

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on July 25, 2016, in the Warren County Government Center's Board Meeting Room. Mayor Darr led Council and those attending in the Pledge of Allegiance to the flag and a Moment of Silence. The roll was called at 7:00 p.m.

PRESENT: Mayor Timothy W. Darr
Councilman John P. Connolly
Councilman Bébhinn C. Egger
Councilman Bret W. Hrbek
Councilman Jacob L. Meza
Councilman Eugene R. Tewalt
Vice Mayor Hollis L. Tharpe
Town Attorney Douglas W. Napier
Town Manager Steven M. Burke, P.E.
Clerk of Council Jennifer E. Berry, CMC

(The above listed members represent the full body of Council as authorized in the Town Charter.)

Councilman Tewalt moved, seconded by Councilman Egger moved that Council approve the Regular Council Meeting minutes of July 11, 2016 as presented.

Clerk of Council Berry noted that she had made one correction since submitting the draft minutes to Council, changing Vice Mayor Hrbek to the corrected Councilman Hrbek.

Vote: Yes – Connolly, Egger, Hrbek, Meza, 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)

RECEIPT OF PETITIONS OR CORRESPONDENCE FROM THE PUBLIC

There were no receipts of petitions or correspondence from the public.

Town Manager Steve Burke noted that:

- The Director of Energy Services has requested that our customers assist the Town in maintaining our low electric rates by reducing their electric consumption when possible during these periods of high temperatures. Simple conservation actions such as shutting off lights when not needed, unplugging small appliances and chargers when not in use, closing curtains and blinds, doing laundry in the early morning or in the evening can help keep the Town's total demand low to minimize our transmission and capacity costs.
- The Leach Run Parkway contractor has notified the Town that they will have the eastbound lane on Happy Creek Road closed from Ewell Street to Shenandoah Shores Road closed from today through Wednesday to install a storm drain. Please travel carefully through this area and abide by direction provided by flaggers.
- The Town's contractor continues to install the new waterline on Kerfoot Avenue. Please be aware of road closures this week.
- The southbound lane on North Royal Avenue will be closed from 11th Street to Commerce Avenue on Wednesday July 27 from 8:00 am to 2:00 pm for tree trimming.
- The Gazebo Flicks will continue this Thursday July 28th with Toy Story sponsored by Culligan Front Royal. Next Thursday's movie will be Cars sponsored by Marlow Motor Company.

He gave a quick project update on the main capital projects for the Town:

- Our Wastewater Treatment Plant is approximately 50% complete. The project is on schedule and should be complete by the end of 2017.
- The Leach Run Parkway will be updated by Branch Highway tonight.
- The Town has received the 70% design plans for the Criser Road Bridge project. Our consultant has received comments from the Town and VDOT. Once the comments have been addressed, a public information meeting will be scheduled. We anticipate construction starting this winter.
- The Town is continuing to await approval from VDOT to proceed with the installation of the sidewalk along the west side of Westminster Drive. Staff will communicate with the affected properties when notice is provided.
- The Town is also awaiting communication from VDOT regarding the Industrial Access Grant application for the construction of the first phase of Main Street through the Avtex site.
- The Town's consultant has presented their preliminary layout for the new Police Headquarters to Council. A public information meeting will be scheduled in the future.

Mayor Darr stated that Economic Development Director, Jennifer McDonald, would be unable to attend this evening.

The Northern Shenandoah Valley Regional Commission Report was presented by Brandon Davis, who stated that they are owned by their member localities and they have a \$2-2.5 million budget depending on what is allocated to them annually. He noted that they attempt to find efficiencies through collaborative work of local government. Mr. Davis explained that their Board directed them to support regional economic development work specifically regarding tourism. He added that they are focusing on having "one extra night" by the encouraging tourists to stay in the area for more time. Mr. Davis stated that they would be focusing on outdoor recreation in the community and they have created an inventory of outdoor recreation opportunities in the region. He explained that they would examine the list to determine missed opportunities and target complimentary businesses to create collaboration and assist exiting businesses in the community. Mr. Davis added that the grant received will assist them greatly with this regional project in the next 6-9 months. To answer Ms. Egger's question, Mr. Davis stated that Council can receive the information and he would provide such through the Town Manager.

A Branch Highways Update on Leach Run Parkway was given by Justin Campbell, who stated that the dirt work on the project is about 55% complete and since May they had only been at 25%. He stated that with the dry, sunny weather it has been helpful with the project. Mr. Campbell stated that the waterline and storm drain continued and the riprap had been installed. He noted that the clearing work had been progressing on the south side and dirt would also move in that area. Mr. Campbell stated that base asphalt would begin and signage would be early October. He added that they are striving to hit the finish date and they are requesting a change order of only 27 days. He noted that a ride across the site would be available and could be coordinated for Council members.

An Appalachian Trail Community Update was given by Sonja Carlborg, who noted that the Trolley access to the trail from May 15-June 15 included 259 hikers to/from Town and two of those weeks were light due to the newness of the trolley route. She noted that she was hopeful with incoming news of trolley traffic. Ms. Carlborg noted that they co-hosted the Bike Tour with many other organizations recently and the attendees seemed thrilled with the Front Royal community. She stated that on September 24th is Family Hiking Day and they are working on a Leave No Trace Olympiad event.

Councilman Egger thanked Ms. Carlborg and the Appalachian Trail Community and asked that the Staff place the item on the worksession in order to move the matter forward to ensure that the Town continues their work with the Trail.

Mayor Darr stated that the strong heat should serve as a reminder to conserve energy use as much as possible.

Mayor Darr announced that the Finance Department had received the GFOA Award for close to 30 years for excellence in financial reporting. He congratulated the Town Finance Staff for their work and continued dedication on behalf of the Town Council.

Mayor Darr asked if there were any proposals for additions or deletions to the agenda.

CONSENT AGENDA

A. COUNCIL APPROVAL – Change Street Name - Portion of Warren Ave – CBM Mortgage – Hometown Way

B. COUNCIL APPROVAL – Purchase of Replacement Vehicles for Police Department

Councilman Tewalt moved, seconded by Councilman Egger that Council adopt the Consent Agenda as presented.

Vote: Yes – Connolly, Egger, Hrbek, Meza, 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)

(By Roll Call)

COUNCIL APPROVAL – Resolution - IDA Financing for Christendom Education Corporation

Summary: Christendom Educational Corporation has requested that the Industrial Development Authority (IDA) of the Town of Front Royal and the County of Warren recommend approval of the issuance of the IDA revenue bonds in an amount not to exceed \$6,000,000 to 1) assist in financing or refinancing costs of construction, renovation and equipping of an approximately 30,141 square foot dormitory located at 134 Christendom Drive; 2) refinancing debt originally incurred to finance the acquisition, construction, renovation and equipping of various improvements located on the campus, including land, athletic fields, dormitories, academic buildings, vehicles and other equipment; and 3) financing bond issuance costs and other eligible expenditures. Council is requested to approve the issuance of the bonds as presented in the Resolution.

Councilman Egger moved, seconded by Councilman Connolly that Council approve a Resolution that recommends approval of the issuance of bonds from the Industrial Development Authority of Front Royal and County of Warren to finance Christendom Educational Corporation as presented.

Councilman Hrbek asked Mr. Napier if the Town would be “on the hook” for the funding. Mr. Napier noted that the Town would not be, and this is the reason that the IDA is set up. He added that the Town and County are not pledging faith or credit on the matter.

Vote: Yes – Connolly, Egger, Hrbek, Meza, 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)
(By Roll Call)

COUNCIL APPROVAL: Authorization to Advance Final Design of Police Headquarters

Summary: Council is requested to authorize Moseley Architects, Inc. to advance the final design of the Police Headquarters as presented at the July 18th Work Session. The final design is estimated to be completed in November 2016.

Councilman Connolly moved, seconded by Councilman Tewalt that Council authorize Moseley Architects, Inc. to advance and complete the final design of the Police Headquarters as presented at the July 18, 2016 work session, and authorize the Town Manager to execute the Design Development Phase Letter.

Vote: Yes – Connolly, Hrbek, Meza, Tewalt and Tharpe
No – Egger
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(By Roll Call)

There being no further business, the Mayor declared the meeting adjourned at 7:29 p.m.

APPROVED:

Jennifer E. Berry
Clerk of Council