The Special Meeting of the Town Council of the Town of Front Royal, Virginia was held on January 6, 2020 in the Town Hall Council Meeting Room. Vice Mayor Sealock led Council and those attending in the Pledge of Allegiance to the flag and Mayor Tewalt opened with a Moment of Silence.

Councilman Gillispie moved, seconded by Vice Mayor Sealock to appoint and recognize Tina Presley as Clerk of the Front Royal Town Council pro tempore for the meeting of Front Royal Town Council on January 6, 2020 Special Meeting and for such additional and further meetings and times that are a continuation of the January 6, 2020 meeting at her services such as Clerk pro tempore may be needed.

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

Roll was called:

PRESENT: Mayor Eugene R. Tewalt
Vice Mayor William A. Sealock
Councilman Gary L. Gillispie
Councilman Chris W. Holloway
Councilman Jacob L. Meza
Town Attorney Douglas W. Napier
Interim Town Manager Matthew A. Tederick
Pro Tempore Clerk of Council Tina L. Presley

ABSENT: Clerk of Council Jennifer E. Berry, MMC
Councilman Letasha T. Thompson

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

William Huck, owner of C & C Frozen Treats located at 404 E. Main Street, Front Royal, addressed Council. He noted that the facilitator meetings scheduled for January 16, January 30 and February 13 was a good idea and he planned to participate. He reminded Council, however, that it takes six months to a year to plan events like Family Fun Day and the Wine/Craft Festival which are held in May and only a short five months away. He asked that if any changes were made as a result of the facilitator meetings, that they would occur at a later date, so that these events in May would not be affected. Council asked that Mr. Huck contact the Interim Town Manager.

COUNCIL APPOINTMENT – Councilmember

Due to former Councilman Eugene Tewalt being elected as Mayor in the Special Election held in November 2019, there is currently a vacancy on Town Council. Council was requested to make an appointment to this vacancy.

Councilman Holloway moved, seconded by Gillispie appointed Lori A. Cockrell to the Front Royal Town Council, to fill an unexpired term expiring December 31, 2020.

Councilman Meza and Councilman Gillispie thanked all those who applied and their willingness to serve. They welcomed Mrs. Cockrell to the Town Council.

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

CLOSED MEETING – Executive Search Firms Reviews and Consultation with Legal Counsel Specific to EDA and Afton Inn

Councilman Holloway moved, that Council convene and go into Closed Meeting for the purpose of discussion or consideration of the investment of public funds, specifically, bargaining with insurance consultant or consultants where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia. Councilman Gillispie continued to move that Town Council convene and go into Closed Meeting for 1) Discussion, consideration, or interviews of prospective candidates for Executive Search Firms to assist Town Council in consideration of hiring candidates for a permanent Town Manager, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia; 2) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, specifically, the Economic Development Authority where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of Town Council; "probable litigation" meaning litigation that has been specifically threatened or on which Town Council or its legal counsel has a reasonable basis to believe will be commenced by or against a known party,; pursuant to Section 2.2-3711. A. 7. of the Code of Virginia; and 3) Consultation with legal counsel employed or retained by Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, what the Town will be doing with the Afton Inn building and parties legally interested in it, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia, seconded by Councilman Meza.

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

Councilman Gillispie moved, seconded by Councilman Meza, 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 – Tewalt, Sealock, Gillispie, Holloway and Meza
No – N/A
Abstain – N/A
Absent – Thompson

There being no further business, the Mayor declared the meeting adjourned 8:40 p.m.

APPROVED:

_____
Tina L. Presley, Pro Tempore Clerk of Council

TOWN COUNCIL WORK SESSION MINUTES

Minutes were produced by the recording of the meeting

Monday, January 6, 2020 in Town Hall Council Chambers
Immediately following the Special Meeting of Town Council

1. Audit and Finance Committee Appointments – Councilmen Gillispie and Meza agreed to serve.

2. I & I Presentation – Interim Town Manager Tederick gave an overview of the I & I presentation to Council with Director of Public Works Boyer's assistance. He noted that the Town was under Consent Order from the Department of Environmental Quality (DEQ) forcing the Town to take very aggressive steps to resolve issues. Mayor Tewalt questioned the Fairfax City Program he had recently received information on. Mr. Tederick and Mr. Boyer noted that they reached out to Fairfax City and explained to Council how their Program worked. Mr. Tederick reminded Council to think about the number of sub-pumps currently attached to the Town's Sewer System and how that affects the I & I.

Councilman Meza questioned the 0% interest loan from VRA. Mr. Tederick noted that the 0% was not guaranteed and confirmed his questions that some could be financed through Enterprise Funds but not all.

Mr. Tederick confirmed that the Town should see a significant drop in I & I by 2023 if the aggressive plan is put into place and concluded that if there were no objections from Council he would proceed with the aggressive plan in the proposed budget for I & I issues as presented.

3. Happy Creek Road Phase II Update - Town Engineer Brown advised Counicl that RK&K was the consultant chosen at $68,587.20, to move forward with the preliminary design and assist with the VDOT Smart Scale Application coming in the spring and any other future funding the Town may qualify for. He voiced encouragement that the Town's scoring would be boosted this time around as it was low the first time. Councilman Meza questioned whether Happy Creek Road being an emergency route to a hospital would help the scoring. Mr. Brown advised that any benefits such as this would be emphasized in the application. Mr. Gillispie questioned whether land acquisitions would help the score. Mr. Brown advised that it would not; however, it would help with budgeting the project. Mr. Brown also noted that the Phase II is the former (Phase II & III), taking the project to the County line.

Mayor Tewalt advised Staff to place on the next consent agenda for approval.

4. Budget Amendment for Broadcast Communications Hardware – Director of Finance Wilson advised Council that as part of the new Franchise Agreements with Comcast and Shentel money was slated in those agreements to be used for upgrades to Government Access Channel 16 in the amount of $51,426 and a Budget Amendment is needed to set these monies aside to be used for those upgrades.

Mayor Tewalt asked that this be placed on the next consent agenda.

5. Downtown Revitalization Area Parking and Streetscape Design – Director of Finance Wilson advised Council that EPR, P.C. won the bid for a contract for Downtown parking and future use in the amount of $70,000 being funded through the CDBG funds.

Mayor Tewalt asked that this be placed on the next regular agenda.

5. <u>Open Discussion</u> – Mr. Tederick advised Council that his goal was to have discussion about the Town Vehicle Decals at the January 21 work session and then further discussion at the January 26, Liaison Committee Meeting. He also made Council aware of the Envision Village Commons Meetings being held on January 16, January 30 and February 13 with a final report to Council in February.

Meeting adjourned.

PRESENT: Due to the Pro Tempore Clerk of Council not in attendance, there was no note of who was in attendance.

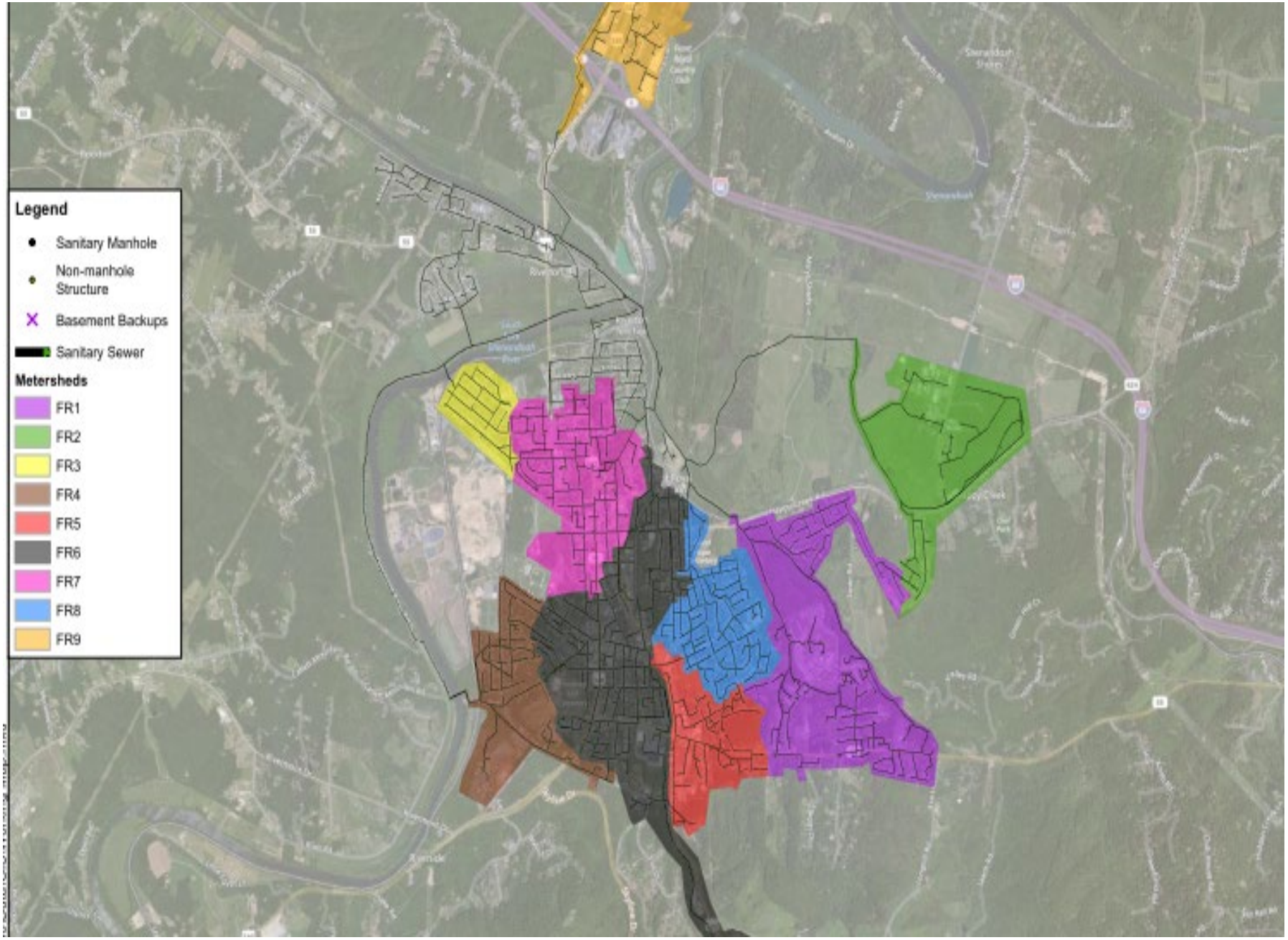
Respectfully Submitted by Pro Tempore Clerk of Council Tina L. Presley
Meeting attended by former Clerk of Council Jennifer Berry

TOWN OF FRONT ROYAL
I&I Update

January 6, 2020

Recommendation

- Town Staff recommends an aggressive plan to significantly reduce I & I
- Extremely good financing option(s) are available
- Complete FR 6 & 7
- Postpone Lagoon Project
- Commence Other FR Basins TBD
  - Clean & Camera
  - Smoke Test
  - Manhole Inspections/Wet Weather Inspections
  - Flow Metering
  - Lining (CIPP)
  - Manhole Rehabilitation
  - Open Cut Pipe Replacement


Legend
Sanitary Manhole
Non-manhole Structure
Basement Backups
Sanitary Sewer
Metersheds
FR1
FR2
FR3
FR4
FR5
FR6
FR7
FR8
FR9

Metershed Prioritization

Meter No.	Average Dry Weather Flow (MGD)	Peak Flow (MGD)	Wet-Weather Response (MGD)	Wet-Weather Response Unit Rate (gpd/manhole)	Wet-Weather Response Unit Rate (gpd/mile)	Wet-Weather Response Unit Rate (gpd/IDM)[2]
FR-1	0.69	2.89	2.20	7,110	174,008	19,763
FR-2	0.05	0.15	0.10	959	18,116	1,773
FR-3[1]	0.36	0.73	0.37	6,483	128,361	16,006
FR-4[1]	0.13	0.25	0.11	758	17,689	2,282
FR-5	0.15	0.87	0.72	5,631	134,531	16,948
FR-6	0.75	3.20	2.46	5,149	106,287	12,564
FR-7	0.81	3.83	3.02	13,477	287,470	36,232
FR-8	0.01	0.49	0.48	2,645	58,711	7,491
FR-9	0.37	1.22	0.85	1,837	50,365	4,614

(From Corrective Action Plan Update, 2016)

Metershed Prioritization

FR-6 and FR-7 (cross-connected)

- Largest contributor of I&I
- Highest % of unlined brick manholes
- Highest % of vitrified clay (VCP) and concrete sewers
- Focusing on FR-6 and FR-7 for the first comprehensive SSES rehabilitation project

FR-1

- Second highest contributor of I&I
- Small % of unlined brick manholes and vitrified clay or concrete sewer
- Rehabilitated all high priority and medium priority frame and covers

FR-5

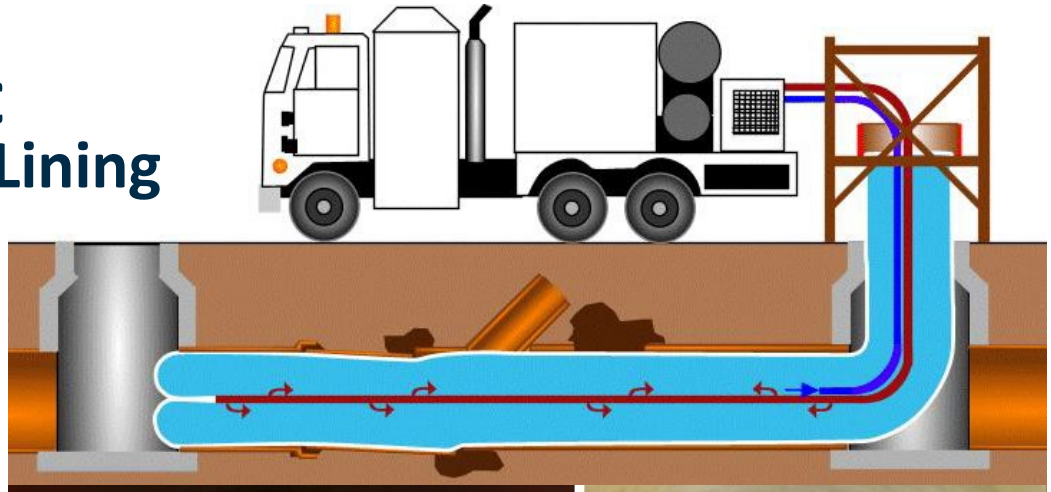
- Third highest contributor of I&I
- Several sanitary sewer overflows (SSOs)
- High % of unlined brick manholes and VCP and concrete sewers
- High I&I manholes and pipes have been added to FR-6 & FR-7 rehabilitation project

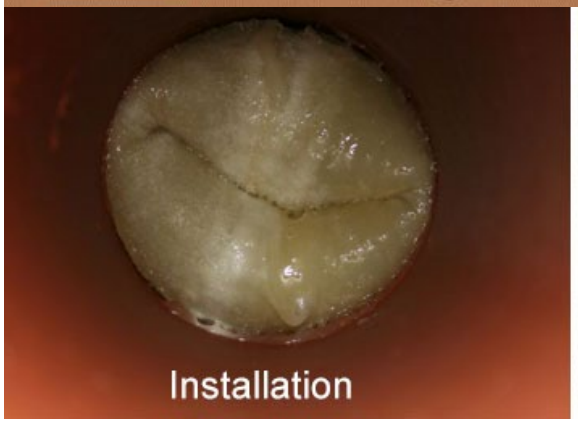
In Progress

- Basin Areas: FR6 & FR7-FR5
- $770,000 line replacement at E. Stonewall Bridge
- $2.5 Million-Currently Funded
  - CIPP Lining
  - Manhole Sealing
  - Open Cut/Pipe Bursting

Rehabilitation

Tri-State Utilities, LLC
Cured in Place Pipe (CIPP) Lining





- **Sewer Mains: 12,648LF of CIPP sewer rehabilitation identified for this project in FR 5, 6, & 7**
- **Laterals: Approximately 2,835LF identified for lateral CIPP rehabilitation in FR 5, 6, & 7**
- **Awarded Bid: $1,074,946**
- **Estimated Project Complete by Fall 2020**

Rehabilitation
Manholes

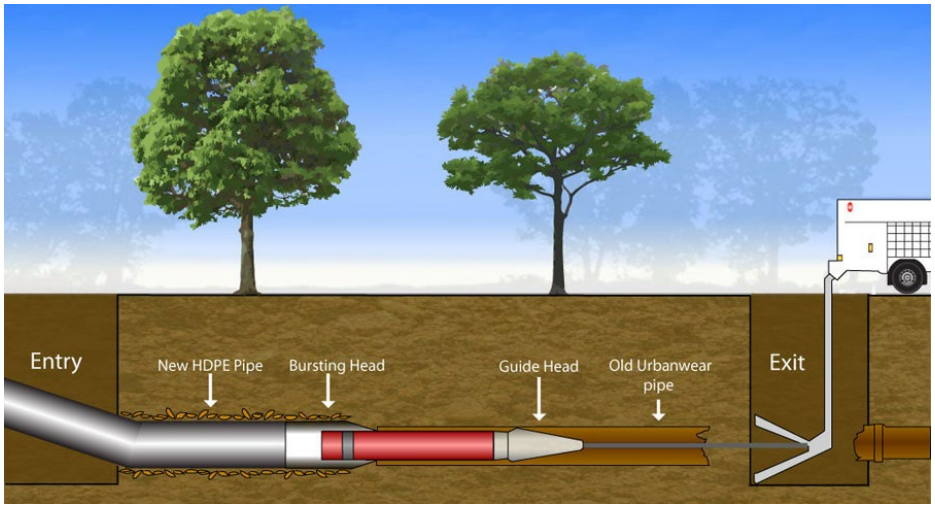
- **Interior Rehabilitation**
  - Visu Sewer East (FR-5, 6, & 7)
  - Awarded Bid: $206,748
  - Estimated Project Complete by Fall 2020
  - 56 rehabilitated to date
  - Rehabilitation includes:
    - Cementitious lining of manhole
    - Sealing wall joint connections
    - Replacing deteriorated bench
    - Constructing a bench in flat bottomed manholes
- **Watertight Frame & Cover Replacement**
  - 140 replaced to date

Replacement

Portland Utilities Co., LLC

Replacement by Pipe Bursting or Open Cut

- Sewer Mains: 3,500LF identified for pipe bursting/open cut in FR-6&7
- Laterals: 112 identified for open cut replacement
- Awarded Bid: $887,537.24
- Estimated Project Complete by Fall 2020
- Bid was over $600,000 under estimate- Savings will be directed to additional rehabilitation in FR-5, 6, & 7



Current Situation

- Bypasses: (Million Gallons)
  - **2017**- 3 bypasses= 12.1 MG
  - **2018**-12 bypasses= 35 MG
  - **2019**- 4 bypasses= 1.52 MG
- Consent Order
  - Town under consent order since 2009
  - Town waiting on updated consent order from DEQ
  - Bypasses or SSOs (Sanitary Sewer Overflows) can result in costly fines
  - TSS (Total Suspended Solids) Violations can result in costly fines
- <u>Town Options to Reduce I & I</u>

- WWTP Equalization Lagoon **OR** Sewer Distribution System Improvements

WWTP Equalization Lagoon

PROS

- Would reduce amount of bypasses

CONS

- $22 Million Project
- Project will not reduce SSO's (Sanitary Sewer Overflows)
- Portions of sanitary sewer system have reached the end of service life
- 12 months to design Phase 2 Upgrade

Sewer Distribution System Improvements

PROS

- **Reduce Electric & Chemical Expenses-**
  - $843,001.47-Electric Costs
  - $817,417.74 Chemical Costs
  - Assume 50% reduction in I&I=approx. $800,000 in savings to the Town
- **Reduce SSOs and the amount of ground water going to WWTP that must be treated**
- **Lower insurance claims during heavy rains due to I & I back-ups into homes**
- **Keep the Town in compliance with Consent Order**
- **Decrease the amount of by-passing at the WWTP**
- **Town has potential for 0% financing through VDEQ/VRA on a 20, 25, 30-year term. Possible even obtain some principle forgiveness. Applications are due in July with Fall notification**
  - Ex.-$8M financed at 0% for 20 years=$400,000/year
- **Speed to implementation and completion-estimated June 2023**

CONS

- **Estimated cost at this time**
- **I & I removal effectiveness is unknown at this time**

RECOMMENDATIONS

Move forward with following basin areas:

- Phase 1-$5 Million
  - Remainder of FR5
  - FR1, FR9 and FR8
- Phase 2- $3 Million
  - FR2, FR3 and FR4
- Lateral Solution
  - Line public side of sewer lateral from sewer main to property line
  - Any Non-PVC lines that can’t be lined will be replaced

QUESTIONS?