



TOWN COUNCIL RETREAT/REGULAR WORK SESSION

Monday, April 6, 2026 @ 5:30PM

Town Hall Conference Room

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

5:30PM RETREAT BEGINS

7:00PM Roll Call for Work Session

1. Advertisement of 2026 Real Estate and Personal Property Tax Rate - *BJ Wilson*
2. NEW BUSINESS
 - A. Purchase of Replacement Water Plant Pickup- *Michelle Campbell*
 - B. 2026 Sanitary Sewer System Inspections- *Michelle Campbell*
 - C. Extra Work Authorization to 2025 Sanitary Sewer Collections System Flow Monitoring- *Michelle Campbell*
 - D. Sanitary Sewer Hydraulic Model Development- *Michelle Campbell*
 - E. FY26 Budget Amendments for Street Maintenance Building Repairs Insurance Reimbursement – *BJ Wilson*
 - F. 2026 VML Policy Committee Nominations
3. Liaison Committee Meeting Items for April 16, 2026
4. CLOSED MEETING
5. ADJOURN



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 6, 2026

Item# 01

Agenda Item: Advertisement of 2026 Real Estate and Personal Property Tax Rate

Summary: Council is requested to provide direction to Town staff on the rates to advertise for the 2026 real estate tax rate and personal property tax rate, so that a public hearing may be added to the April 27, 2026 regular meeting.

The 2025 Town of Front Royal Real Estate Tax was \$0.068 per \$100 of assess value and the Personal Property Tax Rate was \$0.64 per \$100 of assessed value with a Personal Property Tax Relief Rate of 43%.

The FY27 Proposed Budget includes revenues based upon if real estate tax rates had been equalized for 2026 with a real estate tax rate of \$0.082 per \$100 of assessed value, maintaining the Personal Property Tax Rate of \$0.64 per \$100 of assessed value with a Personal Property Tax Relief Rate of 43%.

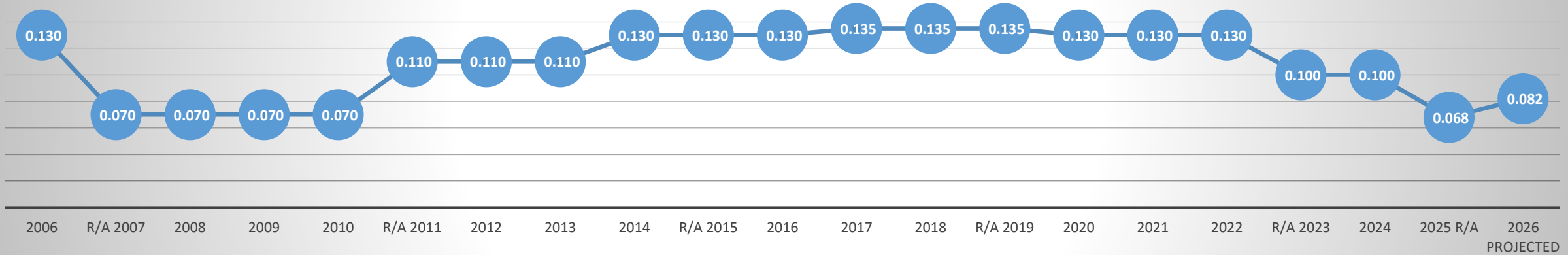
Budget/Funding: The FY27 Proposed Budget includes revenues based upon equalization of real estate tax rates.

\$0.01 of Real Estate Tax Revenue equals approximately \$223,700 in revenue

\$0.01 of Personal Property Tax Revenue equals approximately \$14,600 in revenue

Staff Recommendation: Staff recommends for approval of the FY27 (2026 Calendar Year) real estate tax rate of no less than \$0.082 per \$100 of assessed value., Personal Property Tax Rate of \$0.64 per \$100 of assessed value with a Personal Property Tax Relief Rate of 43%.

Real Estate Tax Rate per \$100 Assessed Value



- Town Council approved the 2025 Real Estate Tax Rate on April 28, 2025 based upon information provided from the Warren County Commissioner of Revenue's Office showing that Town Real Estate Values had increased 48.3%. The Town anticipated receiving approximately \$1,842,006 in Real Estate Tax Revenues by approving the 2025 Town Real Estate Tax Rate of \$0.068 per \$100 in value.
- On May 12, 2025; the Town received the 2025 Real Estate Tax Books from the Warren County Commissioner of Revenue's Office reflecting a 23% increase in Town Real Estate Values and \$1,520,982 in Real Estate Tax Revenue; approximately \$321,000 lower than anticipated.
- The Town would have needed to set the 2025 Real Estate Tax Rate at \$0.0824 per \$100 in order to generate approximately \$1,842,006 in Real Estate Tax Revenue for 2025.



REAL ESTATE TAX RATE COMPARISON

\$0.01 of R/E Rate = Approximately \$223,674 in Revenue

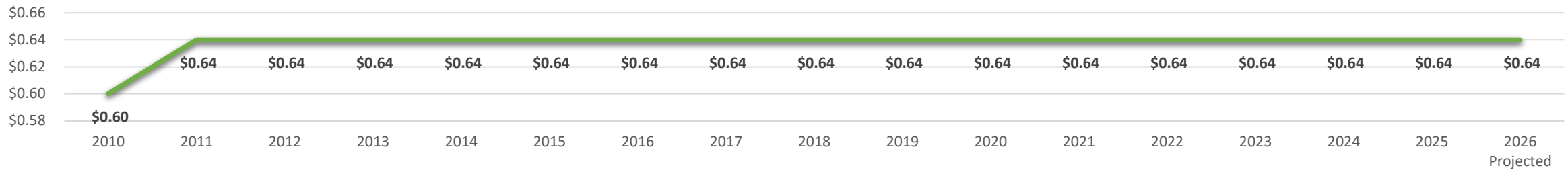
		2025 Rate Approved			2025 Equalized Rate					2024 Rate
R/E Tax Rate Per \$100 Assessed Value	\$ 0.065	\$ 0.068	\$ 0.070	\$ 0.075	\$ 0.082	\$ 0.083	\$ 0.085	\$ 0.090	\$ 0.095	\$ 0.100
Estimated Total Real Estate Tax Revenue	\$1,453,881	\$1,520,983	\$1,565,718	\$1,677,555	\$1,834,127	\$1,856,494	\$1,901,229	\$2,013,066	\$2,124,903	\$2,236,740
Revenue Difference From FY27 Proposed Budget (\$1,834,125)	(\$380,244)	(\$313,142)	(\$268,407)	(\$156,570)	\$2	\$22,369	\$67,104	\$178,941	\$290,778	\$402,615

COMPARISON OF REAL ESTATE TAX BILL BASED ON PROPERTY ASSESSED AT \$400,000

Total Annual Real Estate Tax Bill	\$260	\$272	\$280	\$300	\$328	\$332	\$340	\$360	\$380	\$400
June RE Tax Bill	\$130	\$136	\$140	\$150	\$164	\$166	\$170	\$180	\$190	\$200
December RE Tax Bill	\$130	\$136	\$140	\$150	\$164	\$166	\$170	\$180	\$190	\$200



Personal Property Rate Per \$100 of Value



- Based on 2025 Personal Property Figures the total assessed values of personal property for the Town was \$168,206,780
- Personal Property Tax rate proposed to remain at \$0.64 per \$100
 - Based on 2025 Personal Property Revenue \$0.01 of PP Tax Rate = \$14,622 in revenue
- Personal Property Tax Relief proposed to remain 43% for qualifying property
 - The Town is mandated to equalize the tax relief rate by the Commonwealth of Virginia
 - Commonwealth of Virginia has paid the Town \$287,000 for Personal Property Tax Relief annually since 2005 based on a cap set by the 2005 General Assembly
- Revenue associated with Personal Property included in the FY27 Budget:
 - Personal Property Tax- \$645,930
 - Vehicle License Fees (aka decals) - \$390,220
 - Virginia Personal Property Tax Relief - \$287,000 (Cap set by 2005 General Assembly)



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

AN ORDINANCE TO AMEND SECTION 75-44 (C). OF THE FRONT ROYAL TOWN CODE PERTAINING TO REAL ESTATE AND PERSONAL PROPERTY TAX RATES

WHEREAS, Town Council approved the 2025 Real Estate Tax Rate on April 28, 2025 based upon information provided by the Warren County Commissioner of Revenue's Office; and,

WHEREAS, on May 12, 2025 the Town received information that the Real Estate Tax Revenue was lower than anticipated, therefore an equalized rate is needed for FY 27 Budget; and,

NOW THEREFORE BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia that §75-44(C) of the Front Royal Town Code hereby be amended as follows:

75-44 REAL AND PERSONAL PROPERTY TAXES AND RATES

C. There is hereby imposed upon all real property within the limits of the Town of Front Royal, Virginia, an effective tax rate in the amount of ~~sixty-eight cents (\$0.68)~~ **eighty-two cents (\$0.082)** per one hundred dollars (\$100.00) of assessed valuation and a tax upon all tangible personal property located within the limits of the Town of Front Royal, Virginia, in the amount of sixty-four cents (\$0.64) per one hundred dollars (\$100.00) of assessed valuation. The tax on all personal property shall include all machinery and tools. The tax on all real property shall include all mobile homes.

This ordinance shall be 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
Joshua L. Ingram ☐ Yes ☐ No
Amber F. Veitenthal ☐ Yes ☐ No

H. Bruce Rappaport ☐ Yes ☐ No
Melissa DeDomenico-Payne ☐ 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 April 13 and April 20, 2026.

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 6, 2026

Item# 2A

Agenda Item: Purchase of Replacement Water Plant Pickup

Summary: Council is requested to approve the purchase of a 2026 Ford F-250 regular cab, 4x4 pickup truck equipped with an 8-foot fleet bed and snowplow package for the Water Treatment Plant. This vehicle will replace Unit #635, a 2008 Ford F-250 4x4 pickup with 145,163 miles.

The procurement will be made through cooperative contracting using the Virginia Sheriffs' Association State Contract #25-08-0917. Staff obtained a quote from Haley Ford Commercial and Fleet Division, North Chesterfield, Virginia, in the amount of \$57,402.70.

Funding is available within the Water Treatment Plant's FY26 operating budget, which includes \$65,000 for this vehicle replacement. The remaining balance of \$7,597.30 will be used for necessary upfitting prior to placing the vehicle into service.

Budget/Funding: 9601-47005 Water Plant – Motor Vehicles \$65,000

Staff Recommendation: Staff recommends approving the award of contract as presented.

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of a 2026 F250 pickup.

DATE: March 18, 2026, 2026

The Water Plant has in the Budget year 2025-26 to replace pickup #635 a 2008 F250 regular cab 4x4 with 6.4-liter power stroke engine. It has 145163 mile. The Sheriffs Contract has a 2026 F250 4x4 with an 8ft fleet bed. Contract number 25-08-0917. Price \$57,402.70 this includes a snowplow package to.

haley
FORD
Commercial and Fleet Division

10724 Route 1
North Chesterfield, VA 23237

QUOTE

Bill To: **TOWN OF FRONT ROYAL** QUOTE NO: **F2B**

**102 E Main Street
Front Royal, VA 22630**

ATTENTION: ACCOUNTS PAYABLE

Year: 2026 VIN No.: PENDING
Make: FORD PO NUMBER : PENDING
Model: F250 Color: OXFORD WHITE

**WE INVOICE YOU ON THE ABOVE REFERENCED VEHICLE FOR THE FOLLOWING AMOUNT PER YOUR
PURCHASE ORDER.**

VEHICLE:	Item: 196, Ford, F-250 SD Regular Cab XL 8' Box 142" WB SRW 4x4, F2B			\$45,153.00
OTHER:	Virginia Sheriffs' Association			
OTHER:	Contract: 25-08-0917, Vehicle and Motorcycle Procurement			
OTHER:	X3E 3.73 ELOCKING			\$404.20
OTHER:	18B PLAT RUNNING BOARDS			\$300.80
OTHER:	473 SNOW PLOW PREP			\$329.00
OTHER:	52B TRLR BRAKE CONT			\$282.00
OTHER:	76C EX BACKUP ALARM			\$216.20
OTHER:	85S TOUGH BED			\$587.50
OTHER:	91S 360 STROBE AMBR			\$620.40
	Boss Plow Blade Crate STB03167 - Super-Duty 8' Steel Plow Box STB15020B - Coupler Unit with SL3 Light Package with SmartHitch2 for Super Duty Straight Blade Undercarriage LTA10200 - Undercarriage Ford F250/F350/ F450 F550 2017+ Control Kit STB09602 - SmartTouch2 Controller, Straight-Blade Add. Required Items MSC25012 - KIT-WIRING,RT3 SH2,12V,FORD F250-600,23+			
OTHER:				\$8,784.60
OTHER:	Labor time on job			\$725.00
OTHER:				
TOTAL AMOUNT DUE:				\$ 57,402.70

Reminder: Please remit payment directly to:
HALEY FORD SOUTH 10724 Route 1 North Chesterfield, VA 23237
Terms: Balance due in net 30 days.

DEALER: _____ DATE: 03/12/26
CUSTOMER: _____ DATE:



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 6, 2026

Item# 02B

Agenda Item: 2026 Sanitary Sewer System Inspections

Summary: Council is requested to approve awarding a task order for 2026 Sanitary Sewer System Inspections to keep the Town in compliance with the updated 2020 Consent Order from the Virginia Department of Quality to CHA Consulting Inc in the amount of \$240,000.00. This task order will provide services for field Inspections, smoke testing, manhole inspections and CCTV inspections to find sources causing the I&I infiltration into the Town's sanitary sewer system.

In accordance with the Virginia Public Procurement Act, C.H.A. Consulting Inc was awarded a contract with the Town of Front Royal for Environmental Engineering Services by Town Council on June 27, 2022. The Town of Front Royal procurement policy requires Council's approval to procure engineering services exceeding \$50,000.

Budget/Funding: Funds were previously budgeted for I & I Abatement Projects and were set aside on Town purchase order number 30801 under the following line item:

9802-R47998	Sewer Maintenance I & I Abatement	\$240,000.00
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Staff Recommendation: Staff recommends to approve as presented.



Town of Front Royal Public Works

MEMORANDUM

TO: Michelle Campbell, Purchasing Manager

CC: BJ Wilson, Assistant Town Manager/ Finance Director

FROM: Robert B Boyer, Public Works Director

DATE: March 26, 2026

SUBJECT: Recommendation to approve the CHA Engineering task order for Sanitary Sewer Inspections.

We have reviewed the proposed CHA Engineering task order for Sanitary Sewer Inspections to keep the Town in compliance with the updated 2020 Consent Order from the Virginia Department of Quality. This task order would provide services for field inspections, smoke testing, manhole inspections and CCTV inspections to find sources causing the I&I infiltration into the town's sanitary sewer system. We recommend approving this task order in the amount of \$240,000.00.

The funds for this task order are currently available under 9802-R47998 – PO#30801.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.

**TASK ORDER NO. 3-2026
PROFESSIONAL ENGINEERING SERVICES
BETWEEN
OWNER AND ENGINEER**

2026 SANITARY SEWER SYSTEM INSPECTIONS

This Task Order 3-2026 supplements the August 2, 2022, Master Services Agreement (AGREEMENT) for Professional Environmental Engineering Services by and between Town of Front Royal (Town or OWNER) and CHA Consulting, Inc. (CHA or ENGINEER).

PART 1.0 – PROJECT DESCRIPTION

The Town of Front Royal needs to mitigate inflow and infiltration (I&I) and reduce the occurrence of sanitary sewer overflows (SSOs) in the Town’s sanitary sewer collection system in accordance with the 2020 Consent Order. CHA continues to provide sanitary sewer collection system flow monitoring under a separate task order. To collect the field data necessary to guide prioritization of future sanitary sewer collection system improvement projects, CHA will conduct targeted manhole inspections, smoke testing, and closed-circuit television (CCTV) pipe inspections in the prioritized areas shown in Figure 1. CHA will then summarize the field investigation findings in a technical memorandum.

PART 2.0 – SCOPE OF SERVICES

CHA will provide the following engineering services:

Task 1 – Sanitary Sewer Manhole Inspections

CHA will open and physically inspect the 286 sanitary sewer manholes in the targeted areas of the sanitary sewer collection system as shown in Figure 1. CHA will also inspect additional manholes discovered through field inspections and smoke testing. CHA budgeted inspecting up to 300 manholes. The manhole inspections will document the structural integrity of each manhole while focusing on the potential for identified defects to allow I&I intrusion. Additionally, the manhole inspections will document any evidence of surcharging and the susceptibility of the manholes to surface water flooding. All manhole inspections will be completed from the ground level to avoid confined space entries. The manhole condition assessment form will be a digital version prepared by CHA for this evaluation, which will reflect an abbreviated version of the National Association of Sewer Service Companies (NASSCO) Manhole Assessment Certification Program (MACP) inspection protocol to tailor the inspections to I&I mitigation and reduce field investigation costs. The inspection data will be collected with a hand-held tablet in the field and uploaded to a Geographic Information System (GIS) geodatabase to easily query and evaluate data.

CHA will provide a two-person crew to perform the manhole inspections. CHA may ask the Town to assist with traffic control where necessary for safety. If any data included on the manhole inspection form cannot be obtained due to deep depths, obstructions in the manhole, or inaccessibility (due to asphalt or concrete pavement over the manhole cover, earthen fill over the manhole cover, seized covers, stripped bolts, felled trees, sewer surcharging, need for major traffic control, etc.), CHA will request assistance from the Town in removing the constraint. CHA will generate a list of manholes that fall into this category and provide the list to the Town for consideration. If the Town is unable to assist, the manhole will not be inspected. CHA budgeted for attempting to locate 30 inaccessible manholes.

Task 2 – Sanitary Sewer System Smoke Testing

CHA will perform targeted smoke testing in the targeted areas of the sanitary sewer collection system as shown in Figure 1, when permitted by low antecedent soil moisture conditions (i.e., summer months). CHA will smoke test in the areas that are contributing significant I&I based on sewer flow metering data and field investigation data collected at the time of scheduling the smoke testing.

CHA will provide a two-person crew and all equipment needed for smoke testing, including the Hurco liquid smoke units. CHA will also handle public notification/coordination for smoke testing as follows:

1. CHA will distribute door hangers at least one day prior to beginning smoke testing in a specific area. The door hangers will describe smoke testing, what steps to take, who to notify with questions, etc.
2. CHA will notify the OWNER, police department, and fire department of the planned work each day.
3. All CHA crew members will have photo identification and wear CHA-branded clothing during smoke testing. Vehicles will also be CHA-branded.
4. Inevitably, smoke will enter a home or business due to faulty plumbing. CHA will immediately notify the OWNER and the fire department when this situation arises after/during discussions with the property owner. Liquid smoke is odorless, non-toxic and will not stain.

CHA may ask the Town to assist with traffic control where necessary for safety.

All observed smoke “leaks” will be identified by the type of leak (cleanout cap, storm drain cross connection, main sewer, etc.), volume of smoke observed from the leak, and potential for I&I. Smoke test reports will be generated that will show the sewers that were smoke tested, identify each leak, and locate each leak from two or three permanent monuments. Digital pictures will also be taken of each defect and included with the reports. CHA will notify the OWNER of any severe defects requiring emergency action, such as a collapsed sanitary sewer pipe.

Task 3 – Sanitary Sewer CCTV Inspection

After evaluation of the manhole inspection and smoke testing data, CHA will propose CCTV inspection of targeted sanitary sewer pipes upstream of known SSOs and in identified areas with the potential for excessive I&I. While CHA cannot discern the exact scope of this work at this time, CHA estimates that perhaps 20 percent of the approximately 83,600 linear feet of sanitary sewer pipes in the prioritized areas of the collection system will require CCTV inspection to provide the necessary information needed to maximize I&I mitigation.

CHA will collect the necessary CCTV footage using RedZone Robotics self-navigating camera equipment in sanitary sewer pipes up to 12-inch diameter. CHA will subcontract with Parker Design Group (PDG) in Roanoke, VA, to provide CCTV footage of targeted sanitary sewer pipes larger than 12-inch diameter. CHA will coordinate with Town staff to access as few of the sanitary sewer manholes associated with the identified sewer segments as possible. CHA intends to collect the identified CCTV footage without cleaning the sanitary sewer pipes to provide the best information for condition assessment. CHA may ask Town staff for assistance with coordinating access with parcel owners, accessing obstructed manholes (i.e., buried manhole covers, seized manhole covers, etc.), water supply (if cleaning is necessary), septage disposal (if cleaning is necessary), and with traffic control where necessary.

CHA will provide NASSCO Pipeline Assessment Certification Program (PACP) compliant defect scoring for all inspected sanitary sewer pipes and incorporate the findings into the technical memorandum.

Task 4 – Technical Memorandum

Upon completion of Tasks 1, 2, and 3, CHA will evaluate the data collected during the targeted manhole inspections, smoke testing, and CCTV inspections. CHA will then prepare a technical memorandum summarizing the findings of these field investigations and recommending next steps for mitigating I&I in the prioritized areas, including additional field investigation where necessary and potential future sanitary sewer system improvement projects. CHA will provide a draft of the technical memorandum to the Town for review and will address any questions or comments. The technical memorandum will be structured for integration into a future full-scale sanitary sewer evaluation survey report or a future preliminary engineering report (PER) for a future funding application to the Virginia Clean Water Revolving Loan Fund (VCWRLF), as directed by the Town after considering funding options.

PART 3.0 – SCHEDULE

CHA proposes the following tentative schedule, subject to change based on close coordination with the OWNER during the project:

Task 1 – Sanitary Sewer Manhole Inspections – Within 90 days of authorization to proceed

Task 2 – Sanitary Sewer System Smoke Testing – 90 days (August – November 2026; weather dependent)

Task 3 – Sanitary Sewer CCTV Inspections – Within 90 days of completing smoke testing; weather dependent

Task 4 – Technical Memorandum – Within 60 days of completing CCTV inspections

PART 4.0 – PAYMENTS TO CHA

The proposed fees for the requested Engineering Services are as follows:

Task 1 – Sanitary Sewer Manhole Inspections:	300 @ \$290/MH = \$87,000 (not-to-exceed)
Task 1 – Sanitary Sewer Manhole Location Attempts:	30 @ \$150/MH = \$4,500 (not-to-exceed)
Task 2 – Sanitary Sewer System Smoke Testing:	83,600 LF @ \$0.90/LF = \$75,240 (not-to-exceed)
Task 3 – Sanitary Sewer CCTV Inspection:	\$35,000 (not-to-exceed)
Tasks 1, 2 & 3 – Field Investigation Coordination:	\$8,260 (lump sum)
Task 4 – Technical Memorandum:	\$30,000 (lump sum)
Total	\$240,000

PART 5.0 – SIGNATORY

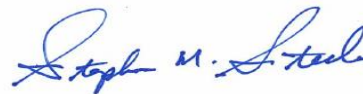
This Task Order is executed this _____ day of _____, 2026.

TOWN OF FRONT ROYAL, VIRGINIA

CHA CONSULTING, INC.

By:

By:



Name: B.J. Wilson, V.C.A.
Title: Assistant Town Manager

Name: Stephen M. Steele, PE
Title: Vice President

Date:

Date:

February 18, 2026



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 6, 2026

Item# 02C

Agenda Item: Extra Work Authorization to 2025 Sanitary Sewer Collections System Flow Monitoring

Summary: Council is requested to approve an Extra Work Authorization request for CHA Engineering in the amount of \$117,800.00 to continue permanent flow monitoring services as originally outlined in Task Order 5-2024 Sanitary Sewer Flow Monitoring Program. This task order was previously approved by Town Council on November 25, 2024.

In accordance with the Virginia Public Procurement Act, CHA Engineering was awarded a contract with the Town of Front Royal for Environmental Engineering Services by the Town Council on June 27, 2022, and has subsequently been renewed. The Town of Front Royal requires Council's approval to procure engineering services exceeding \$50,000. Currently, there is \$475,408 remaining in contingency for I & I Abatement Projects on purchase order #29964.

Budget/Funding: Funds were previously budgeted for I & I Abatement Projects and were set aside on Town purchase order number 29964 under the following line item:

9802-R47998	Sewer Maintenance I & I Abatement	\$117,800.00
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Staff Recommendation: Staff recommends approving the award of contract as presented.



Town of Front Royal Public Works

MEMORANDUM

TO: Michelle Campbell, Purchasing Manager

CC: BJ Wilson, Assistant Town Manager/ Finance Director

FROM: Robert B Boyer, Public Works Director

DATE: March 26, 2026

SUBJECT: Recommendation to approve the CHA Engineering task order for flow metering data collection.

We have reviewed the proposed CHA Engineering task order for collecting data from 11 sanitary sewer flow meters and 4 rain gauges that's used for the monthly and annual DEQ reporting as required by the Town's current consent order. We recommend proceeding with approval of this task order. This also allows us to use the rain flow data to see what basin areas still have the worst I&I conditions and how much flow recent I&I abatement work has removed.

The funds for this task order are currently available under 9802-R47998 – PO#29964.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.



Date: February 16, 2026

PROJECT No. 099292.000 Phase 3000

Extra Work No. 2

EXTRA WORK AUTHORIZATION

In accordance with the written Contract dated December 4, 2024 between the parties designated below for:

THE PROJECT: Task Order No. 5-2024 - Sanitary Sewer Collection System Flow Monitoring

THE CLIENT: Town of Front Royal

hereby authorizes the Engineer to proceed with additional services as follows:

SCOPE OF SERVICES:

Continue permanent flow monitoring services as outlined in the Sanitary Sewer Collection System

Flow Monitoring Task Order for 11 flow meters and four rain gauges.

In addition, perform a summary of the 2026 flow monitoring data. This will include a summary of average flows, peak wet-weather flows, capacity evaluations, an I/I overview/ranking, etc.

This will be presented via an on-line meeting and the data will be provided to the Town.

SCHEDULE:

Flow monitoring will continue uninterrupted. This Extra Work Authorization covers the time frame from February 1, 2026 through January 31, 2027.

The permanent meter year end summary for 2026 will be provided by March 31, 2027.

FEE

11 meters x \$800/meter/month x 12 months = \$105,600

4 rain gauges x \$150/gauge/month x 12 months = \$7,200

Summary of 2026 Permanent Meter Flow Data = \$5,000

Total = \$117,800

Upon return of a fully-executed authorization, this Supplement shall become a part of the Agreement identified above.

APPROVED BY: ENGINEER	APPROVED BY: CLIENT
NAME: Mark E. Lambert	NAME:
SIGNATURE: 	SIGNATURE:
TITLE: Project Team Leader	TITLE:
DATE: February 16, 2026	DATE:



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 6, 2026

Item# 02D

Agenda Item: Sanitary Sewer Hydraulic Model Development

Summary: Council is requested to approve awarding a task order for sanitary sewer hydraulic model development to CHA Consulting Inc in the amount of \$150,000.00. This task order will determine available sewer capacity throughout the Town's sanitary sewer collection system to determine if the system can support additional development as well as identifying and addressing areas of low system capacity that could contribute to surcharging within the system. The last sewer model was completed in 2009.

In accordance with the Virginia Public Procurement Act, C.H.A. Consulting Inc was awarded a contract with the Town of Front Royal for Environmental Engineering Services by Town Council on June 27, 2022. The Town of Front Royal procurement policy requires Council's approval to procure engineering services exceeding \$50,000.

Budget/Funding: Funds were previously budgeted for asset management and were set aside on Town purchase order number 31229 under the following line item:

9801-R43002	WWTP Professional Services	\$150,000.00
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Staff Recommendation: Staff recommends approving as presented.

TASK ORDER NO. 5-2026
PROFESSIONAL ENGINEERING SERVICES
BETWEEN
OWNER AND ENGINEER

Sanitary Sewer Hydraulic Model Development

This Task Order 5-2026 supplements the August 2, 2022, Master Services Agreement (AGREEMENT) for Professional Environmental Engineering Services by and between Town of Front Royal (Town or OWNER) and CHA Consulting, Inc. (CHA or ENGINEER).

PART 1.0 – PROJECT DESCRIPTION

The Town of Front Royal seeks to determine available sewer capacity throughout their sanitary sewer collection system in order to determine if the system can support additional development as well as to identify and address areas of low system capacity that could contribute to surcharging within the system.

We believe that the vast majority of the Town's manholes have been surveyed, including invert elevations, and this information has been captured in the Town's GIS data. Under a separate task order, CHA is updating the sewer system GIS to include all reliable information generated up to the present. CHA will develop the Sanitary Sewer model based on the updated GIS data provided as part of a separate task order.

PART 2.0 – SCOPE OF SERVICES

CHA will provide the following engineering services:

Task 1 – Model Infrastructure and 2-Year Storm Flows Development

CHA will develop the model using the latest version Bentley's SewerCAD/Sewer GEMS software. The Town's updated GIS will be used to import the relevant sewerline, force main and manhole information. No new survey is included as part of this proposal.

CHA will request sewer system pump curves and design documents for all pump stations in the Town, including the wastewater plant influent pump station and associated piping and incorporate this information into the model. Any flow monitoring data available that can assist in verifying pump flow rate will be requested and used to adjust the pump flow.

CHA will utilize flow and rainfall monitoring, already collected for the past several years, as well as water system metering for the associated time period to estimate flows into the model. As part of this effort, CHA will identify and delineate individual sewersheds down to a level suitable for modeling. These sewersheds will likely follow those already developed but will involve dividing each established sewershed into sub-sewersheds and metersheds. CHA will develop RTK values for each sewershed and use this to define the wet weather inflows to the sanitary system. CHA will utilize the EPA's SSOAP program to define RTK values for each sewershed. RTK is defined as follows:

R: the fraction of the rainfall over the watershed that enters the sanitary sewer system.

T: the time to peak in hours.

K: the ratio of the time to recession to the time to peak.

CHA will utilize the two-year, six-hour storm as the basis of the Wet Weather flows and will develop inflow hydrographs to the model based on this storm. The flow monitoring and available rainfall data will be used

as the basis of the inflow hydrographs from this synthetic storm. The model will be calibrated by running at least one storm that was not used to develop the inflow hydrographs through the model and adjusting the RTK factors to match flows recorded during this storm.

Task 2 – Field Investigation/Verification

The survey information included in the GIS files is dated in many places and has not been evaluated for accuracy. This will naturally as the model is developed. It is common for minor errors (inverts recorded for the wrong pipe, differing datums used by various surveyors). CHA will field investigate these type of issues identified with the model/GIS data that we believe arise from this type of error. We have allocated 40 hours of field time for this work, including travel from Blacksburg. Correcting information will be adjusted both in the model and in the Town's GIS data (if applicable).

Task 3 – Model Results Review

After the model has been developed, troubleshooting is complete, and model runs are available for evaluation, CHA will present the results of the modeling effort in a meeting with the Town. The meeting agenda will include:

- Areas of the model that require further refinement
- Recommendations for additional flow monitoring that could augment model accuracy
- Locations of undercapacity sewers
- Locations where capacity is available
- Other insights the model development has brought out

Following the meeting, the discussion and modeling results will be briefly summarized and information requested during the meeting will be included as a brief model summary.

Once completed, the model will be turned over to the Town for archiving/future use. CHA will be ready, if requested, to use the newly developed model to provide a much more detailed sewer system capacity evaluation as requested annually by Council

PART 3.0 – SCHEDULE

CHA proposes the following tentative schedule, subject to change based on close coordination with the OWNER during the project:

Task 1 – Model Infrastructure and 2-Year Storm Flows Development:	160 days from receipt of all data/GIS Update
Task 2 – Field Investigation/Verification:	During Task 1
Task 3 – Model Results Review:	30 days after model completion

PART 4.0 – PAYMENTS TO CHA

The proposed fees for the requested Engineering Services are as follows:

Task 1 – Model Infrastructure and 2-Year Storm Flows Development:	\$131,000
Task 2 – Field Investigation/Verification:	\$7,000
<u>Task 3 – Model Results Review:</u>	<u>\$12,000</u>
Total for all Tasks:	\$150,000

PART 5.0 – SIGNATORY

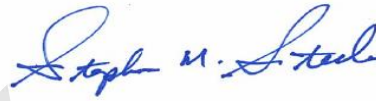
This Task Order is executed this _____ day of _____, 2026.

TOWN OF FRONT ROYAL, VIRGINIA

CHA CONSULTING, INC.

By: _____

By: _____



Name: B.J. Wilson, V.C.A.
Title: Assistant Town Manager

Name: Stephen M. Steele, PE
Title: Vice President

Date: _____

Date: _____

February 18, 2026



Town of Front Royal Public Works

MEMORANDUM

TO: Michelle Campbell, Purchasing Manager

CC: BJ Wilson, Assistant Town Manager/ Finance Director

FROM: Robert B Boyer, Public Works Director

DATE: March 4, 2026, 2026

SUBJECT: Recommendation to approve the CHA Engineering task order to update the Town's 2009 sewer system model.

We have reviewed the proposed CHA Engineering task order for updating the Town's sewer model that was done back in 2009. We would recommend approving this task order since this model is seventeen years old and this information is used to review requests for future utility demands due to new development. CHA Engineering will review the pump stations, distribution system and hydraulics to make sure we're aware of any needed upgrades so we can start planning and putting funding back on needed upgrades. We have the funds currently budgeted to cover the \$150,000.00 cost to complete this task order.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 6, 2026

Item# 02E

Agenda Item: – FY26 Budget Amendment for Street Maintenance Building Repairs Insurance Reimbursement

Summary: Council is requested to approve a FY26 Budget Amendment in the amount of \$4,496.00 to receive funds from Virginia Risk Sharing Association to reimburse the Town for expense incurred for repairs of the Street Maintenance Building due to weather related damages.

Budget/Funding:

FY26 Budget Amendment

Revenues	1000-3410205	General Fund Insurance Recoveries	\$4,496.00
Expenditure	4302-43004	Buildings & Grounds Repair Maintenance	\$4,496.00

Staff Recommendation: Council is requested to approve as presented.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 6, 2026

Item# 02F

Agenda Item: 2026 Virginia Municipal League (VML) Policy Committee Nominations

Summary: Council is requested to nominate councilmembers and staff to the following committees. Said term to expire December 31, 2026.

Community and Economic Development
Finance
General Laws
Human Development and Education
Infrastructure (Environmental, Natural Resources, Transportation)

2025 Nominations – Terms expired December 31, 2025.

Community and Economic Development - Councilman Wood and Lizi Lewis
Finance – Councilman Ingram and Finance Director BJ Wilson
General Laws – Councilman Sealock and Town Attorney George Sonnett
Human Development and Education – Councilwoman DeDomenico-Payne and Town Manager Joe Petty
Infrastructure (Environmental, Natural Resources Transportation) – Councilman Rappaport and Director of Public Works Robbie Boyer

Budget/Funding: N/A

Staff Recommendation: Council appoints to various committees and places under April 27th Consent Agenda

VML's Policy Committee Process

Each year the Virginia Municipal League convenes policy committees to involve members in the development of policy statements to guide the League staff and members through the coming year.

Policy committees give members an opportunity to hear from subject matter experts on issues of interest and to talk with colleagues from VML's member localities about issues of common concern.

Policy committees also help develop potential positions for inclusion in VML's Legislative Program by looking at issues referred to the committee by the Legislative Committee and providing input to that Committee.

The policy committees meet once during the year, typically in late July. Meetings will be held on Zoom.

FAQs about policy committees

What is the role of the policy committees?

Policy committees receive briefings on select statewide issues, consider additions and updates to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?

Policy committee membership consists of elected, appointed officials and senior staff/department heads of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials/staff will be nominated for each of the five policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be a governing body member.

What are the benefits of serving on a policy committee?

VML policy committees offer members an opportunity to learn about current and emerging statewide issues affecting local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?

There are five policy committees: 1) community and economic development; 2) finance; 3) general laws; 4) human development and education; and 5) infrastructure (addressing transportation and natural resources issues).

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of the full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.

- **Finance:** Powers, organization, and administration of local government financing, including taxing authority, debt financing, state aid to local governments and state and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization, and administration of local governments, including state-local and interlocal relations, conflicts-of-interest, freedom-of-information, information management, personnel, telecommunications, utilities, and law and courts issues.
- **Human Development and Education:** Management and funding of human services including social services, behavioral health, CSA, juvenile justice, jails, health, and prek-12 public education.
- **Infrastructure:** Development, management, maintenance, and funding of environmental programs including water resources and quality, air quality, and waste management as well as transportation system management and funding.

What is a policy statement?

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the views of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, and philosophical positions. The VML membership approves the policy statements at the business meeting held during the VML annual conference.

How do policy statements differ from VML's legislative program?

Policy statements are general and longer-term in nature. They reflect local governments' positions on a range of issues. The Legislative Program addresses specific issues of an immediate nature. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 6, 2026

Item# 03

Agenda Item: Liaison Committee Meeting Items for April 16, 2026

Summary: Council is requested to suggest items to be added to the Liaison Committee Meeting Agenda scheduled for April 16th in the Warren County Government Center at 6:00pm. Attached is the Liaison Committee Meeting Agenda and minutes from the January 15th meeting.

Council is also requested to appoint someone to attend the meeting with the Mayor.

Below are suggestions to add to the agenda (due to County by April 8th)

- Joint Towing Board terms expire August 31st

The Joint Towing Advisory Board was established in 2017 (Town ordinance/minutes attached) with both the Town and County approving their Bylaws (attached) in February and March 2018 respectively, that states the Council and Board appoint a 7-member Board to 4-year terms. Both the Town and County reappointed the Board August 2022, said terms to end August 31, 2026. The Liaison Committee to discuss and determine:

- *who contacts the board members to determine who wants to continue to serve?
- * who places a notice for openings if needed?
- * who accepts applications (if any) and set up interviews?

Below is the current board

Michael Glavis - Chairman (WCSO)
Melodie Repass - Secretary
David Fogle - (FRPD)
Mark Stevens - (VSP)
Gloria Knott - Keen's Towing
Alan Crawford - Midway Towing
Louis Tharpe - Tharpe's Towing/Garage

- Reassessment Process for 2027

- Septic Tank Waste Fee Update

Budget/Funding: None

Staff Recommendation: Council takes desired action.



MINUTES TOWN/COUNTY LIAISON COMMITTEE MEETING

Town Hall Upstairs Conference Room 102

E. Main Street

Thursday, January 15, 2026 at 6:00 PM



PRESENT FROM TOWN: Mayor Lori A. Cockrell
Councilman H. Bruce Rappaport
Town Manager Joseph W. Petty

PRESENT FROMCOUTY: Chair Cheryl L. Cullers
Supervisor Tony Carter
County Administrator Bradley Gotshall

OTHERS PRESENT: Clerk of Council Tina L. Presley
Members of the audience including but not limited to council and town staff and councilmembers

Mayor Lori A. Cockrell called the meeting to order.

Joint Tourism - Town

Summary: Tourism has been an item on multiple liaison meeting agendas in the past. The Town is interested in collaborating with the County on joint marketing material that can have a great impact as combined effort. Currently, the Town has a director managing tourism and the Visitor's Center which is completely funded by the Town of Front Royal. This includes promoting tourism in both the Town & County areas. The County has been hosting monthly tourism meetings to discuss ideas which are attended by Town representatives. With a renewed effort to work together our community can benefit from a greater emphasis on tourism with a collaboration of planning and finances. Is there interest by the Town & County to identify ways to collaborate once again on a joint tourism program to promote our community as a destination?

Mr. Petty advised that after communicating with County Staff and Town staff he was prepared to work towards a joint tourism effort. There was discussion about the issues with the past Joint Tourism Board. Mayor Cockrell stated that because the Town was part of the County the Town was marketing both entities, stressing that anything the localities could do to save the taxpayers money was a good thing. Chair Cullers advised that there was a Tourism Committee comprised of approximately twenty people representing various local groups and entities who currently meet on a regular basis. She explained the County's state requirement to spend specific tourism dollars explaining it was being used to advance the Tourism Committee specifically the VA 250th events. Mayor Cockrell questioned whether the County was going to hire a Tourism Director. Chair Cullers advised that interviews had happened, but the position has not been filled. Mayor Cockrell questioned whether adding a part-time staff member to assist Miss Lewis would be more beneficial to supplement what was already in place. Chair Cullers reiterated that the County would hire a Tourism Director to work with Ms. Lewis but that the Tourism Committee was currently working well together. She confirmed that the advertising for the VA 250th events was being managed by Jane Meadows and Lizi Lewis noting the ad would be a joint one. She reiterated that the Tourism Committee made sense until a director was hired advising that Ms. Meadows was head of the committee.

Ms. Lewis explained how mobile user data was used to determine tourism revenue numbers along with certain brands of credit cards. Mr. Petty advised that the Town budgeted \$338,000 this fiscal year for tourism, noting that included with community development being approximately \$126,000. He stressed that a big portion of the tourism budget was salaries noting that staff worked seven days a week. Supervisor Carter stated that tourism was one component of economic development and suggested looking at studies that were previously done, explaining that the numbers would not be the same, but the process would be. Councilman Rappaport advised that he visits the Visitor Center regularly and commended the staff noting they directed visitors to places inside and outside the Town. Ms. Lewis confirmed that the Town never lost accreditation during the issues with the past Joint Tourism Board/Discovery Front Royal and that that Front Royal and Warren County brochures were still in every Virginia rest stop and welcome center.

Tipping Fees Update - Town

Summary: On July 1, 2024, the County began charging the Town residents tipping fees for residential solid waste transported by the Town of Front Royal. This unforeseen increase created a financial impact on the Town and its residents. The rate has remained the same since its implementation. Given the FY27 budget planning is underway, will there be an increase in the Town's rate in the next fiscal year?

Mayor Cockrell explained the “surprise” the Town received in 2024 with an increase in tipping fees that not only affected the Town’s budget but the Town citizens’ monthly bills. Mr. Gotshall advised that at this point the County’s budget did not contemplate an increase and it will be presented to the Board of Supervisors that way. There was much discussion and explanation on how tipping fees began and where we are today. It was noted that it was a failure to communicate and stressed the need to do a better job communicating moving forward.

Shenandoah Valley Battlefield Foundation Update – Town

Summary: During the last liaison meeting, there was a discussion regarding a potential meeting with the SVBF. The January meeting may serve as an opportunity to coordinate a possible meeting date and time between the County, Town and SVBF.

Mayor Cockrell advised that Council was willing to schedule a joint meeting with the Shenandoah Valley Battlefield Foundation (SVBF) to discuss how they wanted to use the land. A history was given on the “water business” and how the McKay property became what it is today. It was confirmed that since SVBF was a nonprofit organization they would not be required to pay real estate taxes therefore the land would not go back on the tax rolls. There was discussion about restoration of the McKay Houses, one on the property that was just stones and the other one known as Fairview Thomas McKay House, that should be placed on SVBF’s “radar”. Ms. Lewis confirmed that the Civil War Trail signs were operated by that organization and the Town pays for membership to that organization at approximately \$300 each site per year.

Update on Well Ordinance - Town

Summary: The Town is interested if there are any updates regarding the County well ordinance.

Chair Cullers advised that the ordinance was removed from their agenda in December. Supervisor Carter advised that he hoped it would be brought back along with the agritourism ordinance noting several homes slated to be built in County areas of High Top and Apple Mountain. Mayor Cockrell explained the reason Council was concerned noting the amount of industrial water and sewer requests coming before them for approval. Discussion ensued about the Town needing an alternate water source. Mr. Petty confirmed staff was exploring that issue and was consistently updating the capacity reports.

Discussion on Economic Development - Town

Summary: During the last liaison meeting, there was a proposal shared by the County regarding economic development plans. Are there any updates regarding the proposal?

Chair Cullers stated that both the Town and County EDAs were currently stagnant. She stressed the importance of sitting down together to bring it back and to forget the unhappy history surrounding the EDA. Discussion on how the IDA/EDA was formed and where it is today, noting the good things that came from them, but voiced concern that there was no staff to carry out what was needed. Discussion ensued about hiring a consultant, but it was noted that several studies had been completed in the past, suggesting pulling those to begin understanding the process. Discussion ensued about the Town and County working together on economic development since it affected both Town and County citizens. Suggestions included hiring an Executive Director, hiring a consultant and forming a citizens’ committee. Mr. Petty confirmed that the Northern Shenandoah Valley Regional Commission (NSVRC) was another resource, but stressed the importance of strengthening existing businesses, so they did not leave or close. He reiterated that the EDAs were lacking staff. Chair Cullers suggested having a discussion with the two EDAS to determine their thoughts. Councilman Rappaport opined that the Town needed to focus on redevelopment within the Town and if there was collaboration with the County, he wanted to ensure the Town did not get lost in the conversation. It was agreed that both EDAs could not do much without funding and it made sense to put the funds together. It was suggested to reach out to the Council and Board to get their consensus and then have staff reach out to both EDAS to begin organization. Supervisor Carter suggested reading the CEDAC Report and send it to both Council and Board again reiterating it was to see the process not the numbers. He suggested that the Mayor and Chair “lead the charge”.

Fiscal Impact Model Update - Town

Summary: The fiscal impact model has been on multiple liaison meeting agendas. Are there any updates regarding a new Fiscal Impact Model?

Mr. Gotshall advised that after the last Liaison Meeting their staff discussed it and noted it was a planning/zoning project but there was no Planning Director. He noted that it was being reviewed and framework was being built to update it.

Discussion for Rail Trail – County

Summary: A discussion to see what support the Town and County could have for the change to Rail and Trail

Chair Cullers explained that she was looking to see if the Town and County were on the same page by supporting the rail trail instead of rail and trail. Mayor Cockrell advised that the Council had not discussed it since approval of the resolution last year.

Next Meeting – Thursday, April 16, 2026 at 6:00 PM in the Warren County Government Center

Adjournment – 7:48pm

JANUARY 2026

LAW ENFORCEMENT REQUESTED TOWING¹

158-54 PURPOSE

The purpose of this article is to ensure proper storage, availability and service by persons and firms authorized to provide towing services at the request of the Warren County Sheriff's Office, the Front Royal Police Department, Virginia State Police and other law enforcement personnel. The Towing Operators are deemed independent contractors and not employees of Warren County, the Town of Front Royal, Virginia State Police, or other law enforcement agencies assigned to Warren County or Front Royal.

158-55 DEFINITIONS

APPLICATION means an application for towing service within Warren County.

COUNTY means Warren County, Virginia.

DMV means Commonwealth of Virginia Division of Motor Vehicles.

EMERGENCY means a critical traffic problem, snow storm, ice storm, hurricane or other extreme weather condition; parade or similar public event; disaster or similar event.

JOINT TOWING BOARD means the Joint Advisory Board on Towing which consists of seven (7) members: three (3) law enforcement officers, including one (1) from the Sheriff's Office, one (1) from the Police Department and one (1) from Virginia State Police, three (3) representatives of Towing and Recovery Businesses and one (1) citizen.

LAW ENFORCEMENT PERSONNEL OR LAW ENFORCEMENT AGENCY means a law enforcement officer of Warren County, Town of Front Royal, Virginia State Police or agency of such officers or other law enforcement agency assigned to Warren County.

POLICE DEPARTMENT means the Town of Front Royal Police Department.

RECEIPT means a printed, numerated and dated receipt that include tow company name, company address and telephone number and receipt signed by owner/operator.

SCC means Commonwealth of Virginia State Corporation Commission.

SHERIFF'S OFFICE means the Warren County Sheriff's Office.

SUSPENSION means temporary removal from the Towing List for a violation of this article or breach of the towing service agreement.

TERMINATION means permanent removal from Towing List and rescission of towing service agreement.

TOWING LIST means the list maintained of the Towing Operators authorized to respond the Sheriff's Office, Police Department or other law enforcement personnel's request for the towing of vehicles.

TOWING OPERATOR means a towing firm or service, with an established business office and location within Warren County, which meets the requirements of this article and has entered into an agreement to provide towing and recovery services at the request of the Sheriff's Office, Police Department or other law enforcement personnel.

¹Editor's note(s)—Adopted 11-27-17.

TOWING OPERATORS means those who own, lease, or operate a Towing Recovery Business.

TOWING RECOVERY BUSINESS means any person, including a business offering services involving the use of a tow truck, including those engaged in the business of: (1) removing disabled vehicles, parts of vehicles, or cargo to facilities for repair or safekeeping; and (2) restoring to the highway or other location vehicles that have come to rest where they can't be operated. Such business shall have at least one (1) location, consisting of an office and storage lot, within Warren County for at least six (6) months.

TOWING SERVICE AGREEMENT means the agreement between the Joint Towing Board and the Towing Operator.

TOWN means the Town of Front Royal, Virginia.

158-56 GENERAL MINIMUM REQUIREMENTS

A. *Required Vehicles and Equipment.*

1. The Towing Recovery Business shall have available at least one (1) of the following vehicles with valid Virginia license plates, inspection sticker and SCC/DMV license:
 - a. Tow Truck equipped with a wrecking crane capable of lifting a minimum of eight thousand (8,000) pounds and up to a maximum of ten thousand (10,000) pounds or the gross vehicle weight rating. Tow truck must be equipped with a wheel lift capable of lifting a minimum of one thousand five hundred (1,500) pounds.
 - b. Flatbed Wrecker with at least an eight thousand-pound winch and capable of transporting a maximum of seven thousand (7,000) pounds or the gross vehicle weight rating.
2. Each of the vehicles above shall be originally designed as tow trucks.
3. Each of the vehicles above shall be equipped with the following:
 - a. A chassis rated with sufficient gross vehicle weight to match the maximum capacity of the crane mounted thereon;
 - b. All-weather tires on the rear wheels;
 - c. At least one (1) fire extinguisher;
 - d. At least two (2) operable amber revolving or flashing emergency lights, mounted on the highest part of the vehicle and visible from all sides;
 - e. One (1) operable air tank, when not equipped with air brakes. Flatbed Wreckers are exempt from this requirement;
 - f. One (1) heavy-duty street broom and one (1) shovel;
 - g. Dollies, scotch blocks and snatch block;
 - h. Gas and oil absorbent material;
 - i. Reflective vest, shirt or jacket; and
 - j. Vehicle tow lights.
4. Heavy Duty Wreckers.
 - a. For those Towing Operators who desire to be on the heavy-duty wrecker list, they shall own or lease a minimum of two (2) towing/recovery trucks and at least one (1) road tractor. One (1) truck shall have a minimum of sixty thousand (60,000) pounds rating and the second truck shall have a minimum forty thousand (40,000) pounds rating. All units shall have winches rated at a minimum of twenty thousand (20,000) pounds. All units must have a boom that raises and

lowers, extends and retracts by hydraulics. All units must have a hydraulic under-lift rated to raise twelve thousand (12,000) pounds at full extension.

- b. Towing Operators shall own, lease or have a written agreement with a subcontractor for the following:
 - (i) Lowboy hydraulic operated trailer capable of transporting a wrecked or disabled road tractor and/or debris;
 - (ii) Trailer forty-five-foot or longer box trailer;
 - (iii) Dump truck, dump trailer or container;
 - (iv) Air cushions designed for and capable of up righting a loaded tractor and trailer;
 - (v) A skid steer loader, forklift or wheel loader capable of moving cargo and/or debris from the highway; and
 - (vi) Adequate personnel to off-load cargo.
- c. All loads must be secured with two-wheeled straps or safety chains.
- d. All equipment must be equipped with legally required light and safety equipment.
- e. All equipment must be in good working order with all equipment required in this article.

B. *Storage and Security of Vehicles.*

- 1. All Towing Operators shall have a secured lot for vehicles towed under this article. Vehicles shall be stored at all times in said storage lot, storage facility or building or an adjacent service bay.
- 2. A Towing Operator shall maintain and own or lease a dedicated storage area able to contain all towed vehicles towed by the operator. Storage area shall be fully enclosed by a commercial grade fence which is at least six (6) feet tall, or enclosed by a permanent structure, have adequate lighting and remain reasonably clear of debris. Towing Operators shall not share storage lots unless the shared storage lot is divided by a six-foot high stationary fence with a separate locked entrance to each storage area.
- 3. The storage lot shall have a sign posted identifying the firm's name and telephone number. Wrecker service facilities and equipment, including vehicles, office, telephone lines, office equipment and storage facilities may not be shared with another wrecker service. Vehicles towed at the request of Law Enforcement Personnel must be placed in storage owned or leased and operated by the wrecker service on the Towing List.
- 4. The storage lot shall have a graveled or paved surface.

C. *Insurance.*

- 1. No Towing Service Agreement shall be signed until the Towing Operator has provided evidence of the following insurance coverage for the duration of the Towing Service Agreement by a company or companies licensed to do business in the Commonwealth. Any changes or lapses in insurance coverage shall immediately be reported to the Joint Towing Board.
 - a. The Towing Operator shall be required to carry garage keeper's legal liability insurance in the minimum amount of seventy-five thousand dollars (\$75,000.00) to cover fire, theft, windstorm, vandalism and explosion for each lot. Towing Operators on the heavy-duty wrecker list shall be required to carry garage keeper's legal liability insurance in the minimum amount of two hundred thousand dollars (\$200,000.00).
 - b. Insurance sufficient to protect itself from any and all claims of loss, damage or bodily injury, resulting from its acts or incurred in the operation of the Towing Operator's business equipment

and vehicles pursuant to the Towing Service Agreement in the amount of seven hundred fifty thousand dollars (\$750,000.00) or the amount required by the state (vehicle liability policy).

- c. Insurance sufficient to cover claims under the Worker's Compensation Act, if applicable, for all of its employees. If any work is sublet, the subcontractor shall provide similar coverage.
2. The Towing Operator shall indemnify and hold harmless the Sheriff's Office, Police Department, Virginia State Police, Warren County and Town of Front Royal, all other law enforcement agencies assigned to Warren County including their agents, employees and representatives from any and all claims, casualties, damages or injuries arising out of its actions pursuant to the agreement.

158-57 APPLICATION FOR AGREEMENT

- A. Any Towing Operator desiring to perform towing work at the request a Law Enforcement Agency shall submit an application for towing service in duplicate to the Joint Towing Board. Prior performance and reputation in the community, as reported through the office of citizen and consumer affairs and criminal history record information as supplied by applicant, will be considered when a Towing Operator applies to perform towing services under the Towing Service Agreement.
- B. In order to be qualified for towing under this article, a Towing Operator shall operate the Towing Recovery Business at said location within Warren County for a minimum of six (6) months prior to applying for towing under this article. The six-month waiting period may be waived for applicants who are currently authorized to tow under this article.
- C. A Towing Operator may not make any changes that alter the information that was submitted in the application unless first notifying the Joint Towing Board.
- D. The Application shall be submitted on forms provided by the Joint Towing Board and includes the following information:
 1. The name of the Towing Recovery Business to include the owners, members and/or corporate officers.
 2. The home and business addresses and phone numbers of the Towing Recovery Business, owners, members and/or officers.
 3. The location, size and security features of the storage lot on which the towed vehicles will be stored. The storage facility shall be described in detail to include the size, the lighting and the separate entrance. The storage facility may be a building or a lot which shall be a minimum of one thousand five hundred (1,500) square feet for regular Towing Operators or a minimum of three thousand (3,000) square feet for heavy-duty Towing Operators.
 4. The location in which the public must go to in order to claim stored vehicles.
 5. A statement of availability to provide towing service on a continuous twenty-four-hours-a-day basis each day of the year.
 6. A list of the towing equipment, its size and capacity. Towing Operators shall maintain and register all trucks. A copy of property taxes showing taxes paid on trucks and equipment domiciled within the county or town and each vehicle registration must be submitted on an annual basis with application or reapplication.
 7. A complete list of insurance policies, carriers and agents which would be in effect upon execution of the Towing Services Agreement. Proof of the policy will be filed with the Joint Towing Board. This information will include amount of coverage limits and include worker's compensation, if applicable.
 8. A statement that the Towing Operator accepts reasonable responsibility for any personal property left in towed and stored vehicles, as may be otherwise determined by law, along with a description of the

secure place which will be used to store the property left in towed or stored vehicles. A statement that the Towing Operator accepts reasonable responsibility for a towed vehicle from the time hookup starts, until vehicle reaches the intended destination.

9. Towing Operators must list two (2) telephone numbers at which they can be reached on a twenty-four-hour-a-day basis. Specific times and days denoting business hours versus nonbusiness hours must accompany the telephone number. Name of business and telephone number must be posted in a conspicuous place at the place of business.
10. A statement from the zoning office of the local government entity in which the Towing Recovery Business is located that the storage lot listed on the application meets all required zoning requirements.
11. A statement from the Treasurer and/or the town finance office that all financial obligations are paid. All Towing Operators must be current in all financial obligations to the County and/or Town.
12. A copy of declaration of personal property or business personal property on registered equipment must be submitted annually.
13. All applicants shall pay an application fee, as established by the Joint Towing Board, remitted to and collected by the Joint Towing Board.

158-58 INSPECTIONS OF TOWING OPERATOR

- A. All of the tow trucks, required equipment and storage facilities shall be inspected and approved by the Joint Towing Board prior to use. In addition, all tow trucks and required equipment shall conform to the provisions of Code of Virginia § 46.2-1000 et seq. The Joint Towing Board may periodically inspect all wreckers, equipment and storage facilities utilized under this article. There will be an annual inspection of all wreckers, equipment and storage facilities utilized under this article. For heavy-duty wreckers a CVSA sticker will also be required.
- B. There shall be an annual inspection fee, as established by the Joint Towing Board, remitted to and collected by the Joint Towing Board.
- C. The Joint Towing Board shall give the Towing Operator written notice when the equipment or storage facility is found to be unacceptable.
- D. Tow trucks and equipment or storage facilities that fail the inspection shall not be used by a Towing Operator in the performance of its obligations under a Towing Services Agreement until they pass inspection.
- E. Failure to comply with any of the conditions stated above will result in suspension of the Towing Operator from the Towing List until the corrections have been made. If the corrections are not made within ten (10) calendar days, the Towing Operator shall be terminated from the Towing List.
- F. All applications for new Towing Operators to be included on the Towing List or applications for renewals of Towing Operators shall be submitted to and shall only be received and processed by the Joint Towing Board from May 1 to May 30 of each calendar year. The calendar year for the application of this article shall be July 1 to June 30.

158-59 APPLICATION APPROVAL

- A. The Joint Towing Board shall conduct an investigation to determine the accuracy of the information contained in the application and shall inspect the storage lot and equipment to be used.
- B. Upon completion of the investigation, the Joint Towing Board shall determine whether the applicant meets the requirements of this article. If the Joint Towing Board finds the applicant qualified, he shall approve and

sign the Towing Services Agreement. The applicant's name shall be placed on the Towing List in a rotating order.

- C. If the Joint Towing Board finds the applicant unqualified, it shall indicate in writing the reasons and return the application to the applicant.

158-60 DUTIES AND REQUIREMENTS OF TOWING OPERATORS

- A. Towing Operators shall, at the request of and as directed by Law Enforcement Personnel, tow vehicles in the County or Town in a manner that is damage-free to the vehicle being towed. Towing Operators shall comply with all applicable federal, state and local laws and regulations, including, but not limited to, the securing of all necessary federal, state and local licenses. All Towing Operators shall display a WT-Tag (tow truck for hire) and/or an IRP-Tag (international registration plan).
- B. All Towing Operators shall have the Towing Recovery Business' name, town, state and telephone numbers printed on both sides of the towing vehicle in letters and numerals of such size, shape and color as to be readily legible during daylight hours from a distance of fifty (50) feet while the vehicle is not in motion. No magnetic sign shall be used on vehicles. Decals are permissible. The Towing Operator shall provide a business card to Law Enforcement Personnel before leaving the scene. Each Towing Operator must be registered with the Virginia Department of Motor Vehicles in the name of the Towing Recovery Business and insured by the Towing Recovery Business.
- C. Towing Operators shall provide twenty-four-hours-per-day towing service each day of the year.
- D. Towing Operators shall have available at all times sufficient and qualified personnel to receive calls and execute the towing.
- E. If a Towing Operator determines additional equipment is needed, the Law Enforcement Personnel shall contact a different Towing Operator on the Towing List.
- F. Towing Operators shall notify all Law Enforcement Agencies during normal business hours forty-eight (48) hours prior to a change in their phone number. No answering service is allowed.
- G. The Towing Operator agrees to arrive on the scene within thirty (30) minutes of receiving a call. If the Towing Operator fails to meet the specified time limit, the Law Enforcement Personnel will notify a second Towing Operator. Once the second Towing Operator has been requested, services from the first Towing Operator are considered canceled and the first Towing Operator is not due any payment. Heavy-duty Towing Operators will have a forty-five (45) minute time limit to arrive on scene.
- H. If in the judgment of the Joint Towing Board, excessive delays are caused by circumstances within the Towing Operator's control, the Joint Towing Board may recommend the Towing Operator be suspended/terminated from the Towing List.
- I. Towing Operators shall have only those tow trucks owned or lease purchased by them responding to calls for service.
- J. If a tow truck is not available, then the Towing Operator shall immediately indicate to the dispatcher that it cannot respond and the reason why. The dispatcher shall then notify the next Towing Operator on the list.
- K. Towing Operators may use crossovers located on the interstates or public highways that are prohibited when directed to do so by Law Enforcement Personnel pursuant to Code of Virginia § 46.2-920.1.
- L. All Towing Operators must possess a valid Virginia driver's license or commercial driver's license, and medical certificate as may be required and be qualified to operate the tow vehicle and its equipment.
- M. All Towing Operators shall decline a service call if they consumed alcohol and or used any drug or narcotic, either by a doctor's prescription or of their own free will within eight (8) hours prior to a call for service.

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- N. Towing Operators shall remove all litter, glass and debris caused by the incident which necessitated towing, including ordinary and reasonable quantities of oil and gas spillage as determined by the Law Enforcement Personnel on the scene. If circumstances warrant additional charges, they will be thoroughly documented and itemized.
 - O. All Towing Operators shall have the capability to accept cash and credit card as payment for services under the agreement in the field at the time services are rendered.
 - P. The Towing Operator shall tow vehicles to any destination requested by the vehicle owner or any Law Enforcement Personnel, after financial obligations have been finalized. The Towing Operator shall not tow vehicles outside of the Warren County limits.
 - Q. Any Towing Operator permanently ceasing to provide towing/recovery services shall, within fifteen (15) days, notify the Joint Towing Board in writing.

158-61 RESPONSIBILITIES AND RECORDS OF TOWING OPERATORS

- A. If an owner or lien holder fails to claim any vehicle or if the Towing Operator wants to satisfy any lien which it has on a vehicle, it shall be the Towing Operator's responsibility to dispose of or sell the vehicle in compliance with the Virginia State Code.
- B. The Towing Operator shall be reasonably responsible for vehicles towed and any contents from the time the vehicle is towed until one (1) of the following events occur:
 - 1. The vehicle is delivered to a location specified by the owner or other authorized person;
 - 2. The vehicle and property is released to and accepted by the owner or authorized person in the same condition as originally towed; or
 - 3. The vehicle is otherwise disposed of according to law.
- C. Towing Operators shall secure all personal property at the scene of a collision to the extent possible and preserve personal property in a vehicle which is about to be towed.
- D. The Towing Recovery Business shall keep records of all vehicles which have been towed pursuant to the Towing Services Agreement. These records shall include, at a minimum, the date and time of tow, the vehicle's license number and state of issue, the vehicle's identification number, the year, make, model and color of the vehicle, the location from which it was towed, the charges for towing and storage, the disposition of vehicle and date of disposition.
 - 1. Such records shall be available for inspection by the Joint Towing Board during the Towing Recovery Business' normal business hours.
 - 2. The Towing Recovery Business shall retain a copy of these records for a period of at least twelve (12) months from the date of the tow.
- E. Towing Operators shall promptly arrange for the release of vehicles towed or stored pursuant to this article. There shall be an attendant available from the hours of 8:00 a.m. through 5:00 p.m., except on weekends and state holidays, for the purpose of permitting inspections or releasing stored vehicles. After hours the owner or attendant must be available by telephone. The owner or attendant must be available twenty-four-hours-a-day, each day of the year for the purpose of releasing stored vehicles.
 - 1. Towing Operators, upon receiving a request to release or permitting an inspection of a stored or seized vehicle from the owner, operator or other authorized person, shall release that vehicle to the owner or other authorized person between the hours 8:00 a.m. and 5:00 p.m. within a thirty-minute timeframe.
 - 2. Towing Operators, upon receiving a request to release or permit an inspection of a stored vehicle by an owner or authorized person during other than normal business hours, shall allow and otherwise

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- require two (2) hours-notice for the release of such motor vehicle. The foregoing notice provision shall apply likewise for the release of personal property and contents within the vehicle. All fees charged for any off-hour release/inspection shall be no more than one (1) day of storage.
3. Upon request, Towing Operators shall distribute to the owner, operator or authorized agent a copy of the complaint procedures form.
 4. Towing Operators shall not release any vehicle designated as "seized" or "seized for forfeiture" by a Law Enforcement Agency until the Towing Operator obtains permission from the requesting agency. The Towing Operator shall bill the requesting agency for the cost of the tow.
- F. Towing Operators shall not release any vehicle that has a "hold" on property contained within such vehicle without first obtaining authorization from the requesting Law Enforcement Agency.
- G. Whenever the Towing Operator is requested to remove a vehicle and the owner of the vehicle, or their authorized agent or driver, is not at the scene at the time of the tow, Law Enforcement Personnel is requested to complete a tow sheet form that includes the following:
1. Owners name and address, if known;
 2. Description of the vehicle and any visible prior damage;
 3. Storage facility name and address;
 4. Inventory of accessible contents of the vehicle; and
 5. One (1) copy shall be given to the Towing Operator, one (1) copy to the owner of the vehicle and one (1) copy retained by the Law Enforcement Agency.
- H. All records relating to Towing Operator's application and insurance shall be made available for inspection by the Joint Towing Board after a Freedom of Information Act request is filed.

158-62 ROTATION SYSTEM

- A. The Joint Towing Board shall ensure that Towing Operators are called on a rotating basis according to the Towing List. Being placed on the Towing List does not guarantee a particular number or quantity of calls; does not guarantee an equivalent number of calls to every Towing Operator on the list; nor entitle any Towing Operator on the list to any compensation as a consequence for not being called in accordance with the Towing List or when removed from the Towing List.
- B. The owner or operator of a vehicle to be towed shall be asked to specify the Towing Operator of his choice, whether or not authorized by Law Enforcement Personnel, unless the vehicle constitutes a traffic hazard and the requested Towing Operator will have an unacceptable response time. If the owner or operator requests a specific Towing Operator, the Law Enforcement Personnel shall complete an owner request form which shall be signed by the owner or operator of the vehicle.
- C. The Law Enforcement Personnel shall not call any Towing Operator who does not have a Towing Services Agreement unless all Towing Operators on the Towing List are unavailable or an Emergency exists. In the event of an emergency or no availability of Towing Operators on the Towing List, Law Enforcement Personnel and the Virginia Department of Motor Vehicles (VDOT) can request Towing Recovery Businesses outside of Warren County.
- D. In an emergency, a supervisor of a Law Enforcement Agency may call a Towing Operator out of sequence in order to shorten response time to the scene of the incident. However, any Towing Operators which are randomly used during suspensions of the Towing List must be reported to communications for record purposes.

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- E. Law Enforcement Personnel at the scene may reject the services of the Towing Operator dispatched when the Towing Operator arrives with inadequate equipment to perform the tow. Unfitness shall include, but not limited to, possession of inadequate equipment to perform the tow, or operated by personnel who, due to drugs, alcohol or other incapacity, are not likely to perform the tow safely. In the event that the Towing Operator is determined to be unfit, Law Enforcement Personnel shall notify communications to dispatch the next Towing Operator on the Towing List and shall file a written report with the Joint Towing Board.
 - F. Law Enforcement Personnel will call another Towing Operator if the first Towing Operator fails to answer the telephone or receives a busy signal after two (2) attempts.
 - G. If the Towing Operator does not answer the telephone or refuses the call, the Towing Operator loses that turn in rotation and will not be called until the Towing List rotates to their name again. If the Towing Operator responds to a call, it shall be placed at the bottom of the Towing List, unless the Towing Operator through no fault of its own is not used and receives no compensation for the call. In that event, it shall be placed back at the top of the Towing List.

158-63 COMPENSATION

- A. All costs incident to towing and storage shall be paid by the owner or other authorized person of the towed and stored vehicle to the Towing Operator. In those cases involving "seized" vehicles, the owner shall reimburse the requesting Law Enforcement Agency for the towing costs.
- B. The towing and storage fees charged by the Towing Operator shall be reasonable in light of those charged by other Towing Operators in the county for comparable service. There shall be no additional charges for mileage. No charges imposed for the storage of vehicles for a period of twenty-four (24) hours or less shall exceed charges imposed for one (1) day of storage.
- C. An itemized receipt for payment, which sets forth the cost of towing, excessive cleanup, storage, and repairs shall be issued to the owner/operator or other authorized person. Said receipt shall also include a signature line for the owner/operator or other authorized person acknowledging receipt of the vehicle.
- D. All Towing Operators shall submit their current pricing to the Joint Towing Board related to towing, recovery, winching, storage charges and administrative charges. No administrative charges shall be incurred for the first twenty-four (24) hours of storage and no administrative fee or charge shall exceed ninety-five dollars (\$95.00). Written notice of these fees shall be available at the request of the owner or operator of the vehicle's request.

158-64 SOLICITATION BY TOWING OPERATORS

- A. No Towing Operator shall respond to an accident, scene of an emergency or mechanical breakdown for the purpose of towing vehicles unless specifically called there by Law Enforcement Personnel, or the person involved in the accident or emergency. Violation of this section shall result in suspension from the Towing List for thirty (30) days for the first offense, sixty (60) days for the second offense, and termination from the Towing List for a third offense for a period of twelve (12) months.
 - 1. The Law Enforcement Personnel shall direct the Towing Operator to leave even if the Towing Operator would otherwise have been called to the location.
 - 2. The Law Enforcement Personnel may direct the Towing Operator to provide necessary services in such instances when immediate assistance is necessary to protect persons or property.
- B. Towing Operators are prohibited from soliciting business at the scene of accidents, emergencies or mechanical breakdowns.

158-65 PROHIBITED PRACTICES

- A. A violation of any of the following may subject the Towing Operator to suspension from the Towing List:
1. Deliberate failure of a Towing Operator to respond to calls;
 2. Securing a Towing Services Agreement by fraud or concealment of a material fact;
 3. Violation of the Towing Services Agreement;
 4. Chronic or repeated violations of this article;
 5. A single violation of this article including, but not limited to:
 - a. Running unauthorized calls;
 - b. Overcharges;
 - c. Alcohol or drug use;
 - d. Tardiness more than five (5) times in a six-month period;
 - e. Failure to notify the Joint Towing Board with immediate changes regarding insurance, taking on new members, owners, corporate officers or any other changes regarding anything listed in the Application;
 - f. Fraudulent acts with respect to this article;
 - g. Failure to comply with the rules and regulations of Code of Virginia § 46.2-2820 et seq.; or
 - h. Violate any laws of the Commonwealth of Virginia, the County of Warren, or the Town of Front Royal, which are considered a felony or misdemeanor.

158-66 COMPLAINTS

- A. Any Towing Operator who believes he has been unfairly treated by Law Enforcement Personnel may file a written complaint with the Joint Towing Board.
- B. Any person who believes a violation of this article has occurred may file a complaint against a Towing Operator. Joint Towing Board will provide the complainant with a complaint form to be filled out and returned to the Joint Towing Board. The complaints shall be investigated by the Joint Towing Board.
- C. After an investigation of the complaint, the Joint Tow Board shall notify the complainant of the results of the investigation and any action as a result of the complaint.
- D. The local office of the Virginia State Police shall use the Towing List on law enforcement requested calls in Warren County. By agreement with the local office of the Virginia State Police, the Joint Towing Board shall investigate towing complaints for both state and county calls. Any imposed disciplinary action shall be binding on all law enforcement initiated calls for towing service.

158-67 SUSPENSION OR TERMINATION OF TOWING OPERATORS

- A. Any Law Enforcement Agency, upon investigation of the facts, may recommend that a Towing Operator be heard by the Joint Towing Panel for any violation of the provisions of this article.
- B. The Joint Towing Board shall provide the Towing Operator with written notice of said violation. Notification of the date, time and location of a hearing on the violation shall also be provided.
- C. The Joint Towing Board has the authority to suspend or terminate Towing Operators through due process.

158-68 APPEALS PROCESS AND HEARING

- A. In the event that a representative from a Towing and Recovery Business that sits on the Joint Towing Panel lodges a complaint against another Towing Operator, said representative shall abstain from the hearing.
- B. The Law Enforcement Personnel involved in the incident shall be responsible for presenting the allegations against a Towing Operator to the Joint Towing Panel members and may call witnesses and ask questions of any witness.
- C. If complainant is not present, the complaint form will be presented to the Joint Towing Panel as complainant's evidence/testimony.
- D. The Towing Operator shall be allowed an opportunity to attend the hearing and bring any witnesses that were directly involved in the incident where the accused Towing Operator was charged with a violation of this article. The Towing Operator will be allowed to present evidence/testimony supporting his/her case to the Joint Towing Panel. The Towing Operator may make an opening statement, ask witnesses questions and make a closing statement.
- E. No attorneys will be allowed to attend this administrative hearing on behalf of a complainant or defendant.
- F. No witnesses, except for those being questioned, will be allowed in the room during the administrative hearing.
- G. The Joint Towing Panel, after hearing evidence presented, shall render a decision. If the accused Towing Operator is present, the chairman presiding over the hearing shall immediately verbally notify the accused of the decision. A written notification shall be prepared and sent to the Towing Operator through first class postage with the U.S. Postal Service and a copy of the decision will be sent to each Law Enforcement Agency. If the Towing Operator is not present at the conclusion of the hearing to receive the verbal notification of the panel, the Towing Operator shall waive the right to immediate notification of the decision.
- H. The decision of the Joint Towing Panel is final.

158-69 AMENDMENTS TO ORDINANCE

- A. The Joint Towing Board will recommend revisions to this ordinance to the Warren County Board of Supervisors and the Front Royal Town Council.
- B. All proposed revisions shall be discussed with the Joint Towing Board and their input will be considered in each proposed revision.
- C. Revisions shall be in effect from the date on which the amendments to the Town and County Code with identical language are adopted by the Warren County Board of Supervisors and the Front Royal Town Council.
- D. Towing Operators on the Towing List shall be given written notification of any amendments ten (10) days prior to the revision being adopted.

**BY-LAWS OF THE
FRONT ROYAL-WARREN COUNTY JOINT TOWING BOARD**

ARTICLE 1 – PURPOSE OF COMMITTEE

- 1-1 The Front Royal-Warren County Joint Towing Board (“the Committee”) is hereby created to ensure proper storage, availability and service by persons and firms authorized to provide towing services at the request of the Warren County Sheriff’s Office (hereinafter the “Sheriff’s Office”), the Front Royal Police Department (hereinafter the “Police Department”), Virginia State Police (hereinafter “State Police”) and other law enforcement personnel.

ARTICLE 2 – SELECTION OF MEMBERS

- 2-1 The Committee shall consist of seven (7) members to be appointed jointly by the Front Royal Town Council and the Warren County Board of Supervisors. The Committee shall include the following members:
- 2-1-1 Three (3) members shall be law enforcement officers, including a representative from the Sheriff’s Office, the Police Department, and State Police.
 - 2-1-2 Three (3) members shall be representatives of towing and recovery businesses.
 - 2-1-3 One (1) member shall be a citizen of the Town of Front Royal or the County of Warren.
- 2-2 Each member shall serve a four (4) year term and shall be appointed jointly by the Front Royal Town Council and the Warren County Board of Supervisors.

ARTICLE 3 – SELECTION OF OFFICERS

- 3-1 Officers of the Committee shall consist of a Chairman, Vice-Chairman, and Secretary.
- 3-2 The officers of the Committee shall be appointed for a one (1) year term, with no individual holding an office for more than two (2) consecutive terms without a one (1) year lapse between terms.
- 3-3 Nomination of officers shall be made from the floor at the beginning of the first meeting of the year for the ensuing year. Election of officers shall follow immediately. A candidate receiving a majority vote of the members shall be declared elected. The Warren County Sheriff or his designee shall oversee the nomination and election of officers.
- 3-4 Vacancies in office shall be filled at the next Committee meeting according to the procedures in this article.

- 3-4 Vacancies in office shall be filled at the next Committee meeting according to the procedures in this article.

ARTICLE 4 – DUTIES OF OFFICERS

4-1 The Chairman shall:

- 4-1-1 Develop an agenda and preside at meetings.
- 4-1-2 Report annually to the Board of Supervisors and the Town Council.
- 4-1-3 Rule on procedural questions (subject to reversal by a majority vote of the members present).
- 4-1-4 Certify official documents involving the authority of the Committee.
- 4-1-5 Certify minutes as true and correct copies.
- 4-1-6 Carry out other duties as assigned by the Committee.

4-2 The Vice-Chairman shall:

- 4-2-1 Assume the full powers of the Chairman in the absence or inability of the Chairman to act upon and oversee the Plan of Work.

4-3 The Secretary shall:

- 4-3-1 Record attendance at all meetings.
- 4-3-2 Record the minutes of the Committee meetings.
- 4-3-3 Notify members of all meetings.
- 4-3-4 Maintain a file of all official Committee records and reports.
- 4-3-5 Certify maps, records, and reports of the Committee.
- 4-3-6 Give notice and be responsible for publishing public notices of all Committee public hearings and public meetings.
- 4-3-7 Attend to the correspondence necessary for the execution of the duties and functions of the Committee.

ARTICLE 5 – SUBCOMMITTEES

- 5-1 The Committee may appoint any subcommittees or advisory groups as necessary for the conduct of its work. The Chairman of the Committee shall be an ex-officio member of all such subcommittees or groups.

ARTICLE 6 – MEETINGS

- 6-1 The Committee shall meet on a quarterly basis on the first Wednesday of January, April, July and October or any other day determined by majority vote of the Committee. Whenever the regular scheduled meeting falls on a legal holiday, the regular meeting shall be held on the following day. Notice of time and place of regular meetings shall be emailed by the Secretary to the Committee and interested parties at least fourteen (14) days in advance of each meeting.

- 6-2 Special meetings may be called by the Chairman or on request of three (3) members of the Committee by emailed notice at least seven (7) days in advance of the date of such special meeting. Emergency meetings may be convened by the Chairman with a 24-hour telephone notice attempt to reach all members.
- 6-3 All meetings of the Committee shall be open to the public, except as provided for in the Virginia Freedom of Information Act.
- 6-4 If any member has three (3) unexcused absences in a calendar year, the member shall be removed from the Committee and another representative shall be appointed jointly by the Board of Supervisors and Town Council to fill the unexpired term of office.

ARTICLE 7 – VOTING

- 7-1 A majority of the members shall constitute a quorum.
- 7-2 No action of the Committee shall be valid unless authorized by a majority vote of those present and voting.

ARTICLE 8 – COMPLAINTS

- 8-1 In the event that a complaint is lodged by a member of the Committee against a towing operator or law enforcement personnel, such member shall be excused from the hearing on the complaint.

ARTICLE 9 – ORDER OF BUSINESS

- 9-1 The order of business for a regular meeting shall be:
- 9-1-1 Call to Order
 - 9-1-2 Roll Call
 - 9-1-3 Adoption of Agenda
 - 9-1-4 Approval of Minutes
 - 9-1-5 Committee Matters
 - 9-1-6 Adjournment
- 9-2 Parliamentary procedure in all Committee meetings shall be governed by Robert's Rules of Order.
- 9-3 The Committee shall keep minutes of each meeting, and these minutes shall become a public record. The Chairman shall sign all minutes, and they shall be kept in the official minute book.

ARTICLE 10 – AMENDMENTS

10-1

These By-laws may be amended by a majority vote of both the Warren County Board of Supervisors and Front-Royal Town Council with thirty (30) days' notice to each governing body.

Adopted by the Warren County Board of Supervisors: February 20th, 2018

Adopted by the Front Royal Town Council: March 26th, 2018

COPY

EXCERPT OF MINUTES

November 13, 2017

PUBLIC HEARING – Ordinance Amendment to Chapter 158 – Joint Towing Board (1st Reading)

Council is requested to affirm on its first reading an ordinance to amend Chapter 158

“Vehicle and Traffic” of the Town of Front Royal Municipal Code by adding sections 158-54 – 158-69 to create a Joint Towing Board that considers applications of towing recovery businesses to be added to a towing list from which the Warren County Sheriff's Office, Town of Front Royal's Police Department and Virginia State Police can request a towing operator to perform towing services at the scene of an emergency or accident. The County of Warren has approved a similar ordinance.

Mayor Tharpe opened the public hearing. As no one came forward to speak, the public hearing was closed.

Councilman Meza moved, seconded by Councilman Connolly that Council affirm on its first reading an ordinance to amend Chapter 158 “Vehicle and Traffic” of the Town of Front Royal Municipal Code by adding sections 158-54 – 158-69 to create a Joint Towing Board that considers applications of towing recovery businesses to be added to a towing list from which the Warren County Sheriff's Office, Town of Front Royal's Police Department and Virginia State Police can request a towing operator to perform towing services at the scene of an emergency or accident.

Councilman Connolly noted that the towing board issue began two years ago with the Town and County and he is glad to end unscrupulous practices among towing operators who are not charging fair rates and he is glad that the Town and County will be working together

Vote: Yes – Connolly, Gillispie, Meza, Morrison, Sealock and Tewalt

No – N/A Abstain – N/A Absent – N/A

(Mayor Tharpe did not vote as there was no tie to require his vote) (By Roll Call)

November 27, 2017

COUNCIL APPROVAL-Ordinance Amendment to Chapter 158 – Joint Towing Board (2nd Reading)

Summary: Council is requested to adopt on its second and final reading an ordinance to amend Chapter 158 “Vehicle and Traffic” of the Town of Front Royal Municipal Code by adding sections 158-54 – 158-69 to create a Joint Towing Board that considers applications of towing recovery businesses to be added to a towing list from which the Warren County Sheriff's Office, Town of Front Royal Police Department and Virginia State Police can request a towing operator to perform towing services at the scene of an emergency or accident, as presented. The County of Warren has approved a similar ordinance.

Councilman Meza moved, seconded by Vice Mayor Tewalt that Council adopt on its second and final reading an ordinance to amend Chapter 158 “Vehicle and Traffic” of the Town of Front Royal Municipal Code by adding sections 158-54 – 158-69 to create a Joint Towing Board, as presented.

Vote: Yes – Gillispie, Meza, Morrison, Sealock and Tewalt

No – N/A Abstain – N/A Absent – Connolly

(Mayor Tharpe did not vote as there was no tie to require his vote) (By Roll Call)



CLOSED MEETING AGENDA STATEMENT

Meeting Date: April 6, 2026

Item# 04

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 purposes:

- 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, a) the Board of Zoning Appeals (BZA), b) Town Manager, c) Town Attorney; and.
- 2) 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, the Amendment to the 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,
- 3) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, 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, and,
- 4) pursuant to §2.2-3711(A)(5) of the Code of Virginia, for the discussion concerning a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, more specifically, at properties located at 0 Winchester Road and Identified on Tax Map IDs: 12N-----1, 12N-----2, 12N-----3.

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 _____