



REGULAR TOWN COUNCIL MEETING

Monday, June 26, 2017 @ 7:00pm
Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of June 12, 2017
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 *** Report from Director of Environmental Services**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED)
 - A. COUNCIL APPROVAL – Bid – Various Grades of Stone
 - B. COUNCIL APPROVAL – Bid – Various Grades of Asphalt
 - C. COUNCIL APPROVAL – Bid – Various Chemicals for Water & Wastewater Plants
 - D. COUNCIL APPROVAL – Bid – Provide & Construct Pavilion
 - E. COUNCIL APPROVAL – Bid – Purchase of Tractor with Mower
8. **COUNCIL APPROVAL** – Budget Amendment for Gazebo Flix
9. **COUNCIL APPROVAL** – Resolution – Signature Authority for VDOT Projects
10. **CLOSED MEETING** – Personnel Matters

7A



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(A)

Meeting Date: June 26, 2017

Agenda Item: COUNCIL APPROVAL – Bid for Various Grades of Stone

Summary: Council is requested to approve the bid from Lehigh Hanson for various grades of stone for use during FY18, as listed on the attached quotation tabulation.

Budget/Funding: FY18 Department of Environmental Services Highway Maintenance budget line item 4500-45407, and Water and Sewer Maintenance budget line items 9602-45407 and 9802-45407.

Attachments: Memorandum from the Purchasing Agent and Quotation Tabulation

Meetings: None

Staff

Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the bid from Lehigh Hanson for various grades of stone for use during FY18, as listed on the attached quotation tabulation.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JW



MEMORANDUM

Date: June 19, 2017
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Wednesday, June 14, 2017, I held a bid opening to set firm pricing on various grades of stone for use during FY18. I received three (3) responses (see attached tabulation sheet).

The Request for Quotations includes notification to the vendor that an overhead charge of \$5.50 per ton haul rate would be added to the base price of responses from quarries that are at a distance greater than 3 miles from Town limits. I have included that cost on the tabulation sheet.

As we have no means of forecasting the quantities of stone we will use during the year, the request is for estimated tonnage. Due to the dollar amount the Town historically spends for this commodity, the award will need Town Council approval. Please add this to the June 26, 2017 agenda for their action.

Staff recommends the award for stone purchases during FY18 be made to Lehigh Hanson, located in Riverton, as listed below:

#26 crusher run @ \$10.18/ton

#68 stone @ \$11.50/ton

#8 stone @ \$9.75/ton

#21B stone @ \$10.65/ton

#57 stone @ \$11.16/ton

CBR-30 stone @ \$10.65/ton

#21A stone @ \$10.80/ton

Funding for the stone will be available in the FY18 Department of Environmental Services Highway Maintenance budget line item 4500-45407, and the Water and Sewer Maintenance budget line items 9602-45407 and 9802-45407.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: STONE

Quotation #17

Date: JUNE 14, 2017

Mailed 3

Replied 3

	Vendor Quotation			
	O-N MINERALS (CARMEUSE)	LEHIGH HANSON	STUART M. PERRY	
QUANTITY	STRASBURG QUOTATION	RIVERTON QUOTATION	WINCHESTER QUOTATION	QUOTATION
FIRM PER TON PRICES: JULY 1, 2017 - JUNE 30, 2018				
ALL STONE MUST BE STATE APPROVED.				
(OVERHEAD CHARGE OF \$5.50 PER TON HAUL RATE FOR RESPONSES WITH A DISTANCE GREATER THAN 3 MILES FROM TOWN LIMITS)	(about 13 miles beyond limits)	(within 3 miles of limits)	(about 25 miles beyond limits)	
<u>ESTIMATED TONNAGE:</u>				
1000 TONS - #26 CRUSHER RUN (per ton with overhead)	\$5.25 (\$10.75)	\$10.18 (\$10.18)	\$12.64 (\$18.14)	
5000 TONS - #68 STONE (per ton with overhead)	\$7.25 (\$12.75)	\$11.50 (\$11.5)	\$14.43 (\$19.93)	
8000 TONS - #8 STONE (per ton with overhead)	\$7.00 (\$12.50)	\$9.75 (\$9.75)	\$14.78 (\$20.28)	
5000 TONS - #21B (per ton with overhead)	\$6.00 (\$11.50)	\$10.65 (\$10.65)	\$12.71 (\$18.21)	
600 TONS - #57 STONE (per ton with overhead)	\$8.00 (\$13.50)	\$11.16 (\$11.16)	\$14.26 (\$19.76)	
(NO EST.) - CBR-30 STONE (per ton with overhead)	\$6.00 (\$11.50)	\$10.65 (\$10.65)	\$12.25 (\$17.75)	
(NO EST.) - 21A STONE (PUGGED) (per ton with overhead)	\$6.00 (\$11.50)	\$10.80 (\$10.82)	\$12.71 (\$18.21)	
<u>*NOT STATE APPROVED</u>				
Total				
Discount				
Net Quotation				
Terms				

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness


Purchasing Agent

7B



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(B)

Meeting Date: June 26, 2017

Agenda Item: COUNCIL APPROVAL – Bid for Various Grades of Asphalt

Summary: Council is requested to approve a bid from Stuart M. Perry, Inc. for various grades of asphalt through June 30, 2018 in the amount of \$64.00 per ton for base asphalt, \$65.00 per ton for intermediate asphalt and \$69.00 per ton for finish asphalt. The contract is for asphalt material only and picked up by Town trucks to be hauled to a job site. This is not a paving contract.

Budget/Funding: FY18 Department of Environmental Services Highway Maintenance budget line item 4500-45407 “Repair and Maintenance Supplies”

Attachments: Memorandum from the Purchasing Agent and Quotation Tabulation

Meetings: None

Staff

Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a bid from Stuart M. Perry, Inc. for various grades of asphalt through June 30, 2018 in the amount of \$64.00 per ton for base asphalt, \$65.00 per ton for intermediate asphalt and \$69.00 per ton for finish asphalt to be used picked up by Town trucks and hauled to a job site.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By:



MEMORANDUM

Date: June 19, 2017
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Tuesday, June 13, 2016, I held a bid opening to obtain a firm price for various grades of asphalt through June 30, 2018. This contract will be for asphalt material only, picked up by Town trucks to be hauled to a job site. This is not a paving contract. Out of the nine (9) vendors directly solicited, I received only one (1) response (see attached tabulation sheet).

Due to the dollar amount we historically spend during the year for asphalt material, this award would need Town Council approval. Please add this item to the June 26, 2017 Council agenda, for their action.

Staff recommends the award for asphalt material to be hauled by Town trucks, as needed, be made to Stuart M. Perry, Inc., at a cost of \$64.00 per ton for base asphalt, \$65.00 per ton for intermediate asphalt, and \$69.00 per ton for finish asphalt.

Funding for asphalt will be available in the FY18 Department of Environmental Services Highway Maintenance budget, line item 4500-45407, "Repair & Maintenance Supplies".

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: ASPHALT

Quotation #18

Date: JUNE 13, 2017

Mailed: 9

Replied 1

NO RESPONSE FROM:
 SUPERIOR PAVING
 W-L CONSTRUCTION
 FINLEY ASPHALT
 BRANSCOME PAVING
 CARROLL CONSTRUCTION
 KICKIN ASPHALT
 RACEY PAVING
 APAC

Vendor Quotation

	STUART M. PERRY			
	Front Royal QUOTATION			
QUANTITY				
FIRM ASPHALT PRICES FOR FY17 - HAULED BY TOWN TRUCKS OR CONTRACTED TO HAUL				
STANDARD "PATCH" MATERIAL FOR USE ON SECONDARY STREETS AND COLLECTOR/LOCAL STREETS NOT REQUIRING VDOT GRADE MATERIAL				
(OVERHEAD CHARGE OF \$37.78/HOUR ADDED TO BASE COST FOR QUOTES RECEIVED FROM VENDORS BEYOND TOWN LIMITS)				
BASE PRICE PER TON:				
BASE ASPHALT, TYPE BM-25.0	\$64.00			
INTERMEDIATE ASPHALT, TYPE IM-19.0A	\$65.00			
FINISH ASPHALT, TYPE SM-9.5A	\$69.00			
Total				
Discount				
Net Quotation				
Terms				

The above proposals verified to specifications and compliance with terms and conditions.

 Witness

 Witness


 Purchasing Agent

7C



Town of Front Royal, Virginia Council Agenda Statement

Page 1
Item No. 7(C)

Meeting Date: June 26, 2017

Agenda Item: COUNCIL APPROVAL – Bid for Chemicals used at Water and Waste Water Treatment Plants

Summary: Council is requested to approve a bid from Environmental Operating Solutions; George S. Coyne Chemical; Shannon Chemical; USALCO and UNIVAR for various chemicals shown on the attached Quotation Tabulation Sheet and used at the Town's Water and Wastewater Treatment Plants.

Budget/Funding: FY18 Water Treatment budget line item 9601-45413 "Other Operating Supplies", and the FY18 Wastewater Treatment budget line item 9801-45413 "Other Operating Supplies".

Attachments: Memo from Purchasing Agent and Quotation Tabulation Sheet

Meetings: None

Staff

Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a bid from Environmental Operating Solutions; George S. Coyne Chemical; Shannon Chemical; USALCO and UNIVAR for various chemicals shown on the attached Quotation Tabulation Sheet and used at the Town's Water and Wastewater Treatment Plants.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW



MEMORANDUM

Date: June 20, 2017
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

A handwritten signature in purple ink, likely belonging to Cindy Hartman, is written next to the "From:" field.

On Thursday, June 15, 2017, I held a bid opening to set firm pricing during FY18 for chemicals used at both the Water and Wastewater Treatment plants. I received eleven (11) responses, (see attached tabulation sheet). These will be awarded to the lowest quote submitted per chemical.

As we have no means of forecasting the quantities of these chemicals we will use during the year, the request is based on estimated quantities. Due to the dollar amount the Town historically spends for these commodities, the awards will need Town Council approval. Please add this to the June 26, 2017 agenda for their action.

Staff recommends the awards for chemicals as follows:

Environmental Operating Solutions – Micro C 1000 @ \$1.85/gallon

George S. Coyne Chemical – Sodium Fluoride @ \$1,658.82/ton
Potassium Permanganate @ \$3,396.24/ton

Shannon Chemical – Sodium Permanganate @ \$553.53/drum

USALCO – Polyaluminum Hydroxychlorosulfate @ \$1.539/gallon

UNIVAR – Sodium Hypochlorite @ \$152.00/ton

Funding for these chemical will be available in the FY18 Water Treatment budget line item 9601-45413 "Other Operating Supplies", and the FY18 Wastewater Treatment budget line item 9801-45413 "Other Operating Supplies".

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: WATER TREATMENT//WASTEWATER TREATMENT CHEMICALS

Quotation #19

Date: June 15, 2017

Website Post

Replied 11

GEO SPECALTY CHEMICAL - N/Q KEMIRA WATER SOLUTIONS - N/Q	VENDOR QUOTATIONS								
	ENVIRONMENTAL OPERATING SOLUTIONS	KUEHNE CO.	MANN DISTRIBUTION	GEORGE S, COYNE CHEMICAL	SHANNON CHEMICAL	USALCO	UNIVAR	CHEMTRADE CHEMICALS	POLYDYNE
	BOURNE MA	SOUTH KEARNY NJ	WARWICK RI	CROYDON PA	MALVERN PA	BALTIMORE MD	MORRISVILLE PA	PARSIPPANY NJ	Riceboro GA
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION	QUOTATION
FIRM DELIVERED PRICE FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018									
<u>ESTIMATED QUANTITIES</u>									
<u>WATER TREATMENT:</u>									
32,000 GALLON - POLYALUMINUM HYDROXYCHLOROSULFATE	N/Q	N/Q	N/Q	N/Q	N/Q	\$1.539/GAL	\$2.22/GAL	\$3.08/GAL	N/Q
270 TONS - SODIUM HYPOCHLORITE	N/Q	\$230.00/TON	N/Q	N/Q	N/Q	N/Q	\$152.00/WT	N/Q	N/Q
1 TON - CARBON	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	\$1,654.00/TON	N/Q	N/Q
6 TONS - SODIUM FLUORIDE	N/Q	N/Q	\$1,720.00/TON	\$1,658.82/TON	N/Q	N/Q	\$2,060/TON	N/Q	N/Q
6 TONS - POTASSIUM PERMANGANATE	N/Q	N/Q	\$5,150.00/TON	\$3,396.24/TON	\$5,054.54/TON	N/Q	\$7,348.00/TON	N/Q	N/Q
8 DRUMS - SODIUM PERMANGANATE	N/Q	N/Q	\$560.00/DRUM	\$697.12/DRUM	\$553.53/DRUM	N/Q	\$619.00/DRUM	N/Q	N/Q
2 DRUMS - SODIUM CHLORITE	N/Q	N/Q	N/Q	\$699.47/DRUM	N/Q	N/Q	\$508.00/DRUM	N/Q	N/Q
2 DRUMS - HYDROCHLORIC ACID	N/Q	N/Q	N/Q	\$343.75/DRUM	N/Q	N/Q	\$270.00/DRUM	N/Q	N/Q
<u>WASTEWATER TREATMENT:</u>									
1,000 GALLON - POLYALUMINUM HYDROXYCHLOROSULFATE	N/Q	N/Q	N/Q	N/Q	N/Q	\$1.539/GAL	\$2.22/GAL	\$3.08/GAL	N/Q
10,000 GALLONS - MICRO C 1000	\$1.85/GAL	N/Q	N/Q	N/Q	N/Q	N/Q	\$3.43/GAL	N/Q	\$3.53/GAL (FLOSET 22)

The above proposals verified to specifications and compliance with terms and conditions.


Purchasing Agent

7D



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(D)

Meeting Date: June 26, 2017

Agenda Item: COUNCIL APPROVAL – Bid for a Pavilion

Summary: Council is requested to approve a bid from Superior Buildings in the amount of \$28,900.00 to provide and construct a 24' x 96' x 14' pavilion for Water and Sewer Maintenance inventory items within the Public Works yard.

Budget/Funding: Funding to be split evenly between the Water Line Maintenance and Sewer Line Maintenance FY17 budget line items 9602-47009 and 9802-47009 "Buildings & Structures".

Attachments: Memorandum/Tabulation Sheet from Purchasing Agent

Meetings: None

Staff

Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a bid from Superior Buildings in the amount of \$28,900.00 to provide and construct a 24' x 96' x 14' pavilion for Water and Sewer Maintenance inventory items within the Public Works Yard.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW



MEMORANDUM

Date: June 19, 2017
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Tuesday, June 6, 2017, I held a bid opening for a company to provide and construct a pavilion within the Public Works yard. This will be used as a cover for some of the Water and Sewer Maintenance inventory items, such as pipe and fittings. I received 2 responses to my Request for Quotation (see attached tabulation sheet). Due to the dollar amount, the award requires Council approval before moving forward with the purchase. Please add this to the June 26, 2017 agenda, for their action.

Staff recommends the award be made to Superior Buildings to provide and construct a 24' x 96' x 14' pavilion for a total cost of \$28,900.00. Funding for this purchase is split evenly between the Water Line Maintenance and Sewer Line Maintenance FY17 budget line items 9602-47009 and 9802-47009 "Buildings & Structures".

Quotation Tabulation

Item: PAVILION CONSTRUCTION

Quotation #12

Date: June 6, 2017

Mailed : 3

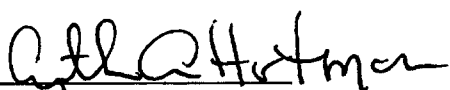
Replied 2

QUANTITY	Vendor Quotation			
	SUPERIOR BUILDINGS	LANTZ CONSTRUCTION COMPANY		
	Rockingham QUOTE	Winchester QUOTE	QUOTE	QUOTE
PROVIDE AND CONSTRUCT: PAVILION - 24' X 96' X 14' PUBLIC WORKS YARD	\$28,900.00	\$119,900.00		
TOTAL QUOTATION				

The above proposals verified to specifications and compliance
with terms and conditions.

Witness

Witness



Purchasing Agent

7E



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(E)

Meeting Date: June 26, 2017

Agenda Item: COUNCIL APPROVAL – Bid for Purchase of Tractor with Mower

Summary: Council is requested to approve a bid from Woodstock Equipment in the amount of \$40,442.00 for the purchase of a new 4-wheel drive farm tractor with a bush hog mower to be used by the Wastewater Treatment Plant

Budget/Funding: FY17 Wastewater Treatment Plant budget line item 9801-47001 “Machinery and Equipment”

Attachments: Memorandum/Tabulation Sheet from Purchasing Agent

Meetings: None

Staff

Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a bid from Woodstock Equipment in the amount of \$40,442.00 for the purchase of a new 4-wheel drive farm tractor with a bush hog mower to be used by the Wastewater Treatment Plant.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW



MEMORANDUM

Date: June 19, 2017
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Thursday, May 11, 2017, I held a bid opening to purchase a new 4-wheel drive farm tractor with a bush hog mower, to be used by the Wastewater Treatment Plant. I received 4 responses to my Request for Quotation (see attached tabulation sheet). Don McPaters, Superintendent of Vehicle Maintenance, reviewed each of the quotations to ensure they met all aspects of our specifications. As this equipment is considered "rolling stock", the bid award requires Council approval before moving forward with the purchase. Please add this to the June 26, 2017 agenda, for their action.

Staff recommends the award for the purchase of a 4-wheel drive tractor with a bush hog mower be made to Woodstock Equipment, for a total cost of \$40,442.00. Funding for this purchase is available in the Wastewater Treatment Plant FY17 budget line item 9801-47001 "Machinery & Equipment".

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item:TRACTOR/BUSH HOG

Quotation #7 (REBID)

Date: May 11, 2017

Mailed _____

Replied 2

Vendor Quotation				
	WOODSTOCK EQUIPMENT	CECILS TRACTORS	LAWRENCE EQUIPMENT	JAMES RIVER EQUIPMENT
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
4-WHEEL DRIVE FARM TRACTOR WITH BUSH HOG MOWER	\$40,442.00	\$42,069.20	\$ 44,422.66	\$ 52,418.79
Discount				
Net Quotation				
Terms				

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness

Cell Att & Man

Purchasing Agent

8



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 8

Meeting Date: June 26, 2017

Agenda Item: COUNCIL APPROVAL – Budget Amendment for Gazebo Flix

Summary: Council is requested to approve a budget amendment in the amount of \$2,640 from various sponsors for the Gazebo Flix to be held at the Gazebo located at Main and Chester Streets on Thursday evenings from June 8 – August 3, 2017.

Budget/Funding: 1204-45428 Town Manager Community Relations/Incidental Expense - \$2,640
1000-3189913 – General Fund Donation Revenue - \$2,640

Attachments: None

Meetings: None

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a budget amendment in the amount of \$2,640 from various sponsors for the Gazebo Flix to be held at the Gazebo located at Main and Chester Streets on Thursday evenings from June 8 – August 3, 2017.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: *JW*

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 9

Meeting Date: June 26, 2017

Agenda Item: COUNCIL APPROVAL – Resolution – Signature Authority for VDOT Projects

Summary: Council approved a resolution granting signature authority for all Virginia Department of Transportation (VDOT) Projects in the Town to the Interim Town Manager on March 27, 2017, since the appointment of the Town Manager, the resolution is being revised to reflect the change. Council is requested to approve a revised Resolution granting signature authority for all VDOT projects in Town to the Town Manager on behalf of Town Council, as presented.

Budget/Funding: None

Attachments: Resolution

Meetings: None

Staff

Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a revised Resolution granting signature authority for all Virginia Department of Transportation (VDOT) projects in the Town to the Town Manager on the Town's behalf, as presented.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

RESOLUTION

TOWN MANAGER SIGNATURE AUTHORITY FOR VDOT

WHEREAS, Town Council approves various Virginia Department of Transportation (VDOT) Projects; and

WHEREAS, VDOT requests a Resolution by Town Council granting signature authority to the Town Manager to execute agreements on various projects on the Town's behalf; and,

NOW, THEREFORE, IT BE RESOLVED by the Town Council of the Town of Front Royal to grant signature authority to the Town Manager for various VDOT projects on the Town's behalf.

APPROVED:

Hollis L. Tharpe, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____, 2017 upon the following recorded vote:

William A. Sealock	<u>Yes/No</u>	Bébhinn C. Egger	<u>Yes/No</u>
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Eugene R. Tewalt	<u>Yes/No</u>	Jacob L. Meza	<u>Yes/No</u>
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John P. Connolly	<u>Yes/No</u>	Christopher S. Morrison	<u>Yes/No</u>
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Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____

10



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 10

Meeting Date: June 26, 2017

Agenda Item: CLOSED MEETING – Personnel Matters

Summary: Council is requested to go into Closed Meeting to discuss and consider the performance and salary of the Town Manager as contained in his employment contract, pursuant to Section 2.2-3711.A.1 of the Code of Virginia.

Budget/Funding: None

Attachments: None

Meetings: None

Staff Recommendation: Approval ✓ Denial

Proposed Motion:

Motion to Go Into Closed Meeting

I move that Town Council go into closed meeting to discuss and consider the performance and salary of the Town Manager as contained in his employment contract, pursuant to Section 2.2-3711.A.1 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.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW