



TOWN COUNCIL WORK SESSION MINUTES

Monday, June 16, 2014 @ 7:00pm
Front Royal Administration Building

1. Briefing on Police Department Promotion – *Police Chief*

Handout notes here

2. Review of Town's Investment Portfolio – No Backup – Tim Morris

Summary: Jeff Mitchell, with Mitchell & Co PC [auditors] conducted an overview in December for the Audit committee, during that meeting they suggested that we have a brief overview of our investment portfolio that is managed by Tim Morris a representative of Raymond James, a branch of Union First Market

Staff Evaluation: Mr. Morris will give a brief overview of the Town's investments and strategies used for investment of Town funds; he will be available for questions as needed

Council Discussion: Mrs. Breeden and Mr. Morris work with the portfolio and its flexibility with the funds. They discussed the percentage of return and how the bonds, revenues and accounts interact with one another.

Councilman Sayre noted that Mrs. Breeden was doing a good job.

3. Update on Wastewater Treatment Plant Upgrade – *Director of Environmental Services*

Summary: The Town's consultant design the upgrades to the Wastewater Treatment Plant will provide an update on the project. Council is requested to review the information submitted by the consultant.

Staff Evaluation: Environmental Services has worked with consultant to develop a cost effective design to achieve the upgrade goals for nutrient removal and increased treatment capacity. Staff has evaluated all options and monetary costs associated with the project.

Budget/Funding: An updated cost estimate will be presented. The Director of Finance will be available to address fiscal issues.

Staff Recommendations: Staff recommends Council consider the design update from the Consultant prior to issuing the RFP for construction services.

Front Royal WWTP Upgrade and Expansion Project Review

Project Goals

- Implement Enhanced Nutrient Removal (ENR) to meet the discharge permit requirements for nitrogen and phosphorus
- Expand plant capacity to 5.3 mgd

- Implement new screening and grit removal to improve downstream treatment performance and reduce maintenance requirements
- Replace/upgrade aging equipment
- Upgrade the electrical systems
- Upgrade the process control systems
- Replace chlorine gas with UV disinfection
- Add post aeration to meet new permit requirements
- Produce Class A Biosolids

Summary of Major Upgrades

- New Screening and Grit Removal
- New Primary Clarifiers, Scum and Sludge Pumping
- New Biological Treatment System (BioMag®) Including New Process Tanks
- New Process Building
- New Final Clarifiers
- New UV Disinfection System
- New Chemical Feed Facilities
- New Class A Biosolids Treatment System (ATAD)
- Major Electrical System Upgrades and New Emergency Power Generator
- New Septage Handling Facility

Project Status

- 100% Town Design Review held on May 6, 2014
- 100% Design Docs Submitted to Virginia DEQ May 19 '14 for permitting approval

Cost Estimate Summary

- Value Engineering reduced construction cost estimates by over \$2 million between 30% and 60% design
- DEQ has committed to provide approximately \$12 Million in grant money towards construction and engineering costs
- DEQ has committed to provide low interest loans for the balance of the cost

Estimated Project Schedule	Monday, May 26, 2014	Friday, July 25, 2014
VADEQ Permit Approval (Estimate)		
Advertise for Bids	Tuesday, June 24, 2014	Tuesday, July 08, 2014
Bid Phase (Until Bid Opening)	Tuesday, July 08, 2014	Tuesday, Aug 19, 2014
Bid Approval (Until Notice to Proceed)	Tuesday, Aug 19, 2014	Saturday, Oct 18, 2014
Construction (Until Substantial Completion)	Saturday, Oct 18, 2014	Saturday, April 15, 2017
Construction (Until Final Completion)	Saturday, Oct 18, 2014	Wednesday, June 14, 2017

Council Discussion: Council discussed how they upgrade the Treatment Plant while maintaining the plant's process the entire time. They also spoke of whether there were future mandates coming down from the government that may change the process soon after the plant is finalized. Mr. Burke and the consultant noted that it may be several years before pharmaceuticals were a large issue for the wastewater plants.

4. AMP Ecosmart Choice – *Director of Energy Services*

Summary: EcoSmart Choice is a green-pricing program offered by AMP through its member municipal electric system. If the Town participates in this program, it will allow our customers to support renewable energy development. Currently this program is offered by Bowling Green, Coldwater, Cuyahoga Falls, Ephrata, Napoleon and Wyandotte, with over 5,600 MWh subscribed in 2013.

EcoSmart Choice is supported by the purchase of wind, hydroelectric, landfill gas, or other qualifying RECs, which helps stimulate new renewable project development. Customers who choose to join are able to offset varying levels of their monthly electric usage with renewable energy for an additional base cost of 0.5 cents per kWh (\$0.005/kWh); the current solicitation offers participation levels of 25%, 50%, 75%, or 100% of your monthly electric usage.

The Town of Front Royal may also choose to charge a higher rate (0.7 cents per kWh/ \$0.007 kWh) for their customers' participation, retaining the additional 0.2 cents per kWh for local environmental or sustainability programs or projects.

Staff Evaluation: This program will allow the Town's customers to support renewable energy development with no fee for the Town of Front Royal to offer this service to our customers. As part of this program, the Town can elect to charge a higher rate to be utilized in local development of projects.

Staff Recommendations: Staff recommends that council consider the program and the additional higher rate to support local projects in renewable and sustainability programs.

Council Discussion: Council discussed that it is not a tangible benefit, noting that it similar to recycling. They noted that is good overall, though there is not a tangible positive benefit to the Town. Council noted that if there was not a lot of Staff time involved then they could consider doing the program. They asked Mr. Waltz to look into the matter further to see if it was something that could be beneficial to the Town without taking up too much Staff time.

5. Consideration of Renewal of Virginia Regional Transport Franchise to Operate a Public Bus Transportation Service in Town – Town Attorney

Summary: Virginia Regional Transport (“VRT”), also known as the Front Royal Area Transit (“FRAT”) or the “Royal Trolley”, provides affordable transportation through bus passenger service in the Town. The enclosed schedule shows the various bus stops throughout Town and across the Bridges to the Crooked Run and Village Commons Shopping Centers, all for a fare of 50 cents. The low rates are realizable because of funding provided to VRT by Section 5311 of the Federal Service Transportation Efficiency Act. The Town granted a five (5) year franchise to VRT originally effective July 1, 2004, which was renewed for an additional five (5) year term effective October 1, 2009. A copy of the Ordinance, Chapter 180 of the Town Code, Public Passenger Bus Service, whereby the franchise to VRT was granted, is enclosed. This franchise, if not renewed, will expire October 1, 2014. The reason for granting franchises of five years is because of Va. Con. Art. 7 § 9 (1971), which states: “[b]efore granting any such franchise or privilege for a term in excess of five years, except for a trunk railway, the city or town shall, after due advertisement, publicly receive bids therefor.”

Council is requested to consider whether or not it wants to renew the franchise of VRT for an additional five-year term. Council might also consider whether or not it wishes to modify any of the other terms of Chapter 180.

Staff Evaluation: Currently, VRT’s weekdays loops have stops at the Visitors Center, Skate Park, Kerfoot and Brown Avenue, Northwest Community Services, Samuels Public Library/Royal Arms Apartments, Gateway Plaza Shopping Center, Royal Plaza Shopping Center, Lester and Mowery Pharmacy, South Royal Avenue, the Town Administration Building/Court House, Valley Health Urgent Care, the Government Center, the Parks Department/Youth Center/Bing Crosby Park Complex, Department of Social Center, Senior Center, Warren Memorial Hospital, Old Middle School, Family Store, Mountain Oaks Apartments, Warren County Community Center, and Randolph Macon Academy.

The Saturday loop has stops at RMA circle, Subway, Royal Cinemas, Visitors Center, the Bowling Alley, Gateway Plaza, and Royal Plaza.

The Sunday Loop is the same as the Saturday loops, with the addition of stops at Crooked Run Shopping Center and Village Commons Shopping Center in the County.

Budget/Funding: The Town Code sets this out as follows:

“180-185.9 ANNUAL PAYMENT AND OPERATION

“VRT’s operation under this Franchise Agreement shall be subject to an annual payment to the Town of Front Royal of ONE DOLLAR (\$1.00). The cost of operation of the Franchise shall be borne as follows:

“A. Beginning on or about (October 1, 2009 and ending September 30, 2014), sixty-eight percent (68%) of the hourly costs of the operation, as invoiced from VRT to

the Town, shall be paid to VRT by Federal and State contributions under the FTA 5311 Program. Thirty-two percent (32%) of the hourly costs shall be paid to the VRT by the Town of Front Royal from such general funds as may be required to total the thirty-two percent (32%) local match.

“B. VRT shall purchase one or more buses for the operation of the Franchise. VRT shall bear eighty-five percent (85%) of the cost to purchase, equip and decorate the bus(es) and the Town shall contribute to VRT fifteen percent (15%) of the cost.”

Staff Recommendations: Staff is not aware of any issues that warrant not recommending renewal of the franchise to VRT. VRT does appear to provide affordable public transportation to places of most interest to most people in Town.

Council Discussion: Council voiced support of continuing the franchise as presented. Councilman Sayre noted that he would support advertising the on the trolley to take in additional revenue. Mr. Burke noted that the Town would not receive any benefit from the advertising, it would go to the federal funding account.

6. Curb & Gutter Installation – 25 Bedford Drive – *Director of Environmental Services*

Summary: The property owners of 25 Bedford Drive would like to install curb and gutter along their property. In researching the existing Right-of-Way, it was determined that additional Right-of-Way is necessary from the property owners to construct the curb and gutter in compliance with Town standards.

Council is requested to consider the proposed installation of the curb and gutter by the Town in return for the necessary Right-of-Way dedication from the property owners.

Staff Evaluation: Environmental Services has assisted the Town Attorney and property owners with an agreement acceptable to both parties in regards to the portion in question and completed planning of the project.

Budget/Funding: Funding for installation of the 100’ of curb and gutter is included in the FY13-14 Budget. The Director of Finance will be available to address fiscal issues.

Council Discussion: Councilman Tharpe stated that it could give the illusion of a cul de sac, and that give cause issues. Councilman Tewalt noted that when it was laid out the subdivision lots do not match the plats and the Town accepted the subdivision. Councilman Tewalt also requested a revised plat.

7. Deed of Easement for Utilities and Access for Regional Jail – *Town Attorney*

Assistant Town Attorney Sonnett explained that it has been reviewed by the Town Attorney’s office and they request that it goes to a regular agenda. Mayor Darr noted that it seemed ready to move forward as presented.

8. Planning Commission Terms Expire

Summary: Two members of the Front Royal Planning Commission terms will expire August 31, 2014 (David E. Gushee and Douglas L. Jones). Mr. Jones would like to be reconsidered for re-appointment. Mr. Gushee does not want to be reconsidered for re-appointment. Terms on the Planning Commission are 4-year terms.

Regular process for advertising and applicants per Mayor Darr.

9. Work with County and Citizens in Chimney Fields Park Area – *Mayor Darr*

Mayor Darr noted that he has spoken with most of the residents and they are on board with the

10. Council Discussion/Goals

Councilman Hrbek noted that perhaps they could wrap up the Economic Committee with goals and report to Council as soon as possible

Councilman Hrbek noted that town hotels are at a disadvantage versus the County hotels

He proposed reducing the lodging tax to 4 cents in town

Mayor Darr asked about reinstating the lodging fee in the County, as then they would be equal

Councilman Sayre stated that the Happy Creek Trail had debris in place

Mr. Hannigan stated that it was just some runoff from heavy rains

Mr. Sayre suggested that perhaps they could create ways to divert the rain

Mayor Darr noted that Lackawanna was entered into the National Register of Historic Places.