TOWN COUNCIL
WORK SESSION MINTUES
Monday, October 21, 2019, 7 p.m.
Town Hall Council Chambers

1. <u>Crooked Run West Presentation</u>
Tom Mercuro for Crooked Run West will be presented the following to Council:

Council Discussion: Councilman Thompson noted that the amounts came from the 100 gallons per day was based on 2.5 people per home per day. Mayor Tederick stated that they could get it clarified and

Apartment amounts are different for senior living per the Crooked Run West representative, and the numbers can be clarified. Mr. Tewalt noted and Mr. Waltz stated that per Planning

Councilman Tewalt stated that he would not be willing to review the matter next Monday evening; Mrs. Thompson agreed with Mr. Tewalt. Mayor Tederick noted that he was conflicted as he thought that the vote from Council was preferred sooner than better.

Mrs. Thompson noted that the Town does not receive any tax revenue from County property. Council majority voiced support of moving forward with the vote. Mr. Tewalt stated that Council should not rush on the matter. Mr. Gillispie stated that the sewer calculations were not provided in the presentation and that was the area that was of great concern to the Town. Mr. Mercuro and his representatives noted that in August the County sent over the revised application.

Councilman Tewalt noted that the Town would need to change their Town's water policy to and negotiate a MOU with the County. Mr. Napier stated that they would need to change the policy. Mr. Tewalt stated that the Town is supposed to consider a boundary adjustment or annexation on such matters.

Councilman Meza asked about the Town changing the water policy. Mr. Napier stated that the Town would have to amend the water policy first to approve the development as submitted. Mayor Tederick stated that the Council has been discussing the matter for six months. Mr. Holloway stated that it would have been nice to hear about the policy before now.

Councilman Thompson, Councilman Sealock, and Mr. Waltz had repeatedly brought up the water policy previously over the last several months with regard to Crooked Run West.

Councilman Tewalt stated that the Town needed to begin with the MOU and then review the water policy. Mr. Waltz noted that the MOU could be discussed and then the water policy can also be discussed the same night; the worksession of November 4th.

2. <u>Passenger Bus Service Franchise Renewal</u>

SUMMARY: Virginia Regional Transit (VRT), also known as the Front Royal Trolley Service, provides affordable transportation through bus passenger service in the Town. The enclosed schedule shows the various bus stops throughout Town and across the bridges to Crooked Run and Village Commons Shopping Centers, all for a fare of fifty cents (.50). The low rates are achievable because of funding provided to VRT by Section 5311 of the Federal Service Transportation Efficiency Act. The Town granted a five (5) year franchise to VRT originally effective July 1, 2004, which has been renewed every five (5) years. It was last renewed on October 1, 2014. In addition, VRT works with Randolph Macon Academy (RMA) to subsidize the weekend route to give RMA students free access to the trolley service. A copy of the Ordinance, Chapter 180 of the Town Code, Public Passenger Bus Service, whereby the franchise to VRT was granted, is enclosed. This franchise, if not renewed, will expire January 1, 2020. The reason for granting any such franchise or privilege for a term in excess of five (5) years is because of Va. Con. Art. 7 § 9 (1971), which states: "[b]efore granting any such franchise or privilege for a term in excess of five (5) years, except for a trunk railway, the city or town shall, after due advertisement, publicly received bids therefor."

Council is requested to consider whether it wants to renew the franchise of VRT for an additional five (5) year term. Council should also review and approve the recommended updates to bring current the other terms of Chapter 180.

BUDGET/FUNDING: The Town Code sets this out as follows:
"180-185.9 Annual Payment and Operation
A. Beginning on or about (October 1, 2014 and ending September 30, 2019), sixty-eight percent (68%) of the hourly costs of the operation, as invoiced from VRT to the Town, shall be paid to VRT by Federal and State contributions under the FTA 5311 Program. Thirty-two percent (32%) of the hourly costs shall be paid to VRT by the Town of Front Royal from such general funds as may be required to total the thirty-two percent (32%) local match.
B. VRT shall apply for capital asset grant assistance from the Virginia Department of Rail and Public Transportation to purchase an appropriate vehicle or vehicles for revenue service. The Town shall contribute the local match amount required to draw down such funding which traditionally has been and presently is 4%. The Town will be made aware of any such requirements or changes to the local match percentage prior to vehicle purchase commitment.

C. VRT shall replace revenue vehicles used under this Franchise in accordance with the Federal Transit Administration Useful Life Criteria as described in FTA Circular 5010.1D; and as approved through VRT's capital replacement grant requests through the Commonwealth of Virginia Department of Rail and Public Transportation.

D. In the event that VRT fails to receive funds for the cost operation of the Franchise in accordance with the payment schedule set forth above, then VRT shall have the right to terminate the operation of the Franchise upon thirty (30) days prior written notice to the Town."

STAFF RECOMMENDATION: Currently, VRT's weekday South Loop has stops at the Visitors Center, Skate Park, Kerfoot and Brown Avenue, NW Community Services, Samuels

Library/Royal Arms Apartments, Gateway Plaza, Royal Plaza/Royal King, South Street/Pine, Court House, and Valley Health/Laura Virginia Hale.

The weekday North Loops has stops at the Visitors Center, Warren County Government Center, Fantasy Land Playground, Warren Memorial Hospital, Mountain Oaks Apartments, Health Department/DSS, Family Store/Monroe Avenue, Warren County Community Center, and Randolph Macon Academy.

Saturday/Sunday service has stops at the Visitors Center, RMA Circle, Subway, Royal Theatre, Bowling Alley, Gateway Plaza, Royal Plaza, and Target and Walmart. In addition, VRT extends service to the Appalachian Trail Crossing from May 11 to August 31. Because the Appalachian Trail stop has been so successful, not only in the number of riders, but also the positive public relations comments we have achieved via the hikers social media sites, staff is currently working with VRT to extend the Appalachian Trail crossing starting in April and ending in September.

We are working with several local businesses who are willing to subsidize the fifty cent (.50) fare for our visiting hikers. Staff is also working with VRT to review current stops and the possibly of expanding our service throughout additional neighborhoods to increase accessibility to our citizens. There will be no additional costs to the Town to do so. Adjusting our stops and times will also allow us to better align with the new pick-up/drop-off times of the Corridor Connector. VRT has worked diligently to increase our ADA pickups by providing, in many cases, front door service for those needing access to this service. VRT is also now willing to provide bus shelters free of charge to the Town. The Town will initially be responsible for pouring the concrete slab and installing the shelter provided by VRT. Upon completion of the installation, VRT will assume future maintenance and responsibility of the shelter.

Staff is not aware of any issues that warrant not recommending renewal of the franchise to VRT.

Council Discussion: Councilman Gillispie noted that with a phone call, they will stop at right at the door for pickups/drop-offs. He also stated that maybe extending it to perhaps 6 p.m. would be helpful and weekend stops would help on Saturday morning. Mrs. Hart stated that they could speak with VRT for possible changes. Mr. Waltz stated that the community certainly appreciate the service, especially the Appalachian Trail link.

3. <u>Subdivision Plan for Happy Creek Knolls, Section 4</u> - *Director of Planning/Zoning*
SUMMARY: Chris Ramsey has submitted a Subdivision Plan for a new subdivision with 33 building lots. The submission also includes submission of final plats. In addition, a development guarantee (letter of credit/bond/escrow) and maintenance agreement is required before final approval.

The following documents are attached with the agenda that provide additional information on this application:

- **Staff Report (includes "bond" estimate breakdown, Planning Commission action, and review comments)**
- **Application**

- **Subdivision Plan**
- **Final Plats**
- **Applicant Response Letter following Planning Commission meeting.**

BUDGET/FUNDING: No budget change is necessary. Construction costs are the responsibility of the developer. Upon completion of the proposed public infrastructure, the Town would maintain this infrastructure (utilities / streets).

STAFF RECOMMENDATION: Schedule the application for approval at an upcoming Town Council Meeting. No public hearing is required since the subdivision is by-right. Ensure that Town Council's motion of approval requires the bond and maintenance agreement which are both required by Town Code along with the Final Plats and Subdivision Plan.

FROM THE STAFF REPORT:

The application is a Subdivision Plan (Major) and Final Plats for 33 lots within the R-1 Zoning District, titled as Happy Creek Knolls, Section 4. The project also includes an open space parcel that will include a stormwater management pond and pump station on it.

This application is for final approval of a subdivision that would include 33 lots on 12.43 acres within the R-1 Zoning District. Happy Ridge Drive will be extended to access the proposed lots and be built to Town specifications. There will also be a stub street included that will be extended to the HEPTAD property upon its development. Streets shall include lighting, hydrants, curb and gutter, utility lines, sidewalks and landscaping.

PLANNING & ZONING REVIEW COMMENTS.

1. **Street Name.** The portion of Ewell Street that is south of Imboden Drive, from the centerline intersection, will need to be renamed to Happy Ridge Drive based on the proposed street extension layout. Please include new street signage at this intersection as part of the plans.
2. **Final Plats**. You will need to submit signed and stamped final plats prior to final approval. Thank you for submitting the advanced copies for review.
3. **Development Surety.** After consultation with the Town Engineer and Public Works Department, a development guarantee, such as a performance bond, letter of credit or cash escrow, is required in the amount of $1,024,397.00. This will need to be submitted to the Town before final approvals are granted.

TOTAL BOND AMOUNT REQUIRED $1,024,397

4. **Maintenance of nondedicated open space.** Please submit for review by the Town Attorney all covenants or other documents governing the reservation and maintenance of undedicated open space, including the proposed stormwater management facility. A maintenance agreement with the Town is required. Town Staff can provide you with a template

document.
5. **Subdivision Name Error.** Correct the name of the subdivision under the Owner's Certificate on page 1 of 33 and provide the owner's signature here on the final plan sets for approval. It currently states that the subdivision name is Happy Hills.

TOWN ENGINEER

- The subdivision plans do not show the future continuation of the gravity sewer line, so the Applicant would have to submit a new plan and profile of the sewer extension before making the off-site connection.
- A maintenance agreement for the pond will have to be recorded as part of DEQ's permitting process. I don't think the Town will need a separate agreement since it will be maintained by the POA.

Council Discussion: Mr. Camp presented the following to Council:

SUMMARY

- R-Z Zoning
- 33 Lots for single family detached dwellings
- 1 stormwater pond on open space parcel
- 109,757 sq feet of tree canopy coverage
- Streetlights
- Curb & gutter
- Extension of Happy Ridge Drive
- 40-foot wide street section
- Asdg
- Asdg
- Adsg
- Asg
- Agh
-

In response to Council's questions relating to the pumping station, the pumping station will not be present according to Chris Ramsey, applicant.

4. Continued Discussion for Water/Sewer on Guard Hill Road – Chris Ramsey
SUMMARY: Town Council received a request from Chris S. Ramsey representing Ramsey, Inc for water and sewer to facilitate the construction of approximately 150 rental apartments to be located at 3853 Guard Hill Road. In addition, taps for fire suppression and ancillary uses. If approved, construction is to begin in late spring of 2020. Town Code contains policies and procedures for the extension of water and sewer service to Warren County (Chapter 134-1.C.). Guard Hill Road is one of six area considered as an exception (Chapter 134-1.D).

Council discussed this request at their September 9, 2019 work session and requested research on how Guard Hill Road was considered into the list of exceptions. On June 8, 1998, Council approved a Resolution that permitted the provision of water and sewer services for residential customers located along Guard Hill Road with contingencies. In 2006, Council approved a Water Policy. In June 2012, the Water Policy was codified along with the Resolutions that verified the locations that were considered exceptions. This was done to make the Water Policy and Moratorium Areas more easily accessible to Council, Staff and the general public. In December 2012 the Extension Moratorium Areas (134-D) were revised again to more clearly identify the six areas known as the exceptions.

Dear Mr Waltz

Please accept this letter as my formal request for access to existing water and sewer lines contained within the Town of Front Royal Water and Sewer Systems. The purpose of access is to facilitate the construction of approximately 150 fair market value rental apartments, to be located at **3853 Guard Hill Road, Front Royal, Virginia.**.

In addition to residential consumption, taps will be needed for fire suppression as well as ancillary uses. My proposed commencement of construction is predicated on the timeframe in which proper permits can be obtained through the Town of Front Royal and Warren County. My goal is to begin construction in the late Spring of 2020.

Respectfully Submitted

Chris L Ramsey

R-12-98

RESOLUTION

WHEREAS, the Town of Front Royal has in effect a limited moratorium on the provision of water and sewer services outside the Town's corporate limits; and,

WHEREAS, the Town has received requests from property owners, located adjacent to existing water and/or sewer lines, to connect to the system due to failing well and/or septic systems;

WHEREAS, the Town wishes to amend the provisions of the water and sewer moratorium to allow such connections in areas where the main lines have adequate pressure and/or capacity so that further connections will not result in decreased service for those customers already connected to said system.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Front Royal, Virginia that the moratorium on the provision of water and sewer service outside the Town's corporate limits is amended to permit the provision of water and/or sewer services for residential customers located along Guard Hill Road, State Route 522 South, and Harmony Hollow Road, contingent upon: the property owner extending the service lateral to the Town's existing mains (there will be no new main extensions); a limit of one residential connection per lateral extension; the property owner securing the necessary easement(s) for the lateral extension, with said easement(s) to include a clause allowing the Town to inspect the lines as required to ensure they are being properly maintained; that the lateral construction must meet the Town's water and/or sewer construction standards; that the property served remain in exclusive residential use; that the property owner bear the total cost of the lateral extension; and the property owner be responsible for paying the out-of-town water and/or sewer connection fee and the out-of-town water and/or sewer rates.

APPROVED:

George E. Banks

George E. Banks, Mayor

Council Discussion: Mr. Waltz stated that the request from Mr. Ramsey came in some time ago and Council asked why the area was exempt, he noted that the old minutes are not clear as to why the area is exempt. He explained that the six areas identified are not specifically noted for reasons *why* they are excluded. Mr. Waltz noted that boundary adjustment was denied by the County about two years ago. Councilman Tewalt noted that the water line is already there and that is why Guard Hill area is exempt. He stated that the sewer is nearby. Mr. Ramsey noted that the water and sewer is actually on the property actually. Mr. Tewalt noted that they will pay water and sewer at a double rate. Mayor Tederick suggested a boundary adjustment; Mr. Meza expressed his agreement. Councilman Sealock stated that the Town should take residential areas. Mr. Holloway noted that they should go all the way to Rockland Road.

Mr. Ramsey noted that they did make a request previously, and the County voted it down; the Town did not vote on the issue. He added that the Town can make the boundary adjustment into the Town unilaterally adjustment.

Council discussed whether to adjust the boundary or discuss the water policy on the matter first. Council chose to vote on the adjustment on the next meeting. Formal request to BOS for a boundary line adjustment

5. <u>Special Use Permit Application for a daycare at 460 S Commerce Avenue</u>
Director of Planning/Zoning
SUMMARY: Embassy Deliverance & Workship Center, located at 460 S Commerce Avenue, part of the Front Royal Business Park, submitted an application to operate a daycare. The Planning Commission reviewed the application and recommended approval of it with 4 conditions. The attached Staff Report includes these conditions and additional information on the application and Town Code. Also attached are other documents submitted by the Applicant.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: The purpose of the October 21, 2019 Work Session is to brief Town Council on the application prior to the upcoming public hearing.

FROM STAFF REPORT:
This application is a request to obtain approval for a day care within the C-1 District. The Applicant has submitted a documented titled "Executive Summary" describing the proposed use within Attachment A. Attachment B includes photos and additional information about the site.
In conversation with the Applicant, the proposed daycare would hold approximately 25 children, ranging in age from infants to older children.
The Applicant has not begun the process to obtain a day care permit from the Department of Social Services. Town Staff consulted with the local department of Social Services who was interested to see if the day care could accept state subsidies. According to the local Director of Social Services, there is a shortage of facilities that accept these in the community. The applicant indicated that she would be accepting these subsidy payments from customers when asked. The local Director of Social Services also inquired about outdoor recreation but noted that the applicant could provide indoor recreation and take trips to local parks to meet the State requirements.
The property is owned by Puja Properties LLC, and is part of the Front Royal Business Park, one of the denser locations in the Town for commercial uses.

Land Use:
- Day cares to provide a needed service within the Town of Front Royal and are generally in high demand.
- The applicant has indicated that they will be accepting state subsidy payments from their customers, which according the Warren County Director of Social Services, is in high demand within the community.
- The site is also a busy commercial center within the Town. Much like a shopping center, a concentration of commercial uses thrives best when accompanied with similar and supporting uses. Retail, restaurant and entertainment uses are generally the category of uses that do best in denser

commercial centers. Uses such as personal services (day cares) can thrive in many other commercial locations.
Tax Revenue:
➢ Personal services pay a higher tax rate than retail uses (.20 per $100 gross sales vs .12 per $100 gross sales). However, 501(C)3 nonprofit organizations do not pay tax.

n September, the Planning Commission recommended approval of this special use permit application with the following conditions:
1. This special use permit is only valid for the purpose of authorizing a day care facility at 460 S Commerce Avenue. This permit shall be void if the proposed day care does not obtain approval from the Department of Social Services. Furthermore, all requirements of the Department of Social Services shall be complied with at all times.
2. Town Council, or other designated representative, may inspect the property at any reasonable time to ensure compliance with local regulations, including, but not limited to, the conditions placed on this special use permit.
3. Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this special use permit, the Town may revoke this special use permit after notice to the applicant and public hearing.
4. The applicant will follow the loading and unloading plan submitted with their application on September 11, 2019.

Council Discussion: Mr. Camp noted that matter required a special use permit and he presented the following to Council:

Councilman Tewalt noted that he had concerns with having a daycare next to a bar and grill. Councilman Gillispie stated that it was a church now and he would support the daycare. Council asked about the outside recreation for the children; Mr. Camp stated that they were addressing the matter with social services.

6. Letter of Support from Alliance for the Shenandoah Valley requesting funding from the State for the Stormwater Local Assistance Fund (SLAF)

SUMMARY: Kim Woodwell, representing Alliance for the Shenandoah Valley is requesting that Council approve a Letter of Support addressed to Governor Northam requesting his commitment of $50 million in FY20 for the Stormwater Local Assistance Fund (SLAF). If approved, in the State's budget, they can be applied for through matching fund programs by local towns, cities and counties to help treat run off water and keep the waterways healthy. This falls under the Chesapeake Bay Watershed Act.

Numerous surrounding counties and towns provided the letter of support last year. The letter and a template of the Letter of Support is attached and may be revised as necessary.

BUDGET/FUNDING: None

STAFF RECOMMENDATION: If council desires, the Letter of Support would be placed on the October 28, 2019 agenda for final approval.

Council Discussion: Council chose to move forward with the letter in support

7. <u>Project Costs for Fairgrounds Road Water Tank Rehabilitation</u>
SUMMARY: The Town has encumbered a total of $460,000 from previous budget cycles for phase one of the Fairground Road Water Tank Rehabilitation Project and recently received bids for the project.. Bid results show that the total amount to complete phase one of the project is estimated to be $227,125 and the estimated cost to complete the entire project is $892,625-$992,625.

If the Town were to elect to complete the entire project the total additional funds needed to complete the project is estimated to be $432,625-$532,625. The Fairgrounds Road Water Tank will need to be temporarily taken out of service to perform the rehabilitation. If the Town elects to perform rehabilitation in multiple phases the water tank will need to be taken out of service for each phase and the Town will incur additional mobilization costs. Taking the water tank out of service requires preparation, planning, and coordination, especially with large industries located in the 522 Corridor.

Council may elect to utilize water fund balance reserves to complete the project or may elect to proceed only with phase 1 at this time.

BUDGET/FUNDING: 9601-3510110 – Water Treatment Plant – Appropriated Funds Forward
9601-47009 – Water Treatment Plant Building & Structures

Council Discussion: Mr. Wilson noted that they encumbered funds, though the project would need more funds than phase 1, and they need an additional $400,000-500,000 removal of the antennae for the rehabilitation work. He stated that the Town Attorney providers would be responsible for the removal of the antennae work most likely. Mr. Wilson confirmed that the area services the Corridor primarily and it would be a budget amendment.

Council voiced support of the project as presented.

8. GOALS – Update

Goals Setting Session for Fall 2019		Due Date	Complete	Council Lead	Staff Lead
1	Develop a plan to improve scoring in the smartscale funding for Happy Creek Phase II road project	10/30/19		Gillispie	Brown
2	Develop and issue an RFP for the road design for Happy Creek Phase II road project	9/30/19	9/27/19	Waltz	Brown
3	Establish a committee to review and provide recommended changes to subdivision Ordinances - Chapter 148 Subdivision and Land Development	9/30/19	9/30/19	Holloway	Camp
4	The Subdivision Committee to provide a draft report to Town Council	1/30/20		Holloway	Camp
5	Install additional pedestrian crossing equipment at all crosswalks on South Street	11/1/19		Sealock	Jenkins
6	Reevaluate the South Street Study conducted by VDOT	9/30/19	9/16/19	Thompson	Brown
7	Develop a safety plan for Kerfoot Avenue near the soccer fields	9/30/19	10/1/19	Thompson	Boyer
8	Develop an overall plan to address the I&I issues	12/31/19		Holloway	Boyer
9	Investigate inhouse work vs. contract labor for cost reduction on I&I work	12/31/19		Holloway	Boyer
10	Issue an RFP for consultant services for healthcare services	9/18/19		Meza	Waltz
11	Develop an action plan to redevelop the Afton Inn	9/15/19		Tederick	Waltz
12	Determine water capacity & improvement necessary in the Rt. 522 corridor for additional services	9/30/19	9/23/19	Gillispie	Boyer
13	Develop an overall project list to include funding and time schedule (current/encumber funds)	*10/30/19*		Tewalt	Wilson
14	Inspect former Town Hall for damage and overall condition of the building	8/30/19	8/28/19	Tederick	Brown
15	Contract enforcement on the building condition of Town Hall	9/30/19		Tederick	Napier
16	Develop an overall infrastructure plan with cost estimates (roads, sidewalks, curb & gutter)	9/30/19		Tewalt	Boyer
17	Develop funding options to implement infrastructure plan	10/30/19		Tewalt	Boyer
18	Develop recommendations for reforming the EDA (EDA Reform Committee)	11/29/19	N/A	Meza	Waltz
19	Develop a legal strategy for current and future lawsuits on the EDA and others	9/30/19	Ongoing	Meza	Napier
20	Determine overall cost for the PD with the EDA (% rate, legal fees and etc.)	9/30/19		Sealock	Wilson
21	Develop a public relations/communications plan and strategy	1/1/20		Thompson	Waltz
22	Investigate a pilot agreement with Valley Health to include state law and financial perspective	1/1/20		Thompson	Napier
23	Develop a policy/procedure to address blighted structures in Town	12/3/19		Thompson	Camp

Mr. Waltz noted that
1 & 2: smart scale/RFP for Happy Creek – Town Engineer is working on SmartScale funding options
3&4: Subdivision Committee has met, goal is to provide report by end of January
5&6: South St Study VDOT is revising the report
7: Kerfoot Soccer area, have a plan and Public Works will bring the plan to Council at next worksession; no curb and gutter, Tederick asked that C&G be discussed as well
8&9: I&I issues, progress made, working with DEQ on new Consent Order and will need another worksession for future funds towards I&I
10: RFP for healthcare issues, RFP is ready to go, awaiting Meza's comments
11: Afton Inn, do not have a plan, not getting traction with EDA; perhaps speak on this later date
12: Water capacity - done
13: Project list/working on this
14: Town Hall inspection - done
15: Contract enforcement – Town Hall, Beahm will be contacted again per Napier
16&17: Streets/Sidewalks/etc – plan developed will review with Tewalt
18: EDA Reform/Police Funding - X
19&20: Legal funding/EDA – have determined
21: Public Relations – Al Larson discussion/asked Thompson, yes per Tederick
22: Valley Health PILOT – Napier will have something soon
23: Blighted structures – working on the matter; Gillispie stated that he gave some materials to Napier; Tederick asked if November 4th could give an update to Council

9. <u>Board of Architectural Review Term Expires</u>
SUMMARY: Angela Toler's term on the Board of Architectural Review (BAR) expires November 13, 2019. She would like to be considered for re-appointment. BAR terms are 4-year terms.

Council chose to reappoint Ms. Toler to the BAR and not advertise.

10. <u>Water Connection/Tap Fees</u>
Councilman Gillispie noted he had questions about time/labor/materials regarding Town Staff handling the taps. He expressed hope of holding the Cost of Service Study. Mr. Waltz noted that the loop fee is in place and Staff would like the study by the end of January. He stated that the impact of the rates can be fully reviewed, including I&I, specifically.

Mayor Tederick noted that 2011 was the last time tap fees were evaluated at that time. He noted that the tap fees should drop since they have not been dropped since 2011. Mr. Gillispie noted that he would request that the Town should make the taps, as it would save the Town over $8,000. He stated that he would like the Town should be reimbursed for materials as well. He stated that at times the Town is going to lose money on as well.

Councilman Sealock asked about the intent of Mr. Gillispie. Mr. Gillispie suggested $15,000 as a cost for taps. Mr. Sealock asked for copies of what has occurred in relation to taps fees that Mr. Wilson will be sending out.

Postpone until cost of service study will be motion for Monday

11. Open Discussion
Mr. Sealock noted his thoughts on maintaining three-month reserve and whether Council would prefer six or nine months instead. He noted that the right number does not seem like enough. Mayor Tederick noted that the Town is not over budget, in fact the Town is over budget and the money is sitting idle.

Mr. Tewalt noted that the snow removal amounts three years ago was $250,000 and that money was taken out of fund balance for example. Council disagreed on the amount that should be in reserve.

<u>CLOSED MEETING Personnel</u>
<u>Motions to Go Into Closed Meeting</u>
Councilman Gillispie moved, seconded by Councilman Holloway that Council convene and go into Closed Meeting for discussion and consideration of performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of Town Council, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Tederick did not vote as there was no tie to require his vote)

<u>Motion to Certify Closed Meeting at its Conclusion</u>
Councilman Gillispie moved, seconded by Councilman Holloway that Town 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.

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tederick, Tewalt and Thompson
No – N/A
Abstain – N/A
Absent – N/A

(By Roll Call)

PRESENT: Mayor Tederick, Councilman Tewalt, Councilman Meza, Councilman Holloway, Councilman Thompson (via telephone), Councilman Gillispie, Vice Mayor Sealock, Town Manager Waltz, Town Attorney Napier, Clerk of Council Berry, Director of Planning Camp, Director of Finance Wilson, Police Chief Magalis, Director of Environmental Services Boyer, Community Development Director Hart, IT Director Jones, members of the public and members of the press.