



TOWN COUNCIL WORK SESSION MINUTES

Monday, April 6, 2015 @ 7:00pm
Front Royal Administration Building

1. Verizon Wireless Water Tower Site Lease Agreement – *Town Attorney*

Summary:

Request of CELLCO PARTNERSHIP, a Delaware general partnership, dba VERIZON WIRELESS (“Verizon”) to lease space on the Town’s Fairground Road water tower, along with a portion of the property, for mounting structures on the water tower and for placement on the ground of its communications equipment to be used for a wireless communications services facility.

Verizon seeks to lease (i) tower space on the Town’s Fairground Road water tower for antennas, remote radio heads, tower mounted amplifiers and other appurtenant equipment and mounts therefor, and (ii) land space on the grounds near the base of the tower sufficient for the installation, operation and maintenance of Verizon’s canopied equipment platform for equipment cabinets and accessory equipment, back-up generator and utility cabinets. The initial term of the lease shall be for five (5) years, and shall commence on April 1, 2015 at which time rental payments shall commence and be due at a total annual rental of Thirty-Six Thousand Dollars (\$36,000). The lease may be renewed for up to four (4) additional, five (5) year extension terms. The Town’s consultant, Tank Industry Consultants, have conducted a structural evaluation, dated April 28, 2014, approving the proposed installation with recommendations.

Town Council is asked to consider approving the “WATER TOWER SITE LEASE AGREEMENT”, permitting Verizon to lease space for their wireless communications facilities at and on the Town’s Fairground Road water tower and property at the offered rental amount.

Council Discussion: Councilman Tewalt advised that it should be on the consent agenda. Mr. Burke noted that it would go into water fund. Council voiced support of placing it on the consent agenda.

2. Postpone First Reading of Chapter 148 – *Town Manager*

Summary:

At the February 23rd meeting, Town Council postponed taking action on the first reading of the Code Amendment to Chapter 148 - Subdivision & Land Development until April 13. Council discussed the Amendments at the March 16 Work Session and requested that further discussion at a future Work Session that was advertised by public notice.

As Council has not had the opportunity to continue discussion in advance of the April 13, Council is requested to consider postponement of action on the first reading until their May 26th meeting. Alternatively, Council can consider a work session to follow a regular meeting in April to accelerate consideration of the first reading.

Council Discussion: Mayor Darr noted that it would be on the next consent agenda.

3. FY2015-2016 Budget Presentations (Enterprise Fund) – *Town Manager/Director of Finance/Staff*

- A. Electric**
- B. Water**
- C. Sewer**
- D. Solid Waste**
- E. Environmental Services**

Council Discussion: In response to Council's questions, Mr. Burke noted that the Town has experienced a number of employees that have been bought out or hired by other water/sewer/electrical providers due to their training. He stated that the Town would like to provide salary adjustments in order to retain appropriate employees in order to utilize the funds to keep said employees. Mr. Burke pointed out that the Town is down to one Class A Lineman in the Electric Division for example. Councilman Tewalt noted that employees at the refuse division cannot show incentive, as they cannot advance or show various aspects to advance themselves. Mr. Burke stated that aspects of the program for across the board would address employees at every level, though the incentive program would assist those that are being "taken" by other organizations, similar to the Town's MPO Program through the Police Department.

Mayor Darr stated that he understood Mr. Tewalt's concerns, and the CDL program for example would provide opportunities for those that would like to advance, even those at every level. Mr. Burke stated that it was an incentive program that would be used as an incentive program, and the dollar increase as a pay adjustment.

Councilman Hrbek asked about losing employees once the Town was paying for training. Mr. Burke stated that the timeframe was two years and employees are waiting out that time period and then leaving.

In response to Council's Electric division budget questions, Mr. Burke and Mrs. Breeden stated that:

- There would not be any rate studies in the upcoming budget year;
- Regarding the line technician position requested, it would assist with multiple events during storms, as the coverage was light, and the Town would like adequate staffing;
- All employees would receive the dollar increase, across the board, but not Council;
- Automatic meter reading had been narrowed down to three vendors, and they would be determining whether the Town needed to go into the automatic meter reading direction;
- They would continue the funding as long as the revenue projections remained, as it was very costly (\$160k);
- From Page 92, replacement of bucket truck, the Town would be using a way of having local banks competing to see if they could measure up with the finance options used previously;

- There is continued funding for the electric department's new "shed" and the \$300,000 is most likely insufficient, though they will move forward and return to Council for further funding.

Regarding Water & Sewer Division matters they noted:

- That the new positions are required due to the upgrades to the new plants, and this would cover the swingshift position;
- There was funding available for litigation that was not used and Mr. Hrbek noted that the Town should continue to hold it back for litigation matters, in his opinion;
- The Fairground Tank was a multiyear project and this should be last year, unless the estimates come in much higher; Mr. Kuser noted that they will sandblast and repaint, with a total rehabilitate for the inside and outside. Councilman Tewalt asked that the color be changed; Mr. Hrbek suggested a Town of Front Royal theme similar to Woodstock's apple basket; Others noted that a canoe could be painted on the tank;
- Medical insurance was up 6.5% budget wide for employees;
- Sending sludge away cost \$180-200,000 annually per Mr. Fristoe;
- From page 105-106, the line items for water/sewer lines, hydrant replacement, valves, etc., basic investment in our system;
- \$400,000 included for I&I Abatement, and it will be 5-10 years before the Town can reduce that investment can be reduced substantially;
- Mayor Darr asked that the I&I Abatement issue be added to an upcoming worksession to brief Council;
- Vehicles that are replaced will be, except for one vehicle in Planning/Zoning, as the Code Enforcement Officer will be growing the Town's fleet by one.

Regarding Solid Waste budget issues they explained that:

- Eventually they will transfer to all rear load packer vehicles, except they will keep one front load vehicle;
- Commercial collection is allowing the Town to break even for the entirety of the refuse collection;
- Dumpster program is breaking even; there is only one company that is cheaper than the Town and they are hauling to Northern Virginia somehow per Mr. Hannigan.

Regarding Environmental Services they noted that:

- They will need another vehicle in the next year or so;
- When individuals go to training, they are available for employees to drive to Richmond for the day, for example;
- The Town uses in house fleet management as it is specialized, we have our own paint shop, and can react timely to vehicle and equipment needs, especially with chains and hydraulics, as well as accidents on Town vehicles;
- In the horticulture division, it was noted that they are in the final phase of the Main Street changes and the acquisition of new mower;
- The flower basket line item is empty, as the baskets have been purchased and currently just require ongoing maintenance;
- Criser Road Bridge and John Marshall Highway rehabilitation were included in VDOT Revenue Sharing matters in the upcoming budget;

- Historically the Town places \$75,000 for snow removal, and Councilman Hrbek suggested raising the amount;
- The dump truck request was to fulfill the replacement of a current one in the Town's fleet;
- POL line items have increased on each amount as the Town anticipates increases in said amounts for petroleum, oil and lubricants.

4. Council Discussion/Goals

Councilman Funk asked about whether the benches would be replaced around the corner at Main/Chester Streets. Mayor Darr suggested items for preventing skateboarders along the brick areas of Main Street/the gazebo.

Councilman Hrbek discussed sidewalks/streets for Main Street experimentation for bringing them to the same level.

Councilman Egger asked about whether the Visitor's Center needed to be painted. Mr. Tewalt noted that the Electric Department needed to be painted.

5. Closed Meeting – Personnel Matter

Motion to Go Into Closed Meeting

Councilman Connolly moved, seconded by Councilman Egger that Council convene and go into Closed Meeting for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body, pursuant to Section 2.2 3711. A. 1. of the Code of Virginia.

Vote: Yes – Connolly, Egger, Funk, Hrbek, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – N/A

(Mayor Darr did not vote as there was no tie to require his vote)

Motion to Certify Closed Meeting at its Conclusion

Councilman Connolly moved, seconded by Vice Mayor Tharpe that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Vote: Yes – Connolly, Darr, Egger, Funk, Hrbek, Tewalt and Tharpe

No – N/A

Abstain – N/A

Absent – N/A

(By Roll Call)

Present: Mayor Darr, Vice Mayor Tharpe, Councilman Connolly, Councilman Egger, Councilman Funk, Councilman Hrbek, Councilman Tewalt, Finance Director Breeden, Town Attorney Napier, Clerk of Council Berry, Chief of Police Shiflett, Planning & Zoning Director Camp, Environmental

Services Director Hannigan, IT Director Jones, Wastewater Plant Superintendent Fristoe, Water Plant Superintendent Kuser, Financial Analyst Wilson, Water & Sewer Supervisor Boyer, and members of the media and members of the public.