



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Warren County Government Center



November 20, 2014
6:00 P. M.

- A. Call to Order – Dan Murray, Board of Supervisors Chairman**

- B. Approval of Minutes – Meeting of September 18, 2014**

- C. Discussion – Proposed Revised Liaison Mission Statement & Policies**

- D. Report – Catlett Mountain Landfill Improvements**

- E. Report – Leach Run Parkway Project**

- F. Report – Wastewater Treatment Plant/Septage Receiving Facility**

- G. Report - Building Inspections Software**

- H. Report – Residential Parking and Mail Boxes on 13th Street**

- I. Discussion – Installation of Monitors in Board Room**

- J. Adjournment**

B

**TOWN/COUNTY LIAISON COMMITTEE
MEETING MINUTES**

September 18, 2014

Present: Town Mayor Tim Darr, Councilman Daryl Funk, Town Manager Steve Burke, Board Chairman Dan Murray, Supervisor Archie Fox, and County Administrator Doug Stanley; also Deputy Clerk of the Board Janice Standridge, and Alex Bridges, Northern Virginia Daily

Absent: None

Approval of Minutes - Meeting of July 17, 2014

On a motion by Mr. Darr, seconded by Mr. Funk, and by the following vote, the Committee approved the minutes as written:

Aye: Darr, Funk, Murray, Fox

Discussion - Liaison Meeting Rules/Regulations & - Frequency of Liaison Committee Meetings

Mr. Murray noted that the Board members felt that it would be sufficient to have the Liaison Committee meet on a quarterly basis. Mr. Darr said he did not feel that would be an issue. He would take it back to Council for discussion in a work session.

Discussion - Law Enforcement at Skate Park

Mr. Stanley noted that staff had developed a Notice Not-to-Trespass form. He had not seen a finalized version.

Mr. Burke was of the understanding that the Town Police Department had some issue(s) with the form and suggested that Parks and Recreation Director Dan Lenz contact George Sonnett. George indicated to him that he had sent a memorandum to Mr. Lenz outlining the issues and a meeting between the Town and County Attorneys needed to be facilitated.

Report - Catlett Mountain Landfill Improvements

Mr. Stanley noted that Lantz Construction was progressing with improvements to the Catlett Mountain Landfill to address drainage issues. Approximately 125 feet of pipe remained to be installed. Fill dirt had been brought in from the Public Safety Building project to cover the exposed areas of the landfill. The scheduled completion date was the week of October 7.

Mr. Stanley noted that the Liaison Committee had previously discussed recreational use of the closed landfill site. He felt they might be able to develop a ball field and/or parking lot near the former stockpile storage area. He added that a walking trail or mountain bike trail were potential uses. He felt that having people on the site might alleviate the problems of persons cutting through the fence to ride four-wheelers.

Following further discussion, Mr. Darr suggested that the County propose some uses that Council could consider. Mr. Stanley said he would check with the County landscape architect on potential options for the recreational use of the property that would meet the approval of the Department of Environmental Quality.

Report - Leach Run Parkway Project

Mr. Stanley noted that they were waiting for the environmental permit, which was expected shortly. Bats found on the site were not an endangered species as originally believed. They were awaiting signatures for rights-of-way from three property owners. Once all rights-of-way have been secured, they will proceed with the bid documents. To date VDOT had not made comments on the bid package.

Mr. Burke added that they could not proceed with the bid documents until such time as the rights-of-way had been secured and they received environmental documents.

In response to an inquiry from Mr. Fox, Mr. Stanley said they would construct the fly-over as a future project. Mr. Burke added that they needed to know the location of the ramp so it would not interfere with the intersection at the Middle School.

Report - Wastewater Treatment Plant/Septage Receiving Facility

Mr. Burke stated that a pre-proposal meeting had been held a couple of weeks ago and bids were due in October. Once the Town was in agreement on the low bid, they would advertise with the hope of having a contractor on board in November/December.

Mr. Stanley added that the County was responsible for the septage receiving facility and the Town was bidding that portion separately. The County would be responsible for the debt service for the septage receiving facility.

Report - Route 340/522 Corridor

Mr. Darr said the Town had nothing to report at this time.

Report - Front Royal Limited Partnership (FRLP)

Mr. Stanley noted that the Town had filed a petition with the Circuit Court requesting a three-judge panel. A hearing was scheduled for September 30. The Town, FRLP, and County will present their arguments and exhibits. The order to affect the boundary line adjustment will become effective two months from the entry date of the order.

Report - Proposed Park-n-Ride Location(s)

Mr. Stanley noted that Mr. Burke and he had met with VDOT representatives to review the two proposed sites. They provided some supplemental information. Both sites appeared to be viable, particularly the one at the south end of Leach Run Parkway.

Report - Building Inspections Software

Mr. Stanley reported that County staff had been working with EnerGov to initialize the website. EnerGov representatives will be on site the week of October 6 to establish workflow procedures to configure the website process. The target date for implementation was October 2015.

Report - Residential Parking and Mail Boxes on 13th Street

Mr. Burke noted that they met with the residents on 13th Street and they were excited about relocating the mailboxes to the north side of the street. Signage would be installed prohibiting softball parking on the north side so residents could access their mailboxes.

Report - Water Loop Project

Mr. Burke reported that they had not made any progress on the water loop project. They would be coordinating with Pennoni as time permitted.

Mr. Darr said the Town was open to suggested paths. The Town had not totally ruled out installing a parallel line. Two issues associated with a parallel line were redundancy and capacity.

Discussion - Installation of Monitors in Board Room

Mr. Stanley noted that there had been instances where people in the back of the Board Room could not see the projection screen, Council or Board, speakers, displays, etc. Having television screens near the rear of the room would enable people sitting in the back of the Board Room to see what was happening in the front of the room, particularly when the back of the room was opened to the Community Meeting Room to accommodate larger crowds.

Mr. Darr asked for a picture and Mr. Stanley said he would provide one.

Mr. Funk asked if \$4,800 a comparable rate. Mr. Stanley explained that the two 60" televisions were \$1,400 each. The price changed from month to month. The cost included cabling and other equipment as well as labor. There was some discussion about advertising the project for bids.

Mr. Darr asked that Mr. Stanley send the proposal and cost to the Town and Town staff would place the item on the Council's agenda.

Discussion - Reinstatement of Pilot Fees in Route 522 Corridor

Mr. Darr said the Town was exploring ways to generate revenue for the Town from the Route 522 Corridor since the Town lost the lawsuit. The Council had some concerns so it asked the County and Economic Development Authority (EDA) to comment on the proposal. Mr. Darr said Council felt the Town's proposal was legal, but he was not sure it was in the best interests of the businesses in the corridor, the County, or the EDA. He said he would have a copy of the letter sent to Mr. Stanley. He understood some of the Councilmen discussed the matter with some of the Board members and he was of the understanding that those Board members had a positive opinion on the Town's proposal.

Since the Town was considering collecting pilots fees in the County, Mr. Murray asked what the Town's position would be on the County's collection of pilot fees within the Town. Mr. Darr said the Town could consider that proposal. Mr. Stanley asked if Mr. Murray was referring to the collection of BPOL fees in Town by the County and Mr. Murray said that was correct.

Other Matters

Mr. Murray noted that Hollis Tharpe attended the Virginia Air Show at the Front Royal-Warren County Airport on September 13 and he was pleased that the Town Council was represented. He asked that his gratitude be passed on to Mr. Tharpe.

Mr. Darr invited the Board members to attend "The Taste of the Town" on September 19.

Mr. Darr reminded everyone of the Avtex Event Day on September 20. Ms. Jennifer McDonald, Executive Director of the EDA, assured the Liaison Committee that the EDA would receive the "Letter of No Further Interest" at that event.

Adjournment

Mr. Murray adjourned the meeting.



TOWN OF FRONT ROYAL
OFFICE OF THE TOWN MANAGER
ADMINISTRATION BUILDING
P.O. BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560


STEVEN M. BURKE, PE
Town Manager
(540) 635-8007
(540) 636-7475 (Fax)
sburke@frontroyalva.com

October 2, 2014

Mr. Doug Stanley
County of Warren
220 North Commerce Avenue
Front Royal VA 22630

RE: Liaison Meeting Schedule

Dear Mr. Stanley:

Town Council discussed the request from the County of Warren to adjust the schedule of Liaison Meetings from every other month to quarterly. Following the discussion, Council directed me to let you know that the Town would consider adjusting the schedule.

Council would also like to discuss removing items from the agenda that do not include any updated information. In order to achieve efficiency, Council would request that only items requiring discussion be included on the agenda.

The change of meeting schedule and agenda items can be discussed further at the next meeting.

Sincerely,

A handwritten signature in green ink, appearing to read "S. M. Burke".

Steve Burke, PE
Town Manager

COUNTY OF WARREN



County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630

Phone: (540) 636-4600

FAX: (540) 636-6066

Email: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

BOARD OF SUPERVISORS

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Richard H. Traczyk
Shenandoah
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October 23, 2014

Mr. Steve Burke
Town Manager
Town of Front Royal
P. O. Box 1560
Front Royal, Virginia 22630

Dear Steve:

The Warren County Board of Supervisors, at its regular meeting of October 21, 2014, adopted the enclosed revised Liaison Committee Mission Statement and Policies effective January 1, 2015.

We would respectfully ask that the Council consider the revised Mission Statement and Policies so that they can be in place for the start of the year.

Sincerely,

Douglas P. Stanley
County Administrator

Enclosure

JCS



FRONT ROYAL - WARREN COUNTY

Liaison Committee Mission Statement and Policies

PURPOSE OF THE LIAISON COMMITTEE

The purpose of the Front Royal-Warren County Liaison Committee is to offer a venue whereby the leadership of the Town of Front Royal and the County of Warren can discuss issues of mutual interest and inform each other of positions taken and decisions made by each public body that may affect both localities. The Committee is NOT designed to be an environment where decisions are made, but one where issues are discussed and Board and Council members take them back to their respective bodies for further discussion and recommendation.

MEMBERSHIP

The Liaison Committee shall include the Mayor of the Town of Front Royal, the Chairman of the Warren County Board of Supervisors, the Front Royal Town Manager, the Warren County Administrator, one (1) Front Royal Town Council member and one (1) Warren County Board of Supervisors member. The latter two (2) members shall rotate between its various members alphabetically from meeting to meeting.

MEETING SCHEDULE

Meetings shall be held on the third Thursday ~~of every other month~~ of **February, May, August and November** at 6:00 p.m. unless otherwise agreed upon by the Town and County. The meetings shall be rotated every six months between the Town and County. Wherever the meetings are held, the host shall be responsible for the preparation of the agenda will provide a person who will take formal minutes of the meeting.

MEETING AGENDA

- Meetings of the Liaison Committee shall at all times be subject to the terms of the Virginia Freedom of Information Act.
- Meeting agendas shall be provided by the Town Manager and County Administrator upon consultation with the Mayor and Board Chairman respectively.
- Any request to place an item on the agenda shall be made by 1:00 p.m. on the first Tuesday of the month prior to the month before the Liaison meeting.
- All requests to place an item on the agenda must be accompanied by a written summary of the request which can be placed in the agenda packet.
- The agendas shall be distributed on the Friday prior to the Liaison Committee meeting to be held on the following Thursday.

- In order for an item to be formally discussed on the Liaison agenda, it must be first approved by a majority vote of the Town Council or Board of Supervisors.

MEETING POLICY and PROCEDURES

- The Mayor of the Town shall be Chairman of the Committee when the meetings are hosted by the Town, and the Chairman of the Board of Supervisors shall be Chairman of the Committee when the meeting is hosted by the County.
- The Chairman shall make procedural or parliamentary decisions which may be overruled by a majority vote of the Committee.
- The Town and/or County may invite any of their staff personnel, including attorneys, to attend meetings that either feels would be helpful for the issues and items scheduled to be addressed.
- This mission statement and policies shall be adopted by a majority of the Board of Supervisors and the Town Council. They may be amended by a majority vote of the Town Council and Board of Supervisors.

MANAGER and ADMINISTRATOR REPORTS

Quarterly, at a regular meeting of the Front Royal Town Council, the Warren County Administrator shall give an oral report of the County to the Council, and regular meeting of the Warren County Board of Supervisors, the Front Royal Town Manager shall give an oral report of the Town to the Board; this will not be a question and answer period.

Approved by the Warren County Board of Supervisors: September 7, 2010

Approved by the Front Royal Town Council: September 13, 2010

Amended by the Warren County Board of Supervisors: October ____, 2014

Amended by the Front Royal Town Council: _____, 2014

Language proposed to be deleted is ~~lined through~~.

Language proposed to be added is underlined.

Town of Front Royal / County of Warren Liaison Meeting Agenda Item

Date: November 20, 2014

Agenda Item: Catlett Mountain Landfill Improvements

Summary: This project is located at the old and unpermitted Catlett Mountain Landfill located off of Catlett Mountain Road (Route 677) in Warren County. This landfill is owned and was once operated by the Town of Front Royal and the County of Warren. While now capped, stormwater on or across the landfill filters through the cap and trash resulting in a discharge of leachate which is currently not controlled.

The County and Town have been working with Pennoni Engineering to design a stormwater conveyance channel around the old landfill site. The engineering has been completed and approved by the Virginia Department of Environmental Quality (DEQ). This project consists of construction of approximately five (5) concrete storm structures, 850 linear feet of 24" HDPE pipe, excavation and grading to channel stormwater away from the landfill to reduce development of leachate to the storm inlets, and the retrieval and removal of surface "white" goods and trash.

Discussion: Lantz Construction of Winchester (LCW) completed work on the project on November 7th. The site was fenced a number of years ago to keep out trespassers and to limit damage by 4-wheelers. The fence has been breached in several locations. The County has received bids to repair the existing American Wire fence around the perimeter of the site or to replace it with a more secure 6 foot chain link fence. The bids results are as follows:

American Wire: 800 feet (repair)

Vendor	Quote
Long Fence	\$6,775*
Kidwell	\$6,260 *rock clause \$30 per hole
McGrane	\$3,800 *rock clause \$35 per hole

Chain Link: 3,200 feet quoted from Long Fence & Kidwell; 2,900 feet quote by McGrane

Vendor	Quote	Clearing	Description	Price per Foot	Clearing Cost per Foot
Long Fence	\$38,725	Clearing price not Given	Top and bottom coil	\$12.00	Unknown
Kidwell	\$48,500	\$7,500	Top rail and bottom coil	\$15.15	\$2.34
Kidwell	\$43,600	\$7,500	Top and bottom coil	\$13.63	\$2.34
McGrane	\$51,350	\$8,700	Top rail and bottom rail	\$17.71	\$3.00
McGrane	\$44,025	\$8,700	Top rail and bottom coil	\$15.18	\$3.00
McGrane	\$37,675	\$8,700	Top and Bottom Coil	\$13.02	\$3.00

LIAISON MEETING



Even though the 6' chain link fence would provide better security, based on the estimated cost the County has recommended accepting the low bid of \$3,800 to have the American Wire fence repaired. We are waiting on a response from the Town to proceed with the work.

DEQ has indicated that they welcome the potential redevelopment of the site for recreational uses. The County will work with its Landscape Architect to identify potential uses of the site.

The site is being monitored by Warren County Building Inspections Department for E&S compliance.

The County has agreed to deduct the value of the Parks and Recreation Maintenance Facility property from the Town's share of the cost of the Catlett Mountain project. The agreement calls for the Town to select an appraiser which the County has to agree to. Once the Town provides an estimate on the appraisal cost and the bio on the appraiser, we can get that part moving forward.

COUNTY OF WARREN



County Administrator's Office
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Front Royal, Virginia 22630

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Email: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

August 11, 2014

**BOARD OF
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District

Richard H. Traczyk
Shenandoah
District

Mr. Steve Burke, Town Manager
Town of Front Royal
P.O. Box 1560
Front Royal, Virginia 22630

**RE: Parks and Recreation Maintenance Building
Payment for Property**

Dear Steve:

I am writing to follow up on your email of August 5th regarding the contract for the Catlett Mountain improvement project and the Town's share of the project cost. As we discussed, I am willing to present to the Board that we proceed with settling up on the payment from the County to the Town for the acquisition of the Parks and Recreation Maintenance Building site in lieu of payment of the Town's share of the Catlett Mountain project to the County.

The original MOU for the acquisition of the Parks and Recreation site was approved in September 2005 (see attached MOU). The size of the site was reduced from 2.57 acres to 1.6864 at the request of Town staff (see attached letter and plat). The MOU stipulated that:

- The Town will obtain an appraisal from an appraiser jointly agreed upon by the parties hereto of the value of the site...
- The County will be responsible for the costs of the appraisal.

Subsequently, the MOU on the McKay Spring Property was approved in 2011 (see attached MOU) and included language that, "the County shall reimburse the Town for the property provided to the County by the Town for the construction of the Parks and Recreation maintenance facility through a credit, therefore, to the Town from the County's share of the sale proceeds prior to disbursement."

If Council is agreeable, please proceed to get an estimate to appraise the maintenance facility site from your appraiser and submit to the County along with the appraiser's qualifications so that we can approve them proceeding to get the appraisal completed. Once the approved appraisal is

Front Royal-Warren County
Rivers of Opportunity-Mountains of Success

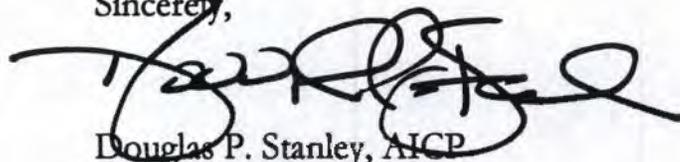
completed and the Catlett Mountain project is completed, we can settle up on any remaining balances. The current assessed value of the site is \$75,900 and the prior assessment (2003) was \$84,300.

As a reminder, in addition to the construction contract of \$177,100 for LCW, we will need to settle up on engineering, surveying and the cost of transporting fill material to the site in 2011. We have \$14,300 in current engineering costs for Pennoni. This amount does not include construction services, contract preparation, bidding, construction management, and the preparation of easement plats and as-built plans (if necessary). To-date we have only expended \$1,350 on surveying costs but would anticipate additional stake-out work. The cost of transporting fill approximately 16,048 CY of fill material to the site was \$176,528.

In summary, the current total project budget is summarized as follows:

Pennoni - Design	\$14,300
Brogan - Survey	\$1,350
LCW - Construction	\$177,100
Transporting of Fill Material	\$176,528
Current Total	\$369,278
Current Town/County Share	\$184,639

Sincerely,



Douglas P. Stanley, AICP
County Administrator

DPS
Attachments

cc: Warren County Board of Supervisors
Robert Childress, Deputy County Administrator

Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: November 20, 2014

Agenda Item: Leach Run Parkway Project

Summary: The EDA is spearheading the design and construction of the long-planned divided 1.3 mile roadway that will connect Route 55 East with Happy Creek Road. The road will connect the proposed Swan Farm Development, Valley Health's proposed Hospital site and the proposed second Warren County middle school.

Discussion: The final design of the project is currently under review by VDOT. We anticipate receiving comments from VDOT in July so that we can finalize the bid package.

Town, County and EDA staffs continue to work on project design, obtaining necessary environmental permits, and acquisition of right-of-way and easements for the project. We hope to wrap up all right-of-way and easement issues by the end of the year.

Pennoni has obtained the necessary permits from the USCOE and DEQ for the project. VDOT has provided comments on the design and Pennoni has resubmitted plans. We should have VDOT comments on the final bid documents by the end of the week.

All necessary easements and right-of-way and environmental permits must be obtained prior to receiving approval to proceed with bidding the construction of the project. At this point we expect the start of construction to get pushed to the spring of 2015. The Parkway should be completed by fall 2016. With the delayed opening of the 2nd Warren County middle school to fall 2017, the Leach Run Parkway project delay should not impact the school opening.

LIAISON MEETING



Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: November 20, 2014

Agenda Item: Building Inspections Software

Summary: The County and Town are working with EnerGov on the data migration that will allow the historical information to be utilized in the future and not lost.

Discussion: County staff has been working with EnerGov and they have 20% of the data formatted to be incorporated into the backbone of the website. This will be crucial to assist in the historical documentation migration and to fully utilize the system's capabilities. The staff continues to work behind the scenes to provide this. While the vast majority of the historical knowledge is contained within the building inspections department it is also the only real portion that is capable of being migrated. Both of the planning departments must accumulate their information in a form that can be utilized. This phase of the project is the largest and most complex to the software's success.



LIASON MEETING

Town of Front Royal / County of Warren Liaison Meeting Agenda Form

Date: November 20, 2014

Agenda Item: Board Room Monitors

Summary: In the past the County has heard from people sitting in the back of the room the inability to see presentations put up on the projector. The original design of the room was supposed to allow presentations to be displayed on the monitors on either side of the room to enhance visibility; particularly during overflow situations. Unfortunately due to changing technology we are unable to use the existing monitors to display the images and even if we could they would not be at a size to be visible to the public for most PowerPoint presentations.

The County requested that DeWayne Coats of DeWayne W. Coats and Associates, LLC (Town and County AV Consultant and meeting videographer) to put a proposal together to address the lack of visibility. DeWayne has proposed the addition of two 60" smart TVs to the columns in the Boardroom.

The estimated cost to purchase, mount and install the two smart TVs is \$4,811.45. The County has received an estimate to reprogram the recording system from Avitecture to handle the two monitors in the amount of \$1,920. The total estimate would be in the \$6,500-\$7,000 range with split being \$3,250-\$3,500.

The County Administrator asked the Town Manager if the Town would be willing to split the cost of the project 50/50 like we have on the other technology improvements for the room.

Discussion: Town staff recommended to Council to hold off on the upgrade and the Town Council has requested that it be placed on the Liaison agenda for discussion. At the September 18th Liaison Committee, the Town requested same renderings of the proposed monitors. The attached samples were provided on October 24th.

LIASON MEETING



