The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on October 13, 2018, 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 Gary L. Gillispie
Councilman Jacob L. Meza
Councilman Christopher S. Morrison
Councilman William A. Sealock
Vice Mayor Eugene R. Tewalt
Town Attorney Douglas W. Napier
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.)

Councilman Gillispie moved, seconded by Vice Mayor Tewalt to approve the Regular Council Meeting minutes of October 22, 2018 as presented.

Vote: Yes – Connolly, Gillispie, 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 CORRESPODENCE FROM THE PUBLIC

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

Town Manager, Joseph Waltz, noted that the Town Hall and other Departments would be closed for the holiday on November 22 and 23 for the observance of Thanksgiving. He added that Saturday the 24th the drive thru and the Manassas Avenue site would be closed as well. He stated that yard waste would not be collected and the trash collection adjustments for the week.

Director of Energy Services, David Jenkins, explained that the Town places trainees into a 4½ year program with nine steps and the training program is located in-state. He added that it was 8,000 hours of on the job training as well. Mr. Jenkins noted that Mr. Safelle of the Energy Services Department should be thanked for following the employees progress and ensuring that they remain on task. He noted that Travis Petty began with the Town in March of 2014 and was now a Class A Lineman. Mr. Jenkins explained that Mr. Petty is a huge asset and a very valuable employee to the Town and they were glad to have him with the Department.

Councilman Connolly thanked Mr. Napier for working so diligently on the resolution pertaining to the EDA financial matters. He opined that the Town should be as open as possible to the public regarding the ongoing discrepancies and it is of critical importance to be accurate as well. Mr. Connolly stated that it was his hope to bring the matter forward this evening for a vote, though some members of Council would like more time to look over the resolution. He expressed hope in moving forward at the next worksession with the resolution.

Vice Mayor Tewalt asked about the number of Electric Department employees sent to assist after the flooding matters in Martinsville. Mr. Safelle noted that four Town Employees assisted with resetting poles and turning on poles after the recent storm event there. Vice Mayor Tewalt expressed his thanks to Mr. Jenkins and the Town Manager for sending the four employees to assist the other locality.

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

CONSENT AGENDA ITEMS – NONE

PUBLIC HEARING – Amendment to the FY2019 Budget Concerning a List of Outstanding Purchase Orders that Need to be Carried Forward *(1st Reading)*

Summary: Council is requested to affirm on its first reading an amendment to the FY 2019 Budget concerning a list of outstanding purchase orders that the Finance Department has compiled, totaling $14,654,326.96, based on the final audit results that need to be carried forward to the FY2019 budget cycle to complete unfinished projects.

Budget/Funding: Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects having been connected in previous budget cycle, as follows:

General Fund	$ 447,908.78
Special Projects	$1,384,772.81
Electric Fund	$ 539,112.61
Sewer Fund	$7,247,675.70
Water Fund	$3,147,458.28
Solid Waste Fund	$ 28,907.79
Street Fund	$1,858,490.09

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 Sealock that Council affirm on its first reading an amendment to the FY 2019 Budget concerning a list of outstanding purchase orders that the Finance department has compiled, totaling $14,654,326.96, that need to be carried forward to the FY2019 budget cycle to complete unfinished projects.

Vice Mayor Tewalt explained that it was almost $8 million in just the sewer fund alone, and that was a large portion of the total.

Vote: Yes – Connolly, Gillispie, 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 7:11 p.m.

APPROVED:

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Jennifer E. Berry
Clerk of Council

TOWN COUNCIL WORK SESSION

Monday, November 13, 2018, 7 p.m.
Town Hall Council Chambers

1. **Renewal of Lease Agreement for Parking Space in Peyton Street Parking Lot for Betty Foster - 130 E Main Street**

SUMMARY: Staff has received a request from the family of Betty Foster to renew the Lease Agreement with the Town for a parking space at the rear and adjacent to her residence at 130 E Main Street and in the Town's Peyton Street Parking Lot. The original Lease Agreement was entered into by Betty Foster's late husband Fred Foster on January 18, 2007 at a cost of $25.00 per annum for a period of five (5) years. The current Lease Agreement expires December 31, 2018. Council is requested to approve the 2nd Renewal of the Lease Agreement as presented and give the Town Manager and Town Attorney authority to execute the document with Mrs. Foster.
BUDGET/FUNDING: 1000-3150202 General Fund Rental-General Property

Council Discussion:
Council voiced support of the matter as presented. Mr. Sealock asked why it was $25; there seemed to be no apparent reason. Council chose to place it on the next agenda.

2. **Proposed Ordinance Amendments to Town Code Chapter 72 (Special Events)**

SUMMARY: During the most recent Business Forum several business owners discussed concerns with parking during Special Events held in the Gazebo Area located at Main and Chester Streets. Town Staff has proposed amendments to Chapter 72 (Special Events) to help with these concerns. Town Staff has also incorporated various other changes to make Chapter 72 more user friendly and to incorporate fees that would assist in covering the costs of Town services and personnel during events that may require their presence. Council is requested to consider the amendments to Town Code Chapter 72 (Special Events) as presented. Some of the highlighted amendments include:

- Removing the requirement that a permit is required for "any gathering of fifty (50) or more people". Permits are required for anyone that is requesting to use public property since it acts as their "reservation". The number of people is irrelevant. *(page 1)*

- Permitting the full/partial closure of Main Street twice a month and removing all other reference to time of closures *(pages 4 and 5)*

- Only allowing the full closure of the Gazebo Parking Lot in conjunction with the closure of Main Street. All other times the east Main Street entrance of the Gazebo Parking Lot will remain open for the Visitor's Center and local businesses. Bollards will be placed to allow approximately 13 parking spaces to remain open during partial closures *(pages 5)*

- The payment of fees and/or services was already included in the Town Code. It has been amended to allow for enforcement when such services are requested. The electric fee is currently being charged and has been for several years. *(page 6)*

STAFF RECOMMENDATION: Staff recommends the various amendments to Chapter 72 as presented.

Council Discussion:
Councilman Meza noted that he was okay with the first two noted changes though he questioned how the charge was adjusted/explained between small and large events. Mr. Waltz stated that the small events do not require many Town resources. Councilmen Connolly and Morrison expressed agreement with Mr. Meza. Councilman Sealock stated that he was struggling with the amounts, as Staff was doing a lot of work. He noted that the Town was basically absorbing it in the budget, and the fee should be bigger, such as $100, or remove the small fee altogether.

Councilman Gillispie noted that the fee for smaller groups would be difficult and he would not be in support of that most likely. Mayor Tharpe stated that the matters of closing Main Street and parking have been addressed, and he would be okay with $100 fee and perhaps exempt some from the fees. Councilman Morrison noted that there is no real way to make an economical decision on the matter. He asked if it was about cost or community enrichment; and it seemed to be about community enrichment. Councilman Connolly stated that he would like to keep the two levels in there. Vice Mayor Tewalt stated that there is no reason to make the fee worthwhile or remove the fee altogether if it will not be enforced.

After careful consideration, Council discussed limiting the number of events to 12 full closures per year, and move forward at this time with the $25 fee remaining.

3. **<u>Rescind 1993 Resolution Pertaining to On-Street Parking Policy and Amend Town Code (Chapter 158) to Reflect Same</u>**

SUMMARY: To better designate and authorize the installation and placement of traffic signs and parking regulations by the Town Manager the On-Street Parking Policy previously approved by Town Council in 1993 is requested to be rescinded and the Town Code amended to reflect the change. The Town Code already gives the Town Manager the authority to designate signs and parking regulations in Town Code Chapter 158; however, the On-Street Parking Policy places specific restrictions that are currently not in existence or outdated. Council is requested to consider the request of removing the On-Street Parking Policy as presented.

STAFF RECOMMENDATION: Staff recommends the various amendments be made to Town Code Chapter 158-9 and 158-17 as presented.

Council Discussion:
Mr. Waltz explained that the parking restrictions were non-existent and outdated and he would like to make the parking uniform and easier to understand. He noted that it was a housekeeping matter and Council agreed to move forward.

4. **<u>UFAC Terms Expire</u>**

SUMMARY: Council appointed Thomas Dombrowski on February 12, 2018 and Linda Taylor on August 27, 2018 to un-expired terms on the Urban Forestry Advisory Commission (UFAC) expiring December 20, 2018. Per Chairman David Means Linda Taylor would like

to be considered for reappointment and Thomas Dombrowski would not therefore creating one vacancy. Once approved both terms would be 4-year terms expiring December 20, 2022.

Council Discussion:
Clerk of Council Berry noted that she would re-advertise and send Council a reminder on previous intervewees on file.

5. **NSVRC Elected Representative Term Expires**

SUMMARY: On January 9, 2017, Council appointed Councilman William A. Sealock as the elected representative to serve on the Northern Shenandoah Valley Regional Commission (NSVRC), said term to expire December 31, 2018. Terms on the Commission usually coincide with the councilmember's term. Council is requested to re-appoint Councilman Sealock to the NSVRC to complete his term, said term to expire December 31, 2020.

Council Discussion:
Clerk of Council Berry noted that she would send Councilman-Elect more information on possibly taking the position, as Councilman Sealock does not wish to be re-appointed.

6. **Council Discussion/Goals**

Mr. Waltz stated that the Criser Road Bridge ribbon cutting will soon be scheduled.

PRESENT: Mayor Tharpe, Vice Mayor Tewalt, Councilman Gillispie, Councilman Morrison, Councilman Meza and Councilman Connolly, Councilman Sealock, Town Manager Waltz, Town Attorney Napier, Clerk of Council Berry, Director of Planning Camp, Director of Finance Wilson, Director of Energy Services Jenkins, Police Chief Magalis, Interim Director of Environmental Services Boyer, Community Development Director Hart, IT Director Jones, members of the public and members of the press.