

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on August 8, 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 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

ABSENT: Councilman Bret W. Hrbek

(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 25, 2016 as presented.

Vote: Yes – Connolly, Egger, Meza, and Tewalt
No – N/A
Abstain – Tharpe
Absent – Hrbek
(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 and or petitions of correspondence from the public.

Town Manager Steve Burke noted that:

- He sends a thank you to the Town staff and Racey Paving for the repair to the 8th Street and Commerce Avenue intersection that had been damaged by a large water break. We appreciate the traveling public heeding the detour signs during this work.
- This Thursday, August 11th, the Town will screen The Lego Movie sponsored by Team Waller Real Estate at the Gazebo. Next Thursday, we will screen Toy Story sponsored by Culligan Front Royal. Both movies had been rescheduled due to rain.
- We invite all of our business owners and operators to the August 25th Business Forum at 6:00 pm in Town Hall. Staff will present an update on the projects and initiatives affecting our business community.
- Thank you to all of the sponsors and vendors who participated in National Night Out last week.
- And thank you to our Police Department and all of the representatives of local law enforcement agencies who were represented at the event.
- School will begin next week in Warren County. Please be attentive as you travel through Town to be aware of children traveling to and from schools.

BJ Wilson, the Interim Finance Director, noted that the Department had been working with the Town's auditors and their field work is being finalized. He stated that the Town's Purchasing Agent is working on developing specific RFP's and the Town's Finance Department software system will be updated soon and would allow the billing system to be email receipts for example. He noted about thirty percent of water meters are now read electronically and one aspect that is very useful to the Town is it allows the meters to be read even when they are covered with snow.

Mayor Darr noted that:

That following the retirement of Kim Breeden, BJ Wilson assumed the role of Acting Finance Director for the Town. At the time that he entered this role, the Town was transitioning to a new version of our finance software, Town Real Estate and Personal Property Taxes were due, the proposed Budget for the next fiscal year was to be finalized and presented for review by Town Council, and the Town's fiscal accounts has to be closed by June 30th.

Individually, each of these efforts are a daunting task, but for one individual to step up and complete all of these efforts is an amazing feat. Mr. Wilson has not only completed these major financial undertakings, but has continued to manage the day-to-day operations of the Finance Department.

Mr. Wilson has been regularly working seventy-hour work weeks for the last few weeks in June to complete the year-end financial reporting and balancing the Town's financial records.

The Town is grateful to the dedication to our citizens displayed by Mr. Wilson to conduct the financial operations of the Town during his role as Acting Finance Director.

Mayor Darr stated that National Night Out was a well put together, busy night with good unity among the police officers and the community. He noted that he was proud to be the Mayor when he saw such great work from the Police Department.

Mayor Darr announced that The Waggin for Dragons was the largest fundraiser for the Humane Society and he encouraged citizens to attend the event to watch the race.

Mayor Darr read a letter regarding Front Royal being recognized as a Tree City USA by the Arbor Day Foundation from Senator Mark Warner. He asked Clerk of Council Berry to forward the letter to the Tree Stewards.

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

CONSENT AGENDA

B. COUNCIL APPROVAL – Budget Amendment for Community Development Director

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

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

COUNCIL APPROVAL – Acceptance/Distribution of Donation from Bike Virginia

Councilman Egger moved, seconded by Councilman Tewalt, that Council accept the donation of \$350.00 from Bike Virginia and authorize the equal distribution of the donation to the Venture Crew and the Front Royal/Warren County Appalachian Trail Community Committee in the amount of \$175.00 each.

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

COUNCIL APPROVAL – Resolution of Support for New Market Tax Credit Program

Summary: Council is requested to consider a Resolution of Support and Participation to commit the Town to participate in the New Market Tax Credit Program through the Economic Development Authority and People, Inc. that will provide capital funding for the design and construction of the 1) Police Headquarters; 2) Leach Run Parkway; 3) extension of West Main Street through the Avtex property; 4) Phase II of Happy Creek Road; and 5) sidewalk extensions along West Main Street and Kendrick Lane. The Town is committing to funding the EDA's debt service for the Town's share of the project costs for the estimated \$24,350,000 capital investment in these projects.

Councilman Tewalt moved, seconded by Vice Mayor Tharpe that Council approve the Resolution of Support and Participation for the New Market Tax Credit Program to work with the Economic Development Authority and People, Inc. to provide capital funding for the various projects as presented.

Councilman Egger asked for clarification as to when the debts would be paid back. Mr. Burke noted that the EDA would secure a short term loan and the Town and County would begin paying back less than the amount that they are currently paying the EDA for the same projects. Ms. Egger noted that the amount is currently less than the Town is paying now and therefore covered under the present budget amount.

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

RESOLUTION – New Market Tax Credit

RESOLUTION OF SUPPORT AND PARTICIPATION NEW MARKET TAX CREDIT PROGRAM

WHEREAS, the Town of Front Royal has several major capital improvement projects that are necessary to promote the future of our Town, the redevelopment of the former Avtex Site, and enhance the economic vitality of Front Royal that include the design and construction of the 1) Police Headquarters; 2) Leach Run Parkway; 3) extension of West Main Street through the Avtex property; 4) Phase II of Happy Creek Road; and 5) sidewalk extensions along West Main Street and Kendrick Lane; and,

WHEREAS, the Town has worked with the Economic Development Authority (EDA) to identify funding options to advance these projects; and,

WHEREAS, the EDA has developed a creative financing program with People, Inc. that allows communities to complete these projects; and,

WHEREAS, the Town and County of Warren will work with the EDA to fund numerous capital projects in our community through the New Market Tax Credit Program;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby authorize and support the Economic Development Authority in moving forward with the New Market Tax Credit Program by obtaining loan funds from First Bank and Trust to finance the following Town projects: 1) Police Headquarters on Kendrick Lane - \$9,000,000.00; 2) Leach Run Parkway - \$10,000,000; 3) Extension of West Main Street through the Avtex Property - \$2,500,000; 4) Phase II of Happy Creek Road - \$2,500,000; and 5) extensions of sidewalks along West Main Street and Kendrick Lane - \$350,000; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby support the funding of the debt service of the EDA's capital expense budget whereby the Town will fund one hundred percent (100%) of the EDA's debt service through an annual appropriation and expenditure from the Town's adopted budget associated with the 1) Police Headquarters on Kendrick Lane; 2) Phase II of Happy Creek Road; and 3) extension of sidewalks along West Main Street and Kendrick Lane; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby the purchase through the Council's continued funding of the debt service of the EDA's capital expense budget according to the terms of the Town-County Fair Funding Formula whereby the Town currently funds approximately 1/3 (34%) of the EDA debt service through an annual appropriation and expenditure from the Town's adopted budget associated with 1) Leach Run Parkway and 2) West Main Street Extension.

Adopted this 8th day of August, 2016

COUNCIL APPROVAL – Acceptance of Donation of Equipment and Purchase of HD Cameras to Install in Gazebo Area

Summary: Council is requested to approve the acceptance of a donation of two Ruckus

Wireless ZoneFlex 7731 Point to Point wireless access points in the amount of \$2,398.00, to be used as part of the installation of cameras in the gazebo area. Council is further requested to authorize the purchase of 6 megapixel (HD) cameras and recording system through Asset Forfeiture monies in the amount of \$6,500, to be installed at the gazebo area.

**Budget/Funding: 1610-47001 – Asset Forfeiture – Machinery & Equipment - \$6,500.00
(Town Expense to Purchase Cameras)**

Councilman Connolly moved, seconded by Councilman Meza that Council approve the acceptance of a donation of two Ruckus Wireless ZoneFlex 7731 Point to Point wireless access points in the amount of \$2,398.00. I further move that Council authorize the purchase of 6 megapixel (HD) cameras and recording system with Asset Forfeiture Monies in the amount of \$6,500, with all equipment to be installed in the gazebo area.

Councilman Egger noted that trying to solve a problem that does not exist and creating video footage that is subject to FOIA. She reiterated her earlier concerns with the matter.

Vote: Yes – Connolly, Meza, Tewalt and Tharpe
No – Egger
Abstain – N/A
Absent – Hrbek
(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 7:17 p.m.

APPROVED:

Jennifer E. Berry
Clerk of Council