

JOINT WORK SESSION WITH BOARD OF SUPERVISORS

Monday, May 4, 2020

Online via WebEx

ROLL CALL for MAYOR/TOWN COUNCIL.

PRESENT: Mayor Eugene R. Tewalt
Vice Mayor William A. Sealock
Councilman Lori A. Cockrell
Councilman Gary L. Gillispie
Councilman Chris W. Holloway
Councilman Jacob L. Meza
Councilman Letasha T. Thompson
Interim Town Manager Matthew A. Tederick
Town Attorney Douglas W. Napier
Deputy Clerk of Council Mary E. Lynn

ROLL CALL for WARREN COUNTY BOARD OF SUPERVISORS

PRESENT: Chairman Walter J. Mabe (Shenandoah District)
Vice Chair Cheryl L. Cullers (South River District)
Archie A. Fox (Fork District)
Delores R. Oates (North River District)
County Administrator Douglas P. Stanley
Deputy Clerk of the Board Emily Ciarrocchi

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1. **SwagIT Production Systems, LLC for Video Recording Services presented by Natascha Ross –**
Ms. Ross from SwagIT Production Systems, LLC presented the proposed video recording solution by giving an overview of the included hardware and services. SwagIT recommended the Avior system which includes multiple cameras and a streaming encoder that would allow for live streaming. She explained that SwagIT employees would watch the video, time stamp it to match meeting agendas and have it available for upload within four hours of filming. Ms. Ross explained that that all video content is stored by SwagIT for the life of the contract. There is also a transcription service available. At this time, the Town has opted to include transcription while the County has not. She also noted that the Town and County would be locked into the agreed upon rate for the life of the contract.

Interim Town Manager Tederick requested elaboration on the transcription service. Ms. Ross explained that the transcripts represent the spoken word and unless speakers introduce themselves, they may not be usable as minutes. She explained that many SwagIT clients use meeting transcripts as a rough draft and then clean them up and add missing information. (names of speakers, etc.) She also noted that the transcripts are not considered legal documents.

Mayor Initial 

Delores Oates of the North River District asked about security, storage limits and what is included in the annual service fees. Ms. Ross suggested she check with a SwagIT Network Professional to gather the correct information and would email the exact security metrics to Town and County Officials. She added that annual fees include an index of meetings, 24/7 support, live streaming, unlimited storage & bandwidth, and optional google analytic reports. She explained that all hardware included in the Avior Solution has a 3-year warranty and that most issues can be fixed remotely. If not, SwagIT usually ships a replacement to the customer. Ms. Oates also asked how often SwagIT puts out upgrades. Ms. Ross noted that upgrades are typically offered each quarter.

Councilman Gillispie asked for clarification on the cost per additional meeting and if the transcription service is included. Ms. Ross explained that the transcription service is a flat fee. She stated that SwagIT does not "nickel and dime" their clients. Noting that they typically do not keep track of billing for additional meetings. Instead they will reevaluate the number of meetings included in the contract at the start of the next year. She also explained that meetings are not identified per date rather per agenda.

Councilman Meza asked Town Staff if this would represent a new cost to the Town. The Towns Information Technology Director, Todd Jones, explained that the startup cost, which includes the new hardware and the first year of service fees, would be covered by a franchise agreement that the Town has with Comcast and SHENTEL. He stated that after the first year the Town would need to include the funds in the budget. Ms. Oates asked if the Town and County would have separate contracts. Mr. Jones explained that the Town and County would split the cost of the hardware. Mr. Tederick and Mr. Stanley agreed that separate service contracts would be best.

Ms. Oates questioned whether the microphones and other audio equipment would be replaced. Mr. Jones explained that the existing audio equipment would be integrated into the SwagIT system.

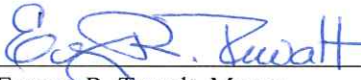
Mayor Tewalt asked if there was a time limit to decide. Mr. Tederick stated that Staff was hoping to get the hardware installed as soon as possible since the room is currently vacant. Mayor Tewalt noted the importance of the Town and County being in agreeance on how to proceed. Chairman Mabe stated that the Board of Supervisors could add a SwagIT discussion to their next agenda and make a decision fairly quickly. Mr. Tederick suggested the Town and County both make their motions contingent on the others approval. Mayor Tewalt suggested any additional questions from Council be directed to the IT Department.

Chairman Mabe asked Deputy Clerk of the Board, Emily Ciarrocchi, if the SwagIT system would be helpful to her. Ms. Ciarrocchi stated that while she did not believe the transcription service would be necessary the video capabilities would offer huge time savings. She noted that Channel 16 has high definition capabilities, however the current equipment does not support it. Mr. Mabe stated that SwagIT helps all staff, not just the Council and Board.

Mayor adjourned the joint work session at 7:32 p.m. and Council began their regular work session.

Mayor Initial 

APPROVED:


Eugene R. Tewalt, Mayor

ATTEST:


Tina L. Presley Clerk of Council
Written by Mary Ellen Lynn, Deputy Clerk of Council

Councilman Meza moved, seconded by Councilman Sealock approved the Joint Work Session with the Board of Supervisors minutes of May 4, 2020 on May 11, 2020.

Mayor Initial 

TOWN COUNCIL WORK SESSION

Monday, May 4, 2020

Online via WebEx

1. **CDBG Pavilion and Streetscape Update** – Interim Town Manager Tederick asked Council for direction on how to proceed with the Community Development Block Grant (CDBG) Pavillion Project. Councilman Gillispie stated that while he is a 'big fan' of the Pavillion, he believes Council should 'pull back for right now' due to COVID-19 budget shortfalls. He questioned if Council would be able to come back to it later. Mr. Tederick explained that while there is no time constraint due to a CDBG extension, Town Staff would need to make sure the current bid would stay locked in.

Councilman Sealock noted that the CDBG budget can be modified at anytime and the money allocated for façade improvements could possibly be shifted. He stated his approval of delaying the pavilion project but questioned if there would be any ramifications. Mr. Tederick explained that many jurisdictions are not currently moving forward with CDBG projects especially if they require joint funding from businesses.

Mr. Tederick then reviewed the CDBG Streetscape Project. He explained that the first installment of \$11,223.18 had already been paid and the engineer agreed to offer a discount of 15% for the remainder of the project.

Councilman Thompson expressed that she would rather use the Streetscape funding for the Pavillion Project. She asked if Streetscape construction would have a negative impact on local businesses. Councilman Meza asked if the Streetscape proposal included any construction or just a recommendation. Interim Planning and Zoning Director, Chris Brock, noted his belief that the Streetscape portion is a CDBG requirement.

Mr. Tederick assured Council that he would find out if the Streetscape Project was required. All members of Council agreed that, if possible, they would prefer to remove the Streetscape Project in order to move forward with the Pavillion Project.

Mayor Tewalt suggested postponing a decision on both the Pavillion and Streetscape Projects until the first work session in June to give Council and Town Staff more time to assess budget shortfalls and have all their questions answered.

2. **6th Street/Commerce Avenue Turn Lane Extension** – Mr. Tederick expressed to Council that Town Staff is prepared to move forward with the 6th Street/Commerce Avenue Turn Lane Extension at an estimated cost of \$18,000. Councilman Meza noted that he had originally presented the idea due to the installation of Leach Run Parkway. He explained that the amount of traffic using the turn lane has increased significantly and extending it would be a 'good idea.' Mayor Tewalt and Councilman Gillispie agreed and the Mayor added that he would like to see an extension on the other side of the intersection as well.

Mayor Initial 

3. **"Pride in Our Town" Presentation** – Mr. Tederick reviewed the Pride in Our Town initiative with Council, noting that there are several properties with an abundance of trash, debris, unkept brush, etc. The project would allow Town Staff to identify and enforce the clean-up of properties by partnering with volunteer organizations who would assist in the clean-up process.

Councilman Cockrell asked if any volunteer organizations have already shown interest. Mr. Tederick stated that while Town Staff is still building a list, they have received interest from 6 organizations. The different organizations would complete clean-up jobs on rotating Saturdays.

4. **FY20-21 Proposed Budget Advertisement** – Town Staff explained that the FY20-21 Proposed Budget must be provided to newspapers for advertisement by May 13, 2020 in order to advertise and hold a public hearing at Town Council's May 26, 2020 Meeting. Staff also suggested advertising the FY21 Proposed Budget as presented and for Council to approve an accompanying budget amendment to transfer line items previously discussed to contingency. All member of Council agreed with the Proposed Budget Advertisement timeline.

5. **Visitor Center/Tourism Presentation** – Meghan Campbell, Customer Service Specialist for the Front Royal Visitors Center gave a presentation on Tourism at the request of Councilman Thompson. Ms. Campbell outlined the roles, accomplishments, and goals of Visitor Center Staff.

Councilman Meza questioned where the funding for the Joint Tourism Committee comes from. He also asked for further clarification on the goals Visitor Center Staff has for Trip Advisor and Google Reviews. Councilman Thompson asked what the goals for Facebook were as well. While Ms. Campbell was unsure where Joint Tourism funding comes from, she explained that Visitor Center Staff attempts to obtain quality reviews over a certain quantity. She also noted several successful Facebook posts, citing one "Throwback Thursday" post that has reached nearly 47,000 Facebook users.

Mr. Tederick made some clarifications to information given in the presentation. He explained the difference between net income verses total income from Visitor Center Merchandise. He noted that while the Discover Front Royal website is managed in house, there is still a cost such as monthly hosting and annual subscription fees.

6. **Open Discussion** – Mr. Tederick updated Council on the Governors new 'Phase 1' plan that could allow certain businesses to open as soon as May 15th. He explained that if it does in fact happen, he would like to reopen Town Hall to the public on Monday, May 18th. He also asked Council when they would like to begin assessing late fees and proceed with nonpayment disconnects. He suggested that Town Staff start adding inserts to utility bills to notify citizens when they decide. He stressed that, at this point, some delinquent utility bills will be very large. Mr. Wilson noted that if Council decides to waive credit card fees indefinitely, they will need to do an ordinance amendment. Mayor Tewalt requested Town Staff send Council a list of these items to review.

Councilman Gillispie expressed his concern for small business in Front Royal. He stated that he had already contacted the Town Attorney to find out about options to help businesses reopen. Councilman Meza agreed and added that with the Governors phased approach, there will still be restrictions, and businesses will be limited for months. He noted that in Warren County there have

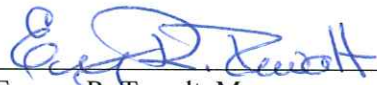
only been 4 Covid-19 hospitalizations and 0 deaths, yet all businesses are closed. He suggested that Council work to find a resolution to send to Richmond. Councilman Thompson agreed and added that citizens should continue to do what is best for their families. Mayor Tewalt requested the Town Attorney put together a resolution to add to the agenda for the next Council Meeting.

Mayor Tewalt also mentioned that there are 3 different delegates in Front Royal, where he believes there should be 1. He noted that he had already spoken to the Warren County Board of Supervisor's Chairman, Walter Mabe, who agreed and would be speaking to the Board. He requested the Town Attorney work up a possible joint resolution. Councilman Sealock and Councilman Meza Agreed.

Mayor adjourned the work session at 9:09 p.m.

PRESENT: Mayor Tewalt, Vice Mayor Sealock, Councilman Cockrell, Councilman Gillispie, Councilman Holloway, Councilman Meza, Councilman Thompson, Interim Town Manager Tederick, Town Attorney Napier, Deputy Clerk of Council Lynn, Director of Finance Wilson, Interim Planning and Zoning Director Brock and those members of the public and press who were listening online.

APPROVED:


Eugene R. Tewalt, Mayor

ATTEST:


Tina L. Presley Clerk of Council
Written by Mary Ellen Lynn, Deputy Clerk of Council

Councilman Meza moved, seconded by Councilman Sealock approved the Work Session Meeting minutes of May 4, 2020 on May 11, 2020.

Mayor Initial 