



REGULAR TOWN COUNCIL MEETING

Monday, October 23, 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 October 10, 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 County Administrator Doug Stanley**
 - Report from Northern Shenandoah Valley Regional Commission**
 - 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 for Purchase of Computer and Monitors – IT Department
 - B. COUNCIL APPROVAL – Town Manager Contract/Vacation Time
8. **PUBLIC HEARING** – Ordinance Amendment Pertaining to Banner Poles (*1st Reading*)
9. **COUNCIL APPROVAL** – Resolution for the Blue Ridge Heritage Project
10. **CLOSED MEETING** – Consultation with Legal Counsel

7A



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

Page 1
Item No. 7(A)

Meeting Date: October 23, 2017

Agenda Item: COUNCIL APPROVAL – Bid for Purchase of Computers/Monitors – IT Dept

Summary: Council is requested to approve a bid from DALY through a Virginia State Contract for desktop computers, laptop computers, related hardware and warranties in the amount of \$28,748.00.

Budget/Funding: Department of Information Technology FY18 budget line item 1204-47007
“Computer Equipment”

Attachments: Memorandum and Requisition for Purchase 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 DALY through a Virginia State Contract for desktop computers, laptop computers, related hardware and warranties in the amount of \$28,748.00.

*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: October 16, 2017
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent *C.H.*
RE: Agenda Item

I have received a requisition from the Information Technology Department for the purchase of several computers and monitors, copy attached. These are being purchased to replace older model computers that are in current use. All of these items are available through the Virginia State Contract VA-140331-DALY, therefore a sealed bid is not required. Due to the dollar amount, I will need Council approval before proceeding with the purchase. Please add this item to the October 23, 2017 agenda for their action.

Staff recommends the purchase from DALY through a Virginia State Contract for desktop computers, laptop computers, related hardware and warranties. The total amount for this purchase will be \$28,748.00.

Funding is available in the Department of Information Technology FY18 budget line item 1204-47007 "Computer Equipment".





TOWN OF FRONT ROYAL, VIRGINIA

Requisition For Purchase

Requisition Date: 10/12/17

Date Received by Purchasing: _____

To Purchasing:

Department Information Technology Branch n/a Account 7007
Deliver to Todd C. Jones Via _____ Purchase Order No. _____

Suggested Vendor

DALY- State Contract

Qty	Unit	Catalog or Model Number	Item - (Complete Description)	Code	Unit Price	Total
			Desktops, laptops, related hardware and warranties as quoted.			

Request for Quotation # _____

Total Order: \$28,740⁰⁰

I hereby certify that the items requested above are necessary for the use of this department.

Approved: _____

Town Manager

Authorized by: _____



Commonwealth of VA Quotation

Corporate Headquarters
22521 Gateway Center Drive
Clarksburg, MD 20871
Tel: 301-670-0381 800-955-3259
Fax: 301-963-1516 www.daly.com

Contract Number
VA-140331-DALY

Quotation #: SQ0322675
Quotation Date: 10/13/2017
Quoted By: Kris Basilio
Phone: 301-670-0381 Ext: 399
Project: VA28
Sales Team: Virginia
Customer Number: 14226

VA-TOWN OF FRONT ROYAL
PO BOX 1560
FRONT ROYAL, VA 22630

Contact: CYNTHIA HARTMAN
Email: CAHARTMAN@FRONTROYALVA.COM
Phone: 540-636-6889

This Quote Is Valid For 30 Days

Item no	MFG Code	Description	Qty	Unit Price	Extended Price
VA2459-SMH	VIE	Viewsonic VA2459-SMH 24" LED LCD Monitor - 16:9 - 5 ms - 192	20	145.00	2,900.00
4XF0N03161	LVO	MECH BO TINY VESA MOUNT II	15	13.50	202.50
10MR000EUS	LVO	Lenovo ThinkCentre M710q 10MR000EUS Desktop Computer - Intel	17	833.00	14,161.00
5WS0D81063	LVO	4YR ONSITE	17	38.50	654.50
20HD005BUS	LVO	LENOVO : ThinkPad T470, Intel Core i7-7600U (2.80GHz, 4MB) 1	5	1,659.00	8,295.00
5WS0A22852	LVO	4YR ONSITE	5	110.00	550.00
40A20090US	LVO	TP ULTRA DOCK 90W	5	215.00	1,075.00
4XF0L37598	LVO	LENOVO : Lenovo Dual Platform Notebook and Monitor Stand provides a great user experience to place the notebook with a mechanical dock on the bottom platform and place a large display on the top platform. Integrated solution to bring together multiple products	10	91.00	910.00
				Total	\$28,748.00

Accepted By: _____

Date: _____

Terms and Conditions

Please check your shipment immediately for accuracy and condition. Notify your Account Executive of any shipment discrepancies or damages. Unless otherwise provided by contract, all returns for credit or replacement must be made within seven (7) days of receipt. Buyer may only return products with the Seller's consent. No returns will be accepted without a Daly Return Authorization Number. All original contents and packing material must be returned. There must be no markings or writing on the manufacturer's packaging. The Return Authorization Number must be clearly marked on the shipping label only. All products including the manufacturer carton(s) should be packed into an additional carton to help prevent damage while in transit.

DO NOT WRITE ON OR DEFACE ORIGINAL PACKAGING

Phone/credit card orders will not be accepted without a signed quote being returned to Daly via fax, or digital PDF format. Thank you.

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

Page 1
Item No. 7(B)

Meeting Date: October 23, 2017

Agenda Item: COUNCIL APPROVAL – Town Manager/Vacation Time

Summary: Council is requested to approve the purchase back of eighty (80) hours of vacation time from the Town Manager per his contract for employment, said funds to be provided from salaries in the Town Manager budget.

Budget/Funding: Line item – 1201-41001 (salaries)

Attachments: None

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 purchase back of eighty (80) hours of vacation time from the Town Manager per his contract for employment, said funds to be provided from salaries in the Town Manager budget.

*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. 8

Meeting Date: October 23, 2017

Agenda Item: PUBLIC HEARING – Ordinance Amendment to Town Code Chapter 142-20
Pertaining to Town Banner Poles (*1st Reading*)

Summary: Council is requested to affirm on its first reading an ordinance to amend and re-enact Front Royal Town Code Section 142-20 pertaining to the application process for and the display of banners promoting civic events on Town Banner Poles, as presented.

Budget/Funding: None

Attachments: Ordinance

Meetings: Work Session held September 18, 2017

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading an ordinance to amend and re-enact Front Royal Town Code Section 142-20 pertaining to the application process for and the display of banners promoting civic events on Town Banner Poles, 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: 

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 142-20
PERTAINING TO TOWN BANNER POLES**

WHEREAS, the Town offers local (Front Royal/Warren County) non-profit civic, religious or educational organizations or groups the ability to advertise their local events(s) at no cost through the display of a banner across N. Royal Avenue or John Marshall Highway; and,

WHEREAS, Town Staff has realized a significant increase in reservations warranting revisions to the Town Code to ensure equal opportunity for all organizations or groups to advertise their events; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that 142-20 of the Front Royal Town Code is hereby amended as follows and is effective January 1, 2018:

142-20 TOWN BANNER POLES

The Town has installed banner poles at various locations on arterial roads to inform citizens and visitors of **local (Town of Front Royal/County of Warren) non-profit civic, religious or educational** events **at no cost**. Reservation of space is **required** to display a banner **and** shall be regulated as follows:

1. Applications shall be submitted to the Town Manager **or his designee for approval. Once approved, banners are delivered to the Energy Services Department by the applicant at least one (1) business day before display.** Applications shall be accepted beginning January 1 for placement of that year. ~~and shall include the following information:~~

- ~~a. Name of Requesting Organization~~
- ~~b. Contact Name~~
- ~~c. Contact Phone Number~~
- ~~d. Requested Dates for Display~~
- ~~e. Banner Message and Description of Display~~

~~2. Applications shall be accepted beginning January 1 for placement that year.~~

2. ~~3.~~ Priority of display shall be granted to the Chamber of Commerce Wine & Craft Festival, the Warren County Heritage Society Festival of Leaves **and Town-sponsored events**. Subject to requests being received within the first five (5) business days of January, similar priority shall be granted to organizations ~~requests~~ for events conducted at the same time period for a least five (5) consecutive years. **After this time, priority of display will be on a first-come-first serve basis.**

3. ~~4.~~ Display shall be for up to fourteen (14) calendar days. **Requests for banners to be displayed at both locations for the same event and during the same timeframe will not be accepted. Banners shall not be moved from one location to another unless there is one week lapse in between.** Extensions of up to fourteen (14) calendar days may be requested ~~thirty (30) days prior to the approved date for display~~ if no other display requests have been approved.

4. ~~5.~~ Banners size shall be a maximum of thirty (30) feet long by three (3) feet tall. ~~Organizations requesting banner display shall be responsible to ensure banner can be connected to the existing~~

~~hardware installed by the Town. Banners~~ **and** shall be constructed of heavy-duty canvas, plastic tarpaulin material, or netting. Metal grommets shall be imbedded near each of the four (4) corners and along the top and bottom edges with two (2) feet intervals. The banner shall also have wind-relief flaps that are six (6) inch diameter half-circles and at least one (1) for every four (4) square foot of total area.

5. Applicants are responsible for inspection of their banners before being delivered for display. The Town reserves the right to deny installation of a banner if it does not meet the specifications mentioned in 142-20.5.

6. The Town reserves the right to remove banners during periods of extreme weather or under circumstances that could endanger the safety of motorists and pedestrians.

7. The Town shall not be responsible for storing banners after display. The Town Manager or his designee shall determine the disposition of banners not collected in a reasonable manner.

8. In the event that anything in Chapter 142-20 ~~display date~~ requests conflict, the Town Manager ~~or designee~~ shall determine resolution of conflict. ~~Display requests~~ **Resolutions** determined by the Town Manager ~~or designee~~ can be appealed to Town Council a minimum of forty-five (45) days **from Resolution** ~~prior to the requested date for display.~~

This ordinance shall become effective January 1, 2018

APPROVED:

Hollis L. Tharpe, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____ 2017, upon the following recorded vote:

Eugene R. Tewalt	Yes/No	Jacob L. Meza	Yes/No
William A. Sealock	Yes/No	Christopher S. Morrison	Yes/No
John P. Connolly	Yes/No	Gary Gillispie	Yes/No

A public hearing on the above was held on _____, 2017, having been advertised in the Northern Virginia Daily on _____, 2017, and _____, 2017. The Ordinance was enacted at the Regular Meeting of the Town Council held _____2017, to become effective immediately.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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Town of Front Royal, Virginia Council Agenda Statement

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Item No. 9

Meeting Date: October 23, 2017

Agenda Item: COUNCIL APPROVAL – Resolution for the Blue Ridge Heritage Project

Summary: Chairman of the Front Royal/Warren County Chapter of the Blue Ridge Heritage Project, Darryl Merchant is seeking permission from the Town Council to locate a memorial on town-owned property located on the north side of Criser Road between the Burrell Brooks Park and Happy Creek. The memorial is to acknowledge and honor those individuals who were displaced when the Commonwealth of Virginia used eminent domain to acquire their land to create the Shenandoah National Park. Council is requested to approve a Resolution agreeing to contributing town-owned property for the memorial as well as contributing to the maintenance and repair of improvements once construction is completed by the Blue Ridge Heritage Project.

Budget/Funding: Construction costs are to be paid for through fundraising efforts of the local chapter. Maintenance and repairs are to be made by the Town of Front Royal after construction is complete.

Attachments: Information from the Blue Ridge Heritage Project Chairman and Resolution

Meetings: Work Session held October 16, 2017

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a Resolution for the Blue Ridge Heritage Project 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

1 September 2017

Mayor Hollis Tharpe and
Members of the Front Royal Town Council
102 E. Main Street
Front Royal, VA 22630

RE: Blue Ridge Heritage Project.

Dear Mayor and Members of the Town Council,

In the late 1920s and in the 1930s, the Commonwealth of Virginia used the power of eminent domain to acquire land for donation to the federal government in order to create the Shenandoah National Park. From over a thousand individual tracts of land, more than 500 families and individuals were displaced.

The Blue Ridge Heritage Project seeks to acknowledge and honor the people whose sacrifices made it possible for us to have the Park.

Our Vision is to:

-Develop a monument site in each of the eight counties where land was acquired to create the Park; and to

-Educate visitors about the lives and culture of the people who lived in the mountains through living history presentations, exhibits and demonstrations.

The Town of Front Royal borders the Shenandoah National Park along the south side of Criser Road. The North Entrance to the Park (Skyline Drive, Mile 0) is located just south of town and is a major source of tourism for our community.

To accomplish our goal, the Blue Ridge Heritage Project is seeking to develop a memorial site in each of the eight counties where land was acquired for the Park (Albemarle, Augusta, Greene, Madison, Page, Rappahannock, Rockingham and Warren). Nearly 13,600 acres of Warren County is located within the Park, comprised of some 115 different parcels, 75+ property owners with 32 family surnames.

Each memorial site will reflect the particular unique culture of each community. The memorial itself will be an obelisk constructed from local stone in the shape of a chimney. A bronze plaque will contain the surnames of the local displaced families or individuals. Educational displays and signage will tell the story of the creation of the Park and the impact it had on the local community.

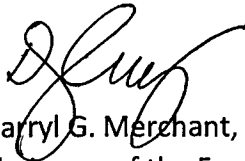
The Blue Ridge Heritage Project is seeking permission from the Town Council to locate the memorial on town-owned land located on the north side of Criser Road, between the county owned Burrell Brooks Park and Happy Creek. This location is also the southern terminus of the Town's Happy Creek Trail.

This ideal location provides excellent public access and would be a great amenity for the hiking trail.

The site itself would consist of a 16-ft x 22-ft area with an all-weather surface. The stone chimney would be approximately 5-ft wide and 9-ft tall. A flagpole, two benches and information signage would also be included. Construction costs to be paid for by the fundraising efforts of the local chapter of the Blue Ridge Heritage Project.

Thank you for your time and consideration.

Sincerely,



Darryl G. Merchant,
Chairman of the Front Royal Warren County Chapter of the
Blue Ridge Heritage Project.

P.O. Box 1508
Front Royal, VA 22630
540-683-6878

Are you a Child of the Blue Ridge?

The following surnames are listed as having land in Warren County being purchased for the creation of the Shenandoah National Park:

ALESHIRE **BARNHART** **BAILEY** **BEATY** **BORDEN**
CARTER **CLATTERBUCK** **COMPTON** **COOK** **CORBIN**
FOX **FRISTOE** **HARTLEY** **HICKERSON** **HILLIDGE**
JOHNSON **JONES** **KENNER** **MANUAL** **MARLOWE**
MATTHEWS **MERCHANT** **MILLAR** **MILLER**
MORRISON **OVERALL** **POMEROY** **SETTLE**
THOMPSON **VAUGHT** **WALTERS** **WEAVER**



In accordance with the guidelines established by the Blue Ridge Heritage Project, the Front Royal Warren County Chapter is working on the following:



BRHP Monument
Madison County, Va.

1. Developing a local memorial site.
The memorial is to consist of a stone chimney with a bronze plaque containing the surnames of affected families.
2. Collect information regarding the history of the families involved.

If you have ancestors who lived on the mountain, we would love to hear from you. We are seeking Photographs, Newspaper Clippings, Family Tree Charts, Maps or Oral Histories of all those who worked and lived within the Park Boundaries.

You are also welcome to join our group. Send us your contact information and we will keep you informed of our meetings and project status.
Thank You!

Front Royal - Warren County Committee

Contact: Darryl G. Merchant
P.O. Box 1508
Front Royal, Va. 22630
Heritage@measure-map.com
540-683-6878



The Displaced

In the late 1920s and into the 1930s, the Commonwealth of Virginia used the power of eminent domain to acquire land for donation to the federal government in order to create Shenandoah National Park. From 1,081 individual tracts of land, more than 500 families and individuals were displaced from their homes so that the park could be established.

The Blue Ridge Heritage Project will acknowledge and honor the people whose sacrifices made it possible for us to have the Shenandoah National Park to enjoy today and into the future.

CONTACT US

Facebook Group Page

www.facebook.com/groups/BlueRidgeHeritageProject/

Proposed Memorial Sites

Albemarle County
Augusta County
Greene County
Madison County
Page County
Rappahannock County
Rockingham County
Warren County

**Be a part of a group in your
county today!**

Please join us in the process of planning and
creating these memorials or to simply learn more.

Bill Henry
(434)985-7905
OnaRock01@yahoo.com

Blue Ridge Heritage Project is a 501(C)(3)
non-profit for federal tax purposes.

"And some there be,
which have no memorial
who are perished as
though they had never
been"



**Blue Ridge
Heritage Project**

BRHP Project

Our Vision is to:

- Develop a monument site in each of the eight counties where land was acquired to create Shenandoah National Park; and
- Educate visitors about the lives and culture of the people who lived in the mountains through living history presentations, exhibits, and demonstrations.



Photos courtesy of Larry Lamb and NPS archives.

BRHP Sites

The goal is to establish a site in each of the eight counties where land was acquired for Shenandoah National Park (Albemarle, Augusta, Greene, Madison, Page, Rappahannock, Rockingham, and Warren). In order to recognize their contributions and their losses, each site will contain a memorial to the people from that county whose land was acquired for the park. Through educational displays, cultural displays and demonstrations the project hopes to accurately depict the people's lives and to help preserve their lifestyle, crafts, music, and traditions. Each county's site will reflect the particular culture of the community. Visitors to a site will gain a greater appreciation for the impact the park had on individual lives in general and for that

particular community. Altogether, the eight sites will create an understanding of life in the Blue Ridge Mountains.

How to Get Involved

- Share the project with family, friends and community members interested in the history of the Blue Ridge Mountains.
- Join your local committee to assist with developing a site in your county.
- Participate in committees for fundraising, public relations and/or site development.
- Ask about joining the BRHP advisory council.
- Like and Share BRHP on Facebook (see address on back.)
- Contribute your time, talents, and money to help promote the project.

Contact information can be found on the back of the brochure.



PROPOSED MEMORIAL SITE
FRONT ROYAL - WARREN COUNTY
Blue Ridge Heritage Project



VICINITY MAP

200 100 0 200 Feet

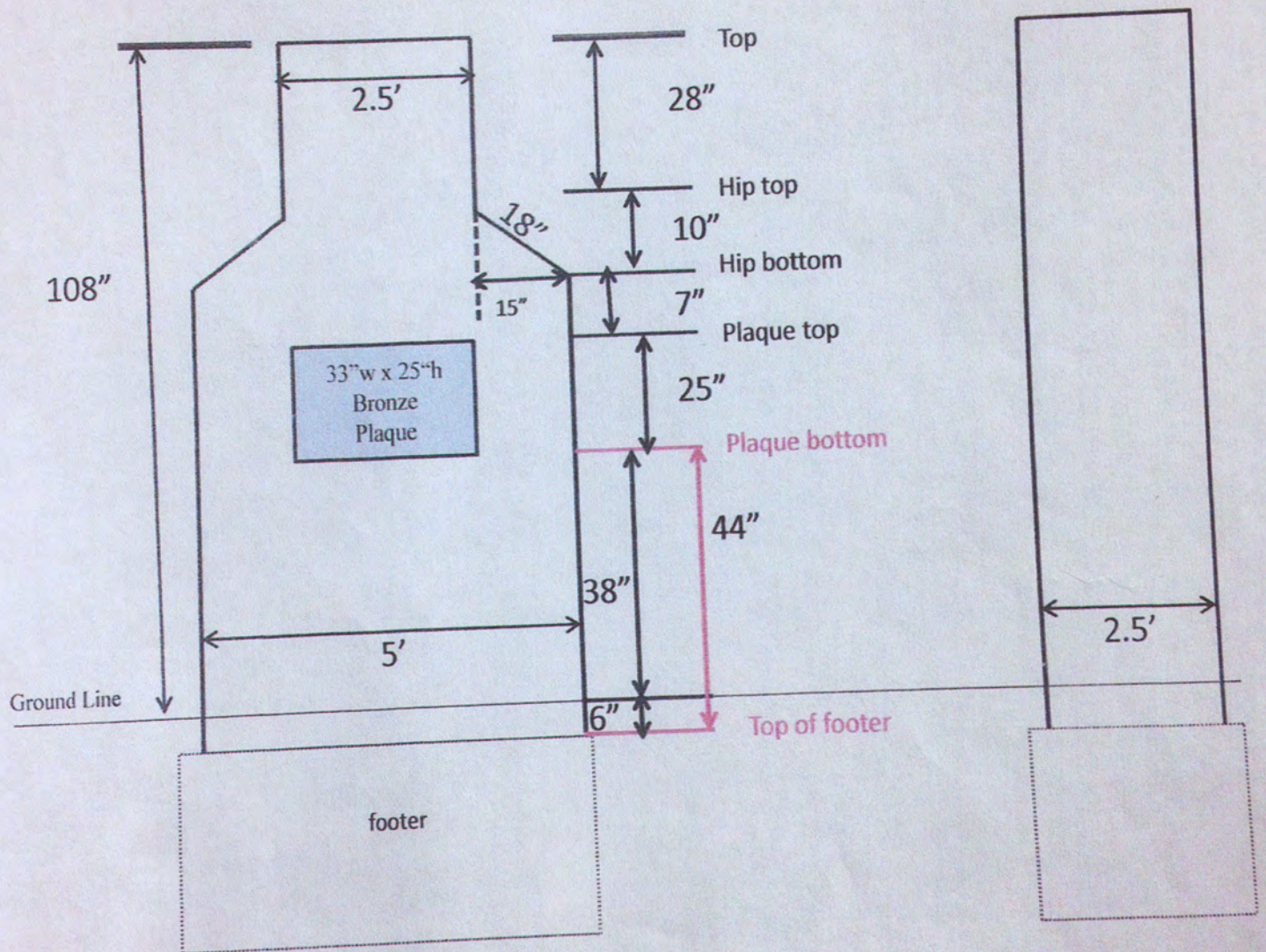
PROPOSED MEMORIAL SITE
FRONT ROYAL - WARREN COUNTY
Blue Ridge Heritage Project



SITE DETAIL



MADISON MOUNTAIN MEMORIAL CHIMNEY DESIGN



TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

A RESOLUTION TO APPROVE THE FRONT ROYAL-WARREN COUNTY BLUE RIDGE HERITAGE PROJECT PROPOSED MEMORIAL SITE

WHEREAS, one of the visions of the Blue Ridge Heritage Project is to develop a monument site containing a memorial in each of the eight counties where land was acquired for the Shenandoah National Park, namely, Albemarle, Augusta, Greene, Madison, Page, Rappahannock, Rockingham, and Warren Counties; and

WHEREAS, another of the visions of the Blue Ridge Heritage Project, through its monuments and memorials, is to educate visitors about the lifestyles, crafts, music, and traditions, to reflect each county's particular culture in its community; and

WHEREAS, the Town of Front Royal desires to participate in the Blue Ridge Heritage Project, by contributing a site of Town-owned real property along and near the southern terminus of the Town's Happy Creek Trail, near the north side of Criser Road, between the Warren County-owned Burrell Brooks Park to the West and Happy Creek to the East, ultimately to be approximately 22 feet long by 16 feet wide of all-weather surface, containing benches, plus a paved pathway leading to this area, plus a flagpole, together with a stone chimney approximately five feet wide by nine feet tall, with a memorial historical plaque on one end, together with an information kiosk on the other end, with the Town agreeing to contribute to the maintenance and repair of the improvements thus described once said improvements have been constructed, completed and paid for by contributions from fund raising sources of the Blue Ridge Heritage Project ; and

WHEREAS, the Blue Ridge Heritage Project is a 501 © (3) non-profit organization for federal tax purposes.

This Resolution shall be effective immediately upon enactment.

APPROVED:

Hollis L. Tharpe, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

Town Council Members:

John P. Connolly _____

Gary Gillispie _____

Jacob Meza _____

William A. Sealock _____

Christopher Morrison _____

Eugene R. Tewalt _____

This Resolution was enacted at the regular meeting of the Town Council held _____, 2017.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____ / ____ / ____

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

Page 1
Item No. 10

Meeting Date: October 23, 2017

Agenda Item: CLOSED MEETING – Consultation with Legal Counsel

Summary: Council is requested to go into Closed Meeting for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, the former Town Hall, pursuant to Section 2.2-3711. A. 7. 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 Council convene and go into Closed Meeting for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, the former Town Hall, pursuant to Section 2.2-3711. A. 7. 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