

TOWN COUNCIL WORK SESSION MINUTES

**Monday, March 2, 2020
Town Hall Council Chambers**

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 March 2, 2020 Regular Meeting; and for such additional and further meetings and times that are a continuation of the March 2, 2020 meetings at her services such as Clerk pro tempore may be needed.

1. CLOSED MEETING – Personnel and Afton Inn

Councilman Gillispie moved, seconded by Vice Mayor Sealock that Town Council go into closed meeting with respect to the Afton Inn building for the following purposes: (1) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of Town Council would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia; (2) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of Town Council, pursuant to Section 2.2-3711. A. 29. of the Code of Virginia; (3) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia. Councilman Gillispie further moved that Town Council go into closed meeting to discuss personnel matters, specifically: the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, 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.

Councilman Gillispie moved, seconded by Councilman Meza 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.

Vote: Yes – Tewalt, Sealock, Cockrell, Gillispie, and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

2. Ordinance Amendments –

a. Sewer Use Ordinance – Chapter 134 – Director of Public Works Boyer advised Council that there were mandates set by Department of Environmental Quality (DEQ) pertaining to pretreatment at the Wastewater Treatment Plant and updating the Town Code was part of the mandate. Vice Mayor Sealock questioned the limits with regard to pharmaceuticals. Mr. Boyer clarified that the changes related more to manufacturers not residential. Council agreed to move this item to a Public Hearing

b. Remove Recycling Charge – Chapter 85 – Interim Town Manager Tederick explained that the Town Code change is to “clean up” the Town Code to reflect *Public Works* instead of *Environmental Services* and to remove the charge of \$10.00 for not separating recyclables due to the separation no longer being a requirement. Councilman Cockrell noted that “*Director of Environmental Services*” in 85-

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3.2 also needed to be changed to "Public Works". Council agreed to move to this item to a Public Hearing.

c. Town Decal Revision – Chapter 160 – Mr. Tederick advised that the Town collects a license fee for a vehicle decal, but the proposal tonight was to not have residents be required to display the decal. He included that Town residents would still be able to use County dump sites as long as they can verify their residence by showing a registration and/or driver's license. Councilman Meza verified that the vehicle decal can be requested at no charge. Director of Finance Wilson advised that the vehicle decal is called a "license fee" as used in the State Code. Council agreed to move this item to a Public Hearing.

3. Engineering Services for Parallel Waterline for Water Supply to Rt. 522 Corridor –

Summary Read: The Town recently contracted with CHA Consulting to complete the Preliminary Engineering Report (PER) dated July 2019 for the feasibility of a parallel waterline for the water supply for the Route 522 North Corridor that has been approved by VDOT. Council previously directed staff to move forward with an RFP for engineering design services with intentions on using water reserve fund balance to fund the project. A budget amendment will need to be approved to move forward with the project. A public hearing on the budget amendment will be required due to the amendment exceeding 1% of the original budget. The Town issued an RFP for engineering design services and received five (5) proposals. After review, and negotiations, Staff believes that CHA Consulting can meet the Town's needs and assist the town in beginning this project. Staff recommends the contract for \$1,215,500.00 be awarded to CHA for their scope of services proposal. Mr. Tederick advised that not included in their proposal is a Clerk of the Works increasing the cost to \$1,313,000.00. Mr. Wilson anticipates an outside service for the Clerk of the Works. Council agreed to move this item to a public hearing.

4. New Contract with CHA Consulting for I & I Abatement

Summary Read: The Town currently contracts engineering services with CHA Consulting for I&I Abatement. However, the current contract will end in February 2020. To prepare for the end of this contract term, and at the direction of Council, the Purchasing department solicited and received four (4) proposals. The RFP requested a scope of work for engineering services with intentions on reducing the Sanitary Sewer Overflows (SSO's) and bypasses at the wastewater treatment plant and help reduce the Total Solid Suspended (TSS) levels. With the I&I Abatement projects completing within the scope of services for the current contract, Town Staff recommends continuing to contract with CHA Consulting for the following services and amounts in the proposal attached.

Task 1 – FR-5 Sanitary Sewer Conveyance Improvements \$144,000.00
Task 2 – Annual I&I Abatement Engineering Services \$200,000.00
Task 3 – Preliminary Engineering Report \$80,000.00
TOTAL: \$424,000.00

Mr. Tederick advised that this item was a continuation of the Town's I & I Abatement. Council agreed to move to the Regular Agenda for approval.

5. Budget Discussions

Councilman Thompson questioned the usage of meals and lodging taxes as it relates to Tourism. Mr. Wilson explained that meals taxes is not used towards Tourism; however, 67% of money collected from lodging taxes is used towards Tourism equating to \$211,000. Ms. Thompson questioned whether salaries were covered in the \$211,000. Mr. Tederick explained that money was added for the total

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budget of Tourism equating to \$409,000. He confirmed that "blighted buildings" is a new item in the Tourism budget. Councilman Thompson questioned the current plan for the Town's Tourism Department. Mr. Tederick noted that he attended a productive meeting of the Joint Tourism Advisory Committee recently. He opined that the options on the table are 1) take \$225,000 and outsource to an organization with the organization being the Joint Tourism Advisory Committee in which case they would have to become incorporated to become a fiscal agent and hire people to run the organization; 2) for the Committee to not become incorporated but provide oversight to someone else (like the Chamber) to manage the money and 3) the Town could manage it but outsource to an organization. He asked for direction from Council in the future in what direction they would like to move forward. He voiced confidence that the Joint Tourism Advisory Committee has the right vision to spend Tourism dollars, noting that if the Town and County were to "put up" money the Committee would be restructured to include Town and County stakeholders. Councilman Cockrell reiterated after watching the video of the Committee's meeting online. Mr. Tederick anticipates a proposal from the Committee in the next few weeks. Council agreed to wait on advertising the Appropriation Ordinance until April.

Mayor Tewalt asked Mr. Wilson to explain the \$29 million plus on borrowing bonds in the proposed budget. Mr. Wilson and Mr. Tederick noted:

- Redundant Water Line - \$500,000 at 2 ¾ % for 20 years
 - \$3.5 million Dominion to pay back through water rates paying for the line
- I & I Abatement \$8 million - \$550,230 at 2 ¾ % for 20 years
- Secondary Road Paving Plan \$4.8 million - \$533,865 at 2 ¾ % for 10 years
- Secondary Water Line Upgrades \$2.8 million – not sure of figures but may have enough in water reserves to cover.
- Fleet Management Building \$1.6 million - \$111, 865 at 2 ¾ % for 20 years

Mr. Tederick noted that the interest rate for the projects may be potentially less and depending on the market. He also confirmed that some of the unknowns will be verified when staff meets with Stantec regarding the water rates in a few weeks. Mayor Tewalt questioned whether the projects could be put together when going to the bond market. Mr. Wilson explained that they would have to be separate due to variables in I & I, Water, Years of loan, etc., most likely different loans and bonds. Mr. Tederick advised that it would be productive to get one bond counsel (financial institution) to work with the whole package to give the Town options and facilitate it for the Town.

Councilman Thompson questioned new hires, specifically the Assistant Town Manager, the Planning Department and the Tourism Department. Mr. Tederick advised that he has received applications for Planning/Zoning and hopes to hire that employee; however, he suggested that the Assistant Town Manager is one that the new Town Manager will hire. Councilman Meza clarified that while it looks like new money in the proposed budget for an Assistant Town Manager it is actually monies carried from when former Town Manager Waltz asked for a Town Manager and then used the monies for a Town Engineer. No new dollars.

Mayor Tewalt questioned medical insurance. Mr. Tederick advised the proposed budget has a 3% increase but was optimistic in the new rates being well received and will be reflected in the next few weeks. Councilman Thompson asked whether the insurance could reflect a Wellness Program.

Mayor Tewalt asked for anything in "limbo". Mr. Wilson advised the water and sewer rates, but Council will be advised more on the rates at the March 16 Work Session. Mr. Tederick advised that

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staff was still working with Stantec, making sure they have all the data they need. Mr. Tewalt asked that Staff have a handout for the public showing how much their utility bills will be with the projected increases at the March 16 Work Session.

Councilman Thompson questioned whether spending was being currently authorized for the Visitors Center. Mr. Tederick noted that he and Tim Smith, Visitor Center Manager, are authorized, noting that he has put a halt on purchasing some merchandise because of there being \$40,000 in current inventory. He continued that money is appropriated to a firm to deliver Visitor Guides to various areas in the Shenandoah Valley. Mr. Wilson advised that there was very little revenue from the sale of merchandise reiterating that it is geared towards drawing attention to the Town

6. Open Discussion

Councilman Tewalt questioned the VDOT Urban Division monies for Happy Creek Road. Mr. Tederick advised that staff is still looking into to verify.

Councilman Thompson questioned whether Council would consider extending the speaker's time limits from three minutes to five minutes during "Reports from the Public". Mr. Tewalt explained that he determines the limit based on the amount of people signed up to speak and asked that Council leave that at his discretion.

Mr. Tederick advised Council that the SCC public hearing on the (540) Area Code on Thursday at 2:00pm

Mayor adjourned the meeting at 8:41pm

PRESENT: Mayor Tewalt, Councilman Meza, Councilman Thompson, Councilman Gillispie, Vice Mayor Sealock, Councilman Cockrell, Interim Town Manager Tederick, Town Attorney Napier, Pro Tempore Clerk of Council Presley, Director of Finance Wilson, members of the CDBG Board, members of the public and members of the press.

ABSENT: Councilman Holloway

APPROVED:


Eugene R. Tewalt, Mayor

ATTEST:


Tina L. Presley Acting Clerk of Council

Councilman Cockrell moved, seconded by Councilman Holloway approved the Work Session Meeting minutes of March 2, 2020 on April 13, 2020.

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