

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on October 17, 2016, in the Town Hall Conference 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
Town Manager Steven M. Burke, P.E.
Assistant Town Attorney George M. Sonnett
Clerk of Council Jennifer E. Berry, CMC

ABSENT: Councilman Eugene R. Tewalt
Vice Mayor Hollis L. Tharpe
Town Attorney Douglas W. Napier

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

Councilman Connolly moved, seconded by Councilman Egger moved that Council approve the Regular Council Meeting minutes of August 22, 2016 as presented.

Vote: Yes – Connolly, Egger, Hrbek and Meza
No – N/A
Abstain – N/A
Absent – Tewalt and Tharpe
(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:

- Residents are invited to participate in the branding effort for the Town that is scheduled for Tuesday, October 25th from 6:00pm to 8:00pm at the Warren County Community Center. Input about what makes Front Royal great will be welcomed to help our consultant develop a brand for our community.
- The Town's contractor will begin restoration of the southbound travel lanes of Commerce Avenue beginning Monday October 24th through Saturday October 28th from 8:00 pm to 6:00 am. Work will include milling on the first two nights and paving on the following three nights. One lane will remain open at all times with flaggers. Please plan your travel accordingly.
- The Town will begin flushing hydrants Monday, October 17th for two weeks. If you have any questions, please contact the Department of Environmental Services at 635-7819.
- Leaf collection by the Town will begin Wednesday October 19th. The Town will collect leaves in bags or containers placed curbside each Wednesday. Please do not tie bags.
- Hometown Halloween will be Monday October 31st from 6:00 pm to 8:00 pm on Main Street. If you are a business or organization not located on Main Street, please contact Tim Smith at our Visitor's Center at 635-5788 to participate.

- The Town will be conducting our auction of surplus material and equipment on Saturday October 22nd at the Walter Duncan Public Works Yard located at 800 East Crosby Road.
- Personal Property Tax notices will be sent from the Town this week and are December 5th.
- The Town continues to seek talented performers for the Front Royal New Year's Eve event. If you would like to participate, please contact Tim Smith at our Visitor's Center at 635-5788.

Councilman Meza asked about Town fire hydrant flushing during hours that did not conflict with residents that may be preparing for their work day. Mr. Burke noted that the flushing was conducted during regular Department hours of 7 a.m. to 3 p.m. Mr. Meza suggested that it be not during morning times when many are getting ready to go to work.

Councilman Egger asked if the Police Department had been cleared out of all items, as it was being sold. Mr. Burke noted that he would double check that it has been completely emptied.

Mayor Darr stated that he and some members of Council attended the recent Annual Virginia Municipal League Conference. He noted that it was very informative and educational and a great conference, other than the weather.

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

CONSENT AGENDA

- A. COUNCIL APPROVAL – Good Shepherd Lutheran Church Sign Encroachment Lease
- B. COUNCIL APPROVAL – Resolution for 2016 Holiday Home Decorating Contest
- C. COUNCIL APPROVAL – Tamper Fee Relief for 840 John Marshall Hwy – Puji Properties
- D. COUNCIL APPROVAL – Budget Calendar for FY2017-2018
- E. COUNCIL APPROVAL – Bid for Road Salt

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

Vote: Yes – Connolly, Egger, Hrbek and Meza

No – N/A

Abstain – N/A

Absent – Tewalt and Tharpe

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

(By Roll Call)

COUNCIL AUTHORIZATION – Proceed with Construction Documents for New Police Headquarters

Summary: Moseley Architects presented the results of their final design effort for the new Police Headquarters to be built at the northwest corner of Monroe Avenue and Kendrick Lane. The current construction cost estimate for the buildings is \$7,037,210. Depending upon the review of the site plan by the Department of Environmental Quality (DEQ), bidding of the project should occur in February 2017. Council is requested to authorize the designer to proceed with developing the construction documents for bidding. A review of the current construction cost estimate will be presented to Town Council prior to bidding the project.

Councilman Hrbek moved, seconded by Councilman Connolly that Council authorize the Town Manager to provide notice to Moseley Architects to complete the construction documents for the new Police Headquarters.

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

COUNCIL RECOMMENDATION – Board of Zoning Appeals (BZA)

Summary: Council is requested to consider a recommendation to the Judge of the Warren County Circuit Court for an appointment to the Front Royal Board of Zoning Appeals (BZA) to fill an unexpired term ending May 1, 2018.

Councilman Egger moved, seconded by Councilman Meza that Council recommend Ronald V. Flores to the Judge of the Warren County Circuit Court for appointment to the Front Royal Board of Zoning Appeals (BZA) to fill an unexpired term ending May 1, 2018.

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

There being no further business, the Mayor declared the meeting adjourned at 7:07 p.m.

APPROVED:

Jennifer E. Berry
Clerk of Council



TOWN COUNCIL WORK SESSION
Monday, October 17, 2016 @ 7:00pm
Town Hall Conference Room – 2nd Floor
(immediately following regular meeting)

1. Application for VDOT TAP Grant to fund Criser Road Trail – *Director of Planning/ Zoning*

Summary:

Criser Road trail is a planned trail that would link the southern terminus of Happy Creek Trail with Dickey Ridge Trail and Eastham Park Trail near the intersection of Rt. 340/Criser Road. Criser Road Trail is the final trail segment of the Royal Shenandoah Greenway Trail that was adopted by the Town, as well as the Commonwealth of Virginia. It is also part of the Town's Capital Improvement Plan. The grant is an 80/20 matching program with the Town's match primarily from in-kind labor. The project cost is under review by the Department of Environmental Services, but was previously estimated to be approximately 200K. The trail would be constructed within existing public-right-of-way to keep costs down and to minimize impacts. Shenandoah National Park has been consulted with and a letter of support was provided by Warren County Parks and Recreation. The NSVRC is schedule to pass a resolution of support at their meeting in October. A public information meeting and resolution from Town Council is an application requirement.

A public information meeting is scheduled for October 24th.

Staff Evaluation: Town Staff recommends that Town Council pass the attached draft resolution (VDOT Template) and hold the required public information meeting.

Budget/Funding: A line item to receive VDOT TAP Grant Application funds for the project would be appropriate if the grant is awarded.

Council Discussion:

Mr. Camp noted, to answer Council questions, that it would be paved and they have limited right of way. He stated that they could explore different design options, including the suggested flower planters noted by Ms. Egger. He noted that citizens can provide feedback on the final design. Mr. Camp stated that street would be widened and the rumble strips would be widened. Mayor Darr noted that it would be on the next agenda.

2. Liaison Committee Meeting Items for November 17 Meeting

Summary: The next Liaison Committee Meeting is scheduled for November 17, 2016. At the September 19, 2016 Work Session, Council asked that the utility contribution request for the Warren Heritage Society be added for discussion at the next Liaison Committee Meeting for Warren County participation. Also items regarding 1) Town Commercial Waste Tipping Fee Structure and 2) Current Town of Front Royal Transportation Priorities are to be removed. The County of Warren has requested that the discussion of combining Town and County law enforcement and fire and rescue

dispatch operations into the Public Safety Building. The last meeting agenda is attached.

Mayor Darr noted that it would be a consent agenda item.

3. Council Discussion/Goals

Councilman Hrbek asked about the cost of the electrical boxes cost at the Gazebo, though some were surplus boxes. Mr. Burke stated that perhaps they were \$1,000. Mr. Hrbek suggested that perhaps they could be installed in other locations, such as the SoccerPlex and the Happy Creek Industrial Park. Mr. Burke noted that it could be brought forward at worksession and then to Liaison.

Councilman Meza asked about the Solid Waste Analysis. Mr. Burke stated that it is being reviewed and the single stream recycling is being looked at, as well as the LEAN operations. Mr. Meza stated that he was hoping for an update soon.

Councilman Egger asked about ITFederal's site plan. Mr. Camp noted that the engineer contacted him today and a pre-application meeting would be scheduled soon.

Mayor Darr stated that the trolley should be scheduled for the Christmas parade.

Councilman Meza asked about Happy Creek Road/train/road closure issue. Mr. Burke stated that they are looking into the matter and VDOT is not being responsive to the Town's requests. Mr. Meza stated that the matter should most likely become more of a priority and he asked how it could become more of an issue. Council discussed the road issues and how the Leach Run Parkway will affect matters.

4. CLOSED MEETING – Personnel Matters

Motion to Go Into Closed Meeting

Councilman Connolly moved, seconded by Councilman Egger that Council convene and go into Closed Meeting for the following purposes: the 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, Hrbek and Meza

No – N/A

Abstain – N/A

Absent – Tewalt and Tharpe

(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 Councilman Egger that Council certify that to the best of each member's knowledge, as recognized by each Councilmember'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, Egger, Hrbek and Meza

No – N/A

Abstain – N/A

Absent – Tewalt and Tharpe

(By Roll Call)

Present: Mayor Darr, Councilman Connolly, Councilman Egger, Councilman Meza, Councilman Hrbek, Finance Director Wilson, Town Attorney Sonnett, Clerk of Council Berry, Police Captain Hite, IT Director Jones, Planning & Zoning Director Camp, Energy Service Director Waltz, Environmental Services Director Hannigan, members of the media and members of the public.

Absent: Vice Mayor Tharpe and Councilman Tewalt