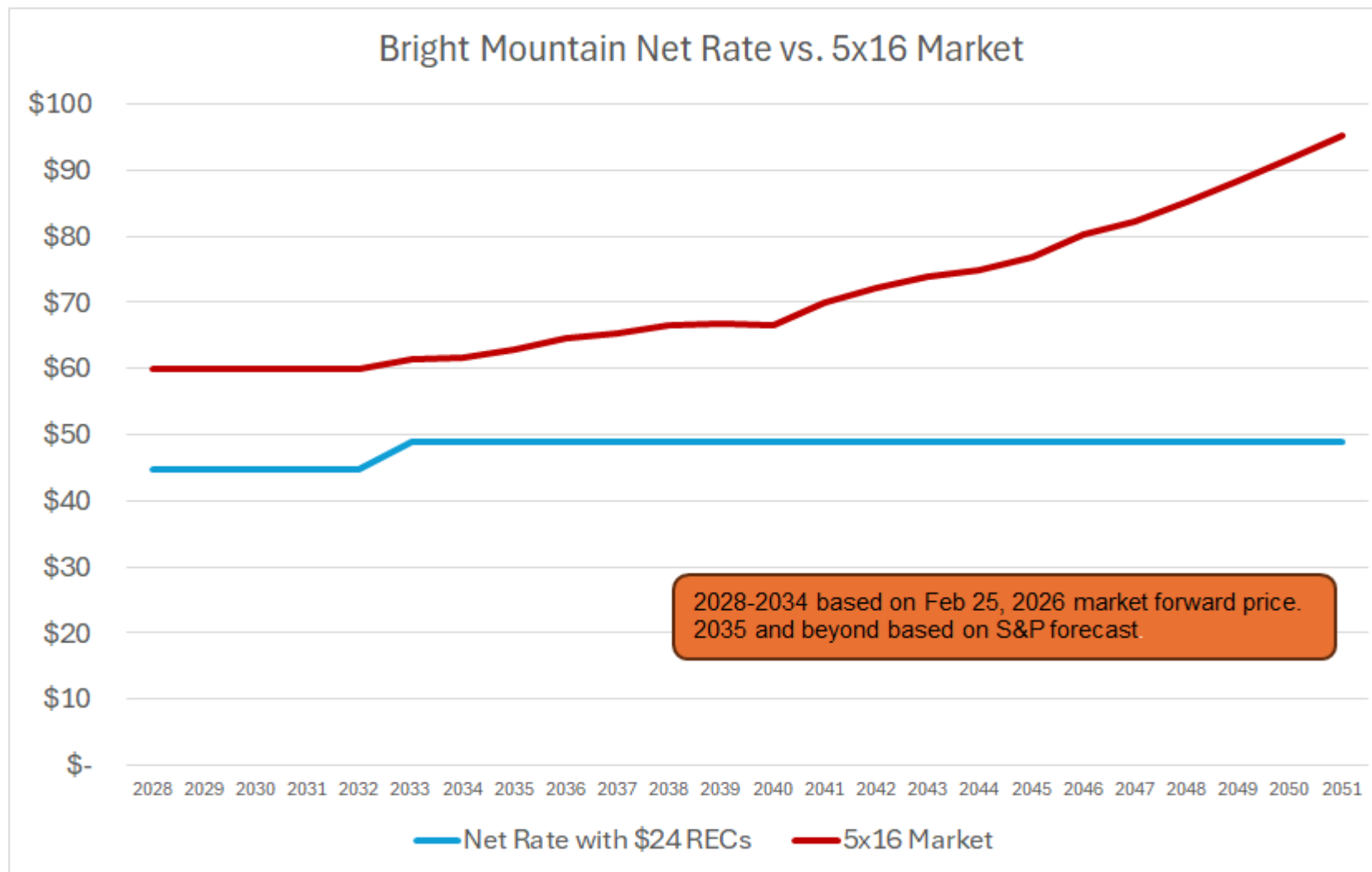


Bright Mountain Solar Pricing (2028 - 2032)

	First Year
Term	25 Years (start January 2028)
Products	Energy/Capacity/RECs
Energy Charge	\$73.19 / MWh
Estimated Capacity Factor	22%
Estimated Capacity Value	<i>Based on \$10.00 / kW-mo x 7% ELCC (\$4.35 / MWh)</i>
Virginia REC Sale	(\$24.00) /MWh
Estimated 1st 5-Year Price	<u>\$44.84 /MWh</u>
Forward 5x16 Price (A/D Hub)	\$60 / MWh (2028)

2033 – 2052
Price \$5 / MWh
Higher

Bright Mountain vs. A/D Hub Market Prices



Potomac Combined Cycle

Potomac Energy Center PPA

- The Potomac Energy Center is a 750 MW combined cycle natural gas plant operated by Kindle Energy
 - Kindle Energy manages and operates 9,400 MWs of natural gas and coal in the United States
- The plant consists of two Siemens gas turbines and one steam turbine with 670 MW of base capacity and 80 MW (10.6%) of duct firing capability
 - Fremont duct is 24% for comparison
- The plant came on-line in spring 2017
- The Potomac Energy Center is in Northwest Virginia, near Leesburg, VA and interconnected to Dominion Energy



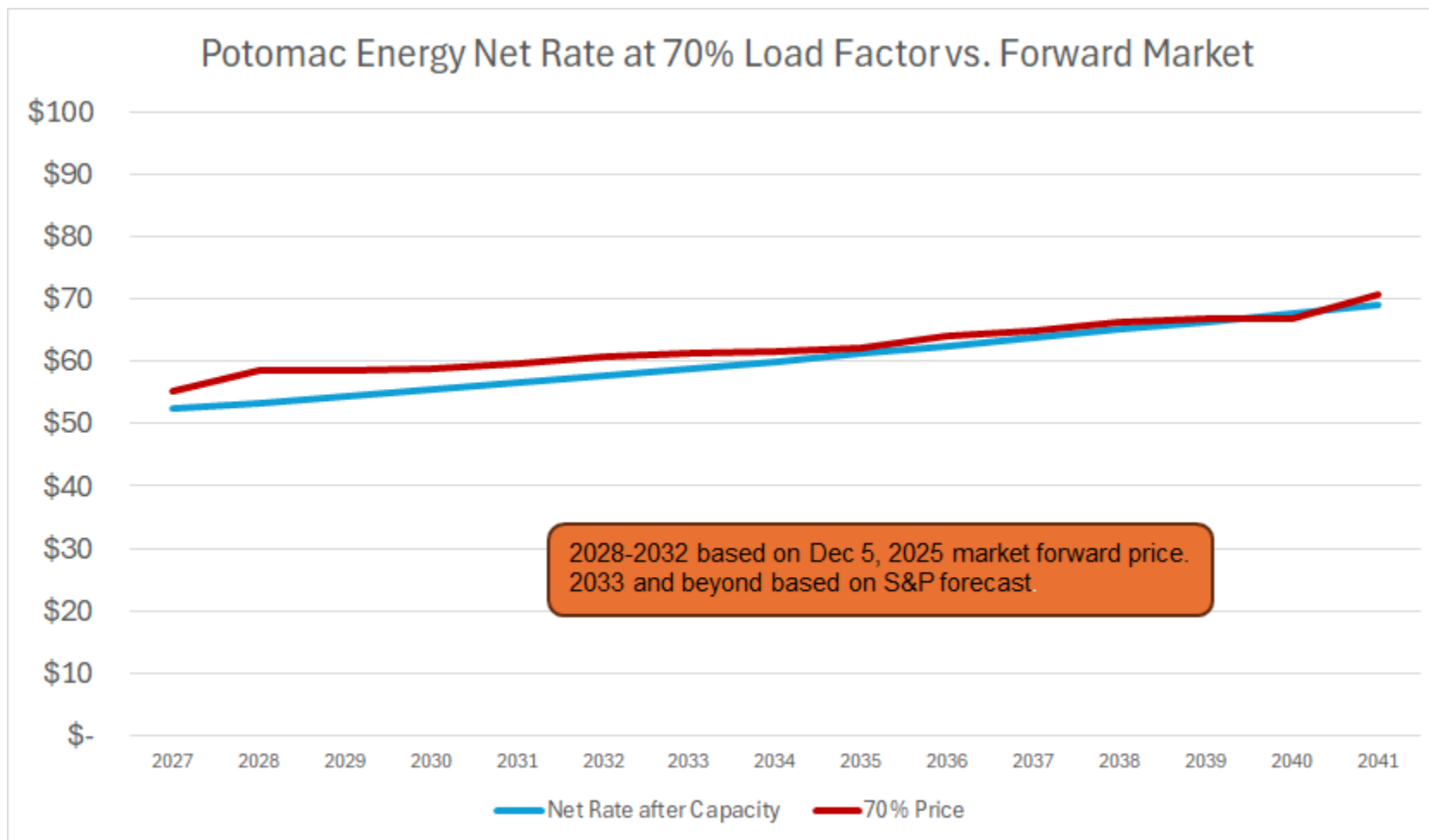
Potomac Energy Center Pricing (Year One)

	First Year	Effective Rate
Term	15 Years (start June 2026)	
Products	Energy/Capacity	
Demand Charge	\$18.50 / kW-mo	\$36.20 / MWh
Firm Gas Transportation	\$2.89 / kW-mo	\$5.65 / MWh
Variable O&M Charge	\$2.95 / MWh	\$2.95 / MWh
Estimated Fuel Cost with \$3 / MMBtu gas	\$21.50 / MWh	\$21.50 / MWh
Estimated Load Factor (L.F.)	70%	
Estimated Capacity Value	<i>Based on \$10.00 / kW-mo x 77% ELCC</i>	<i>(\$15.00 / MWh)</i>
Estimated 1st Year Price	<u>\$51.30 /MWh</u>	<u>\$51.30 / MWh</u>
Forward 70% L.F. Price	\$55 / MWh (2027)	

Potomac Energy Center Pricing (15 year Year Avg.)

	First Year	Effective Rate
Term	15 Years (start June 2026)	
Products	Energy/Capacity	
Demand Charge	\$22.41 / kW-mo	\$43.86 / MWh
Firm Gas Transportation	\$2.89 / kW-mo	\$5.65 / MWh
Variable O&M Charge	\$3.66 / MWh	\$3.66 / MWh
Estimated Fuel Cost with \$3 / MMBtu gas	\$21.50 / MWh	\$21.50 / MWh
Estimated Load Factor (L.F.)	70%	
Estimated Capacity Value	<i>Based on \$10.00 / kW-mo x 77% ELCC</i>	<i>(\$15.00 / MWh)</i>
Estimated 15 Year Avg. Price		<u>\$59.67 / MWh</u>
Forward 70% L.F. Price		\$61.67 / MWh (Average 26-40)

Potomac vs. A/D Hub Market Prices (Assuming \$0 congestion)



Potential Environmental Costs

- Buyer will be responsible for any additional costs that are a result of future changes in the Regional Greenhouse Gas Initiative (RGGI) program that impact the Potomac Energy Center.

Emissions Markets, Feb 18 (Current Year Vintage)

	Symbol	Close
RGGI Current Month Strip (\$/Allowance)	ARJAF00	23.020
RGGI Next Month Strip (\$/Allowance)	ARJAG00	22.810
RGGI Next December Strip (\$/Allowance)	ARECA04	23.360

- Combined cycle plants typical emission is 0.4 tons of CO₂ / MWh
- \$23 / ton of allowance x 40% = \$9.20 / MWh

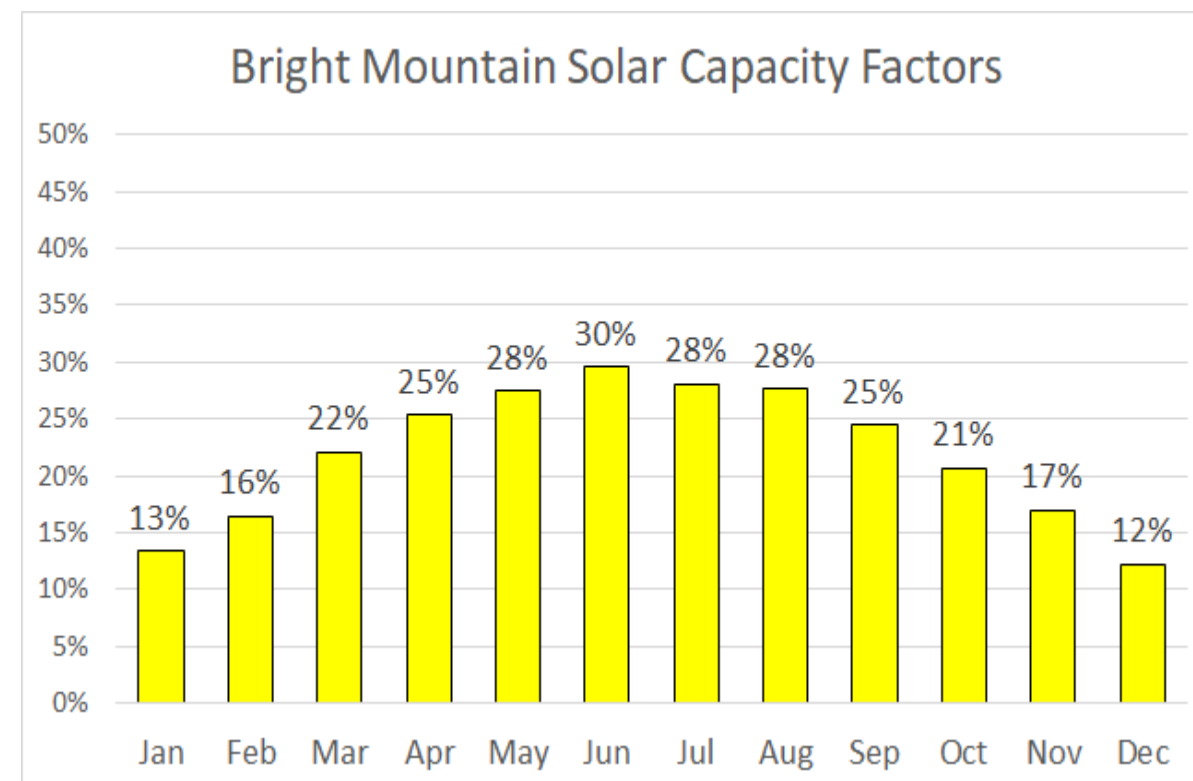
Reference Slides



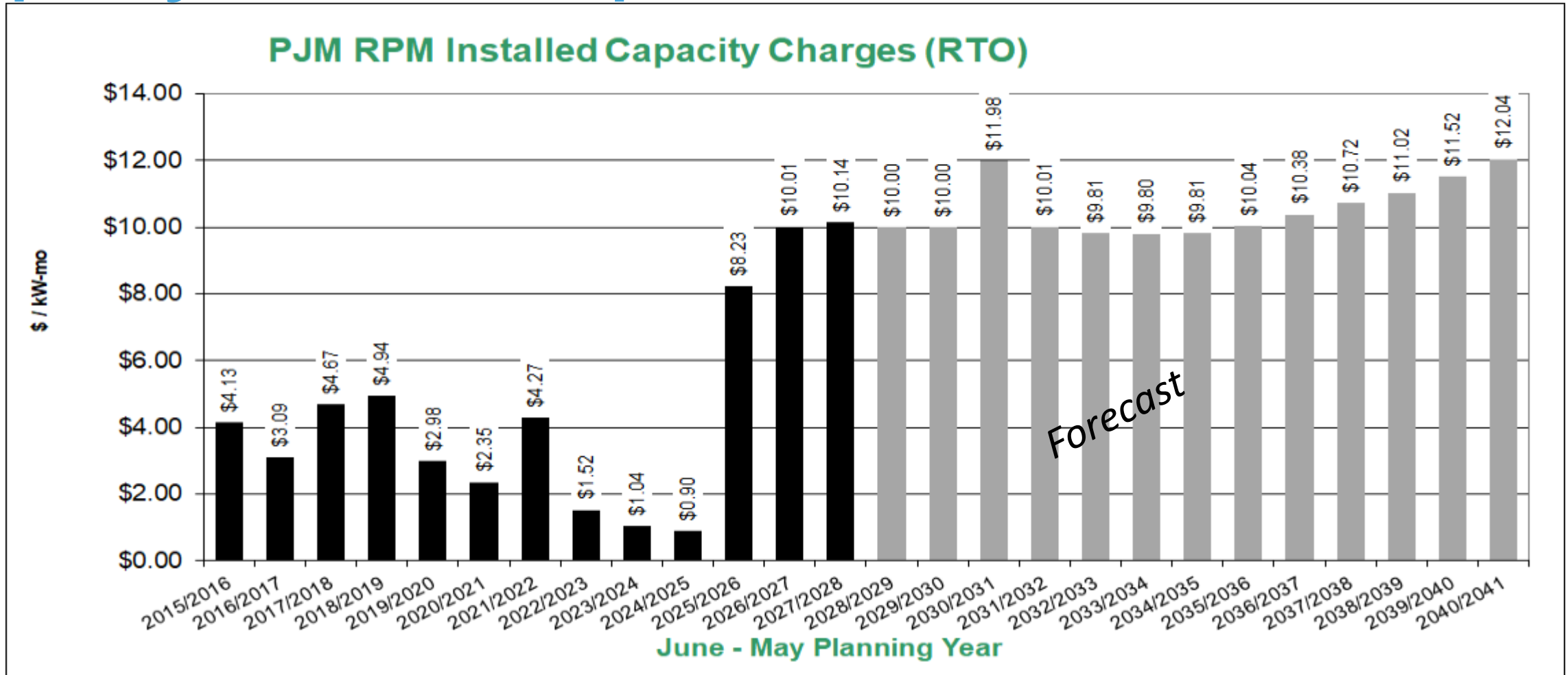
Bright Mountain Solar

Bright Mountain Solar Project Description

Project Information	
Estimated COD	December 31, 2027
Location	Perry County, KY
Size	80 MWac
Net Capacity Factor	22%
PJM ELCC (Fixed Tilt) <i>Effective Load Carrying Capability</i>	7% = 5.6 MW UCAP value
AMP Share of Plant Energy and Capacity	100%



Solar receives Installed Capacity credit from PJM. Capacity Costs are expected to remain elevated.



Bright Mountain Solar Pricing (2028 - 2032)

	First Year	Effective Rate
Term	25 Years (start January 2028)	
Products	Energy/Capacity/RECs	
Demand Charge	\$0 / kW-mo	
Energy Charge	\$73.19 / MWh	\$73.19 / MWh
Estimated Capacity Factor	22%	
Estimated Capacity Value	<i>Based on \$10.00 / kW-mo x 7% ELCC</i>	<i>(\$4.35 / MWh)</i>
Virginia REC Sale	(\$24.00) /MWh	<i>(\$24.00 / MWh)</i>
Estimated 1st 5-Year Price	<u>\$44.84 /MWh</u>	<u>\$44.84 / MWh</u>
Forward 5x16 Price (A/D Hub)	\$60 / MWh (2028)	

Bright Mountain Solar Pricing (2033 - 2052)

	First Year	Effective Rate
Term	25 Years (start January 2028)	
Products	Energy/Capacity/RECs	
Demand Charge	\$0 / kW-mo	
Energy Charge	\$78.19 / MWh	\$78.19 / MWh
Estimated Capacity Factor	22%	
Estimated Capacity Value	<i>Based on \$10.00 / kW-mo x 7% ELCC</i>	<i>(\$4.35 / MWh)</i>
Virginia REC Sale	(\$24.00) /MWh	<i>(\$24.00 / MWh)</i>
Estimated 1st 5-Year Price	<u>\$49.84 /MWh</u>	<u>\$49.84 / MWh</u>
Forward 5x16 Price (A/D Hub)	\$62 / MWh (2033)	

Installed Capacity

- Power plants paid for their UCAP in PJM Capacity Auction
- $UCAP = ICAP \times ELCC$
- UCAP = Unforced Capacity
- ICAP = Installed Capacity
- ELCC = Effective Load Carrying Capability
- Each 1,000 kW would yield 70 kW of UCAP

ELCC Class	BRA Rating	
	2027/2028	2028/2029
Onshore Wind	41%	34%
Offshore Wind	67%	60%
Solar Fixed Panel	7%	7%
Solar Tracking Panel	8%	10%
Landfill Gas Intermittent	48%	50%
Hydro Intermittent	39%	35%
4-hr Storage	58%	59%
6-hr Storage	67%	68%
8-hr Storage	70%	71%
10-hr Storage	78%	78%
DR	92%	91%
Nuclear	95%	96%
Coal	83%	85%
Gas CC	74%	78%
Gas CT	61%	67%
Gas CT Dual Fuel	77%	79%
Diesel	92%	93%
Steam	72%	75%
Waste to Energy Steam	83%	84%
Oil-Fired CT	80%	83%

Installed Capacity

- $70 \text{ kW} \times \$10.00 / \text{kW-mo} = \$700 / \text{month}$ per each 1 MW PPA or \$8,400 / year
- Spread over 1,931 MWh per 1 MW per year = \$4.35 / MWh credit for installed capacity to members per each 1 MW

REC Prices

- Planned for sales into Virginia market.

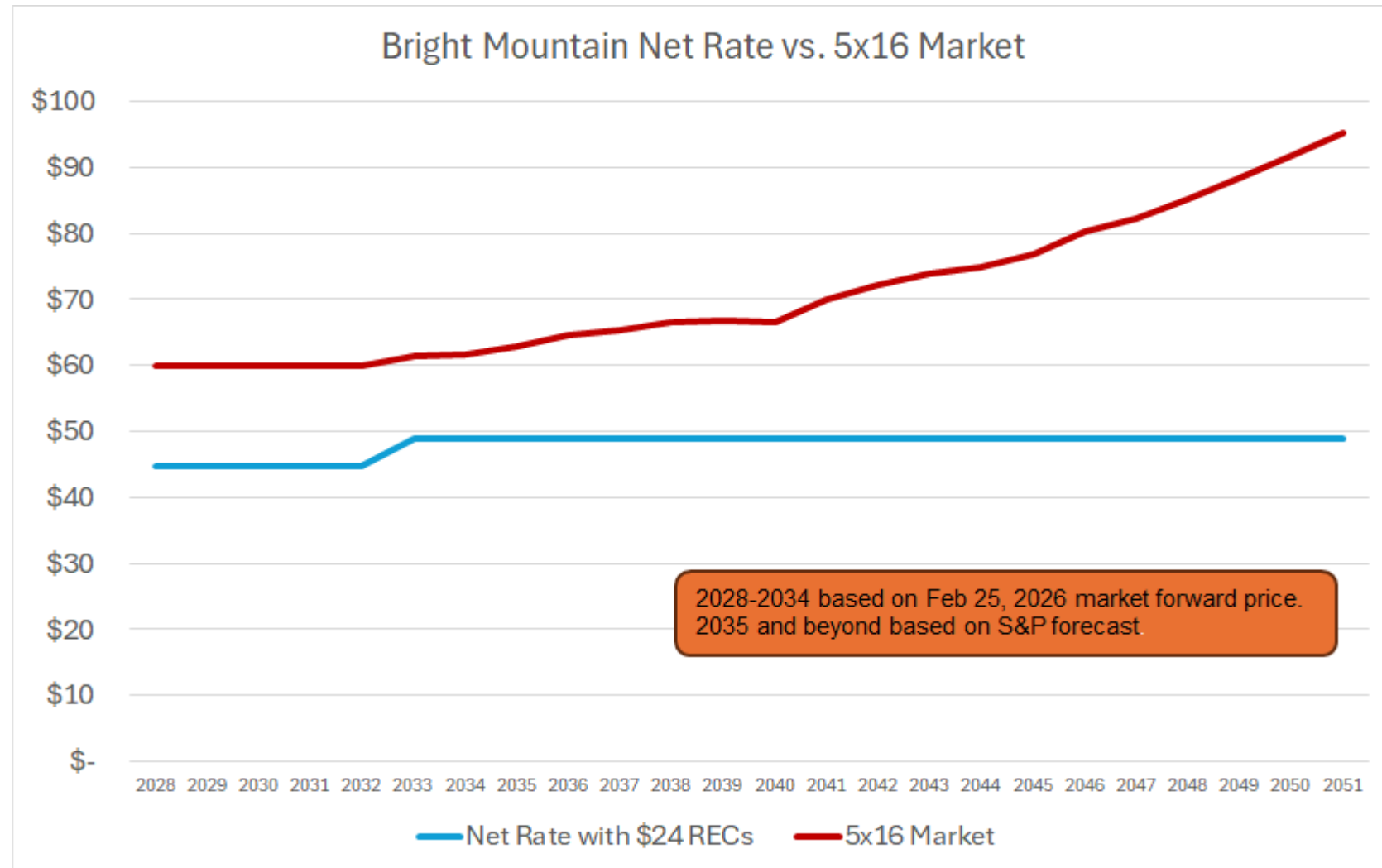


Monday, February 23, 2026

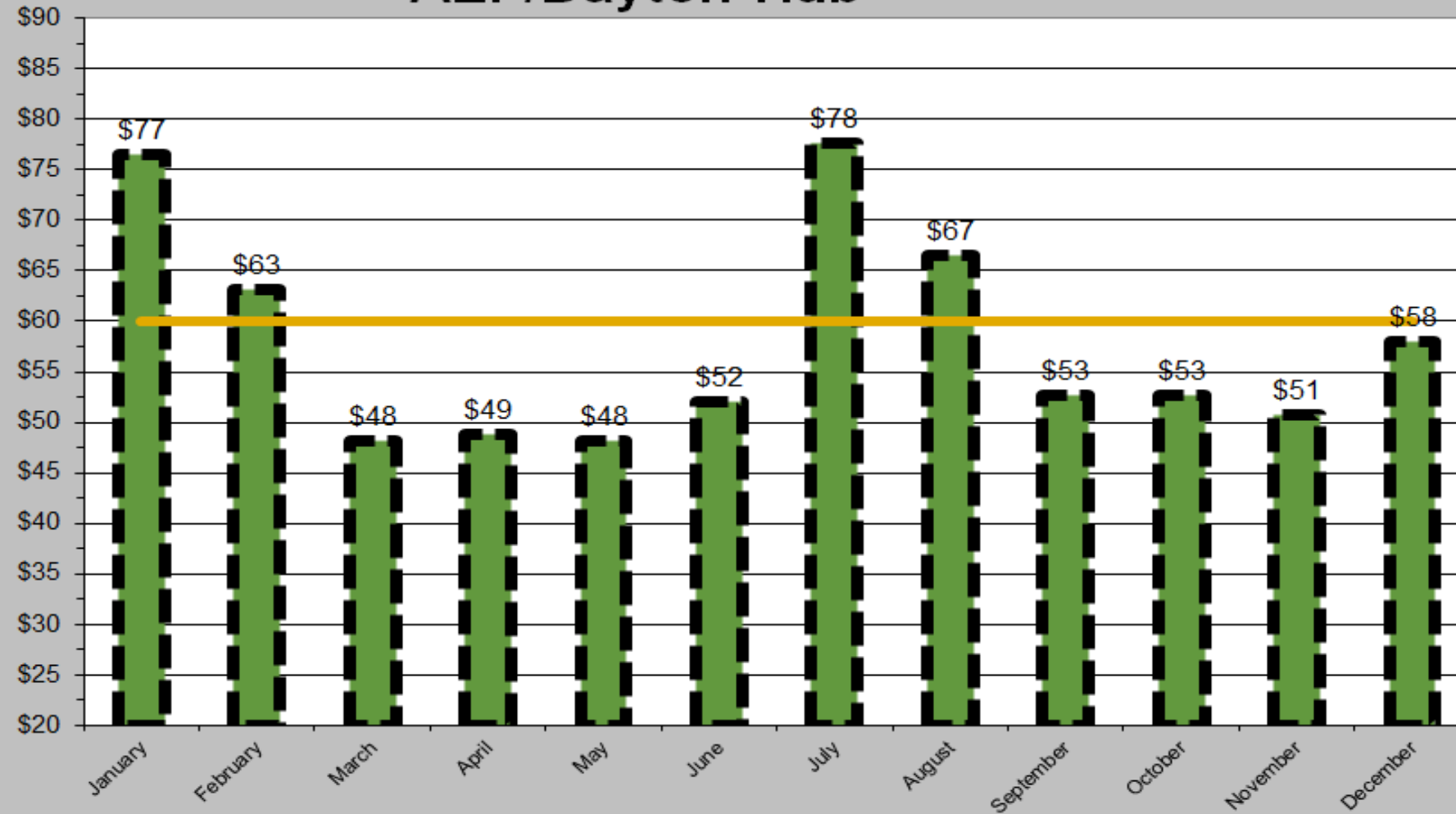
OH Certified	Bid	Ask
2024	2.50	3.50
2025	2.75	3.75
2026	3.00	4.00
VA RECs	Bid	Ask
2024	22.00	24.00
2025	22.50	24.50
2026	23.00	25.00

As long as Bright Mountain solar is physically located within the PJM region, it is eligible for certification in VA under the current rules.

Bright Mountain vs. A/D Hub Market Prices (Assuming \$0 congestion)



2026 Budgeted On-Peak Prices @ AEP/Dayton Hub



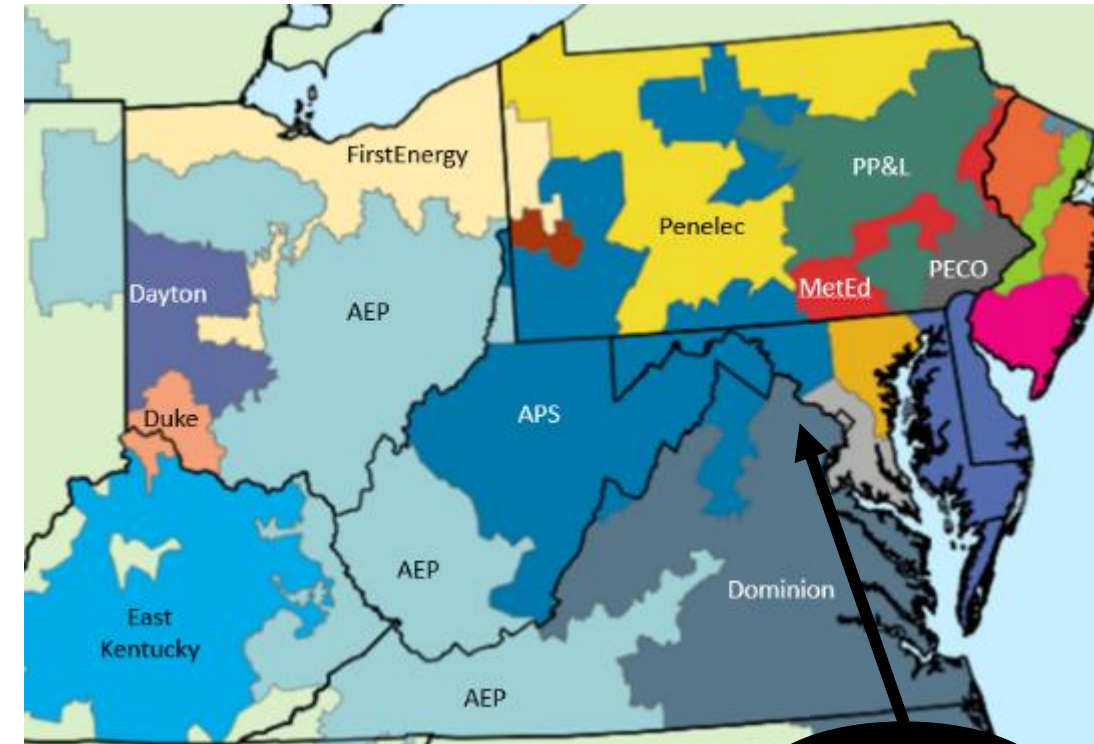
AMP Portfolio Recommendation

- Bright Mountain Solar provides Peak Summer Needs
 - Also provides energy during other months of year
- Limit participation to approximately 10% of energy supply to maintain diversity of portfolio and minimize excess energy during non-summer months
 - Build power supply portfolio with modest pieces of supply
- Diversity reduces risk of market prices changes
 - i.e. if Bright Mountain became \$5 / MWh above market, then $10\% \times \$5 / \text{MWh} = \$0.50 / \text{MWh}$ impact on total member power costs

Potomac Energy

Potomac Energy Center Project Description

COD	Spring 2017
Location	Loudon County, VA
Size	750 MW (Summer) 774 MW (Winter)
Electric Point of Interconnection	Dominion Zone – Belmont LMP
Gas Point of Interconnection	Eastern Gas, South
Heat Rate	7,136 MMBtu / MWh (Avg.) 6,959 MMBtu / MWh (Base) 8,890 MMBtu / MWh (Duct)
PJM 27/28 ELCC (Effective Load Carrying Capability)	74%
AMP Share of Plant Energy and Capacity (up to 300 MW)	40% of 750 MW

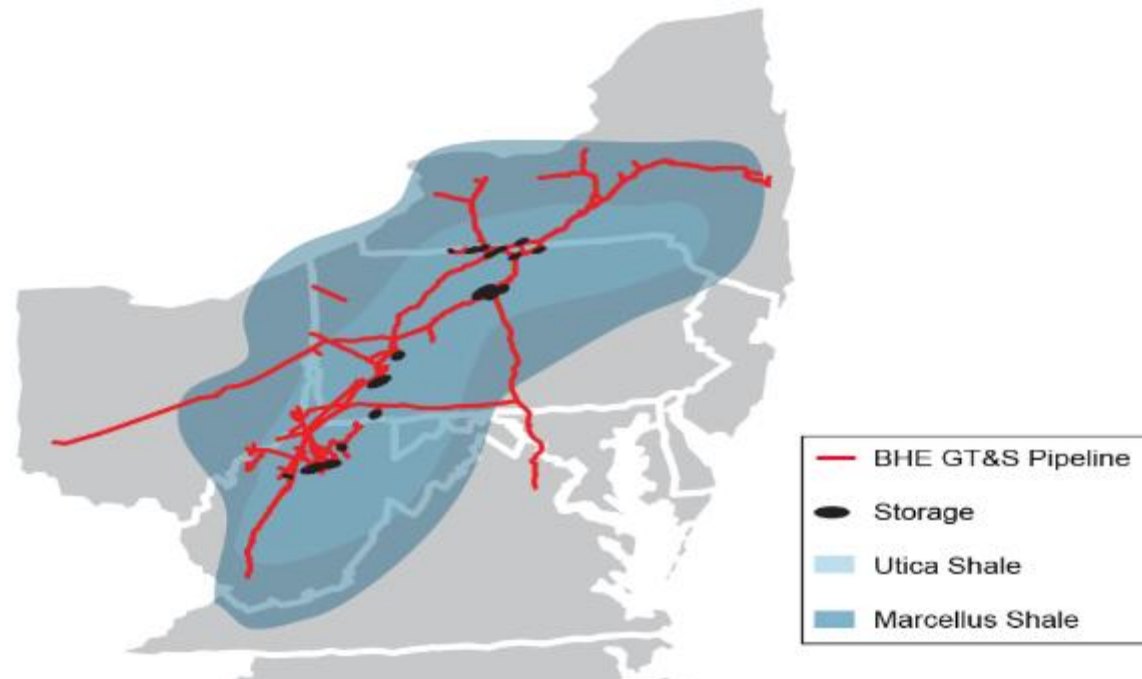


Project Location

Eastern Gas Transmission and Storage System

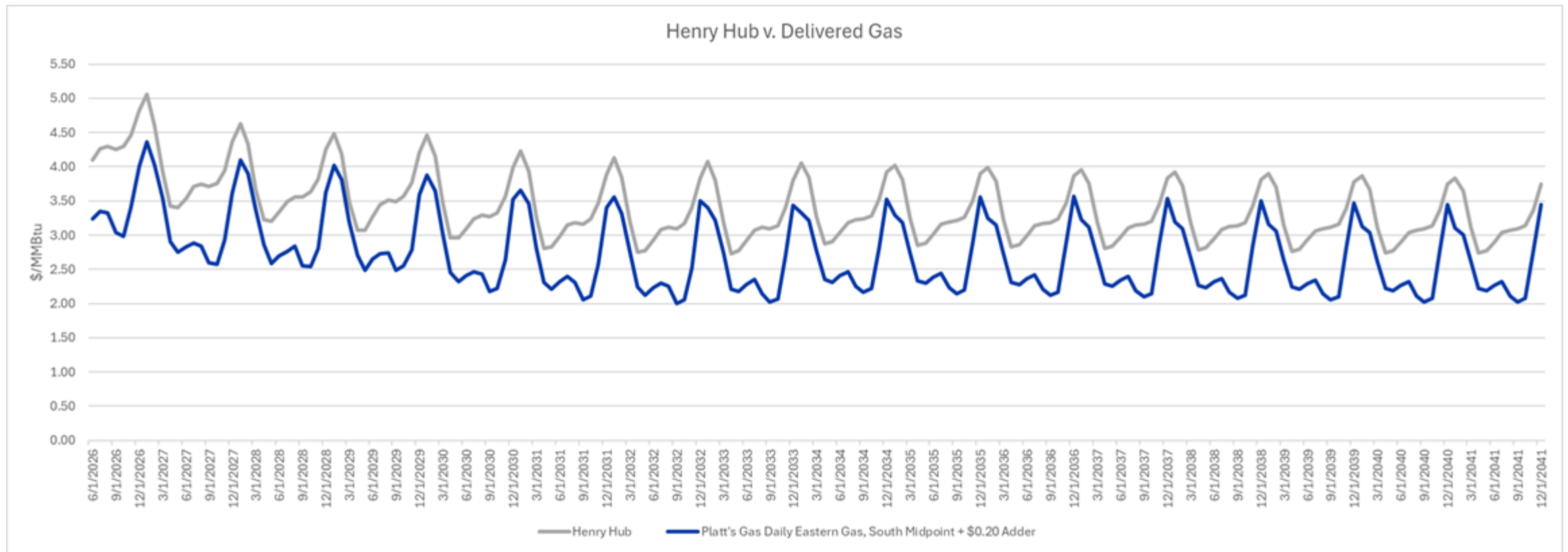
- The plant is located on a favorable part of the gas transmission system with access to the Marcellus shale gas production region. This provides a negative basis in locational prices compared to the Henry Hub market in Louisiana.

EGTS System Map



TEA MARKET ASSUMPTIONS – DELIVERED GAS COSTS

Mark Date: 5/9/2025



Energy Cost of Potomac CC

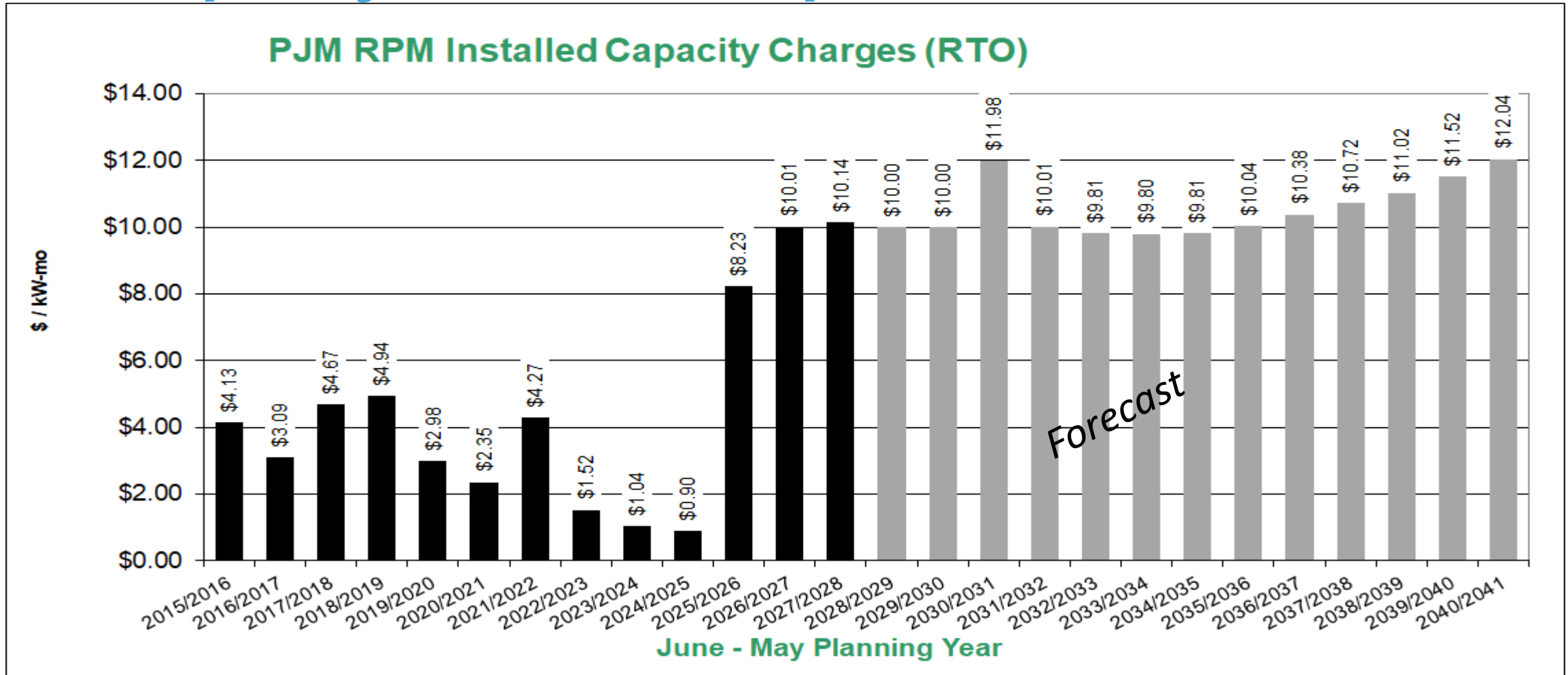
- Base Portion of Plant has 6,959 MMBtu / kWh
- Based on a Natural Gas price of \$2.50 / MMBtu to \$4.00 / MMBtu, plant fuel costs would be \$17.40 / MWh to \$27.84 / MWh
- With a \$3 / MWh O&M adder, Dispatch Costs for Base would be:
- \$20.40 / MWh to \$30.84 / MWh

- Duct Portion of Plant has 8,890 MMBtu / kWh
- Based on a Natural Gas price of \$2.50 / MMBtu to \$4.00 / MMBtu.
- With a \$3 / MWh O&M adder, Dispatch Costs for Full Plant would be:
- \$25.22 / MWh to \$35.56 / MWh

Duct Firing Limited to 1,750 hours per year (20% capacity factor)

Based on Air Permit Limit

Potomac CC receives Installed Capacity credit from PJM. Capacity Costs are expected to remain elevated.



Term

- Power Deliveries would start on June 1, 2026
- Term is 15 years through May 31, 2041
- Expected generation based on 70% capacity factor is $(1 \text{ MW} \times 8,760 \text{ hrs} \times 70\%) = 6,132 \text{ MWh}$ per each 1 MW of PPA
 - 511 MWh per month
- Based on current prices, PPA would be below market for rest of 2026, so power should be able to be resold to others on a short term basis if needed.

Demand Charge

- \$18.50 / kW-mo plus 2.5% per year escalation
- Average of \$22.41 / kW-mo over 15 year period.
- 1,000 kW x \$18.50 / kW-mo = \$18,500 / month per each 1 MW PPA
- Spread over 511 MWh per month = \$36.20 / MWh

Firm Gas Transportation Charge

- AMP will pay Proportionate Share of all actual fuel transportation costs, estimated at \$26 million per year for the entire facility.
- \$2.89 / kW-mo over 750 MW
- $1,000 \text{ kW} \times \$2.89 / \text{kW-mo} = \$2,890 / \text{month per each 1 MW PPA}$
- Spread over 511 MWh per month = \$5.65 / MWh

Variable O&M Charge

- \$2.95 / MWh, escalating on each anniversary of COD at a rate equal to 3%.
- Average of \$3.66 / MWh over 15 year period.

Fuel Costs

- Based on TEA model and current market, delivered natural gas cost expected to average \$3 / MMBtu
- Based on 7,167 / MMBtu overall plant heat rate, fuel costs will average \$21.50 / MWh

Installed Capacity

- Power plants paid for their UCAP in PJM Capacity Auction
- $UCAP = ICAP \times ELCC$
- UCAP = Unforced Capacity
- ICAP = Installed Capacity
- ELCC = Effective Load Carrying Capability
- Each 1,000 kW would yield 770 kW of UCAP

Final ELCC Class Ratings for the 2026/2027 Delivery Year and the 2026/2027 Third Incremental Auction

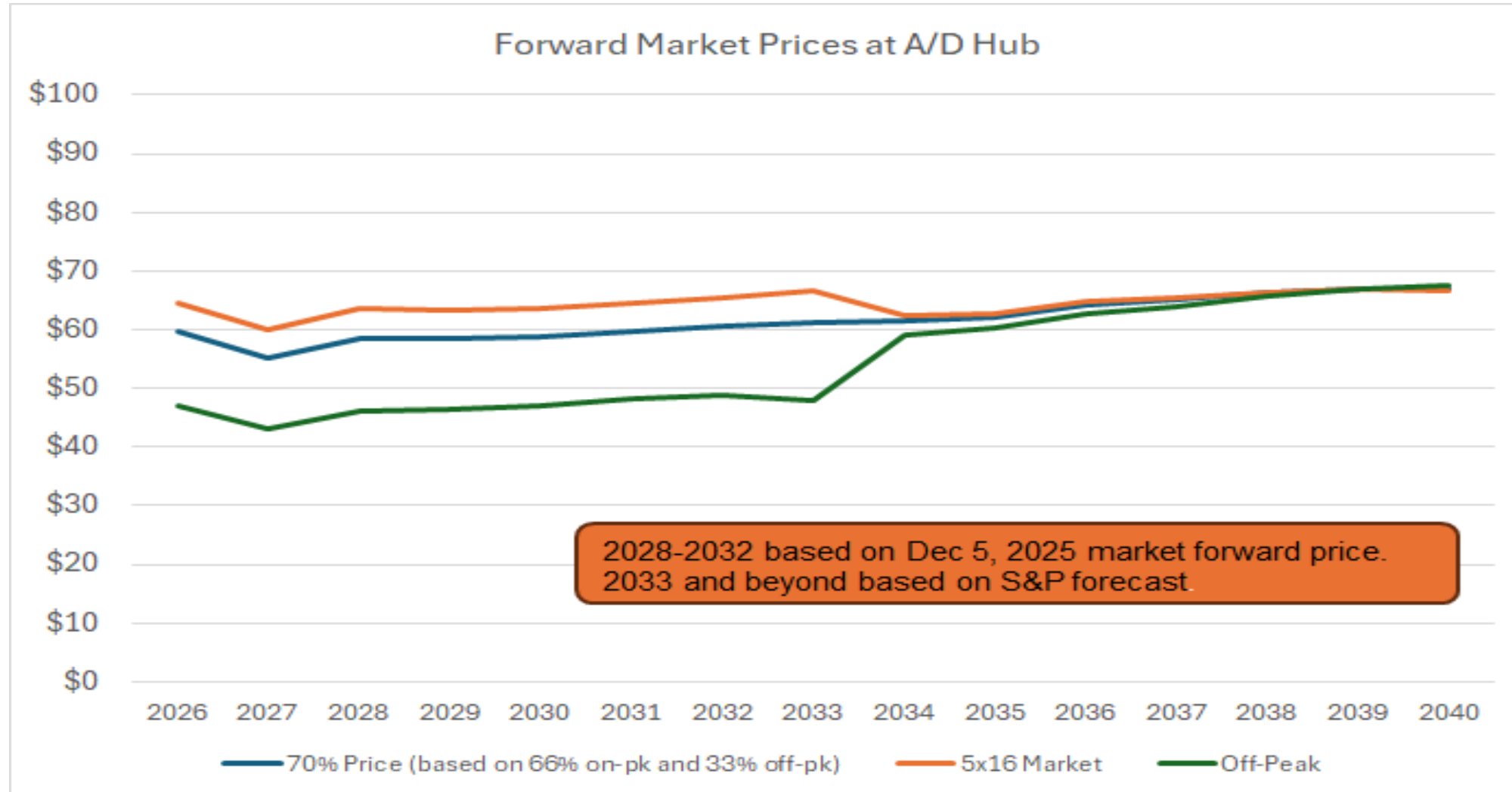
The following table provides the Final ELCC Class Ratings for the 2026/2027 Delivery Year and will be applied to the 2026/2027 Third Incremental Auction (3IA).

	Final 2026/2027 and 3IA ELCC Class Ratings
Onshore Wind	38%
Offshore Wind	64%
Fixed-Tilt Solar	10%
Tracking Solar	13%
Landfill Intermittent	49%
Hydro Intermittent	38%
4-hr Storage	54%
6-hr Storage	61%
8-hr Storage	65%
10-hr Storage	73%
Demand Resource	72%
Nuclear	95%
Coal	85%
Gas Combined Cycle	77%
Gas Combustion Turbine	63%
Gas Combustion Turbine Dual Fuel	79%
Diesel Utility	93%
Steam	75%

Installed Capacity

- $770 \text{ kW} \times \$10.00 / \text{kW-mo} = \$7,700 / \text{month}$ per each 1 MW PPA
- Spread over 511 MWh per month = $\$15.07 / \text{MWh}$ credit for installed capacity to members per each 1 MW

Market Prices



AMP Portfolio Recommendation

- Potomac Combined Cycle provides Intermediate Needs from flexibility of operation and start up and shut down.
- Combine with Fremont for Intermediate Supply
- Can also provide portion of unfilled Base Load needs due to low heat rate
- Limit participation to approximately 10% of energy supply to maintain diversity of portfolio.

TOWN OF FRONT ROYAL, VIRGINIA

RESOLUTION NO. _____

**TO APPROVE THE FORM AND AUTHORIZE THE EXECUTION OF
THE POTOMAC ENERGY CENTER SCHEDULE WITH
AMERICAN MUNICIPAL POWER, INC.
AND TAKING OF OTHER ACTIONS IN CONNECTION THEREWITH**

WHEREAS, the Town of Front Royal, Virginia ("Municipality") owns and operates an electric utility system for the sale of electric capacity and associated energy for the benefit of its citizens; and

WHEREAS, in order to satisfy the electric capacity and energy requirements of its electric utility system, Municipality has heretofore purchased, or desires to purchase in the future, economical, reliable and environmentally sound capacity and energy and related services from, or arranged by, American Municipal Power, Inc. ("AMP"), of which Municipality is a Member; and

WHEREAS, AMP is a nonprofit corporation, organized to own and operate facilities, or to provide otherwise, for the generation, transmission or distribution of electric capacity and energy, or any combination thereof, and to furnish technical services on a cooperative, nonprofit basis, for the mutual benefit of AMP members ("Members"), such Members, including Municipality, being political subdivisions that operate, or whose members operate, municipal electric utility systems; and

WHEREAS, Municipality, acting individually, and through AMP with other political subdivisions of this and other states that own and operate electric utility systems jointly, endeavors to arrange for reliable, environmentally sound and reasonably priced supplies of electric capacity and energy and related services for ultimate delivery to its customers; and

WHEREAS, it is efficient and economical to act jointly in such regard; and

WHEREAS, Municipality has previously entered into a Master Services Agreement with AMP, AMP Contract No. C-12-2007-6255 ("MSA"), which contemplates that Municipality may enter into various schedules for the provision of capacity and associated energy and related services from AMP to Municipality; and

WHEREAS, certain Members, including Municipality, have determined that they can utilize additional sources of reliable and economical electric capacity and energy

on a long-term basis, and have requested that AMP arrange for the same by acquiring interests through a purchased power agreement ("PPA"); and

WHEREAS, in furtherance of this purpose, AMP has entered into a purchase power agreement ("Potomac Energy Center PPA") with Potomac Energy Center, LLC (the "Seller") under the terms of which AMP will purchase and Seller will supply and sell up to approximately 268 MW of base capacity as well as an additional share of the 32 MW of duct firing on a pro-rata basis and associated energy from a combined cycle, gas-fired electric power plant located in Loudoun County, Virginia, for a period of fifteen (15) years; and

WHEREAS, it is necessary and desirable for Municipality to enter into a schedule to the MSA to provide for an additional source of capacity and energy; and

WHEREAS, through approval and execution of the Potomac Energy Center Schedule authorized below, Members will have the right, but not the obligation, to authorize and request AMP to acquire capacity and energy through the Potomac Energy Center PPA; and

WHEREAS, prior to the adoption of this Resolution AMP has (i) informed Municipality of the terms of the Potomac Energy Center Schedule; (ii) provided Municipality the opportunity to review the anticipated form of the Potomac Energy Center PPA; and (iii) offered representatives of Municipality the opportunity to ask such questions, review data and reports, conduct inspections and otherwise perform such investigations with respect to, as applicable, the acquisition of capacity and energy and the terms and conditions of the Potomac Energy Center Schedule authorized below as Municipality deems necessary or appropriate in connection herewith; and

WHEREAS, Municipality requests and authorizes AMP to explore an arrangement whereby AMP may prepay all or a portion of AMP's obligations to purchase energy and capacity at some point during the term of the Potomac Energy Center PPA and finance the prepayment on behalf of Municipality through the issuance of bonds by AMP in order to achieve additional savings on the capacity and energy derived from the Potomac Energy Center PPA that AMP can pass through to Municipality ("Prepay Agreement") subject to the additional requirements set forth in the Potomac Energy Center Schedule.

WHEREAS, after due consideration, Municipality has determined it is reasonable and in its best interests to proceed as authorized herein below and requests and authorizes AMP to acquire capacity and energy from the Seller upon the terms and conditions set forth in the Potomac Energy Center PPA.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

SECTION 1. That the Potomac Energy Center Schedule between Municipality and AMP, substantially in the form attached hereto or on file with the

Clerk, including Exhibits thereto and related agreements, if necessary, is approved, and the Authorized Representative of Municipality, identified below, is hereby authorized to execute and deliver the Potomac Energy Center Schedule with such changes as the Authorized Representative may approve as neither inconsistent with this Resolution nor materially detrimental to the Municipality, his or her execution of the Potomac Energy Center Schedule to be conclusive evidence of such approval. For purposes of this Resolution, Municipality's Authorized Representative is the Town Manager.

SECTION 2. That the Authorized Representative is hereby authorized to (i) acquire under the Potomac Energy Center Schedule, authorized above, a Contract Amount as defined in that Schedule of up to 3 MW, without bid, and (ii) make any determinations and approvals required thereunder, if any, as the Authorized Representative shall deem necessary and advisable.

SECTION 3. If any section, subsection, paragraph, clause or provision or any part thereof of this Resolution shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of this Resolution shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 4. That this Resolution shall take effect at the earliest date allowed by law.

SECTION 5. That it has been found and determined by the Town Attorney that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in conformance with applicable open meetings laws and that all deliberations of this Council and of any committees that resulted in those formal actions were in compliance with all legal requirements including any applicable open meetings requirements.

(Please contact AMP's General Counsel to discuss any changes to this draft.)

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

R. Wayne Sealock	___Yes ___No	H. Bruce Rappaport	___Yes ___No
Joshua L. Ingram	___Yes ___No	Melissa DeDomenico-Payne	___Yes ___No
Amber F. Veitenthal	___Yes ___No	Glenn A. Wood	___Yes ___No

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____

TOWN OF FRONT ROYAL, VIRGINIA

RESOLUTION NO. _____

**TO APPROVE THE FORM AND AUTHORIZE THE EXECUTION OF
BRIGHT MOUNTAIN SOLAR SCHEDULE WITH
AMERICAN MUNICIPAL POWER, INC.
AND TAKING OF OTHER ACTIONS IN CONNECTION THEREWITH**

WHEREAS, the Town of Front Royal, Virginia ("Municipality") owns and operates an electric utility system for the sale of electric capacity and associated energy for the benefit of its customers; and

WHEREAS, in order to satisfy the electric capacity and energy requirements of its electric utility system, Municipality has heretofore purchased, or desires to purchase in the future, economical, reliable and environmentally sound capacity and energy and related services from, or arranged by, American Municipal Power, Inc. ("AMP"), of which Municipality is a Member; and

WHEREAS, AMP is a nonprofit corporation, organized to own and operate facilities, or to provide otherwise, for the generation, transmission or distribution of electric capacity and energy, or any combination thereof, and to furnish technical services on a cooperative, nonprofit basis, for the mutual benefit of AMP members ("Members"), such Members, including Municipality, being political subdivisions that operate, or whose members operate, municipal electric utility systems; and

WHEREAS, Municipality, acting individually, and through AMP with other political subdivisions of this and other states that own and operate electric utility systems jointly, endeavors to arrange for reliable, environmentally sound and reasonably priced supplies of electric capacity and energy and related services for ultimate delivery to its customers; and

WHEREAS, it is efficient and economical to act jointly in such regard; and

WHEREAS, Municipality has previously entered into a Master Services Agreement with AMP, AMP Contract No. C-12-2007-6255 (the "MSA"), which contemplates that Municipality may enter into various schedules for the provision of capacity and associated energy and related services from AMP to Municipality; and

WHEREAS, certain Members, including Municipality, have determined that they can utilize additional sources of reliable and economical generated electric capacity

and energy on a long-term basis, and have requested that AMP arrange for the same by acquiring interests through a purchased power agreement (PPA) in certain energy facilities; and

WHEREAS, in furtherance of this purpose, AMP has entered into a purchase power agreement ("Bright Mountain PPA") with Bright Mountain, LLC (the "Developer") under the terms of which AMP will purchase and Developer will supply and sell up to 80 MWac of capacity and associated energy and environmental attributes from the Bright Mountain generation project located in Perry County, Kentucky for a period of up to twenty-five (25) years; and

WHEREAS, it is necessary and desirable for Municipality to enter into a schedule to the MSA to provide for an additional source of capacity, energy and environmental attributes; and

WHEREAS, through approval and execution of the Bright Mountain Solar Schedule authorized below, Members will have the right, but not the obligation, to authorize and request AMP to acquire capacity and energy through the Bright Mountain PPA; and

WHEREAS, prior to the adoption of this Resolution AMP has (i) informed Municipality of the terms of the Bright Mountain Solar Schedule; (ii) provided Municipality the opportunity to review the anticipated form of the Bright Mountain PPA; and (iii) offered representatives of Municipality the opportunity to ask such questions, review data and reports, conduct inspections and otherwise perform such investigations with respect to, as applicable, the acquisition of capacity and energy and the terms and conditions of the Bright Mountain Solar Schedule authorized below as Municipality deems necessary or appropriate in connection herewith; and

WHEREAS, Municipality requests and authorizes AMP to explore an arrangement whereby AMP may prepay all or a portion of AMP's obligations to purchase energy, capacity and environmental attributes at some point during the term of the Bright Mountain PPA and finance the prepayment on behalf of Municipality through the issuance of bonds by AMP in order to achieve additional savings on the capacity, energy and environmental attributes derived from the Bright Mountain PPA that AMP can pass through to Municipality ("Prepay Agreement") subject to the additional requirements set forth in the Bright Mountain Solar Schedule.

WHEREAS, after due consideration, Municipality has determined it is reasonable and in its best interests to proceed as authorized herein below and requests and authorizes AMP to acquire capacity and energy from the Developer upon the terms and conditions set forth in the Bright Mountain PPA.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

SECTION 1. That the Bright Mountain Solar Schedule between Municipality and AMP, substantially in the form attached hereto or on file with the Clerk, including Exhibits thereto, is approved, and the Authorized Representative of Municipality, identified below, is hereby authorized to execute and deliver the Bright Mountain Solar Schedule with such changes as the Authorized Representative may approve as neither inconsistent with this Resolution nor materially detrimental to the Municipality, his or her execution of the Bright Mountain Solar Schedule to be conclusive evidence of such approval. For purposes of this Resolution, Municipality's Authorized Representative is the Town Manager.

SECTION 2. That the Authorized Representative is hereby authorized to (i) acquire under the Bright Mountain Solar Schedule, authorized above, a Contract Amount as defined in that Schedule of up to 3 MW, without bid, and (ii) make any determinations and approvals required thereunder, if any, as the Authorized Representative shall deem necessary and advisable.

SECTION 3. If any section, subsection, paragraph, clause or provision or any part thereof of this Resolution shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of this Resolution shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 4. That this Resolution shall take effect at the earliest date allowed by law.

SECTION 5. That it has been found and determined by the Town Attorney that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in conformance with applicable open meetings laws and that all deliberations of this Council and of any committees that resulted in those formal actions were in compliance with all legal requirements including any applicable open meetings requirements.

(Please contact AMP's General Counsel to discuss any changes to this draft.)

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

R. Wayne Sealock	___Yes___No	H. Bruce Rappaport	___Yes___No
Joshua L. Ingram	___Yes___No	Melissa DeDomenico-Payne	___Yes___No
Amber F. Veitenthal	___Yes___No	Glenn A. Wood	___Yes___No

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 9, 2026

Item# 03

Agenda Item: Automated Solid Waste Collection Feasibility Study

Summary: The Town contracted with MSW Consultants to perform a feasibility study on automated solid waste collection as directed by Council during the September 8, 2025 work session.

During the last few months, MSW Consultants met with staff, conducted site visits, observed collections, reviewed data, and compiled an analysis report. MSW Consultants will review the results of the study with Council.

Budget/Funding: Expense associated with solid waste vehicle replacement will be affected based on type of solid waste truck to be purchased.

4203-47005 Solid Waste Motor Vehicles

Staff Recommendation: Staff recommends for Council to ask any questions or discuss any concerns with MSW Consultants regarding automated solid waste collections; and to provide staff with direction regarding the type of refuse truck to purchase for the next replacement vehicle, either an automated solid waste collection truck or a rear loading solid waste collection truck matching existing fleet.

To: B.J. Wilson, Director of Finance/Assistant Town Manager
From: MSW Consultants
Date: February 23, 2026
Subject: Automated Refuse Collection Truck Feasibility Study

The Town of Front Royal Public Works Department Solid Waste Division (Town) provides weekly collection of residential refuse and recycling, seasonal yard waste, bulky items, and out-of-cart setouts for an additional fee. The Town's 2- to 3-person crews collect residential refuse from carts semi-automatically with rearloader trucks equipped with cart tippers. Along those residential routes, the crews also collect commercial refuse from carts and rearloading dumpsters.

The Town hired MSW Consultants to evaluate the feasibility of incorporating one or more fully automated collection trucks into its refuse collection fleet.

1. METHODOLOGY

MSW Consultants performed the following tasks in completion of the study:

- Submitted an information request and reviewed data.
- Conducted a site visit, staff interviews, route audits, and toured collection routes.
- Modeled the baseline refuse collection system.
- Analyzed use of automated collection trucks.
- Conducted working meeting with Town staff.
- Wrote summary report.
- Presented findings to Council.

2. REFUSE COLLECTION OBSERVATIONS

The Town provides refuse collection with the same trucks and crews along daily routes that combine residential and commercial stops. The Town provides residential customers with roll carts, and commercial and multi-family units with roll carts and eight-yard dumpsters. Town crews make approximately 5,500 stops for roll carts weekly and service 24 commercial dumpsters at a frequency of one to three times a week. The Town operates the daily refuse routes shown in Table 1. In terms of the number of customers serviced per week, Front Royal has a small sanitation system.

Table 1 Daily Refuse Routes

Day	Number of Routes
Monday	3
Tuesday	3
Wednesday	1
Thursday	3
Friday	3
Average per Day	2.6

In addition to the refuse routes shown in the table, the Town also operates one daily recycling route and two yard waste routes on Wednesdays. The recycling and yard waste routes were not included in the analysis.

MSW Consultants professional staff toured Front Royal’s residential routes on December 11 and 12, 2025. We observed productivity and customer set-out behaviors on portions of two refuse routes for a few hours to gather on-route collection performance metrics and observe road and traffic conditions.

In most of the Town, a three-person crew of a driver and two workers on the back of the truck collect from both sides of the street as they go, eliminating the need to re-pass the same street going the opposite direction. One route in higher traffic areas operates with one collector on the back of the truck, instead of two, and collects from one side at a time. At stops where multiple carts or extra materials are set out, the driver routinely exits the cab to assist.

Figure 1 provides pictures taken by MSW Consultants of commonly observed conditions.

Figure 1 On-Route Observations



Tight Access Alley with Trees, Overhead Wires, Off-Curb Placement (Churst St. Alley)



Container Overflow; Tight Street with On Street Parking (Pine St.)



Tight Access Street with Parked Cars, Trees, Overhead Utility Wires, Container Overflow (Stonewall Dr.)



Two-Side Parking; Carts Pulled Between/Around Cars to Service (Blue Ridge Ave.)



Overfull Container; Overhead Utility Lines Across Road in Many Areas (Crosby Rd.)



One-Way Street with On Street Parking (Osage St.)



Enclosed Container Example (E. Main St.)



Commercial Dumpster Collection (Robinson's/6th St)

Table 2 summarizes the collection metrics for the partial routes we observed. At greater than 90 percent, the Town has a high set-out rate. As shown, this leads to service times of 33 to 45 seconds per stop.

Table 2 On-Route Metrics Observed

Observation Date	Route	Carts Serviced	Residential Setout Rate	Avg. Seconds per Service
12/11/2025	Thursday - Manassas	144	93.5%	33
12/12/2025	Friday - Blue Ridge*	245	90.7%	45

**Route included 10 commercial and 23 multi-family locations, several of which had multiple containers.*

The average time for service, listed in seconds, is reasonable considering the following:

- Crews must pull and return many roll carts around parked cars.
- Crews must pull and return roll carts from a group of carts, sometimes at the curb, sometimes off the curb or in an enclosure.

- Many carts were observed in an overfull condition that requires collector care.

The Town uses rearloading packer trucks for collection. Rearloading trucks are versatile; crews complete roll cart collection with hydraulic tippers, they can service rearloading dumpsters with a hydraulic reeving winch, and they can collect bulky and overflow refuse manually. The Town capitalizes on this versatility by absorbing commercial stops on its residential routes.

Table 3 is a list of the Town's rearloading packer truck inventory. Assuming the Town will replace the 2008 unit with the truck that is on order, the average age of the fleet will be 6.4 years when the replacement is put in service. It is understood that the Town will order another replacement truck based on the outcome of this study which will further improve the average age. Best management practice is to keep the average age of trucks around half the useful life for the model. For rearloaders, useful life is typically 10 years.

Table 3 Sanitation Truck Inventory

Equipment	Year	Service Assigned To
25 CY Rearloader with cart tippers	2022	Recycling Collection
25 CY Rearloader with cart tippers	2020	Refuse Collection
25 CY Rearloader with cart tippers	2018	Refuse Collection
25 CY Rearloader with cart tippers	2012	Refuse Collection
31 CY Rearloader with cart tippers	2008	Refuse Collection
25 CY Rearloader - ON ORDER	2026	Refuse Collection

3. AUTOMATED TRUCK FEASIBILITY ANALYSIS

Fully automated refuse collection occurs with two different truck types. Figure 2 shows both an automated sideloader (ASL) truck and a frontloader truck with attachment. The frontloader with attachment allows versatility for dumping commercial dumpsters as well roll carts. The frontloader also offers other on-route benefits such as a cursory view of material prior to dumping and the ability to add some bulk and overflow material to the hopper. Both types of automated trucks are typically operated by a one-person crew. The skill level needed to operate these trucks is more complex and it is common for the one-person crew to be paid at a higher pay grade due to complexity and sole responsibility.

MSW Consultants understands the Town previously used frontloading trucks with an attachment, and those trucks were found to be too problematic on route due to mature tree growth and overhead utility lines combined with the need to tip the attachment hopper overhead every several stops. Further, a second crew member rode in the truck to assist carts to the truck and pick up overflow. As such, this analysis focuses on evaluating the feasibility of using ASL trucks.

Figure 2 Automated Truck Options



Automated Sideloader Truck
(photo source: MSW Consultants)



Frontloader Truck with Curotto-Can Attachment
(photo source: Heil.com)

Compared to manual and semi-automated collection with a rearloader, Table 4 provides some pros and cons of ASL trucks.

Table 4 Automated Sideloader vs. Rearloader Collection

Pros	Cons
• Quicker per stop • One operator • In-cab operation lowers exposure to injury	• Higher capital outlay • One side of street collection • Higher O&M costs due to more hydraulics/moving parts • Shorter average useful life

3.1. ANALYSIS OF ROUTE CHARACTERISTICS

Automated collection has many benefits when it can be readily implemented. Refuse collection methods vary community to community depending on street features and topography. Features that affect collection operations include, but are not limited to, street width and condition, utility placement/overhead wires, presence or absence of curb/easement, and presence of one-way streets, dead-end streets, and several types of cul-de-sacs. Figure 3 shows some streets in Front Royal where ASL collection is feasible due to wider streets, larger parcels, and more curb space per residence.

Figure 3 Streets Feasible for Collection with ASL



Street Feasible for Automated Collection
(Kerfoot Ave.)



Example of Newer Neighborhood – Feasible for ASL
(Kesler subdivision/South Fork Dr.)

Incorporated over 235 years ago, Front Royal is an historic Town. As such, much of its housing was developed a very long time ago with different or no street construction standards and when trash collection trucks were not as large. In observing collection routes, we considered access and feasibility of collecting refuse with an ASL. We identified the following limitations:

- **Parking on both sides of the street:** While there are policies that could potentially mitigate the impact of on-street parking, limited alternatives exist in Front Royal. There are many streets on which vehicles are parked bumper to bumper along both sides of the street. Some homes do not have driveways, and in some cases additional vehicles are parked in driveways. Restricting parking to one side of the street to create access to carts required for ASL collection would not result in adequate parking for many neighborhoods.
- **One-way streets:** One-way streets, with parking along the right side of the street, restrict cart access for an ASL, whereas a rearloader crew can navigate carts around the cars and collect from both sides of one-way streets. For an automated collection system to work on one-way streets, residents on the offside would need to roll their carts across the street for pick-up and there would need to be enough room among cars parked along the right side of the street for the ASL to access the carts.
- **Dead ends:** Front Royal refuse routes include several dead-end streets. These streets typically require collection truck drivers to back into the street and continue in reverse down the street as collection occurs or to drive forward down the street during collection and then back out. It is never recommended that a crew member ride on the truck step while it is backing. Rather, it is recommended that the crew member and driver train and operate so that the crew member remains on the ground and walks with the truck to provide ground guidance to the driver in which they maintain contact through mirrors and voice and hand signals. Drivers operate ASL trucks alone, making backing quite dangerous.
- **Cul-de-sacs:** Typical cul-de-sacs may have several cars parked on the curb, and they require multi-point turns, a challenge for all collection vehicles. Rearloaders can navigate cul-de-sacs more safely with a backing guide, like a collection crew member, assisting and watching out for hazards

like parked cars and mailboxes as the driver makes the turns. When operating an ASL, the driver must navigate to gain access to carts as well as make the multi-point turn without a ground guide. Front Royal has several cul-de-sacs that are large enough to navigate as described here. There are also some cul-de-sacs that were not built to accommodate large commercial trucks or are not designed with a full “bulb” on the end; drivers must navigate these cul-de-sacs as they would a dead-end street.

Figure 4 shows some of the challenging circumstances identified above.

Figure 4 Examples of Recurring Route Constraints



Deadend Street Requires Long-Distance Backing
(Midland Ave.)



Narrow Street with Left Side Collection (Oakridge Ct.)



Left Side Collection Only, No Curb Access on Right
Side (Pine St.)



Tight, Two-Sided Parking Common in Several Areas
(Blue Ridge Ave.)

Figure 5 is a map of Front Royal on which we have identified areas that are problematic to service with an ASL. The gray shaded areas include problematic one-way streets, dead-ends, streets that require backing, locations with enclosed or contained carts, and tight turns that require navigation that may result in opposite-side-of-street collection. The yellow shaded areas are denser housing neighborhoods with two-sided parking on the streets and a consistently high volume of cars parked

on both sides of the street during refuse collection. The remaining households are those that would be most feasible for ASL collection.

Figure 5 Map of Routes with Challenging Areas for ASL Collection

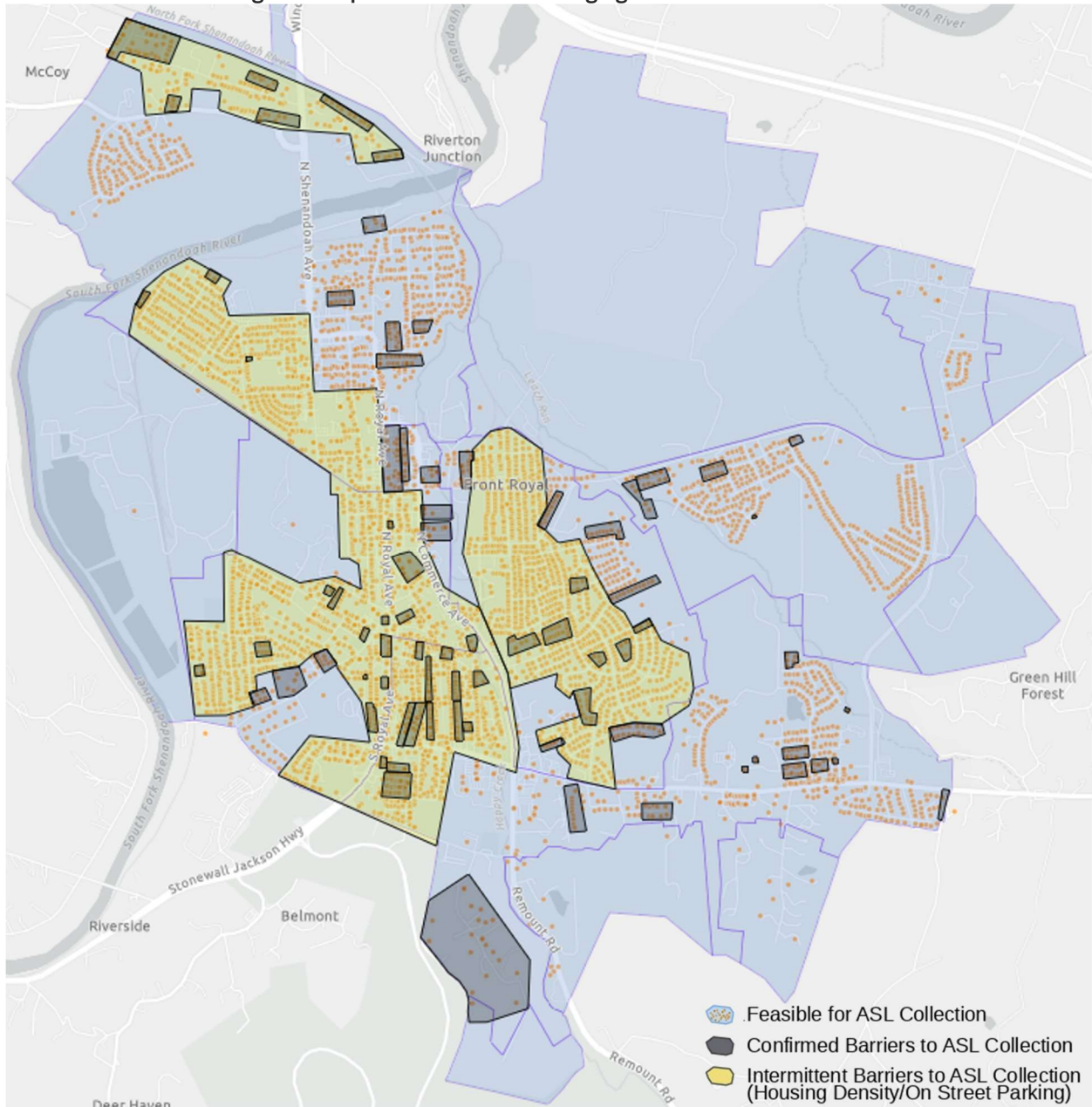


Table 5 below summarizes the households in the above map's shaded areas by collection day. As shown, nearly 80 percent of households are in areas with either specific routing issues or in denser housing areas with regularly large numbers of vehicles parked on both sides of the street.

Table 5 Route Access Constraints

Collection Day	Households with Constraints			Total	Percent of Total Households
	Special Issue*	2-Side Parking	Special Issue & Parking		
Monday	60	966	80	1,106	69.8%
Tuesday	73	1,244	67	1,384	99.7%
Wednesday	31	16	0	47	9.5%
Thursday	97	1,148	78	1,323	96.6%
Friday	85	703	187	975	79.9%
Total	346	4,077	412	4,835	79.8%

*One-way streets, dead-end streets, enclosures/off-curb containment, tight turn/special navigation required

3.2. ROUTE MODELING

To evaluate the integration of ASL into the current refuse collection system, MSW Consultants calibrated our proprietary route model based on the Town customers served, current performance metrics from route observations, and daily operations data (hours, time, and distance to the disposal location, etc.) Commercial dumpsters and multi-family locations with multiple roll carts were equivalated to single-family households by using the average service time. Table 6, Table 7, and Table 8 summarize model inputs.

Table 6 Account and Route Inputs

Single-Family Household Equivalents	Annual Tons Collected	Current Average Routes per Day*	Roundtrip Time to Disposal Site
5,912	6,079	2.6	52

*based on weekly demand – see Table 1

Table 7 Truck Inputs

Trucks	Capital	Useful Life (years)	Annualized Capital	Annual O&M	Annual Fuel	Total
Rearloader	\$300,000	10	\$30,000	\$6,000	\$14,500	\$50,500
ASL	\$420,000	8	\$52,500	\$28,000	\$20,300	\$100,800

Table 8 Crew Inputs

Crew	Salary	Benefit	Annual Cost
Equipment Operator	\$52,416	35%	\$70,762
Worker	\$48,776	35%	\$65,848

To model how the Town would operate with one ASL truck, we first calculated the number of households that could be served by a fully utilized ASL. We then compared the full-utilization route with the actual number of households in Front Royal that could reasonably accommodate the ASL. To summarize, we compared:

- **Status Quo:** Current System
- **Optimal Utilization:** This option illustrates the expected number of households that would be served if it were possible to fill all five daily routes with households that area accessible to automation. Considering the cost of one ASL (\$400,000-\$500,000), using the truck for full routes daily is important, given the required investment. The remainder of stops would continue being collected with semi-automatic rearloaders.
- **Town Maximum Utilization:** This option caps the use of an automated truck at the actual number of households in contiguous areas of Front Royal that can be safely accessed for collection with an ASL. The percentage of households for this analysis, 20 percent, was derived from route observations described in Section 3.1 and summarized in Table 5. The remainder of the Town continues to be collected with semi-automatic rearloaders.

Table 9 compares these three scenarios. As shown, there would need to be just over 3,000 contiguous households in the Town accessible to the automated truck to achieve optimal utilization of the asset. Conversely, only 1,200 households in the Town actually are accessible, which is not enough households in Front Royal to utilize an automated truck at full capacity.

Table 9 Automated Route Analysis Summary

Scenario	Households			Truck Utilization for Daily Routes		
	Semi - Automated	Automated	Percent Automated	Semi - Automated	Automated	Total
Status Quo	5,912	0	0%	2.6	0.0	2.6
Optimal Utilization	3,015	2,897	49%	1.3	1.0	2.3
Town Maximum Utilization	4,718	1,194	20%	2.1	0.4	2.5

Table 10 presents a cost comparison by route type. As shown, on a straight route-to-route comparison, there may be cost savings by operating an automated system if enough of the Town becomes accessible to run an efficient route.

Table 10 Estimated Route Cost Comparison

Route Type	Crew Size	Annual Labor Cost per Route	Annual Truck Cost per Route	Annual O&M Cost per Route	Total
Semi-Automated	3	\$251,843	\$55,300	\$20,500	\$327,643
Automated	1	\$88,628	\$109,800	\$48,300	\$246,728

3.3. SAFETY CONSIDERATIONS

Automated collection is typically viewed as a safer method of collection compared to manual and semi-automated collections, because the crew consists of a driver in the truck cab instead of a driver and on-street collectors. Private haulers have predominantly migrated to automated collection for efficiency, safety, and career longevity considerations. However, some conditions make automated collection unsafe. Situations that require backing and navigating tight areas are dangerous for all route types. It is best industry practice to avoid backing whenever possible. In cases where it is necessary due to existing constraints, it is safer to operate these collections with a trained multi-person crew in which a crew member can provide ground guidance.¹

4. CONCLUSIONS

Conditions for successful automated collection are not fully in place and conversion to automated collection within the Town-managed fleet is not recommended at this time. MSW Consultants offers the following reasons for this conclusion:

- **Challenging Street Topography:** As shown in the map in Figure 5, specific issues inhibit collection with an ASL through most areas of Front Royal at this time. In collection programs that utilize ASL, it is typical to assign a separate and often smaller truck to collect the problem areas. In Front Royal's case, the truck assigned to problem areas would traverse much of the same route as the ASL on several daily routes. This duplication is inefficient and increases road traffic and greenhouse gas emissions.
- **Two-side Collection:** Front Royal's current semi-automated routes can make one pass to collect carts from both sides of most residential streets. This is not an option with an ASL truck which must pass over a street twice or require all carts to be placed on one side of the street. The Town may accomplish this style of ASL collection with education and signage in some neighborhoods, but the number of parked vehicles observed in many areas indicates that one side street parking will not allow enough access for the ASL-collected carts.
- **Rearloader Versatility:** Currently, the Town efficiently folds in the commercial and multi-family dumpsters and roll carts among its residential refuse routes. The use of ASL would require the Town to create a separate, partial route that can service locations with dumpsters and corralled/enclosed carts inaccessible to ASL collection. This method is less efficient than the current method, given the small number of refuse accounts involved.
- **Limitations for ASL:** At its current size and infrastructure, Front Royal has a relatively small system with respect to the number of accounts it serves and the number of routes it operates. Conversion of one route to ASL does not currently appear to be advantageous as there are not enough contiguous areas accessible for ASL collection, and the cost of an ASL truck warrants full utilization.
- **Full Automation:** It does not seem likely that it will be feasible to implement a fully automated route for refuse in the Town in the near future. A hybrid system may become feasible as the Town continues to grow and additional neighborhoods are developed.

¹ Solid Waste Association of North America – Backing Best Management Practices https://swana.org/docs/default-source/safety-documents/backing_best_management_practices-final.pdf?sfvrsn=deaf4c44_6



Technical Memorandum

If the Town has large neighborhoods who indicate preference for automated collection, Front Royal may want to consider contracting specific routes with a private hauler. There are several private haulers in the region that can likely competitively participate as it is much easier for a larger private hauler to accommodate a small, contiguous subset of households with their existing fleet.

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Automated Solid Waste Collection Feasibility Study

1

PRESENTATION TO TOWN COUNCIL

FRONT ROYAL, VA

MARCH 9, 2026



About MSW Consultants

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- Independent Consultants Specializing in the **Municipal Waste Management Sector**
- Wide Knowledge of National **Waste Management Best Practices**
- Industry-Leading Solid Waste **Operational Evaluation & Performance Modeling**
- Collection, Disposal & Recycling **Procurement Services**
- Previous Work for Front Royal
 - 2015-2016: Operational and Financial evaluation
 - 2023-2024: Solid Waste Cost of Service & Rate Study
 - ✦ Main Street Collection Evaluation
 - ✦ County Tip Fee Impact Analysis

Project Summary

3

- Information Request & Data Review
- Site visit
 - Route audits
 - Toured collection routes
 - Staff interviews
- Baseline model of current collection system
- Analyze use of automated sideloader truck
- Working meeting with staff
- Report
- Presentation

Current Collection Services

4

Residential
Refuse
Collection



Large Item
Collection



Recycling
Collection

Downtown
Sidewalk
"Pitch" Cans



Commercial
Dumpsters



Automated Collection Methods

5

- Frontloader w/attachment



* Photo credit Heil.com

- Automated Sideloader (ASL)



* Photo by MSW Consultants

ASL vs. Rearloader

6

Pros

- Quicker per stop
- One operator
- In-cab operation lowers exposure to injury

Cons

- Higher capital outlay
- One side of street collection
- Higher O&M costs due to more hydraulics/moving parts
- Shorter average useful life of truck

Barriers to Full Automation

7

- Parking on both sides of street
 - Not enough space on only one side (high # vehicles)



Barriers to Full Automation – cont.

8

- One-way streets



Barriers to Full Automation – cont.

9

- Dead-ends
 - Unsafe backing ASL without ground guide



Barriers to Full Automation – cont.

10

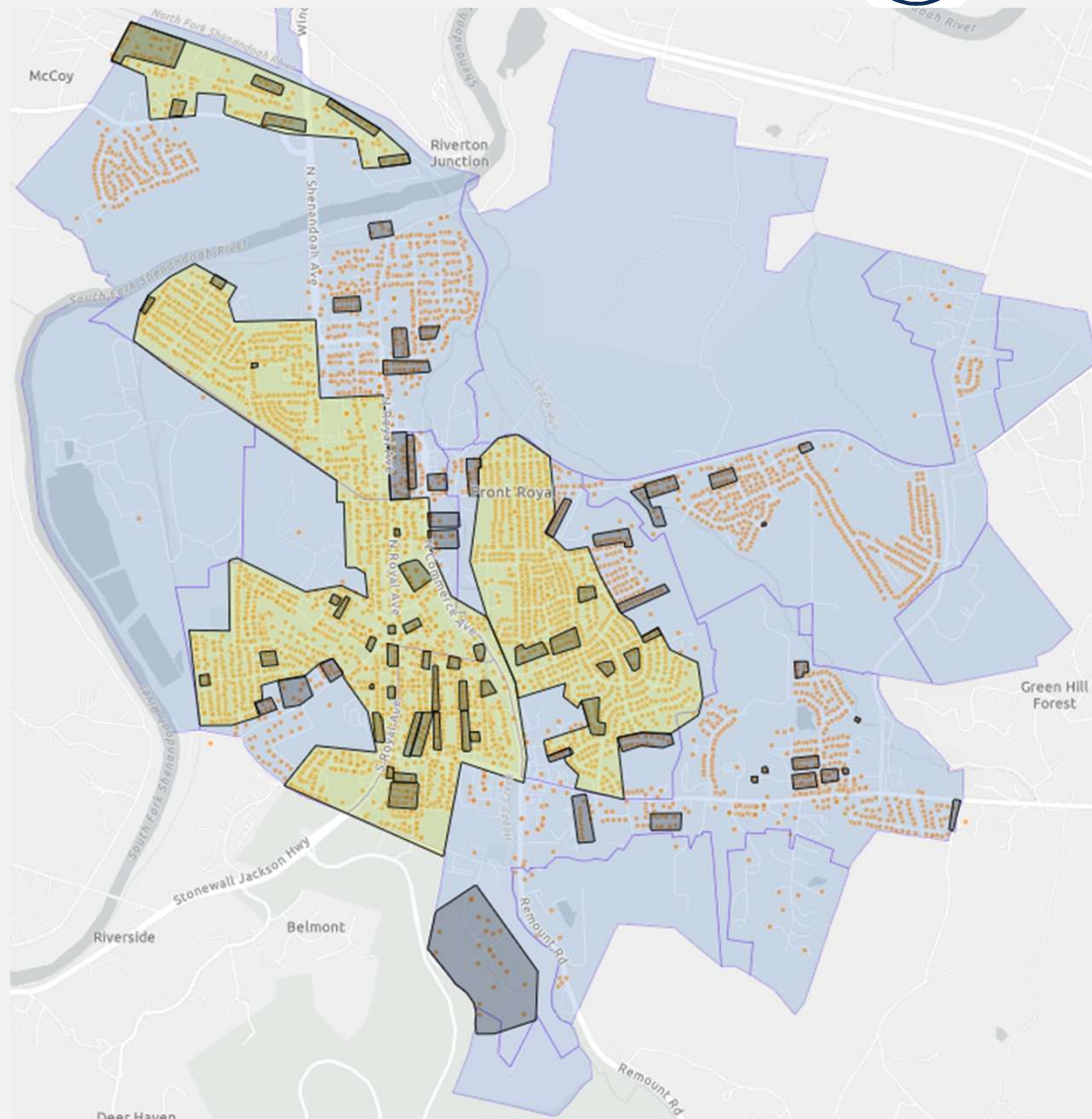
- Cul-de-sacs

- Unsafe backing ASL for 3- or 4-point turns when vehicles park on street without a ground guide



ASL Neighborhood Suitability Analysis

11



-  Feasible for ASL Collection
-  Confirmed Barriers to ASL Collection
-  Intermittent Barriers to ASL Collection (Housing Density/On Street Parking)

ASL Routing Barriers by Day

12

Collection Day	Routes/ Day	Households with Constraints				Total	Percent of Total Households
		Special Issue*	2-Side Parking	Special Issue & Parking			
Monday	3	60	966	80		1,106	69.8%
Tuesday	3	73	1,244	67		1,384	99.7%
Wednesday	1	31	16	0		47	9.5%
Thursday	3	97	1,148	78		1,323	96.6%
Friday	3	85	703	187		975	79.9%
Total		346	4,077	412		4,835	79.8%

**one-way street, dead end, cul-de-sac, etc.*

ASL Feasibility Analysis

13

Scenario	Households			Truck Utilization for Daily Routes		
	Semi - Automated	Automated	Percent Automated	Semi - Automated	Automated	Total
Status Quo	5,912	0	0%	2.6	0.0	2.6
Optimal Utilization	3,015	2,897	49%	1.3	1.0	2.3
Town Maximum Utilization	4,718	1,194	20%	2.1	0.4	2.5

Finding: There are not enough households suitable for ASL collection to meet industry standard truck utilization.

Conclusions

Conclusions

15

- Challenging street topography restricts access by an ASL.
- Two-side collection currently allows collection efficiency on most routes.
- The rearloader provides versatility to service the commercial dumpsters and pitch cans on the same route.
- There are not enough contiguous areas suitable for ASL collection for a full route each day. The cost of an ASL truck warrants full utilization.
- It does not seem likely that it will be feasible to implement a fully automated route for refuse in the Town in the near future. A hybrid system may become feasible as the Town continues to grow and additional neighborhoods are developed.

Key Finding

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- Automation is not a good investment at this time
 - However, if growth of suburban-style neighborhoods is expanding, there may be enough feasible neighborhoods in the future to operate a full route each day.
- If demand for automated collection is high in newer, more suitable neighborhoods, the Town could explore procuring a private hauler for these neighborhoods.
 - Private service could be cancelled if the Town grows enough to full utilize an automated route.
 - No attempt was made to estimate the cost of private service.

Thank You

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Discussion

John Culbertson, Principal
(407) 380-8951 office
jculbertson@mswconsultants.com



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 9, 2026

Item# 04

Agenda Item: FY26-27 Proposed Budget Additional Discussion

Summary: Discuss any questions or concerns that Council may have related to the FY26-27 Proposed Budget.

Budget/Funding: N/A

Staff Recommendation: Staff recommends to discuss any questions or concerns related to the Town's FY26-27 Proposed Budget.

Fiscal Year 2026-2027 Budget Calendar

Sept 15, 2025	Finance Department distributes FY27 Budget forms to Departments (FY25 Figures provided will not be final/audited figures)
Oct 17, 2025	FY27 Departmental spending requests & Budgetary Planning documents due back to Finance
Nov 10-14, 2025	Town Manager preliminary review spending with Departments
Dec 15, 2026	Mid-year FY26 Budget transfers due from departments
Jan 5, 2026	Review of major items that may be included in FY27 Proposed Budget
March 2, 2026	Town Manager's Recommended Budget provided to Town Council, Work Session review of FY27 Proposed Budget
March 9, 2026	Additional Budget Work Session (As needed)
April 6, 2026	Work Session to discuss advertisement to be submitted for annual tax rate for Real and Personal Property & Appropriation Ordinance. (Note: Public Hearings will be held on separate days)
April 7, 2026	Advertisement submitted Tax Ordinance & Annual Appropriation Ordinance
April 13, 2026	Additional Budget Work Session (As needed)
April 27, 2026	Public Hearing for tax rates Ordinance. Request Council to approve tax rates.
May 11, 2026	Work session & Public Hearing for appropriation ordinance
May 26, 2026	Request Council approval of FY 26-27 Appropriations Ordinance & Utility Rate Ordinances



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 9, 2026

Item# 05A

Agenda Item: Ordinance Amendment to Town Code Chapters 12 Pertaining to Septic Haul Rate & 134 Pertaining to Water & Sewer Rates

Summary: Council is requested to hold a public hearing and approve an ordinance amendment to Town Code Chapters 12 pertaining to the septic haul rate and Chapter 134 pertaining to the increase of water and sewer rates effective July 1, 2026.

The sewer and septic haul increase of approximately 2.25%, and water increase of approximately 3% was recommended by Stantec, the Town consultant, water and sewer utility rate study dated March 10, 2025.

Typically, residential accounts use approximately 5,500 gallons of water/sewer monthly. Below shows the average increase for billing of 5,500 gallons of water and sewer based on current and proposed rates:

	<u>Current Rates</u>	<u>Proposed July 1, 2026</u>	<u>Increase</u>
Water	\$32.77	\$33.76	\$0.99
Sewer	\$59.68	\$61.03	\$1.35
Total	\$92.45	\$94.79	\$2.34

Budget/Funding: The proposed water and sewer rate increase have been incorporated into the FY27 Proposed Budget

Staff Recommendation: Staff recommends to approve the sewer rate increase as presented.

AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL TOWN CODE SECTION 12-2 – FEES TO ADJUST THE SEPTIC TANK WASTE FEE AND SECTIONS 134-22.1(A)(B), 134-22.4(A), 134-30(B)(H), 134-31.1(A)(B) AND 134-31.2(A) TO INCREASE WATER AND SEWER SERVICE RATES

WHEREAS, pursuant to the Water and Sewer Rate Study by the Town’s consultant Stantec dated March 10, 2025, it was recommended to increase the service rates for water and sewer service rates and adjust the fee for Septic Tank Waste; and,

NOW, THEREFORE, BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia that Sections 12-2, 134-22.1(A)(B), 134-22.4(A), 134-30(B)(H), 134-31.1(A)(B), and 134-31.2(A) of the Front Royal Town Code hereby be amended and enacted as follows:

12-2 PUBLIC WORKS FEES

After hours shut-off calls (water)	\$30.00
Data Log Obtained from Water Meter within 12 mo	\$25.00 for the 3 rd and subsequent
Excavation for Sewer Clean Out Installation	\$150.00 per hour
Freon Removal (white goods commercial or residential)	\$15.00
Grease Trap Inspection (3 rd and all subsequent)	\$50.00 per inspection
On-Call Refuse Collection	found in § 85-3(E) of the Town Code
Recreational Vehicle Septic Tank Dump	\$17.50 each
Right-of-Way Utilization Fee	\$25.00 plus bond and insurance
Septic Tank Waste	\$58.55 \$29.94 per 1,000 gallons
Temporary Hydrant Meter Deposit (agreement for reading of water must be signed)	\$400.00 5/8" and smaller \$2,350 greater than 5/8"
Tires with or without Rim	\$5.00 per tire
Water Meter Test (2 nd or subsequent test)	\$25.00 each
White Goods Disposal, Commercial	\$15.00 per item + \$15.00 per Freon item
White Goods Disposal, Residential	No Charge plus \$15.00 per Freon item
Yard Waste Disposal, Commercial, Lg. Truck	\$50.00
Yard Waste Disposal, Commercial, Pickup Tk	\$25.00
Yard Waste Drop Off Fee for In-Town Residents at Manassas Avenue Disposal Site	No Charge
Yard Waste Drop Off Fee for Out-of-Town Residents at Manassas Avenue Disposal Site	\$15.00 per passenger vehicle load

134-22.1 SANITARY SEWER SERVICE RATES

The monthly base rates for sanitary sewer service usage shall be as follows:

- A. Base rate, up to three thousand (3,000) gallons per month: ~~eighteen dollars and ninety-five cents (\$18.95)~~ nineteen dollars and thirty-eight cents (\$19.38).
- B. All sanitary sewer service usage exceeding three thousand (3,000) gallons per month: ~~sixteen dollars and twenty-nine cents (\$16.29)~~ sixteen dollars and sixty-six cents (\$16.66) for each one thousand (1,000) gallons thereafter.

134-22.4 SEWER SERVICE RATES—COMMERCIAL AND INDUSTRIAL LAUNDRIES

A. *In-Town Laundries*: The monthly rates for sewer service usage by licensed commercial or industrial laundries located within the corporate limits of the Town of Front Royal shall be as follows:

- 1. All sanitary sewer service usage for the first one hundred thousand (100,000) gallons: ~~seventeen dollars and forty-seven cents (\$17.47)~~ seventeen dollars and eighty-six cents (\$17.86) per one thousand (1,000) gallons.
- 2. All sanitary sewer usage from one hundred thousand one (100,001) gallons to five hundred thousand (500,000) gallons: ~~fifteen dollars and eighty-seven cents (\$15.87)~~ sixteen dollars and twenty-three cents (\$16.23) per one thousand (1,000) gallons.
- 3. All sanitary sewer service usage above five hundred thousand (500,000) gallons: ~~fifteen dollars and eight cents (\$15.08)~~ fifteen dollars and forty-two cents (\$15.42) per one thousand (1,000) gallons.

134-30 SYSTEM DEVELOPMENT CHARGE ESTABLISHED

B. The system development charge for water service exclusively used for fire-suppression systems will be based on the line size, according to the following fee schedule:

- 1. Three-inch (3") line or smaller: one thousand eight hundred twenty-nine dollars (\$1,829.00) plus ~~forty-one dollars and sixty-seven cents (\$41.67)~~ forty-two dollars and ninety-two cents (\$42.92) per month.
- 2. Four-inch (4") line: three thousand six hundred fifty-nine dollars (\$3,659.00) plus ~~eighty-three dollars and thirty-four cents (\$83.84)~~ eighty-five dollars and eighty-four cents (\$85.84) per month.
- 3. Six-inch (6") line: seven thousand three hundred sixteen dollars (\$7,316.00) plus ~~one hundred sixty-nine dollars and sixty-six cents (\$169.66)~~ one hundred seventy-four dollars and seventy-five cents (\$174.75) per month.

4. Eight-inch (8") line: ten thousand nine hundred seventy-six dollars (\$10,976.00) plus ~~two hundred fifty-two dollars and ninety-nine cents (\$252.99)~~ two hundred sixty dollars and fifty-eight cents (\$260.58) per month.
 5. Ten-inch (10") line: fourteen thousand six hundred thirty-five dollars (\$14,635.00) plus ~~three hundred thirty-six dollars and thirty-four cents (\$336.34)~~ three hundred forty-six dollars and forty-three cents (\$346.43) per month.
 6. Twelve-inch (12") line: eighteen thousand two hundred ninety-four dollars (\$18,294.00) plus ~~four hundred nineteen dollars and sixty-nine cents (\$419.69)~~ four hundred thirty-two dollars and twenty-eight cents (\$432.28) per month.
- C. The above standard fee schedule charges shall apply to apartments, houses, condominiums, commercial buildings and hostels.
- D. For the purpose of this fee schedule, the following terms shall have the meanings indicated:
APARTMENT UNIT - A single dwelling unit in a multiple-unit structure which is occupied on a rental basis.
CONDOMINIUM - A single dwelling unit in a multiple-unit structure which is occupied on an ownership basis.
UNIT - Any single place of residence, any single place of business or any single hostelry room.
- E. The standard fee schedule shall apply to the first unit of any structure. These standard fee schedule charges shall apply to each condominium unit.
- F. The charges for apartments, condominium units and trailers will be three thousand three hundred twenty-eight dollars (\$3,328.00) for water service for each unit after the first unit.
- G. (Reserved).
- H. There will be an additional monthly charge for each water meter exceeding one inch (1") in size according to the following fee schedule:
1. One and one-fourth inch (1¼") meter: ~~eighteen dollars and twenty-three cents (\$18.23)~~ eighteen dollars and seventy-eight cents (\$18.78) per month.
 2. One and one-half inch (1½") meter: ~~twenty-four dollars and forty-six cents (\$24.46)~~ twenty-five dollars and nineteen cents (\$25.19) per month.
 3. Two-inch (2") meter: ~~fifty-eight dollars and eleven cents (\$58.11)~~ fifty-nine dollars and eighty-five cents (\$59.85) per month.
 4. Three-inch (3") meter: ~~three hundred four dollars and eighty-five cents (\$304.85)~~ three hundred fourteen dollars and zero cents (\$314.00) per month.

5. Four-inch (4") meter: ~~three hundred ninety-six dollars (\$396.30)~~ four hundred eight dollars and nineteen cents (\$408.19) per month.
7. Six-inch (6") meter: ~~six hundred nine dollars and seventy cents (\$609.70)~~ six hundred twenty-seven dollars and ninety-nine cents (\$627.99) per month.

134-31.1 WATER SERVICE RATES

The monthly rates for water service usage shall be as follows:

- A. Base rate, up to three thousand (3,000) gallons per month: ~~ten dollars and forty-two cents (\$10.42)~~ ten dollars and seventy-three cents (\$10.73).
- B. All water service usage exceeding three thousand (3,000) gallons per month: ~~eight dollars and ninety-four cents (\$8.94)~~ nine dollars and twenty-one cents (\$9.21), for each one thousand (1,000) gallons thereafter.

134-31.2 WATER SERVICE RATES—COMMERCIAL AND INDUSTRIAL LAUNDRIES

A. *In-Town Laundries*: The monthly rates for water service usage by licensed commercial or industrial laundries located within the corporate limits of the Town of Front Royal shall be as follows:

1. The first one hundred thousand (100,000) gallons: ~~nine dollars and sixty cents (\$9.60)~~ nine dollars and eighty-nine cents (\$9.89) per one thousand (1,000) gallons.
2. One hundred thousand one (100,001) gallons to five hundred thousand (500,000) gallons: ~~eight dollars and seventy-two cents (\$8.72)~~ eight dollars and ninety-eight cents (\$8.98) per one thousand (1,000) gallons.
3. Above five hundred thousand one (500,001) gallons: ~~eight dollars and twenty-nine cents (\$8.29)~~ eight dollars and fifty-four cents (\$8.54) per one thousand (1,000) gallons.

This ordinance shall become effective July 1, 2026.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Ordinance was adopted at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

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

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on _____

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____

DRAFT



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 9, 2026

Item# 05B

Agenda Item: FY26 Budget Amendment – Traffic Accident Reimbursement

Summary: Council is requested to approve a FY26 Budget Amendment in the amount of \$268,731.94 to receive funds from insurance to offset expenditures associated with a traffic accident that occurred on December 31st, 2025 at Commerce Avenue and Manassas Street.

Budget/Funding:

Revenue

9401-3410206	Electric Fund Reimbursements	\$14,349.73
4500-3410206	Highway Maintenance Reimbursements	<u>\$254,382.21</u>
	Total	\$268,731.94

Expenditure

9401-41002	Energy Services Overtime Salaries	\$7,546.19
9401-45408	Energy Services POL	\$6,803.54
4104-4102	Traffic Signalization Overtime Salaries	\$1,170.96
4104-47910	Traffic Signalization Expenditure	<u>\$253,211.25</u>
	Total	\$268,731.94

Staff Recommendation: Staff recommends to approve as presented.

TOWN OF FRONT ROYAL ENERGY SERVICES

P.O. Box 1560, Front Royal, VA 22630

MaryBeth Ann Bradley, 83 Walnut Grove Lane, Washington VA 22747

Vehicle Accident at Commerce Avenue & Manassas Street on December 31st 2025

January 22nd, 2026

Labor	Hours	Rate	Hours	Overtime Rate	Total
Lineman 1	4.0	\$ 47.94	15.00	\$ 86.30	\$ 1,486.26
Lineman 2	4.0	\$ 40.90	15.00	\$ 73.62	\$ 1,267.90
Lineman 3	4.0	\$ 40.90	15.00	\$ 73.62	\$ 1,267.90
Lineman 4	4.0	\$ 38.17	15.00	\$ 68.70	\$ 1,183.18
Lineman 5	4.0	\$ 22.49	15.00	\$ 40.49	\$ 697.31
Lineman 6	4.0	\$ 35.70	16.00	\$ 64.26	\$ 1,170.96
Lineman 7	4.0	\$ 50.11	16.00	\$ 90.20	\$ 1,643.64
Labor Total					\$ 8,717.15

Equipment	Hours	Rate	Total
367 Line Truck	6.0	\$ 92.96	\$ 557.76
349 Line Truck	4.0	\$ 27.09	\$ 108.36
350 Utility Truck	16.0	\$ 18.71	\$ 299.36
352 Pick-Up	16.0	\$ 18.71	\$ 299.36
365 Utility Truck	16.0	\$ 31.54	\$ 504.64
346 Bucket Truck	2.0	\$ 99.89	\$ 199.78
353 Bucket Truck	19.0	\$ 102.62	\$ 1,949.78
368 Bucket Truck	15.0	\$ 93.69	\$ 1,405.35
364 Bucket Truck	15.0	\$ 98.61	\$ 1,479.15
Equipment Total			\$ 6,803.54

Material	Quantity	Rate	
Preform Guy Wrap 3/8	10.0	\$ 2.42	\$ 24.20
GuyWire - 3/8	750.0	\$ 0.70	\$ 521.25
5ft Guy Break	10.0	\$ 27.83	\$ 278.30
Guy Covers	2.0	\$ 4.07	\$ 8.14
Pole Eye Plate	10.0	\$ 11.03	\$ 110.30
40ft Wooden Poles	1.0	\$ 440.00	\$ 440.00
Anchor Rod 8'	2.0	\$ 26.59	\$ 53.18
Anchor 8'	2.0	\$ 45.90	\$ 91.80
Bolts 12"	25.0	\$ 2.00	\$ 50.00
Large Curved Washers	25.0	\$ 1.00	\$ 25.00
Single Spool Rack	1.0	\$ 3.77	\$ 3.77
Lag Screw	10.0	\$ 0.26	\$ 2.60
Spool White	1.0	\$ 1.62	\$ 1.62
Wedge Clamp	1.0	\$ 1.20	\$ 1.20
Drive Hook "J"	1.0	\$ 2.55	\$ 2.55
Kellem Grips	1.0	\$ 18.82	\$ 18.82
Riser Guard 3"	2.0	\$ 22.73	\$ 45.46
Compression Connectors WR-159	6.0	\$ 0.52	\$ 3.14
Insulating Covers C5	4.0	\$ 0.57	\$ 2.28
URD Secondary Wire	40.0	\$ 1.06	\$ 42.48

Bracket Cutout & Arrestor	2.0	\$	41.28	\$	82.56
Vision Camera	2.0	\$	4,550.00	\$	9,100.00
Comm Manager	1.0	\$	4,125.00	\$	4,125.00
Vision Cable	120.0	\$	0.70	\$	84.00
14/7 Signal Wire	240.0	\$	1.39	\$	333.60
Goose Necks	5.0	\$	93.00	\$	465.00
Tri Stud Hangers	4.0	\$	35.00	\$	140.00
Material Total				\$	16,056.25

Other	Quantity	Rate	
Traffic Signal Replacement for B&B Signal	1.0	\$	237,155.00
Other Total			\$ 237,155.00

Invoice Total	\$ 268,731.94
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Send Invoice To:

MaryBeth Ann Bradley
83 Walnut Grove Lane
Washington, VA 22747

COPY



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 9, 2026

Item# 05C

Agenda Item: FY26 Budget Amendment, Transfer and Task Order for WWTP Dewatering Project (Centrifuge)

Summary: Council is requested to approve a task order in the amount of \$897,000 for CHA Consulting Inc to design a dewatering system for the Town's Wastewater Treatment Plant and a FY26 Budget Amendment and Budget Transfer to allocate funds for the project.

This task order is required to allow the Town to move forward with final engineering of the centrifuge project for closing on financing with the State Water Control Board Clean Water Revolving Loan Fund by November 2026. Terms of the financing require the project to have been solicited for procurement in addition to various other approvals by the Virginia Department of Environmental Quality in order to allow for closing on financing by November 2026 and for construction to begin no later than May of 2027.

The task order schedule is aggressive due to the Clean Water Revolving Fund's closing requirement of November 2026. If the Town is able to close on financing by November 2026, the Town will have the option to be reimbursed by loan proceeds. If the Town is unable to close by November 2026, the Town will need to seek other financing options or reapply for the Clean Water Revolving Loan Fund in a future cycle.

Funding in the amount of \$350,000 from I&I Abatement contingency funds that were previously set aside, could be reallocated via a FY26 Budget Transfer and an additional \$547,000 could be taken from sewer fund reserves, via a FY26 Budget amendment, to move forward with this project.

Budget/Funding: FY26 Budget Transfer

9802-R47998	Sewer Line Maintenance I&I Abatement	<\$350,000.00>	PO#30801
9801-43002	WWTP Professional Services	+\$350,000.00	

FY26 Budget Amendment

Revenues	9801-3510110	Sewer Fund – Appropriated Funds Forward	\$547,000.00
Expenditure	9801-43002	WWTP Professional Services	\$547,000.00

Staff Recommendation: As of June 30, 2025 the sewer fund reserve balance was \$5,280,624 above the Town's fiscal policy for reserve funds and staff feels the sewer fund has adequate reserve funds available to use for this project, if the Town were to elect in the future not seek reimbursement from loan proceeds.

Staff recommends to approve the task order, FY26 budget transfer, & FY26 budget amendment as presented.

TASK ORDER No. 2026-6 WWTP Solids Dewatering Project

CHA Consulting, Inc. (CHA) is pleased to submit this Task Order No. 2026-6 under the Professional Environmental Engineering Services Contract dated August 2, 2022. This task order outlines a scope of services to provide comprehensive design and bidding phase serves for the Town of Front Royal Wastewater Treatment Facility Solids Dewatering Project. Our project understanding, scope, schedule, and fees are outlined in the following paragraphs.

PROJECT UNDERSTANDING

The Town of Front Royal (Town) owns and operates a 5.3 mgd wastewater treatment facility (WWTF) located at 1100 Manassas Avenue, Front Royal, VA. The facility underwent a plant-wide upgrade in 2017 that implemented biological nutrient removal to meet total nitrogen and phosphorus limits using a ballasted activated sludge technology (BioMag™ as marketed by Evoqua) to achieve high secondary clarifier settling rates at high mixed liquor suspended solids (MLSS) concentrations. The upgrade also included construction of a solids treatment process called Autothermal Thermophilic Aerobic Digestion (ATAD) and Storage Nitrification and Denitrification (SNDR). However, the solids treatment system upgrade did not include new digested solids dewatering equipment. The WWTP currently dewateres digested solids using two rotary fan presses (RFPs) that were installed in 2006 when aerobic digestion was used to stabilize biosolids prior to the ATAD-SNDR upgrade. A contract hauler transports and disposes the dewatered digested biosolids to the Battle Creek Landfill located in Page County, about 40 miles from the WWTP.

The existing rotary fan press dewatering system has a few issues that severely constrict and complicate plant operations. The rotary fan press units have a design rating of 140 gpm each. However, even prior to the ATAD-SNDR upgrade, the units were limited to a sludge feed rate of 70 gpm in order to produce a dewatered cake in excess of 15% to 18% total solids, which is required for landfill disposal (based on passing the paint filter test). After the ATAD-SNDR upgrade, the rotary fan presses have to be operated at sludge feed rate between 20 to 40 gpm with significant polymer addition to meet the paint filter test requirement. The low capacity of the dewatering system cannot keep pace with the solids production, which typically results in a 24 hours per day, 7 days per week operating regime. The “wet” cake means that excess water in addition to the cake solids are hauled and disposed at the landfill. These constraints result in high operating costs associated excessive chemical polymer use and biosolids hauling and disposal.

The Town hired CHA to develop a Preliminary Engineering Report (PER) in 2021 to evaluate centrifuge dewatering and develop an Engineer’s Opinion of Probable Construction Cost (OPCC) for centrifuge dewatering facility in support of submitting a funding applications to the Clean Water Revolving Loan Fund (CWRLF) program through Virginia Department of Environmental Quality (VDEQ). Since that time, the Town discontinued use of the BioMag™ magnetite ballast because it was abrasive and moving parts on submerged equipment, such as mixers and pumps, were being damaged at an accelerated rate. Magnetite recovery was also lower than advertised, and magnetite accumulated in low velocity zones in the biological tanks and ATAD and SNDR tanks. The dewatering project was postponed and another CWRLF funding application was submitted to DEQ in May 2025. After funding award in November 2025, the Town requested that CHA revisit the PER with consideration given to alternate dewatering technologies and to update the OPCC. This 2026 PER found that centrifuge dewatering provided the lowest 20-year Total Present Worth cost compared to dewatering with a rotary screw press because of lower annual operating costs associated with polymer consumption and solids disposal. The 2026 also recommended removal of the residual magnetite from all process tanks prior to the dewatering upgrade to restore ATAD and SNDR tank/treatment capacity and mitigate potential issues with abrasion in the centrifuge.

The Town requested that CHA prepare this proposal for design engineering services for development of construction plans and specifications for a new Solids Dewatering Building, new centrifuge dewatering system for improved dewatering of ATAD-SNDR digested solids, and removal of the magnetite from process tanks. The Town plans to utilize funding from the VDEQ Clean Water Revolving Loan Fund for this project.

I. Scope of Services

The recommended improvements planned for this project include:

- A new single level, CMU building with split block face to house the new dewatering equipment. The building design will include HVAC and electrical components to meet the requirements of Virginia Building Code, NFPA 820, and other applicable codes.
- Covered or enclosed single level truckbay with sludge conveyor system.
- Dewatering equipment including two centrifuges, polymer activation system, solids conveyor , including process, instrumentation and controls, electrical, and SCADA integration.
- Site yard piping including digested sludge, centrate drain (to plant drain), NPW, and potable. It is assumed that the extension of the potable water is available from a nearby building.
- New digested sludge pumps in the existing ATAD Blower Building.
- Demolition of the existing rotary fan press units in the existing Solids Handling Building.
- Layout drawings and procedures for removal, dewatering, and disposal of residual magnetite from exiting aeration tanks, ATAD tanks, and SNDR tanks.

CHA's engineering services will include the following tasks:

- Task 1– Limited Asbestos-Containing Materials Survey (ACM) and Lead-Based Paint Survey (LBP)
- Task 2 – Residual Magnetite Cleanout Plans and Bid Form
- Task 3 – Dewatering System Design
- Task 4 – Permitting
- Task 5 – Bidding Phase Services

Task 1 – Limited ACM and LBP Surveys

The existing Solids Handling Building was constructed in 1973 as part of the original plant construction. There were renovations to this building as part of the 2017 BNR/ATAD Upgrade project, so there may have been a ACM and LBP survey conducted at that time that could be used for this project. Demolition of the rotary fan press units, polymer feed units, and associated piping and electrical feeds in this building are the drivers behind this requirement. CHA proposes to demolish existing equipment and infill the floor opening to the truck bay below. No other design services related to building structure or systems are included in this scope of work.

Task 2 – Residual Magnetite Cleanout Plans and Bid Form

CHA will develop plans, specifications, and bid form for the procurement of a contractor to remove, dewater, and dispose of residual magnetite from aeration tanks, ATAD tanks, and SNDR tanks. This includes assembling information related to aeration and ATAD/SNDR process train shutdown, removal and dewatering methodology, estimation of magnetite volume and mass based on Town-provided information about residual depth, and and coordination with DEQ and the local landfill for identifying disposal requirements. The deliverable will be plans, specifications, and bid form suitable for Town procurement of a contractor. CHA expects the Town to provide residual depth information, analytical sample collection and testing (including TCLP, paint filter test, volatile solids, and potentially other as required), and process shutdown methodology assistance. This work specifically excludes permitting, agency review coordination, and fees outside of those tasks defined herein.

Task 3 – Permitting

The project site is located within the Town's WWTP parcel at 1100 Manassas Avenue, Front Royal, Virginia. After discussions with the Town Planning and Zoning Department and Warren County Building Official's office, CHA assumes that the following plan reviews and approvals will be required for the project:

- Town of Front Royal Planning and Zoning plan review.
- Warren County Building Official:
 - Erosion and sediment control plan review and checklist.
 - Land disturbance plan review and checklist.
 - Building plan review and checklist.

In addition to local requirements, this project will also require the following reviews and approvals:

- VDEQ CWRLF Procurement review.
- VDEQ: Certificate to Construct (CTC).
- VDOQ: Stormwater review and approvals.
- VDEQ: Categorical Exclusion Request.

CHA will prepare and submit for approval the checklists and materials required as part of the VDEQ CWRLF and VDEQ Certificate to Construction applications and reviews.

CHA does not anticipate any stormwater infrastructure or BMP design requirements based on preliminary estimates of disturbed area (<10,000 SF) and the building location near the ATAD biofilter. This location will allow sheet flow of stormwater from the project site to Leach Run. As such, stormwater submittal will be a notification of the project with disturbed area calculations.

VDEQ CWRLF funding will require a Categorical Exclusion (CE) request. CHA will prepare a CE request to describe the project and condition(s) that qualify the project for a CE based on the DEQ Procedural Guidelines for the Virginia Clean Water Revolving Loan Fund – Preliminary Engineering and Environmental Review. A CE request form and associated attachments will be prepared and submitted to DEQ for approval. This request will include a summary of the project as well as a site figure depicting the major project components. It will describe the conditions that qualify the project for the CE. Prior to submittal to DEQ, the draft CE request will be provided to the Town for review and comment. Upon receipt of Town comments, the final CE request will be prepared and submitted to DEQ for review and approval. CHA will also participate in a DEQ staff site visit to the project area to verify that the project meets the DEQ CE criteria. If DEQ does not approve a CatEx, a full environmental assessment (EA) report would be required. The scope and cost of an EA can be provided upon request.

Task 4 – Dewatering System Design

The basis of the upgrades/improvements have been outlined in the Town-approved Preliminary Engineering Report. CHA will conduct a project kickoff meeting with the Town for the proposed project to finalize new building location, new building layout and concept, truck bay dimension requirements (to fit the Town's biosolids hauling truck), and gather process train shutdown information for the magnetite removal and disposal.

Design services include architectural, mechanical (HVAC), structural, site civil grading and yard piping, stormwater, electrical, and process. While there will be required stormwater quantity calculations as part of a stormwater submittal to DEQ, no stormwater infrastructure or treatment is expected for this site.

After this meeting CHA will prepare contract documents for the construction of the proposed improvements in accordance with local, state, and federal codes, standards, and regulations and in accordance with applicable law. Design submittal milestones will include 30%, 60%, 90%, and bid issue deliverables of plans and specifications. CHA will conduct a review meeting with the Town after each submittal to discuss the documents and receive comments. CHA will modify the documents based upon both written and verbal comments received at each stage. The bidding deadline imposed by DEQ has mandated a maximum two-week turnaround for Town comments on each stage of design.

Preliminary (30%) Design Documents will include the following:

- List of desired technical specifications to be provided in CSI MasterFormat at the 60% design stage.
- 30% design level drawings to include plan and section views of the existing Solids Handling Building, and proposed building and truckbay layout for the new Dewatering Building.
- Geotechnical report.
- ACM and LBP survey report.
- 3D BIM Model scanning of existing Solids Handling Building and Blower Building.
- It is anticipated that the dewatering will be structured into one construction contract with a bid alternate for a second centrifuge.
- It is anticipated that the magnetite abatement work will be structured into a separate operations contract for the Town to procure prior to or include in the dewatering contract. This type of operation is a speciality contractor and separate procurement would avoid the cost markup by the general contractor.

- Information on desired level and type of control, communication, and SCADA interface is also needed at this milestone. Changes in building location or layout after the 30% design meeting will result in completion delays and design fee implications.
- The new solids dewatering equipment is not required to be included or accounted in backup power capacity. CHA has not accounted for a new generator in design fees or capital project costs.

60% Process Design Review Documents will include the following:

- 60% equipment specifications in CSI MasterFormat.
- 60% design level drawings to include plans and sections for room, equipment, and piping layouts.
- Topographical land survey.

60% Design (all disciplines) Review Documents will include the following:

- 60% specifications in CSI MasterFormat.
- 60% design level drawings to include plans and sections.
- Erosion and sediment control plans and specifications.
- Stormwater calculations. Note, CHA does not anticipate any stormwater infrastructure or BMP design requirements based on preliminary estimates of disturbed area (<10,000 SF) and the building location near the ATAD biofilter. This location will allow sheet flow of stormwater from the project site to Leach Run.

90% Design Documents will include the following:

- 90% specifications in CSI MasterFormat.
- 90% design drawings that include all plan, section, and isometric layouts for the new dewatering system and building and associated architectural, structural, HVAC, electrical, communications, SCADA, and I&C.
- VDEQ CWRLF Contract Inserts and front end documentation.
- Submittals to local and state permitting and regulatory agencies will be done at the 90% design phase.

After review and approval of the final submittal by the Town, CHA will submit plans and specifications to VDEQ-CWRLF program for procurement review with the agency's checklist. CHA will finalize the Contract Documents based upon review comments from regulatory agencies and the Town and prepare a final bid package including all Contract Documents, drawings, and specifications. Once approval is obtained from VDEQ, CHA shall prepare 100% Contract Documents suitable for project bidding. Design fees also include travel expenses and laser scan rental fees.

Task 5 – Bidding

CHA will provide bidding services for the project. Upon approval of the final contract documents, CHA will assist the Town in advertising and administering the bidding process. The Town shall place and pay for the advertisement in the newspaper, or otherwise advertise on Virginia's electronic procurement system (eVA). CHA will maintain a planholders list and provide copies of the contract documents to requesting bidders. CHA will answer requests for information (RFIs) from bidders and issue any needed addenda. CHA will attend and administer the pre-bid meeting and attend the bid opening. Upon receipt of the bids, CHA will evaluate the bids and make recommendations for securing the lowest responsive and responsible bidder. CHA will prepare the bid package to the VDEQ on behalf of the Town to finalize loan funding and secure VDEQ approval to award the project.

Task 6 – Agency Review and Permitting Fees

There are review fees associated with the Town Planning and Zoning Department (zoning review) and Warren County Building Official (erosion and sediment control, land disturbance, site plan review, building plan

review). There may also be review or approval fees associated with the magnetite disposal. These review fees have been estimated here, but final billing will be based on actual expenses.

II. Schedule

We are prepared to begin work on this project upon receipt of an authorization to proceed from the Town. Assuming a March 15, 2026 authorization to proceed, CHA will meet the following schedule:

- 30% Submittal: April 1, 2026
- 60% Process Submittal: May 1, 2026
- 60% Electrical, Arch, Structural, Mechanical, Plumbing Submittal: June 30, 2026
- 90% all plans, specs: July 31, 2026
- Bid advertisement: September 1, 2026
- Bid opening: October 1, 2026
- Loan closing: November 15, 2026

The schedule for Town of Front Royal Planning and Zoning, Warren County Building Official, and DEQ Stormwater review processes are not included in the schedule above. It is estimated that the the local building approvals will require six weeks after bid advertisement. DEQ stormwater review will be prioritized in the civil design process and 30 days will be allowed in the schedule, but CHA cannot guarantee a prompt review and comments by DEQ prior to bid.

III. Fees

The proposed fees for the tasks described above are outlined below. Tasks 1 and 6 will performed on a cost plus basis to cover a limited ACM and LCP survey and any agency review or permitting fees. The building permit and construction permitting fees will be paid by the Contractor. The remaining tasks (Tasks 2, 3, 4, and 5) are lump sum. The total fee for these tasks will not be exceeded without written authorization. We will submit invoices for our services on a monthly basis. Lump sum tasks will be prorated according to the estimate percentage completion.

Task 1– Limited ACM and LCP Survey:	\$ 10,000
Task 2 – Residual Magnetite Cleanout Plans and Bid Form:	\$ 25,000
Task 3 – Permitting	\$ 30,000
Task 4 – Dewatering System Design	\$ 784,000
Task 5 – Bidding and Award, including	\$ 45,000
Task 6 – Agency Review Fees	\$ 3,000
TOTAL	\$ 897,000

Signatory

This Task Order is executed this ____ day of March 2026.

CHA CONSULTING, INC.

TOWN OF CHRISTIANBURG

By: _____
(Signature)

By: _____
(Signature)

Name: Craig Murray, PE

Name: _____

Title: Business Practice Leader

Date: _____

Title: _____

Date: _____



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 9, 2026

Item# 05D

Agenda Item: FY26 Budget Amendment – Virginia Risk Sharing Association Grant

Summary: Council is requested to approve a FY26 Budget Amendment in the amount of \$4,925.00 to receive funds from Virginia Risk Sharing Association to reimburse the Town for a tripod kit for confined spaces to be used by the Water/Sewer Line Maintenance Department.

Budget/Funding:

Revenues

9602-3310010	Water Fund Grant Proceeds	\$2,462.50
9802-3310010	Sewer Fund Grant Proceeds	\$2,462.50

Expenditures

9602-43023	Water Line Maintenance Safety Program	\$2,462.50
9802-43023	Sewer Line Maintenance Safety Program	\$2,462.50

Staff Recommendation: Staff recommends to approve as presented.



VRSA Grant Approval

From Thomas Bullock <tbullock@vrsa.us>

Date Thu 12/11/2025 3:35 PM

To Jose Rivera <jrivera@frontroyalva.com>

Cc jpetty@frontroyalva.com <jpetty@frontroyalva.com>

Hello Jose,

This e-mail serves as approval of your Risk Management Grant application to purchase the item(s) listed below in your grant application. Please read the following carefully:

- If you have not already done so, please submit proof of purchase consistent with the options offered in the Risk Management Grant FAQ document, which can be referenced on our website at www.vrsa.us;
- Proof of purchase must arrive by March 11, 2026. If you find that you will have difficulty meeting the deadline, please contact me as soon as possible. Otherwise, any grant funding on hold will be released back to the general grant fund after the deadline.

Grant checks are processed approximately 30 days after receipts are received and are mailed to the attention of the grant applicant. VRSA uses Bill.com for grant check processing. Bill.com will send you an email when the check is ready to be issued. No action is required unless you wish to receive the payment electronically (email contains details for electronic payments). Please call me at (804) 237-7365 or e-mail me at tbullock@vrsa.us with any questions. Thank you for allowing us to enhance your risk management program efforts through grant funding.

Regards,

Thomas C Bullock, III

Virginia Risk Sharing Association

Below is a brief summary of the recently submitted Grant Request. View the application on the VRSA website [here](#).

Member Info

Member Name: **Town of Front Royal**

Applicant Info

Department requesting funds: **Human Resources & Risk Management**

Applicant name: **Jose Rivera**

Applicant title: **Risk and Safety Coordinator**

Applicant email: jrivera@frontroyalva.com

Applicant phone: **540-631-2720**

Mailing address:

102 E. Main St.

PO Box 1560

Front Royal, VA 22630

Request Details

Provide a brief description of this grant request: **Replacing older PRCS equipment for Water/Sewer**

How will this grant be used to help reduce the probability of claims and enhance your risk management effort? **The tripod and harnesses for our Water/Sewer have unfortunately grown worn from age and usage. Providing our Water/Sewer crews who have to enter permit-required confined spaces frequently the best of equipment will not only reduce risk by providing best safety practices, but also reduce the probability of liability and workers compensation claims.**

Coverages: **General Liability**

Requested Items / Services

Total Cost: \$4,925.00

Item / Service #1

Description: **Tripod Kit**

Estimated Cost: **\$4,050.00**

Item / Service #2

Description: **Harnesses**

Estimated Cost: **\$875.00**

CAO Info

CAO name: **Joseph Petty**

CAO title: **Town Manager**

CAO email: jpetty@frontroyalva.com

CAO phone: **540-635-8007**

Please send an e-mail to grants@vrsa.us if you have any questions about the grant process. A VRSA representative will respond as soon as possible within the business hours of 8 a.m. to 4:30 p.m. Monday through Friday.

Thank you,

Your VRSA Service Team

www.vrsa.us

800-963-6800

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Invoice

Page: 1

Traffic Safety Supplies
14490 Lee Hwy
Gainesville, VA 20155
(703) 753-7446

Invoice Number: 0080651-IN
Invoice Date: 1/15/2026

Order Number: 0038888
Order Date: 10/31/2025
Salesperson: SP
Customer Number: TOWN041

Sold To:

Town of Front Royal
PO Box
Front Royal, VA 22630

Ship To:

Front Royal Public Works Department
800 Crosby Road
Attn: Tony
Front Royal, VA 22630

Confirm To:

Customer P.O.	Ship VIA	F.O.B.	Terms	Job Name / No.			
9602/9802			Net 30				
Line	Item	Unit	Qty	Shipped	B/O	Price	Amount
1	7509 TRIPOD KIT CONFINED SPACE (1) 7276 TRIPOD, (1) 7297 WINCH, (1) 7281 3-WAY RETRIEVAL SRL, (2) 7291B LEG BRACKETS, AND STORAGE BAG	EA	1.00	1.00	0.00	4,050.00	4,050.00
2	7073BLX CONTRACTOR-BELT HARNESS L/XL CONSTRUCTION-BELTED 3 -D-RING HARNESS	EA	7.00	7.00	0.00	125.00	875.00

jrivera@frontroyalva.com

Price is subject to change without prior notice, and is not guaranteed.

Thank you for your order.

All returns subject to a 25% restocking fee. NO RETURNS AFTER 30 DAYS. No returns on special or custom order items.

Signature _____ Print Name _____ Date _____

Must Remit via Check or ACH to:
Traffic Safety Supplies LLC
PO Box 75549
Chicago, IL 60675-5549

Net Invoice: 4,925.00
Less Discount: 0.00
Freight: 0.00
Sales Tax: 0.00
Invoice Total: 4,925.00

Less Payments: Cash Received: 0.00
Check No: Received: 0.00
Credit Card Payments **: 0.00
Change Due: 0.00



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: March 9, 2026

Item# 05E

Agenda Item: Proposed Ordinance Amendments to Town Code Chapter 4 – Administration of Government

Summary: The proposed ordinance amendments are being revised as follows:

4-1 – Meetings

- Removed location of the meetings for flexibility. The Charter only requires a fixed time by ordinance for regular meetings, which is the fourth Monday at 7:00pm.
- Added the establishment of regular meetings at Town Council's first organizational meeting of the year that includes the date, time and location. (*2026 Resolution attached*)
- Placed references to the Town Charter and State Code to assist staff in finding information on scheduling alternative meeting dates when circumstances arise and sending out the required public notices.

4-5 – Attendance of Witnesses and Production of Books and Papers

- Removed not only because it is outdated but is referenced in the Charter and State Code.

Disclosure by Certain Employees

- Revised Title to "Required Disclosure and Training"

4-45 - Reserved

- Added new Section "Training"

Public Records

- Revised the entire section because it was outdated
- Added in its place "Virginia Public Records Act and Designation of A Records Officer and a Freedom of Information Act (FOIA) Officer"
 - Establishment of Public Records (4-46)
 - Designation of Records Officer (4-47)
 - Designation of FOIA Officer (4-48)
 - 4-49 through 4-52 RESERVED

Budget/Funding: None

Staff Recommendation: Council consider proposed amendments and advertise for a public hearing on April 27th.

**ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 4 -
ADMINISTRATION OF GOVERNMENT §4-1, § 4-4; §4-5, AND §§4-44 - 4-51
PERTIANING TO MEETINGS, REQUIRED TRAINING, PUBLIC RECORDS AND
DESIGNATION OF RECORDS AND FOIA OFFICERS**

WHEREAS, the Front Royal Town Charter §11 requires that Town Council shall, by ordinance, fix the time for their stated meetings and §15.2-1416 of the Code of Virginia requires Town Council to establish the days, times and places of regular meetings at their first organizational meeting and every year thereafter; and,

WHEREAS, Town Code §4-5 ATTENDANCE OF WITNESSES AND PRODUCTION OF BOOKS AND PAPERS shall be removed from the Town Code as it is referenced in the Front Royal Town Charter §69 and Virginia Code §15.2-1409; and,

WHEREAS, FOIA and COIA training for local elected officials and the Directors of the Front Royal Economic Development Authority (FREDA) is required; and,

WHEREAS, Town Code Chapter 4-46 -4-51 Public Records was outdated and required revisions, including the designation of a Records Officer and a FOIA Officer; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia that CHAPTER 4 - ADMINISTRATION OF GOVERNMENT §4-1, §4-5, AND §§4-44 - 4-51 of the Front Royal Town Code hereby be amended and re-enacted as follows:

**Chapter 4
ADMINISTRATION OF GOVERNMENT
TOWN COUNCIL**

4-1 TIME OF MEETINGS

A. Pursuant to Front Royal Charter §11, the Town Council shall hold one (1) regular meeting on the fourth Monday of each month at 7:00 P.M. Pursuant to §15.2-1416 of the Code of Virginia the days, times and places of regular meetings shall be established at Town Council's first organizational meeting and every year thereafter.

~~A. The Council shall hold one (1) regular meeting in the Warren County Government Center on the fourth Monday of each month at 7:00 p.m.; provided however, the regular meeting in the month of December of each year, shall be on the second Monday of that month, held at the same time and in the same place.~~

B. In the event that a regular Town Council meeting cannot be conducted as stated in Town Code §4-1.A, the alternative meeting date shall be set in accordance with §15.2-1416 of the Code of Virginia. All public hearings and other matters previously advertised shall be conducted at this continued and rescheduled meeting with no further advertising being required pursuant to §15.2-111 of the Virginia Code.

~~B. In the event that a regular Town Council meeting shall fall on a date designated as a Town holiday, then the regular Council meeting shall be held on the following day (Tuesday) at~~

~~7:00 p.m. with location being in the Warren County Government Center or Town Hall whichever is available.~~

~~C. In the event that a regular Town Council meeting cannot be conducted at the regular time or location due to circumstances beyond the Town's control, the alternative meeting date shall be the following Monday at 7:00 p.m. in the Warren County Government Center or Town Hall whichever is available.~~

~~D.~~ C. The Town Council shall hold two (2) regular work sessions on the first and second Monday of each month except for the regular work session in December which shall be held on the first Monday of that month. In the event that a regular work session cannot be held as advertised the Town Council may either cancel or reschedule the regular work session to another date, time, and location in accordance with Chapter 37, Virginia Freedom of Information Act, Code of Virginia §2.2-3707.

~~D. The Council shall hold two (2) regular work sessions in the Town Hall on the first and second Monday of each month at a time 7:00 p.m. unless otherwise specified on the agenda except for the regular work session in December which shall be held on the first Monday of that month. In the event that a regular work session cannot be held due to circumstances beyond the Town's control the Council may either cancel the regular work session or reschedule the regular work session to another date, time and location.~~

~~E.~~ D. Special Meetings shall be called by the Clerk of Council upon the written request of the Mayor, or any three (3) members of the Council in accordance with Chapter 37, Virginia Freedom of Information Act, Code of Virginia §2.2-3707. No business shall be transacted at a special meeting but that for which it shall be called unless the Council be unanimous pursuant to Front Royal Charter ~~Chapter III~~ §11.

~~4-5 ATTENDANCE OF WITNESSES AND PRODUCTION OF BOOKS AND PAPERS~~

~~The Council or any Committee thereof when especially authorized, shall have the power to require the attendance of any person as a witness and the production by any person of all proper books and papers when, in the opinion of such body, such attendance or such production is necessary and proper. Summons to attend as witnesses or produce books or papers shall be in writing signed by the presiding officer of the Council or committee thereof and shall be served by the Chief of Police in the same manner as a process to commence an action at law. Such witnesses shall be sworn by the officer presiding at such investigation and shall be liable for perjury or false testimony given at any such investigation. Any person failing or refusing to testify or produce such books or papers may be summoned before the County Court and, upon failure to give a satisfactory excuse, shall be fined a sum not exceeding one hundred dollars (\$100.00) or imprisoned not exceeding thirty (30) days. A right of appeal shall lie to the Circuit Court of the county as in cases of a misdemeanor.~~

REQUIRED DISCLOSURE AND TRAINING
~~DISCLOSURE BY CERTAIN EMPLOYEES~~

4-44 FILING REQUIRED

- A. *Filing required:* In accordance with the Code of Virginia § 2.2-3115, members of every governing body, the Executive Director and members of the Economic Development Authority as created by the Industrial Development and Revenue Bond Act (Code of Virginia § 15.2-4900), persons appointed by the governing body, persons occupying such positions of employment with the governing body and specific non-salaried citizen members of local boards and commissions shall file as a condition to assuming office or employment, a disclosure statement of personal interests and other information as required annually on or before February 1.
- B. *Applicability:* The following local elected and appointed officials are required to file the Virginia Conflict of Interest and Ethics Advisory Council State and Local Statement of Economic Interest Disclosure:
- Mayor and Members of Town Council.
 - Executive Director and Members of Economic Development Authority of the Town of Front Royal.

The following local board and commission members are required to file the Virginia Conflict of Interest and Ethics Advisory Council Financial Disclosure Statement:

- Non-salaried citizen members of local boards and commissions if the governing body has designated them to file.

The following board and commission members and employees are required to file the Virginia Conflict of Interest and Ethics Advisory Council Disclosure of Real Estate Holdings:

- Planning Commission Members.
- Board of Zoning Appeals Members.
- Town Manager.
- Town Attorney.
- Clerk of Council.
- Director of Finance.

All those required to file a disclosure as a condition to assuming office or employment shall file such disclosure on or before the day such office or position of employment is assumed and disclose his personal interests and other information as required for the preceding twelve-month period complete through the last day of the month immediately preceding the month in which the office or position of employment is assumed. When the deadline for filing any disclosure pursuant to this article falls on a Saturday, Sunday, or legal holiday, the deadline for filing shall be the next day that is not a Saturday, Sunday, or legal holiday.

The Clerk of Council shall be responsible for the maintenance and retention of disclosure forms. ~~for five (5) years, pursuant to~~ in accordance with the Code of Virginia Chapter 37, Virginia Freedom of Information Act. ~~The Clerk of Council shall make available for public inspection all disclosure forms, upon request.~~

~~C. TRAINING: In accordance with Code of Virginia § 2.2-3132, local elected officials and the Executive Director and Directors of the Front Royal Economic Development Authority are required to take training on the State and Local Government Conflict of Interests Act (provided by the Virginia Conflict of Interest and Ethics Advisory Council) and the Virginia Freedom of Information Advisory Council (provided by the Freedom of Information Advisory Council) within two (2) months of starting their position, and then once every two (2) years based on the date of the last completed training.~~

4-45 RESERVED

4-45 TRAINING

In accordance with Code of Virginia § 2.2-3132, local elected officials and the Executive Director and Directors of the Front Royal Economic Development Authority are required to take training on the State and Local Government Conflict of Interests Act (COIA) provided by the Virginia Conflict of Interest and Ethics Advisory Council; and the Virginia Freedom of Information Act (FOIA) provided by the Freedom of Information Advisory Council within two (2) months of starting their position, and then once every two (2) years based on the date of the last completed training.

In accordance with Code of Virginia §2.2-3704.2 the FOIA Officer shall take training on the Virginia Freedom of Information Act (FOIA) provided by the Freedom of Information Advisory Council at least once during each consecutive period of two (2) calendar years commencing with the date on which the last training was completed.

The Clerk of Council shall be responsible for the maintenance and retention of training records in accordance with the Code of Virginia Chapter 37, Virginia Freedom of Information Act.

VIRGINIA PUBLIC RECORDS ACT AND DESIGNATION OF A RECORDS OFFICER AND A FREEDOM OF INFORMATION ACT (FOIA) OFFICER

4-46 ESTABLISHMENT OF PUBLIC RECORDS ACT AND DEFINITION

Pursuant to Code of Virginia Public Records Act §42.1-76 the General Assembly established a single body of law applicable to all public officers and employees on the subject of public records management and preservation and ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

Public Record or record is defined as recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business.

4-47 DESIGNATION OF A RECORDS OFFICER

Pursuant to Code of Virginia §42.1-85 the Library of Virginia (LVA) has the authority to regulate the retention and disposition of local public records. Each political subdivision of the Commonwealth shall designate as many as appropriate, but at least one, Records Officer to serve

as a liaison to The Library of Virginia for the purposes of implementing and overseeing a Records Management Program. The Town Manager shall designate a Records Officer for all the Town's public records and provide The Library of Virginia with the name and contact information of the designated Records Officer.

The Records Officer shall be responsible for administering the Records Management Program and for implementing the policies and procedures established thereby and administered through The Library of Virginia.

4-48 DESIGNATION OF A FREEDOM OF INFORMATION ACT (FOIA) OFFICER

Pursuant to Code of Virginia §2.2-3704.2, all public bodies shall designate and publicly identify one or more Freedom of Information Act officers (FOIA Officer) whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the state code. The Town Manager shall designate a FOIA Officer or Officers for the Town of Front Royal and make available their name(s) and contact information to the public and FOIA Council by July 1 of the year a FOIA Officer is initially trained.

4-49 through 4-51 RESERVED

PUBLIC RECORDS

4-46 TOWN RECORDS — DEFINITION

~~The term "Town records" shall include all written books, papers, letters, documents, photographs, tapes, microfiche, microfilm, photostats, sound recordings, maps and other documentary materials or information in any recording medium, regardless of physical form or characteristics, including data processing devices and computers, which are made or received in connection with the transaction of any public business by any office or department of the Town of Front Royal.~~

~~The following described material shall not be included in the definition of "Town records": "Nonrecord" materials shall mean reference books and exhibit materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference and stocks of publications.~~

4-47 TOWN RECORDS DECLARED PUBLIC PROPERTY

~~All Town records as defined in this Code are hereby declared to be the property of the Town of Front Royal. No Town official or employee shall have by virtue of his/her position any personal or property rights to such records. All custodians of Town records shall, at the expiration of his/her term of office, appointment or employment, deliver to his/her successor or, if there be none, to the Town Records Manager, all books, writings, letters, documents and other Town records in his/her possession or otherwise entrusted to his/her care.~~

4-48 CUSTODY AND PRESERVATION OF TOWN COUNCIL RECORDS

~~The Clerk of the Front Royal Town Council shall be responsible for the retention and preservation of the records of that body. The Clerk shall see to it that all such records, to include the minutes of its meetings, are accurately recorded on a durable medium and preserved in a manner which meets the requirements of Code of Virginia § 15.2-1412.~~

4-49 RECORDS MANAGEMENT PROGRAM

~~The Front Royal Town Manager shall develop a comprehensive records management program which establishes and provides procedures for the management of Town records from their creation to their ultimate disposition. The records management program shall provide for the~~

~~efficient and economical creation, distribution, maintenance, use, preservation and disposition of all Town records.~~

~~4-50 RECORDS MANAGER~~

~~The Front Royal Town Manager shall designate a Records Manager for all Town records. The Records Manager shall be responsible for administering the Records Management Program and for implementing the policies and procedures established thereby.~~

~~4-51 DEPARTMENT RECORDS OFFICERS~~

~~Each department head shall designate from his/her staff personnel a Records Officer. The departmental Records Officer shall report directly to the department and shall be responsible for coordinating and implementing the Records Management Program for his/her office or department. Each Records Officer shall cooperate and work with the Town Records Manager to ensure compliance.~~

This ordinance shall become effective upon passage.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Ordinance was adopted at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

R. Wayne Sealock __ Yes __ No H. Bruce Rappaport __ Yes __ No

Joshua L. Ingram __ Yes __ No Melissa DeDomenico-Payne __ Yes __ No

Amber F. Veitenthal __ Yes __ No Glenn E. Wood __ Yes __ No

A public hearing on the above was held on _____ having been advertised in the Northern Virginia Daily on _____

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____

RESOLUTION

2026 SCHEDULE OF REGULAR MEETINGS

OF TOWN COUNCIL

WHEREAS, Pursuant to Article 2. Meetings of Governing Bodies §15.2-1416 of the Code of Virginia the days, times and places of regular meetings for the year 2026 shall be established at Town Council's first organizational meeting; and,

WHEREAS, the Town Council have scheduled the following days in 2026 for regular meetings to be held at 7:00pm in the Warren County Government Center:

January 26, 2026	July 27, 2026
February 23, 2026	August 24, 2026
March 23, 2026	September 28, 2026
April 27, 2026	October 26, 2026
May 26, 2026 (Tuesday-Holiday on Monday)	November 23, 2026
June 22, 2026	December 14, 2026

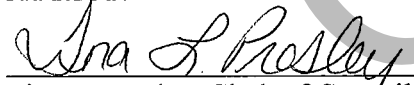
WHEREAS, the Town Council shall hold two (2) regular work sessions on the first and second Monday of each month, provided that one (1) regular work session shall be held in the month of December on the first Monday of the month; and,

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Front Royal approve the 2026 Schedule of Meetings of Town Council.

APPROVED:


Lori A. Cockrell, Mayor

ATTEST:

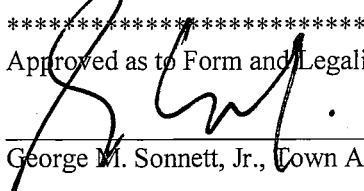

Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on January 12, 2026 upon the following recorded vote:

R. Wayne Sealock	☒ Yes ☐ No
Joshua L. Ingram	☒ Yes ☐ No
Amber F. Veienthal	☒ Yes ☐ No

H. Bruce Rappaport	☒ Yes ☐ No
Melissa DeDomenico-Payne	☒ Yes ☐ No
Glenn A. Wood	☐ Yes ☐ No Absent

Approved as to Form and Legality:


George M. Sonnett, Jr., Town Attorney

Dated: 01-14-2026



CLOSED MEETING AGENDA STATEMENT

Meeting Date: March 9, 2026

Item# 06

MOTION ON 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 purpose:

pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, a) the Amendment to Voluntary Settlement Agreement Between the County of Warren, Virginia and the Town of Front Royal, Virginia, Regarding the Compromise for PILOT Meals and Lodging Taxes, entered into April 11, 2018 and b) Settlement Agreement between the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, United Bank, First Bank & Trust and the Town.

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 _____

Rappaport _____ DeDomenico-Payne _____ Ingram _____ Wood _____ Sealock _____ Veitenthal _____