

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on June 12, 2017, in the Warren County Government Center's Board Meeting Room. Mayor Tharpe 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 Hollis L. Tharpe
Councilman John P. Connolly
Councilman Bébhinn C. Egger
Councilman Jacob L. Meza
Councilman Christopher S. Morrison
Councilman William A. Sealock
Councilman Eugene R. Tewalt
Town Attorney Douglas W. Napier
Interim Town Manager Joseph E. Waltz
Clerk of Council Jennifer E. Berry, CMC

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

Vice Mayor Tewalt moved, seconded by Councilman Connolly moved that Council approve the Regular Council Meeting minutes of May 22, 2017 as presented.

Vote: Yes – Connolly, Egger, Meza, Morrison, Sealock and Tewalt

No – N/A

Abstain – N/A

Absent – N/A

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

(By Roll Call)

RECEIPT OF PETITIONS OR CORRESPONDENCE FROM THE PUBLIC

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

Joe Waltz, Interim Town Manager, noted that work continues with construction projects throughout Town. He stated that the slurry seal and line painting work is ongoing and he asked the citizenry to obey detours and construction signs as posted. Mr. Waltz stated that he was pleased to announce that the Town is holding their single stream recycling meetings to advise the public on how the process would transition into an easier, more user friendly system for all. He noted that any questions can go to the Public Works Department at 635-7819.

County Administrator, Doug Stanley, gave the following report to Council:

Tourism – The County officially adopted a local ordinance to allow for the collection of an additional 3% of transient occupancy starting July 1, 2017. While the County is not looking for this to supplant current Town funding for the Visitors Center, I think there are branding and promotion issues that we can work on collaboratively for the good of the community. The wayfinding signage program would be one of the key focuses of the effort. After meeting with Felicia, I am currently working on a draft Memorandum of Agreement between the Town and County to appoint a joint tourism committee.

FY 2017-2018 Budget Book – County staff is working to put together the FY 2017-2018 budget book for submittal for GFOA award consideration.

FY 2016-2017 Audit – Staff from Robinson Farmer Cox were in the week of May 22nd to perform their field work for the upcoming audit.

Taxes – First half 2017 tax bills were due on June 5th. The Pond Law Group held a sale of delinquent real estate tax properties on May 11th. The sale included 12 properties and was very successful, bringing in \$62,000 on properties valued at \$88,500. Two of the properties sold for more than taxes owed and the cost of their sale.

The County has added a “Top Ten List” of largest delinquent personal property taxpayers to our website and Facebook page to go along with the RE listing posted each month.

DSS Director – The County recently announced the appointment of DeAnna Cheatham as the new Director of the Warren County Department of Social Services (DSS), effective July 1, 2017. Ms. Cheatham is currently employed as the County’s Assistant DSS Director, and her appointment follows outgoing DSS Director H. Elizabeth “Beth” Reavis’ retirement effective June 30, 2017.

Ms. Cheatham holds Master’s Degrees from Liberty University in Human Services Counseling and Business Administration and has more than 11 years of experience with the Virginia DSS. She began her DSS career in 2006 with the City of Franklin as an Employment Service Worker. During her career in Franklin, Ms. Cheatham also served as Social Worker, Senior Social Worker, Volunteer Domestic Violence Prevention Trainer, and Family Services Specialist Supervisor. In August 2016, she was hired by Warren County as the Assistant Director for the Department.

On behalf of the County staff, we are very excited about DeAnna being promoted to Director of the Warren County DSS. I have been extremely pleased by her growth over the past year as Assistant Director. DeAnna has an excellent background with 11+ years of progressively responsible work in social services as well as a Master of Arts in Human Services Counseling and a Master’s degree in Business Administration. In looking for someone to replace Beth, we hoped to find someone with her same exceptional interpersonal skills and a strong background in dealing with state, local, and community agencies; we think we have that in DeAnna and more. Her passion for social services and the clients we serve is clearly evident. We feel very confident that DeAnna will continue guiding the Department forward in a positive manner and be an active and engaged member of the community.

Building Inspections Software – We are still working to resolve the connectivity of the financial process between the Town and County. We have drafted a Memorandum of Agreement and submitted it to the Town Attorney for review. We hope to have the agreement on the Board agenda on June 20th for approval.

Reassessment – The County, along with Rappahannock, Shenandoah, Clarke and Page Counties, received three proposals to conduct the County's next reassessment. Warren County is on a 4-year reassessment cycle. The Regional Reassessment Selection Committee interviewed prospective firms on April 26th. The Board approved staff's recommendation to contract with Wingate Appraisal at its meeting on June 6th. Under the current schedule, field work will begin on July 1, 2017 with the reassessment being completed by December 31, 2018.

County Website – County staff will be working with our website vendor to update the County website over the next 3 months.

Building Permits – The County has had a total of 57 new home starts for the first 4 months of 2017. This is more than the total for the low-point of the recession in 2010 (51 starts).

Development Review Committee – The Development Review Committee met on May 24th. The Committee discussed projects in the County including:

- VDOT Revenue Sharing Project- Improvements to Rt. 340/522
- Capital One Bank building in Riverton Commons
- Blue Ridge Shadows Age-Restricted Housing

The Committee also discussed Town projects including:

- Proposed short-term rental on South Royal Avenue
- Potential leases/changes with several Main Street properties
- Killahevin Bed and Breakfast

The Committee will meet again on June 28th.

Project Updates

2nd Middle School – The project is approximately 99% complete. The building will be completed in June to allow for staff to move into the facility in July ahead of the August opening.

- Final Asphalt to be completed week June 12th.
- Residential appliances delivery week of June 12th.
- Fire pump test week of June 12th.
- Testing Fire Alarms week of June 12th.
- Elevator inspection week of June 19th.

- Electricians 99.9% complete.
- Sprinkler installation complete
- Site work is 98% complete
- Building is permanently conditioned
- Gym divider curtain and wall mats to be installed week of June 19th.
- Aluminum storefront 95% complete
- Landscaping plantings/grass 99% complete.
- Kitchen Equipment installed and final hookups week of June 12th.
- Terrazzo flooring to be complete June 14 with exception of base and stair treads.
- Linoleum flooring installation continues in Commons Area (final area).

Ressie Jeffries Elementary School – The building addition and roof project is 49% complete and the site work project 84% complete. Thanks to the Town Electric Department staff for helping us get the overhead power feed switched underground over Spring Break. County staff are working with our Landscape Architect to finalize plans for the playground. It is anticipated that we will be able to start site work by mid-July. Phases I and II of the project should be completed fall 2017.

Leach Run Parkway – The project is currently estimated to be completed by June 29, 2017. The final utility relocation work was completed last month along Route 55 (John Marshall Highway), which will allow Branch to complete the widening on Route 55. The contractor is currently finishing up the installation of street lighting and landscaping and has crews starting on installation of the bio-retention ponds. We expect Branch to be in position to start work on final paving and pavement markings by late April.

VDOT/Totten Lane Turn Lane Project – The project will add a left turn lane NB on Totten onto Route 55 West (Strasburg Road) and add a right turn lane off Route 55 West onto Route 626 (Totten Lane). Bids were received on March 22nd. The low bid is within available funds and should be awarded at the next CTB Board meeting. The project should be set to go to construction in the next 30 days.

VDOT/Morgan Ford Bridge – The project is approximately 30% complete based on earnings and remains on schedule for completion in June 2018. The contractor has completed constructing all substructures, including both abutments and MSE walls. The contractor is currently working on grading the southern approach and waiting on bridge beams to be manufactured. Later this summer they will install the temporary work bridge that will provide construction access over the river in order to set the precast box beams and place the concrete deck.

VDOT/South Fork Bridge – The project is approximately 82% complete and still on schedule for completion in December 2017. The contractor is working on Stage II of the new bridge. This stage will widen the structure and provide 2 additional lanes, a bike lane, and sidewalk to the west. The piers and abutment foundations are complete. The contractor has completed placing of deck forms and made the second pour of concrete today and completion by early August. The contractor is continuing grading work along Route 55 and within the Stormwater Management Area between Route 55 and the QRI Road. The service road and other areas were paved the last two weeks of May.

Route 340/522 Trolley Project – The County has received word that it will receive funding to start up trolley service in the corridor for FY 2017-2018. We are working with the NSVRC and Virginia Regional Transit to develop a proposed trolley schedule and will be meeting with stakeholders next week. At this point it looks like service will start in August and will include connection to Lord Fairfax Community College.

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Spring 2017	Under Construction
South Fork Bridge	9/2013	\$74,700,000	Fall 2017	Under Construction
Morgan Ford Bridge	12/2016	\$9,713,152	Spring 2018	Under Construction
Guardrail Projects	N/A	\$142,140	Winter 2016	Completed
Leach Run Parkway	6/2015	\$10,648,083	Fall 2016	Under Construction
Totten Lane – Turn lane Project	Summer 2016	Unavailable	Spring 2017	Contract Awarded
2 nd Warren County Middle School	Winter 2015	\$44,100,000	Summer 2017	Under Construction
Freezeland Road Kiss-n-Ride	Fall 2014	Unavailable	Spring 2017	Under Construction
Health and Human Services Complex – Gym Bathroom Renovation	Summer 2016	\$125,000	February 2017	Completed

Ressie Jeffries Renovations	Fall 2016	\$4,990,077	Fall 2017	Under Construction
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Vice Mayor Tewalt asked about the Department of Social Services report given several years ago given to Council at a meeting. He asked for another update from Social Services at an upcoming Town Council meeting. Mr. Stanley noted that it could be arranged.

Councilman Egger noted that she will get married and turn 30 next week and she is realizing that she is abundantly blessed and one of those blessings has been the opportunity to serve the Town and live here in Front Royal. She added that the Town should be treasured and nurtured and she thanked the citizens of Front Royal for allowing her to serve. Ms. Egger asked that all citizens continue to keep voting and that individuals continue to become more involved. She added that the Town Staff are the unsung heroes of the Town of Front Royal and she was very fortunate for the Town Staff and the work that they do.

Mayor Tharpe presented a plaque to Councilman Egger in recognition of service and dedication to the Town during her time on Council.

Mayor Tharpe noted that resumes would be accepted for those willing to serve on Council until the 30th of June.

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

CONSENT AGENDA

- A. COUNCIL APPROVAL – Resolution for Encroachment – 116/122 E 8th St – Lockhart
- B. COUNCIL APPROVAL – Resolution for Encroachment – 821 Commerce Ave – Wilson
- C. COUNCIL APPROVAL – Resolution for Encroachment – 120/124 E Main – Vibe Properties
- D. COUNCIL APPROVAL – Resolution for Employee Appreciation Week

Vice Mayor Tewalt moved, seconded by Councilman Meza that Council approve the consent agenda as presented.

RESOLUTION – Encroachment – Lockhart – 8th Street

WHEREAS, Brenda Lockhart and John Lockhart, the owners of improved real property located at 116 and 112 E. 8th Street, Town of Front Royal, County of Warren, Virginia, have requested that the Town Council of the Town of Front Royal, Virginia, renew the authorization of the existing encroachment of a portion of said improvements located on said real property into, on and over the Town's 8th Street and Commerce Avenue rights-of-way; and,

WHEREAS, pursuant to the authority granted the Town by Sections 15.2-2009 through 15.2-2011 of the Code of Virginia, 1950, as amended, Town Council is of the opinion that it is in the public interest to renew the authorization of the existing encroachment into, on and over the Town's 8th Street and Commerce Avenue rights-of-way by a portion of the real property improvements located at 116 and 122 East 8th Street, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein.

NOW, THEREFORE, BE IT, HEREBY, RESOLVED by the Town Council of the Town of Front Royal, Virginia, that the Town hereby renews the authorization of the existing encroachment into the Town's Commerce Avenue right-of-way by a portion of the real property improvements located at 116 and 122 East 8th Street for a period not to exceed five (5) years, which period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council. This encroachment authorization is conditioned upon the execution and recording of an Encroachment License by said property owner, with plat of survey attached, authorizing said encroachment according to the terms and conditions stated therein and to the extent as more particularly described therein. The Town Manager is hereby authorized to execute an Encroachment License acceptable to Town on behalf of the Town.

RESOLUTION – Encroachment – Wilson – Commerce Avenue

WHEREAS, Kimberly Dawn Wilson, the owner of improved real property located at 821 N. Commerce Avenue, Town of Front Royal, County of Warren, Virginia, Warren County Tax Map # 20A5 635 14A, has requested that the Town Council of the Town of Front Royal, Virginia, renew the authorization of the existing encroachment of a portion of said improvements located on said real property into, on and over the Town's Commerce Avenue right-of-way; and,

WHEREAS, pursuant to the authority granted the Town by Sections 15.2-2009 through 15.2-2011 of the Code of Virginia, 1950, as amended, Town Council is of the opinion that it is in the public interest to renew the authorization of the existing encroachment into, on and over the Town's Commerce Avenue right-of-way by a portion of the real property improvements located at 821 N. Commerce Avenue, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein.

NOW, THEREFORE, BE IT, HEREBY, RESOLVED by the Town Council of the Town of Front Royal, Virginia, that the Town hereby renews the authorization of the existing encroachment into the Town's Commerce Avenue right-of-way by a portion of the real property improvements located at 821 N. Commerce Avenue for a period not to exceed five (5) years, which period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council. This encroachment authorization is conditioned upon the execution and recording of an Encroachment License by said property owner, with plat of survey attached, authorizing said encroachment according to the terms and conditions stated therein and to the extent as more particularly described therein. The Town Manager is hereby authorized to execute an Encroachment License acceptable to Town on behalf of the Town.

RESOLUTION – Encroachment – Vibe Properties – E. Main Street

WHEREAS, Vibe Properties, LLC, a Virginia Limited Liability Company ("Vibe Properties"), the owner of improved real property located at 120 and 124 E. Main Street, Town of Front Royal, County of Warren, Virginia, has requested that the Town Council of the Town of Front Royal, Virginia, authorize of a proposed encroachment of a portion of said improvements

located on Vibe Properties' real property, specifically, a loading dock, including steps and a roof, onto, on and over the Town's Peyton Street Parking Lot; and,

WHEREAS, pursuant to the authority granted the Town by Sections 15.2-2009 through 15.2-2011 of the Code of Virginia, 1950, as amended, Town Council is of the opinion that it is in the public interest to authorize said proposed encroachment of a portion of said improvements located on Vibe Properties' real property, specifically, a loading dock, including steps and a roof, onto, on and over the Town's Peyton Street Parking Lot, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein, it being intended that said encroachment would be substantially the same as described as shown on that certain drawing plat titled "120-124 E. MAIN ST. ZONING DIMENSIONAL DRAWING TOWN OF FRONT ROYAL, VIRGINIA TM# 20A8-4 PARCEL 29", dated 4-27-17, by John C. Lewis, Professional Engineer, Painter-Lewis, P.L.C..

NOW, THEREFORE, BE IT, HEREBY, RESOLVED by the Town Council of the Town of Front Royal, Virginia, that the Town Council hereby authorizes the proposed **encroachment** of a portion of said improvements located on Vibe Properties' real property, specifically, a loading dock, including steps and a roof, onto, on and over the Town's Peyton Street Parking Lot, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein, it being intended that said encroachment would be substantially the same as described as shown on that certain drawing plat titled "120-124 E. MAIN ST. ZONING DIMENSIONAL DRAWING TOWN OF FRONT ROYAL, VIRGINIA TM# 20A8-4 PARCEL 29", dated 4-27-17, by John C. Lewis, Professional Engineer, Painter-Lewis, P.L.C..

This encroachment authorization is conditioned upon the execution and recording of an Encroachment License by Vibe Properties, with plat of survey attached, authorizing said proposed encroachment according to the terms and conditions stated therein and to the extent as more particularly described therein. The Mayor is hereby authorized to execute an Encroachment License acceptable to Town on behalf of the Town.

RESOLUTION – Employee Appreciation Week

July 10 – 15, 2017

WHEREAS, the Town of Front Royal has 175 employees (part-time and full-time); and,
WHEREAS, Town employees are recognized as professionals who accept and meet the daily challenges of providing quality service to our citizens and visitors; and,
WHEREAS, Town employees excel in the workplace and demonstrate dependability, initiative and accountability through their stewardship of Town resources; and,
WHEREAS, the Town Council desires to recognize the service of the Town's employees,
NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby express deep and sincere appreciation to the all the employees of the Town of Front Royal for their dedication, service, and vital contributions to the community;
AND BE IT FURTHER RESOLVED that the week of July 10 – 15, 2017 be designated as "*Town of Front Royal Employee Appreciation Week*".

Vote: Yes – Connolly, Egger, Meza, Morrison, Sealock and Tewalt
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Tharpe did not vote as there was no tie to require his vote)
(By Roll Call; on the Consent Agenda)

COUNCIL APPROVAL – Ordinance Amendment for Adoption by Reference of the State Motor Vehicular Laws (2nd Reading)

Summary: Council is requested to adopt on its second and final reading an Ordinance to amend and re-enact Front Royal Town Code Section 158-6 pertaining to Adoption by Reference of the State Motor Vehicular Laws, as presented.

Councilman Connolly moved, seconded by Councilman Egger that Council adopt on its second and final reading an Ordinance to amend and re-enact Front Royal Town Code Section 158-6 pertaining to Adoption by Reference of the State Motor Vehicular Laws, as presented.

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

**AN ORDINANCE TO AMEND SECTION 158-6 OF THE FRONT
ROYAL TOWN CODE PERTAINING TO ADOPTION BY
REFERENCE OF THE STATE MOTOR VEHICULAR LAWS**

BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia, that Section 158-6 of the Front Royal Town Code is hereby amended and enacted as follows: Pursuant to the authority of Section 46.2-1313, Code of Virginia, 1950, as amended, all of the provisions and requirements of the laws of the State as of **July 1, 2017**, contained in Title 46.2, Code of Virginia, 1950, as amended, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, 1950, as amended, except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which, by their very nature, can have no application to or within the Town, are adopted and incorporated by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made part of this chapter as fully as those set forth at length herein; and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision of Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement adopted exceed the penalty

imposed for a similar offense under Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia.

For purposes of § 4-4 (E) of the Town Code, this Ordinance is deemed routine, and is effective on **July 1, 2017**.

PUBLIC HEARING – An Ordinance Amendment to Chapter 12 FEES (1st Reading)

Summary: Council is requested to affirm on its first reading an Ordinance to amend and reenact Front Royal Town Code Chapter 12-2; 12-5 and 12-6 pertaining to increase and removal of fees as indicated:

- after-hours shut-off calls for water from \$25.00 to \$30.00
- tires without rims, not to exceed 16.5 inches from \$1.50 to \$2.00 per tire
- tires on rim, not to exceed 16.5 inches from \$2.50 to \$4.00 per tire
- tires over 16.5 inches with or without rim from \$3.00 to \$5.00 per tire (Environmental Services Fees);
- removal of Police Department Fees (Minor Accident Report) since there are no fees collected at the Police Department.
- removal of Miscellaneous Fees (update Town Code, Hardcopy) since hard copy updates are no longer being printed

Mayor Tharpe opened the public hearing. As no one came forward to speak, the public hearing was closed.

Vice Mayor Tewalt moved, seconded by Councilman Egger that Council affirm on its first reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 12-2; 12-5 and 12-6 pertaining to increase and removal of fees, as presented.

Vote: Yes – Connolly, Egger, Meza, Morrison, Sealock and Tewalt

No – N/A

Abstain – N/A

Absent – N/A

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

(By Roll Call)

COUNCIL APPROVAL – Ordinance Amendment to Chapter 12 FEES (2nd Read)

Summary: Council is requested to adopt on its second and final reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 12-2; 12-5 and 12-6 pertaining to increase and removal of fees as indicated:

- after-hours shut-off calls for water from \$25.00 to \$30.00
- tires without rims, not to exceed 16.5 inches from \$1.50 to \$2.00 per tire
- tires on rim, not to exceed 16.5 inches from \$2.50 to \$4.00 per tire
- tires over 16.5 inches with or without rim from \$3.00 to \$5.00 per tire (Environmental Services Fees);
- removal of Police Department Fees (Minor Accident Report) since there are no fees collected at the Police Department.

- removal of Miscellaneous Fees (update Town Code, Hardcopy) since hard copy updates are no longer being printed

Vice Mayor Tewalt moved, seconded by Councilman Connolly that Council adopt on its second and final reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 12-2; 12-5 and 12-6 pertaining to increase and removal of fees, as presented.

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

COUNCIL APPROVAL – Ordinance Amendment to Increase Existing Electric Utility Base Rates (70-23) and Power Cost Adjustment Charge (70-23) (2nd Reading)

Summary: Council is requested to adopt on its second and final reading an ordinance to amend and re-enact Front Royal Town Code Section 70-23 (A) and (B) to increase existing electric utility base rates for residential and commercial customers; and to amend and re-enact 70-23 (C) power cost adjustment (PCA) charges, as presented.

Councilman Connolly moved, seconded by Vice Mayor Tewalt that Council adopt on its second and final reading an ordinance to amend and re-enact Front Royal Town Code Section 70-23 (A) and (B) to increase existing electric utility base rates for residential and commercial customers; and to amend and re-enact 70-23 (C) power cost adjustment (PCA) charges, as presented.

In response to Vice Mayor Tewalt's request, Mr. Waltz advises the citizens that rates would increase by about six percent and this was due to rising wholesale power rate. Councilman Connolly noted that they studied the Town's rate and the citizenry had enjoyed some of the lowest rates in the Commonwealth for quite some time due to the Town Staff's diligence and work to stay ahead of matters.

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

COUNCIL APPROVAL – FY 2018 Annual Appropriation Ordinance (2nd Reading)

Summary: Council is requested to adopt on its second and final reading the adoption of the Town's Annual Appropriation Ordinances for FY2017-2018 Budget that will include reallocating the \$100,000 associated with repayment of the internal loan for the Criser Road Trail Project be set aside for construction of the new Police Department (as shown below). The Town's FY2017-2018 Annual Appropriation Ordinance is effective July 1, 2017 – June 30, 2018.

Note: Budget Amendment to reallocate the \$400,000 that was previously approved by Town Council on November 28, 2016, to eliminate the necessity for repayment of the \$400,000 internal loan by the Street Fund to the General Fund and to use General Fund Balance to fund the Criser Road Trail Project was approved at the May 8, 2017 Council Meeting.

Budget/Funding: to reallocate monies for Criser Road Trail
 1000-3310111 Internal Loan – Criser Rod Trail <\$100,000>
 9790-49009 General Fund Transfer to Street Fund - <\$100,000>
 4500-3240407 Street Fund Transfer from General Fund - <\$100,000>
 4102-47959 Street Fund Repayment of Internal Loan <\$100,000>
 1000-3510110 Appropriated Funds Forward \$100,000
 99790-49015 General Fund Transfer to Comm Dev - \$100,000
 130-3510105 Community Development Transfer from G/F - \$100,000
 9130-47013 Community Development Police Dept - \$100,000

Vice Mayor Tewalt moved, seconded by Councilman Connolly that Council adopt on its second and final reading the Town's Annual Appropriation Ordinances for FY2017-2018 Budget, effective July 1, 2017 through June 30, 2018. I further move that Council reallocate the \$100,000 of funds associated with repayment of the internal loan for the Criser Road Trail Project in the FY2017-2018 Proposed Budget be set aside for construction of the new Police Department.

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

COUNCIL APPROVAL – Roll Town Facility Fund and Downtown Service District Fund into General Fund

Summary: The Town's accounting books have two governmental funds (Town Facility Fund and Downtown Service District Fund) that are no longer used. The Town Facility Fund was last used when property at 15 N Royal Avenue was constructed and the Downtown Service District was last used in 2005. Since the funds are still considered active the funds must be included in various reports including the Comprehensive Annual Financial Report (CAFR). Rolling these funds into the General Fund would reduce reporting and cleanup unused accounting records. Council is requested to roll the Town Facility Fund in the amount of \$388.26 and the Downtown Service District in the amount of <\$1,511.99> into General Fund Balance.

Budget/Funding: 0001-2100 General Fund Balance Fund Balance Unreserved <\$1,124>
 0001070-2100 Downtown Service District Fund Balance Unreserved - \$1,511.99
 0001950-2100 Town Facility Fund Balance Unreserved -<\$388.26>

Councilman Egger moved, seconded by Councilman Meza that Town Council approve rolling the Town Facility Fund in the amount of \$388.26 and the Downtown Service District in the amount of <\$1,511.99> into General Fund Balance to reduce reporting and cleanup unused accounting records.

Vote: Yes – Connolly, Egger, Meza, Morrison, Sealock and Tewalt
 No – N/A

Abstain – N/A

Absent – N/A

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

COUNCIL APPOINTMENT – Town Manager

Summary: Council is requested to appoint Joseph E. Waltz as Town Manager beginning June 12, 2017 at an annual salary of \$125,000.

Councilman Meza moved, seconded by Councilman Egger that Council appoint Joseph E. Waltz as Interim Town Manager beginning June 12, 2017 at an annual salary of \$125,000.

Councilman Egger noted that she felt extremely happy with Mr. Waltz overseeing the Town and she noted that the Town shall prosper greatly with him at the helm. Councilman Connolly stated that they went through 45 candidates and Council was appreciative of the time and effort put forth by Councilman Sealock during this search. He noted that the Town has an excellent leader on Staff and he is excited by the progress Mr. Waltz has made and how he empowers Town Staff

Councilman Tewalt stated that he welcomed Mr. Waltz and wished him all the best. He added that he supports him as the new Town Manager of Front Royal.

Vote: Yes – Connolly, Egger, Meza, Morrison, Sealock and Tewalt

No – N/A

Abstain – N/A

Absent – N/A

(Mayor Tharpe 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 7:48 p.m.

APPROVED:

Jennifer E. Berry
Clerk of Council