



TOWN COUNCIL WORK SESSION

May 16, 2016 @ 7:00pm
Front Royal Administration Building

Town/Staff Related Issues:

1. Sewer Connection Fee Payment Plan at 1435 John Marshall Hwy – Figgins - *Town Manager*
2. At-Risk Structures Update – *Director of Planning/ Zoning*
3. Pole Inspection, Treatment, Restoration Service Program – *Director of Energy Services*
4. Main Street Lighting Program Update – *Town Manager*

Council/Mayor Related Items

5. Replace Cameras at the Gazebo – *Councilman Tevalt*
6. Continued Discussion on FY16-17 Budget
7. Council Discussion/Goals (*time permitting*)
8. Closed Meeting – Disposition of Real Property; Performance; Consultation with Legal Counsel

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the following purposes: **1)** Discussion or consideration of the disposition of publicly held real property, specifically, a portion of a Town Right-of-Way (18' Alley) near 501 S. Royal Avenue, pursuant to Virginia Code Section 2.2- 3711. A.3., where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; **2)** The performance of specific public officers, appointees, or employees of a public body, pursuant to Section 2.2 3711. A. 1. Of the Code of Virginia; and **3)** Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, regarding matters (1) and (2) above, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.

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.

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Town of Front Royal, Virginia Work Session Agenda Form

Date: May 16, 2016

Agenda Item: Sewer Connection Fee - Payment Plan Request

Summary: The Town has received a request from the property owner of 1435 John Marshall Highway to connect to the Town's sanitary sewer system due to a failure of their septic system. Due to the location within an area annexed by the Town, the connection fees are based upon those established as of May 20, 1991 which are \$2,800. The property owner requests the Town consider a monthly payment plan be established for the connection fees due his fixed income.

Council Discussion: Council is requested to consider the request from the property owner of 1435 John Marshall Highway to establish a monthly payment plan.

Staff Evaluation: The property dedicated an easement for the Town to install the sanitary sewer in 1988. Staff can support the request for a 24 month payment plan for \$116.67 per month.

Budget/Funding: The Acting Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues

Staff Recommendations: Staff recommends that Town Council consider approving a payment plan for the sanitary sewer connection fees for 1435 John Marshall Highway.

Town Manager Recommendation: The Town Manager recommends that Town Council consider approving a payment plan for the sanitary sewer connection fees for 1435 John Marshall Highway.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)



Lary Figgins

1435 John Marshall Highway
Front Royal, Va. 22630
(540) 635-5319
laryfiggins@hotmail.com

4/25/2016

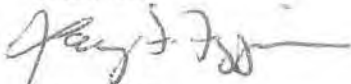
Dear Mr. Steve Burke,

My name is Lary Figgins and I reside at 1435 John Marshall Highway. I have been there for more than 50 years. My wife lived with me until she passed away 6 years ago. I have lived in Front Royal all my life, 77 years, except for 4 years when I was in the United States Air Force.

I am presently on a septic system which is going bad and I need to hook up to the town sewer system. The only problem is; I cannot afford the hook up fee of \$2,800 all up front. I would appreciate making arrangements to pay the hook up fee on a monthly basis until paid. I am retired and on a fixed income and that is the reason why I cannot pay the \$2,800 up front.

Anything you can do for me would be greatly appreciated.

Thank You,


Lary Figgins

APPLICATION FOR IN-TOWN UTILITY CONNECTION



Town of Front Royal
Department of Environmental Services
15 North Royal Avenue – PO Box 1560
Front Royal VA 22630
(540) 635-7819 (O) • (540) 636-2890 (F)
www.frontroyalva.com

Application Date: 4/26/16
Owner(s) / Applicant(s) Full Name: LARY Figgins
Mailing Address: 1435 John Marshall
City/State/Zip: Front Royal, VA 22630
Daytime Phone: (540) 635-5319 Email: laryfiggins@hotmail.com
Property Address: 1435 John Marshall Hwy

IF RESIDENTIAL:

Type of Unit: Single Family Townhouse Duplex/MultiFamily

IF COMMERCIAL or INDUSTRIAL:

Type of Business: _____
Number of Employees: _____ Hours of Operation: _____
Estimated Usage: _____ gallons per day

ALL APPLICANTS

Number of Toilets: 1 Urinals: x Sinks: 3 Tubs/Shower: 1
Size of Meter (Must match water service size): 5/8
Fire Suppression Required: Yes (No) Meter Size: _____

THIS SECTION TO BE COMPLETED BY WARREN COUNTY BUILDING DEPARTMENT

Zoning Permit Approved by Town Planning Dept: _____ Date: _____
Permit Approved by Building Department: _____ Date: _____
Building Official Signature: _____ Date: _____

TOWN APPROVAL PROCESS

- ✓ Determination of Water/Sewer Connection Fees (One Day)
 - ✓ Payment of Applicable Fees with Application
 - ✓ Developer provides and installs all equipment (pipes, valves, meters, etc.) For individual residential construction by property owner, the Town provides a 3/4" meter upon inspection and approval of all other equipment. Right-of-Way Utilization Permit required for utility taps.
 - ✓ Water service provided upon establishing account with Town Finance Department.
-



TOWN OF FRONT ROYAL
RIGHT-OF-WAY UTILIZATION PERMIT

RECEIPT # _____
APPROVED ☐ DENIED ☐
BOND AMOUNT \$ _____
INSURANCE REQUIRED ☐

Applicant Name: Lary Figgins
Company: _____
Address: 1435 John Marshall Hwy
Phone No.: (540) 635-5319
Date: 4/26/16
Emergency Contact: JASON Neale (540) 671-1129

One (1) copy of the application and two (2) copies of plans are hereby made to the Town of Front Royal through the Director of Environmental Services for a permit to perform the work shown on the accompanying plans and further described as follows:

DESCRIPTION OF ACTIVITY: hook up to town sewer

Activity is to be done under and in accordance with the rules and regulations of the Town of Front Royal, Virginia on John Marshall Hwy (Road Name), between _____ and _____, and to be completed within 90 days from date of approval.

Attached is a check for \$ 25.00 for the permit fee and the guaranty of \$ _____.
To save the Town harmless for any damage done. If a bond is furnished as guaranty, give the amount of bond and Bonding Company information. RECEIPT # _____ DATE _____

Bond: \$ _____
Company Name: _____
Address: _____

It is understood that the Town may use any or all of the guaranty to repair any damage resulting from the activity and that the balance, if any, will be refunded to the applicant. Work must be inspected during construction by the Town of Front Royal, (540) 635-7819.

By this signature, I affirm that the work will be completed as described.

[Signature] 4/26/16
Signature of Applicant Date

Permission is hereby given to the applicant by the Town of Front Royal to conduct activity within the Town Right-of-Way described at the locations given as set forth above as shown on the plan or sketch submitted in conformance with the attached PROVISIONS AND CONDITIONS FOR USE OF TOWN RIGHT-OF-WAY.

Approved / Denied (Circle One)

Bond Amount: \$ 200.00

By: [Signature]

Permit Expires: _____

Title: Ali Des

Driveway

House

Drain Field

Distribution Box

Fill in
w/ topsoil

Septic

Existing Line

(abandon after
tapping into town
Sewer)

New Line Sewer ↓

Town
Sewer

Manhole
(Town
Sewer)

Gravel Road



Construction Plan

- 1.) Fill in old septic tank
- 2.) Make sewer tap (4") on existing town sewer line.
- 3.) Connect existing homeowners sewer line (4") to town sewer using PVC pipe

Single-family and two-family residential dwellings will be charged according to the standard fee schedule charges for each sewer tap made, with additional charge of four hundred eighty-two dollars (\$482.00) for each dwelling unit.

(Ord. No. 16-91 Amended (G) 6-24-91-Effective 7-1-91 ; Ord. No. 10-95 Repealed (G) 9-11-95-Eff. Upon Pas)
(Ord. No. 1-96 Added (G) 3-11-96-Eff Upon Pass ; (Ord. No. 13-04 Amended (G) 11-8-04-Eff Upon Pas)
(Amended 6-10-13-Effective 7-1-13)

H. Notwithstanding the provisions of Section 134-22A, E and G, the connection charges for sewer service provided to structures and facilities which were existing as of May 20, 1991, in the following annexed areas of the Town of Front Royal shall be frozen at rates in effect on the date of May 20, 1991, to wit:

1. The annexed area incorporated into the Town of Front Royal by order of the Annexation Court, effective December 31, 1976, as shown by the plat of record in the annexation file of record in the office of the Clerk of the Circuit Court of Warren County.
2. The annexed area incorporated into the Town of Front Royal by order of the Annexation Court, effective December 31, 1978, as shown by the plat of record in the annexation file of record in the office of the Clerk of the Circuit Court of Warren County.

(Ord. No. 20-91 Added (J)(1-2) 7-22-91-Effective Upon Passage ;
(Ord. No. 9-94 Re-lettered as (H)(1-2) 10-24-94-Effective Upon Passage)

I. All connection fees for sewer services furnished outside of the limits of the Town of Front Royal will be one hundred percent (100%) more than the in-town rates as provided in Section 134-22, Subsections A through H.

(Ord. No. 12-95 Added (I) 12-18-95-Effective Upon Passage)

J. No connection fee for sewer service shall be accepted by the Town of Front Royal prior to the issuance of a zoning permit and the approval of a building permit application for building development or conversion upon the lot or parcel of land to be served. This provision shall not apply when the lot or parcel of land to be served has an existing structure approved for occupancy.

(Ord. No. 4-92 Amended Entire Section 4-27-92-Effective Upon Passage)
(Ord. No. 1-00 Added (J) 1-10-2000-Effective Upon Passage)

DEED OF EASEMENT

THIS DEED OF EASEMENT, made and entered into this 27th day of September, 1988, by and between BERNELL M. FIGGINS and LARY FIGGINS, her husband, hereinafter referred to as the Grantors, and the TOWN OF FRONT ROYAL, VIRGINIA, a municipal corporation, hereinafter referred to as the Grantee.

W I T N E S S E T H :

NOW, THEREFORE, in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, receipt of which is hereby acknowledged, the Grantors do hereby grant and convey unto the Grantee an easement for the purpose of installing, constructing, operating, and maintaining, any and all utilities, over, on, across and under the property owned by the Grantors, lying and being situate in the Town of Front Royal, Virginia, and being the identical property conveyed to Bernell M. Figgins by deed at Deed Book 133, Page 329, of record in the Office of the Clerk of the Circuit Court of Warren County.

The utility easement herein conveyed is as shown on that certain plat dated November 5, 1987, entitled "Plat Showing Utility Easement Through Lot 1 of the Division of the Land of Lydia Maddox", prepared by Wayne E. Niskanen, C.L.S., and attached hereto, and is more particularly described as follows:

ADAMSON,
CRUMP & SHARP, P.C.
ATTORNEYS AT LAW
FRONT ROYAL, VA.

Beginning at an iron pin located S 08 degrees 44' 22" E, 47.70 feet south of State Route # 55, approximately 800 feet east of Robin Hood Lane in the Town of Front Royal, Virginia, said iron pin being a corner of Lot 1 of the division of the land of Lydia Maddox (Plat Book 2, Page 4), a corner of the land of Louise M. Olinger and a corner of Lots 1 and 2 of the division of the lands of Fannie Brown; thence with the line of Lot 2 of Brown, S 84 degrees 19' 57" E, 6.05 feet to a point; thence leaving the Brown line and with the utility easement line thru Lot 1 of Maddox the following two courses and distances, S 03 degrees 53' 54" E, 18.38 feet to a point; thence S 88 degrees 34' 10" E, 67.05 feet to a point in the west line of Lot 2 of Maddox; thence with the line of Lot 2, S 01 degrees 25' 14" W, 10.00 feet to a point; thence leaving the line of Lot 2 of Maddox and with the utility easement line thru Lot 1 of Maddox, N 88 degrees 34' 10" W, 71.13 feet to a point in the east line of the land of Louise M. Olinger; thence with the Olinger line, N 05 degrees 50' 13" W, 28.98 feet to the point of beginning and containing 823 square feet of land.

This conveyance is made and accepted subject to all the easements, restrictions and conditions, if any, of record in the Clerk's Office of the Circuit Court of Warren County, Virginia, pertaining to or affecting the real estate described herein.

WITNESS the following signatures:

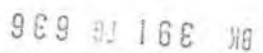

BERNELL M. FIGGINS


LARRY FIGGINS

ADAMSON,
CRUMP & SHARP, P.C.
ATTORNEYS AT LAW
FRONT ROYAL, VA.

$$\text{Matrix } \begin{pmatrix} 1 & 0 & 0 \\ 0 & 1 & 0 \\ 0 & 0 & 1 \end{pmatrix} = \text{Identity}$$

Prepared By:
Kand Srujan
Front Royal, Virginia



1 Owner: Eernell M Figgins By Deed Recorded in Deed Book 182 at page 327
2 This Parcel of Land is Shown on Tax Map 20A15 (2) As Parcel B.
3 No Title Report Here Title Search Results Were Available For This Parcel
4 Plot Showing Hydro Machine Addition Recorded in Plat Book 2 at page 4
5 Meridian Taken From Plat for Parcel By Richard W Thomas - 125 As Recorded in Deed Book 219 at page 516

Lot 1

Front Royal, Va.

15851-1590

WATER CONNECTION CHARGES

	¾"	1"	1 ½"	2"	3"	4"	6"	8"	10"	12"
6-13-78	\$1,200	\$1,824	\$2,371	\$2,918						
7-1-88	\$1,450	\$2,200	\$2,870	\$3,530		\$14,123		\$56,490		
6-29-90	\$2,100									
9-21-90	\$2,100	\$3,190	\$4,162	\$5,119		\$20,478	\$51,210	\$81,911		
7-1-91	\$2,800	\$4,530	\$5,910	\$7,270		\$29,080	\$72,720	\$116,315		
3-11-96	\$2,800	\$4,530	\$5,910	\$7,270		\$29,080	\$72,270	\$116,315	\$181,741	\$261,707
4-10-00	\$2,800	\$4,530	\$5,910	\$7,270	\$16,358	\$29,080	\$65,430	\$116,315	\$181,741	\$261,707
11-8-04	\$5,000	\$8,091	\$10,555	\$12,984	\$29,215	\$51,937	\$116,858	\$207,739	\$324,589	\$261,707
9-26-05	\$5,000	\$8,091	\$10,555	\$12,984	\$29,215	\$51,937	\$116,858	\$207,739	\$324,589	\$467,409
2-1-11	\$4,000	\$8,125	\$15,000	\$23,250	\$45,250	\$70,000	\$138,750	\$221,250	\$317,500	\$413,750
7-1-11	\$4,340	\$8,816	\$16,75	\$25,226	\$49,096	\$75,950	\$150,544	\$240,056	\$344,480	\$448,919
7-1-13	\$4,340	\$8,816	\$20,100	\$31,154	\$60,634	\$93,798	\$185,922	\$296,469	\$425,442	\$554,415

6-13-78 - over 2" will be cost plus 33% - not less than \$2,918.00

SEWER CONNECTION CHARGES

[illegible]

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Town of Front Royal, Virginia Work Session Agenda Form

Date: May 16, 2016

Agenda Item: At-Risk Structures Update
Director of Planning & Zoning

Summary: The purpose of this agenda item is to provide an update to Town Council on structures in the Town that are at-risk of being public nuisances. Each year Town Staff creates a list of structures that are considered "at-risk". This year there are fifteen (15) structures listed. This includes one structure that was recently approved for demolition and another that is under renovation. Most of the structures are secure and do not qualify as a public nuisances, but are vacant and blighted, and are therefore being monitored. Five (5) structures from the updated 2016 list were referred to the Warren County Building Official on April 27th for an inspection and evaluation.

Attached is a copy of the updated 2016 At-Risk Structure List. Pictures are also included for reference.

Council Discussion: This agenda item is scheduled for a work session review on May 16, 2016.

Staff Evaluation: Any structure determined to be a hazard to the public's safety by the building official should be pursued for enforcement actions based on the Town Code laws pertaining to public nuisances and dangerous structures.

Budget/Funding: N/A

Legal Evaluation: The Town Attorney will be available at the work session for questions.

Town Manager: The Town Manager will be available at the work session for questions.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)



2016 AT-RISK STRUCTURES

ADDRESS	STATUS						
	Vacant	Blighted	Unsecure	Possible Public Nuisance	Action	Demolished	Renovated
1 Depot Ave.	Yes	Yes	Yes, Door Broken	Yes	High Grass May 1 st . Inspections of Collapsed Garage & door. Trash & Debris.	--	--
514 S. Royal Ave.	Yes	Yes	No	No	monitor	--	--
202 E. 6 th St.	Yes	Yes	No	No	monitor	--	--
2 E. Main St. (Afton Inn)	Yes	Yes	No	No	EDA in process of selling and grant seeking.	--	--
102 Prospect St.	Yes	Yes	No	No	Monitor – renovation underway.	--	In Process
305 W. 9 th Street	Yes	Yes	No	No	High Grass May 1 st .	--	--
339/341 Osage Street	Yes	Yes	No	Yes	Inspections of collapsed roof and holes. Fire damage.	--	--
1847 N Royal Ave (VFW)	Yes	Yes	Yes, Partially	Yes	Inspections of partially secure structure & debris. Fire damage.	Demo permit approved	--
1858 N Royal Ave	Yes	Yes	Yes, Partially	Yes	Inspection of partially secure structure & debris. Fire damage.	--	--
528 S. Royal Ave	Yes	Yes	No	No	monitor	--	--
319 Pine Street*	Yes	Yes	No	No	High Grass May 1 st .	--	--
355 Osage Street	Yes	Yes	NO	No	High Grass May 1 st .	--	--
349 Osage Street	Yes	Yes	No	No	monitor	--	--
346 Pine Street*	Yes	Yes	No	No	High Grass May 1 st .	--	--
734 Parkview Drive*	Yes	Yes	No	Yes	High Grass May 1 st . Partially constructed porch.	--	--

* = New Additions to list

Five (5) Structures under evaluation (submitted to Warren County Building Official)

734 Parkview Drive



339/341 Osage Street



1847 North Royal Avenue



1858 North Royal Avenue



1 Depot Avenue



Other Structures being monitored.



102 W. Prospect



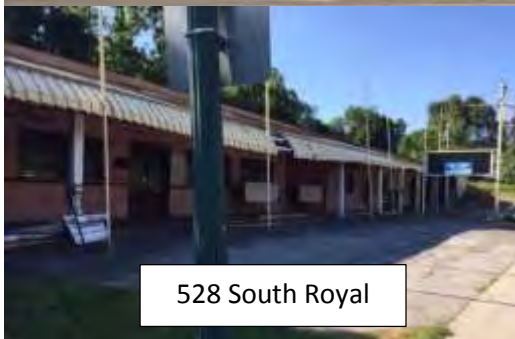
305 W. 9th St.



202 E. 6th St.



2 E. Main St.



528 South Royal



355 Osage St.



514 South Royal



346 Pine St.



319 Pine St.



349 Osage St.

3



Town of Front Royal, Virginia Work Session Agenda Form

Date: May 16, 2016

Agenda Item: Pole Inspection, Treatment and Restoration Services Program

Summary: Staff has been working over the past year to establish a pole inspection, treatment and restoration services program. The main purpose of the program is to reveal danger poles and poles which are in early stages of decay so that corrective action can be taken to prolong the service life of the pole. The program will be structured as a four year cycle with approximately 800 poles inspected, treated or restored on a yearly basis with a re-inspection cycle of 8 years thereafter to maintain reliability and cost.

Council Discussion:

Staff Evaluation: Staff developed specifications and issued an RFP in November of 2015 to firms/contractors to perform the pole inspection services. The Town of Front Royal received 4 responses which staff evaluated on company qualifications, inspection procedures, data reporting and cost. Staff then selected the two top firms and interviewed further on capabilities and providing the services the Town was requesting.

The greatest economic benefit from regular inspection is in locating the decaying poles and treating to extend pole life, thereby saving the cost of emergency replacement. With the costs of replacing poles rising, the economics of extending the service life of poles are more favorable.

Budget/Funding: Currently funded in FY15-16 budget - expense line 9401- 3003 & proposed in FY16-17 budget.

Legal Evaluation:

Staff Recommendations: Staff recommends award of contract with Lee Inspection & Consulting Services to perform the yearly pole inspection, treatment and restoration services for the Town of Front Royal.

Town Manager Recommendation:

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____(Aye) ____ (Nay)

LEE INSPECTION & CONSULTING SERVICES

In-Service Wood Distribution Poles

“RFP” # 1

Pole Inspection, Treatment and Restoration Services

2016

Town of Front Royal

Front Royal, Virginia

“The Assurance of Quality”

LEE INSPECTION AND CONSULTING SERVICES, INC.
3358 North Ewing Lane Joplin, Missouri 64801

Joplin, MO Office 866.327.1899
Bossier, LA Office 800.508.6232

February 12, 2016

"RFP" #1- POLE INSPECTION TREATMENT and RESTORATION SERVICES

Cynthia Hartman
Purchasing Department
P.O. Box 1560
102 East Main Street
Front Royal, VA 22630

Greetings: Cynthia

Thanks for the opportunity to submit a proposal for in-service distribution wood pole inspection/maintenance program for 2016. Enclosed you will find the proposed cost for a pole-by-pole sound and visual inspection to determine the condition of the pole/structure and select bore for decay analysis, also other services you requested.

When you are reviewing the proposals, please keep in mind that Lee Inspection has the ability to provide you digital photographs of all rejected poles and structure, also a maintenance work order sheet. The electronic media to utilize this data is stored on CD in Micro-Soft Assess format as an effective tool to forecast pole replacements and maintenance requirements. Lee Inspection's pole inspection system data provides a quick and cost-effective way for the cooperative to inventory poles and supported hardware within your system in the case of an emergency situation.

We at Lee Inspection and Consulting Service know and understand the utilities goals and objectives for customer service and product reliability. As you well know, one of the important items that the utility will have to consider are system improvements and system maintenance in order to assure your customers, quality reliable service for today and years to come. Lee Inspection would like the opportunity to be a part of that quality service effort.

I appreciate this opportunity and look forward to working with the town of Front Royal in 2016. If you have any questions or comments, please do not hesitate to give me a call cell 918.214.3968 or office 866.327.1899 e-mail denniscassady@leeinspect.com

Sincerely,
Dennis

Dennis E. Cassady
Manager of Operations/Sales
Lee Inspection and Consulting Services, Inc.
Joplin, Missouri

Lee Inspection and Consulting Services, Inc.

Specification for Pole Inspection, Treatment and Restoration Services

I. POLE ASSESSMENT PROCEDURES

Maps will be provided by the utility that identify the facilities of the electric system that are selected for inspection. These maps will be used by inspection personnel to locate poles and document important aspects of the inspection process (rejected poles, facilities needing maintenance, etc.). Once all facilities located on a single map have been inspected and treated, the map will be returned to the Cooperative.

Lee Inspection recommends the 100% inspection and selective remedial treatment approach. Treating to the symptom of the decay in each pole we believe is the most cost effective. Trained wood inspectors can make accurate inspection decisions on a pole based on decay observation and measurement to weather it requires any remedial treatment to extend the life of the pole. With this latitude comes a great cost saving while extending service life.

When an inspector arrives at a pole location, the inspector must collect an adequate quantity of information that will allow him to make decisions on the level of inspection and treatment necessary for each pole.

Poles that are less than or equal to 10 years of age, shall be sounded and visual inspected. Sound with a hammer from ground line to as high as an inspector can reach in every quadrant of the pole in order to locate internal and/or external decay.

For poles greater than 10 years of age, the inspector will complete an above-ground visual inspection that includes sounding the pole with a hammer from below ground to as high as the inspector can reach in each quadrant. If the sounding or visual inspection results suggest internal decay, the inspector will be required to make an appropriate quantity of bores in order to determine the extent of internal decay. In addition to the above-ground inspection, the inspector will need to complete a below-ground inspection adequate enough to reveal any exterior below-ground decay.

If internal or external decay is discovered during the inspection process, the inspector will need to determine if the remaining structural strength of the pole and indicate if the pole is serviceable or rejected. If a pole is rejected, no treatment will be applied to the pole. If the pole is serviceable, it will be given the appropriate treatment(s).

When holes are drilled in the pole for finding and treating internal decay, the holes will be plugged with wood preservative treated hole plugs or plastic dowels.

When the inspection and treatment of a pole is complete, the inspector will document all inspections and treatments performed on the pole. In addition, if the pole is good it will be tagged with a circular metal tag with year. If it is rejected, the inspector will place a red rectangular marker on the pole to clearly identify it as a rejected pole.

Any poles that clearly may need immediate attention or removal should be identified as a priority pole in the inspections reports and report it to utility representatives the same day they are discovered.

II. Inspection Reports

Pole inspectors will collect the following information at all pole locations:

- Pole number, pole assemblies, origination date produced, height and class, current inspection date, type of inspections and treatments performed (visual, sound, bore, external, internal).

Our inspectors can document the pole location and any necessary circumstances for poles that need maintenance or replacement. If an inspector identifies a pole that needs maintenance, the issue that results in the requirement for maintenance must be explained. The inspector will identify any hazards noticed as a maintenance item.

III. Definitions for Inspection and Treatment

A. Above-Ground Inspection

A visual inspection of all poles shall be made from ground line to the top of the pole. The following visible defects can be noted: woodpecker holes, split tops, decayed tops, broken insulators, rotten/broken cross arms, slack/broken guy wires. If the pole is obviously not suited for continued service due to serious defects, it shall be rejected. The pole will be sounded and bored to determine whether or not it is a priority pole.

B. Sounding

Poles shall be sounded from as high as the inspector can reach (approximately 6-ft) to the exposed ground line area and below ground line in order to locate interior pockets of decay. Hammer marks should be visible to indicate that the area was sounded.

C. Partial Excavation

Partial excavation, will be done selectively to evaluate internal and external decay below ground line.

D. Boring and Internal Treatment

Inspector shall bore pole with a 3/8" bit. Bore hole(s) shall be located at ground line and/or below ground line and should be drilled at a 45-degree angle into the pole. If heart rot or enclosed decay pockets are evident in a pole, borings as needed will be taken to determine the size and extent of decay. If internal decay is detected it will be treated with boron rods. If internal decay pockets are detected, pocket will be treated with chemical solution. Bored holes shall be plugged with tight-fitting treated wood or plastic dowels.

E. Full Excavation and External Treatment

All poles shall be excavated around the entire circumference of the pole to a depth of 18" below ground line. (Exceptions include poles in pavement, poles with underground power risers and poles in vegetable gardens. These poles shall be Sound and Bore inspected.) Poles which cannot be excavated to the proper depth around the entire circumference for reasons, such as large rocks, large roots or other obstructions, will have the obstruction and the extent of excavation noted in either the remarks or notes section. The excavation will be approximately 18" in depth. For excavation in lawns, sod grass areas or flower gardens, care will be taken to keep surrounding area as clean as possible. The sod around pole shall be carefully removed and replaced Tarps shall be used whenever possible to minimize the possibility of any property damage and to aid in keeping work site as neat as possible. (Exceptions should be rare and would include situations where the slope is too steep or the ground surface too uneven to allow for effective use of tarps.)

F. Chipping

All poles that will be externally treated will have all loose and decayed wood removed from 18" below ground line to 6" above ground line. A quality chipping tool will be used for this procedure to obtain a smooth clean removal of wood. External decay pockets will be shaved or chipped to remove decayed wood from pole. Removed wood shall be removed from the pole hole and surrounding ground and disposed of properly. Care will be taken not to remove good wood as this will reduce the strength of the pole. The pole will be scraped using a check scraper or wire brush to remove dirt from treatment zone.

IV. General Precautions and Requirements for Preservative Applications

A. General Restrictions and Requirements:

All preservatives shall be handled and applied in accordance with the product label and in a manner that will prevent damage to vegetation and property.

No preservatives shall be applied by the contractor where a pole is readily identifiable as (a) located on any school property, (b) in a vegetable garden, (c) within ten (10) feet of a stream or standing water body, or (d) within fifty (50) feet of a private well.

V. Evaluation

A. Determining Minimum Circumference

Minimum circumference should be measured at or below ground line wherever the least sound wood is present. Poles below minimum circumference shall be rejected and so marked in the field and reported. Poles with heart rot or decay pockets with a minimum shell equal to or greater than two inches will be treated; poles with heart rot with a shell thickness less than the above-specified minimum will be rejected. Poles with a minimum shell of one inch or 50 percent of original circumference or less will be designated a "Priority Pole" and reported to the utility's designated contact daily.

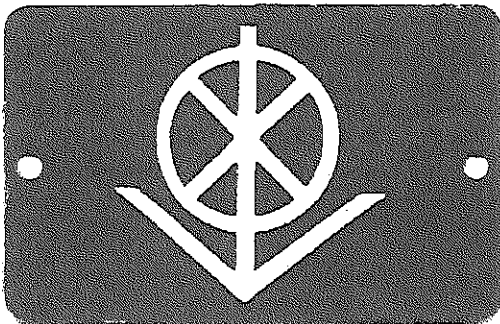
VI. Inspection Personnel Qualifications

Lee Inspection inspectors responsible for making inspection and treatment decisions will have sufficient experience to adequately justify their inspection and treatment decisions to the satisfaction of Staff with the Town of Front Royal, Virginia.

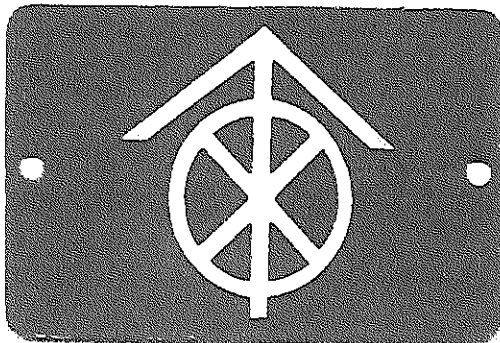
Lee Inspection & Consulting Services, Inc.



POLE PASSES INSPECTION--A ROUND TAG IS INSTALLED WITH YEAR OF INSPECTION.



POLE FAILS INSPECTION-- A RED, RECTANGULAR MARKER IS INSTALLED (nailed). IF THE POLE IS REJECTED FOR GROUND LINE EXTERNAL DECAY, HEART ROT, INTERNAL DECAY, DAMAGE, ETC., THE ARROW WILL POINT DOWN TO IDENTIFY PROBLEM AREA.



POLE FAILS INSPECTION--A RED RECTANGULAR MARKER IS INSTALLED (nailed). IF THE POLE IS REJECTED FOR BAD TOP, BROKEN, WOODPECKER DAMAGE, ETC., THE ARROW WILL POINT UP TO IDENTIFY PROBLEM AREA.

References for In-Service Pole Inspection and Data Collection

Norris Electric Cooperative
Newton, IL
Contact: Timothy Huber
Manager of Engineering
office: 618.783.8765

South River Electric Membership Corp.
Dunn, North Carolina
Contact: Steve Holmes
Supervisor of Line Operations
office: 910.892.8071 ext.4140

Eastern Illini Electric Cooperative
Paxton, IL
Alan Schweighart
Manager of Operations & Engineering
1-217-379-2131 ext.173

EnerStar Power Corp.
Paris, IL
Contact: Mike Clark
President/CEO
office:217.463.4145

Additional information on Lee Inspection

www.leeinspect.com

**Town of Front Royal
Virginia
Pole Inspection, Maintenance, Treatment and Restoration
"RFP" #1
Proposed Pricing for 2016**

Scope of Services	Cost per pole
Sound-Visual (to determine condition of the pole and hardware) Approximately 2800 distribution wood utility poles. Data collection with inspection program and reporting information with hard copies of field reports and/or on CD with poles marked good or bad and maintenance needs. Reporting Information: pole number, map location etc. pole assemblies: single phase, two phase, three phase, service pole manufacturer year produced class/length maintenance needs (loose or missing hardware, broken ground, leaking trans., etc. hazards noticed transformer size (if needed) inspection method report items for maintenance repair .	\$ 5.60
Sound, Visual and Select Bore (bore pole for a decay analysis) with data above information	\$ 6.30
Partial Excavation (as needed to determine decay below ground line)	\$ 2.25
Internal Treat select poles with internal decay, remedial treat with Boron Rods	\$ 13.50
Internal Treat select poles with internal decay pockets using copper naphthenate solution	\$ 17.50
External Treatment poles with external decay. Excavate 18" treat, wrap using copper Naphthenate (CuNap) wrap/paste. CuNap documented to be a very effective wood preservative used for remedial treatment for standing Utility poles. Full excavation with external treatment.	\$ 32.10
Excavated Pole poles with external decay. Inspector will determine extent of decay, if the pole fails for treatment, it is an excavated reject.	\$ 10.00
Install Guy Guards (as needed) Supplied by the utility	\$ 1.95
Repair Broken Grounds (with utility tools and materials at ground-level up to 6ft.)	\$ 4.25
Tag Each Pole (metal tag with year)	\$ 0.20
Rejected Poles (identified with red marker with arrow pointing toward problem area)	\$0.60

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Town of Front Royal, Virginia Work Session Agenda Form

Date: May 16, 2016

Agenda Item: Main Street Lighting Program Update

Summary: The Town has evaluated the locations that have indicated their intent to participate in the Main Street Lighting Program with our structural engineer. Staff will have his evaluation and project mapping available for Council's review at the Work Session.

Council Discussion: Council is requested to discuss the evaluation and other documents at the Work Session.

Staff Evaluation: Information will be provided at the Work Session

Budget/Funding: The Acting Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues

Staff Recommendations: Staff will provide recommendation at the Work Session.

Town Manager Recommendation: The Town Manager will provide recommendation at the Work Session.

Council Recommendation:

☐ Additional Work Session ☐ Regular Meeting ☐ No Action
Consensus Poll on Action: ____ (Aye) ____ (Nay)



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EXCERPT OF MINUTES FROM DECEMBER 14, 2015

COUNCIL APPROVAL – Request to Remove Cameras from Gazebo Area

Summary: Councilman Egger requested at the November 16, 2015 Work Session that Council consider approval of removing all the video cameras that are currently placed inside the Gazebo located at Main and Chester Streets at their December 2015 regular meeting.

Councilman Egger moved, seconded by Councilman Hrbek that Council approve the removal of all the video cameras that are currently placed inside the Gazebo located at Main and Chester Streets.

Councilman Egger noted that Benjamin Franklin stated that those that would give up their liberty for security deserve neither. She opined that it was the Town Square and as the Town government, Council should not just infringe upon innocent citizens by placing them under surveillance. Councilman Egger stated that the cameras were put up in late 2013 without the full understanding of Council, as there was no debate or discussion among Council, nor was there any discussion with the public. She added that Council has yet to see any good reason to leave the cameras up. She explained that the document submitted by the Police Department that supposedly helped with crime were actually cameras on private property, not the gazebo cameras. Councilman Egger stated that the cameras were an issue of liberty and the Town Staff should not be surveying the Town Square.

Councilman Connolly asked whether there had been vandalism events. He noted that apparently the Visitor's Center vandalism was during the day and the events in the parking lot were throughout the day as well.

Councilman Connolly moved, seconded by Councilman Funk that Council amend the motion to add instruction to close the Gazebo area after 11 p.m. if the motion passed.

Councilman Connolly noted that basically it was a park area and this was a space that was constructed with tax payer dollars and the Town is liable for damage if the area was damaged.

Councilman Egger stated that she appreciates the amendment offered, though she would be unable to support the measure. She noted that anyone should be able to sit there at anytime if they are not doing anything wrong.

Councilman Hrbek noted that it was not acceptable and sends the wrong signal to have the downtown Gazebo area off limits.

Councilman Connolly noted that it is not reasonable to have a 24-hour guard on site downtown and it is not reasonable to think that the area would not be defaced.

Vice Mayor Tharpe moved to post signs at the gazebo.

Councilman Hrbek noted it would need to be a replacement motion. Mayor Darr agreed.

Vote: Yes – Connolly and Funk
No – Egger, Hrbek, Tewalt and Tharpe
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(By Roll Call; To Limit the Hours at the Gazebo)

Councilman Connolly stated that he would be inclined to support the motion as presented

Vote: Yes – Connolly, Egger, Funk and Hrbek
No – Tewalt and Tharpe
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(By Roll Call; To Remove the Cameras from the Gazebo)

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Town of Front Royal, Virginia FY16-17 Budget Amendments

Corridor Funding

I move to remove \$82,500 from Line Item 3121211- PILOT - Warren County, funding from the Corridor Meals and Lodging Tax Agreement, from the revenue funding the Community Development Director salary and furniture and the SBDC Contract. I further move to fund \$60,000 for 1101-41001 - Community Development Director salary; \$2,500 for 1101-45410 - Furniture; and \$20,000 for 1101-43002 - Community Development Contract from the Community Development Reserve Account 1101-R43002.

Clerk of Council

I move to remove \$10,800 from Line Item 1102-41003 for the reclassification of the Clerk of Council to full-time.

Information Technology

I move to remove \$2,500 from Line Item 1204-41001 for the salary adjustment for the IT Director

I move to remove \$24,000 from Line Item 1204-47005 for the acquisition of a new vehicle for the IT Department. The remaining \$1,000 will be used to improve a vehicle from the fleet removed from Town service to be used by the Department.

I further move to transfer the \$24,000 from Line Item 1204-47005 to 1202-43002 for the purpose of hiring a consultant to conduct a salary study for the Town.

Town Attorney

I move to remove \$4,000 from 2201-41001 for the salary adjustment for the Town Attorney.

I move to remove \$7,000 from 2201-41001 for the salary adjustment for the Assistant Town Attorney.

I move to remove \$1,500 from 2201-41001 for the salary adjustment for the Legal Assistant.

Police Department

I move to reduce 3102-41002 by \$23,400 to \$225,000 for the Patrol Division Overtime budget.

Environmental Services

The advertised budget for Solid Waste removed the \$37,000 for the rates study and does not require further action from Town Council.

I move to reduce 4500-47001 by \$25,000 to \$13,600 to remove acquisition of the mill head which was acquired during the FY15-16 Budget.

Miscellaneous

I move to direct staff to conduct an evaluation of the Town's Health Insurance program to identify opportunities to reduce costs that will be considered prior to the development of the FY17-18 Budget.



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