



**TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING**  
**Monday, February 22, 2016 @ 7:00pm**  
**Warren County Government Center**

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of January 25, 2016
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
  - a. Report of special committees or Town officials and Town Manager.
    - \* **Quarterly Report from Finance Director Kim Gilkey-Breeden**
    - \* **Report from EDA Director Jennifer McDonald**
    - \* **Report from County Administrator Doug Stanley**
  - b. Requests and inquiries of Council members.
  - c. Report of the Mayor
    - \* **Branch Highways Update on Leach Run Parkway**
  - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** –
  - A. COUNCIL APPROVAL – Funding for *Battle of Front Royal* Event
  - B. COUNCIL APPROVAL – Resolution of Support for Town Citizens Academy
  - C. COUNCIL APPROVAL – Bid for (2) Dump Bodies with Hoists
  - D. COUNCIL APPROVAL – Bid for Waterline Upgrade along Kerfoot Avenue
  - E. COUNCIL APPROVAL – Proposal for Point Repairs to Sewer Lines
8. **PUBLIC HEARING** – An Ordinance to Amend Town Code Chapters 98 and 138 Pertaining to Food Trucks and Itinerant Merchandising (*1<sup>st</sup> Reading*)
9. **PUBLIC HEARING** – An Ordinance to Amend Town Code Chapter 167 Pertaining to Adding Urban Archery Hunting to Replace the Deer Management Plan (*1<sup>st</sup> Reading*)
10. **COUNCIL APPROVAL** – Write Off for Bad Debt
11. **COUNCIL APPOINTMENT** – NSVRC Elected Representative
12. **COUNCIL APPROVAL** – Resolution for Police Headquarters Design
13. **CLOSED MEETING** – (1) Consultation with Legal Counsel; Investment of Public Funds and  
(2) Community Development Director Discussion

7A



**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   7(A)  

**Meeting Date:** February 22, 2016

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**Agenda Item:** COUNCIL APPROVAL – Funding for *Battle of Front Royal* Event

**Summary:** Council is requested to consider funding in the amount of \$2,500 to be used toward the *Battle of Front Royal* event to be held on Chester and Main Streets on Saturday, May 7, 2016.

**Budget/Funding:** 1101-45428 Community Relations

**Attachments:** None

**Meetings:** Work Session held February 16, 2016

**Staff Recommendation:** Approval   X   Denial           

*Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:*

**Proposed Motion:** I move that Council approve funding in the amount of \$2,500 to be used toward the *Battle of Front Royal* Event to be held on Chester and Main Streets on Saturday, May 7, 2016.

\*Note: Motions are the formal & final proposal of Council, proposed motions are offered by Staff for guidance  
\*To be clear and concise, motions should be made in the positive

Approved By:           SB

**7B**



**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   7(B)  

**Meeting Date:** February 22, 2016

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**Agenda Item:** COUNCIL APPROVAL – Resolution of Support for Town Citizens Academy

**Summary:** Council is requested to consider approval of a Resolution of Support for a Town Citizens Academy to be conducted by Town Staff during late spring or summer to include up to 30 participants, as presented.

**Budget/Funding:** Current Departmental Budgets

**Attachments:** Resolution

**Meetings:** Work Session held February 16, 2016

**Staff**

**Recommendation:** Approval   X   Denial \_\_\_\_\_

*Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:*

**Proposed Motion:** I move that Council approve a Resolution of Support for a Town Citizens Academy to be conducted by Town Staff during late spring or summer to include up to 30 participants, as presented.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By:           SB



Town of Front Royal, Virginia



RESOLUTION OF SUPPORT TOWN CITIZENS ACADEMY

WHEREAS, the Town of Front Royal Mayor and Town Council encourage enhanced communication to our citizens to inform them about the services provided by the Town; and,

WHEREAS, the hosting of a Citizens Academy by the Town will offer our citizens an educational opportunity to become more informed about Town services; and,

WHEREAS, the Town Council desires to participate in the Citizens Academy to assist with connecting with our citizens; and,

WHEREAS, a Citizens Academy will further enhance our community;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby support the development of a Town of Front Royal Citizens Academy to be conducted by our staff during the late spring or summer to include up to thirty participants from the Town.

Adopted this 22nd day of February, 2016.

APPROVED:

Timothy W. Darr, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on \_\_\_\_\_ 2016, upon the following recorded vote:

Table with 4 columns: Name, Yes/No, Name, Yes/No. Rows include Hollis L. Tharpe, Eugene R. Tewalt, John P. Connolly, Bret W. Hrbek, Bébhinn C. Egger, and Jacob L. Meza.

Approved as to Form and Legality:

Douglas W. Napier, Esq., Town Attorney

Date: \_\_\_\_\_

7C



**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   7(C)  

**Meeting Date:** February 22, 2016

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**Agenda Item:** COUNCIL APPROVAL – Bid for (2) Dump Bodies with Hoists

**Summary:** Council is requested to approve a bid from Shade Equipment in the amount of \$40,950.00 for the purchase of (2) stainless steel dump bodies with hoists to fit onto a 2005 C7500 GMC Truck and a 1999 C8500 GMS Truck.

**Budget/Funding:** DES Automotive/Motor Pool FY16 budget line item 1203-47001 “Machinery & Equipment” in the amount of \$35,000. The balance of funding \$5,950 will be drawn from the Highway maintenance FY16 budget line item 4500-7001 “Machinery and Equipment”.

**Attachments:** Memorandums from Purchasing Agent and Manager of Equipment Maintenance and Quotation Tabulation Sheet

**Meetings:** None

**Staff**

**Recommendation:** Approval   X   Denial           

*Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:*

**Proposed Motion:** I move that Council approve a bid from Shade Equipment in the amount of \$40,950.00 for the purchase of (2) stainless steel dump bodies with hoists to fit onto a 2005 C7500 GMC Truck and a 1999 C8500 GMS Truck.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance  
\*To be clear and concise, motions should be made in the positive

**Approved By:**   SB



## MEMORANDUM

**Date:** February 16, 2016  
**To:** Tina Presley, Senior Administrative Assistant  
Jennifer Berry, Clerk of Council  
**From:** Cindy Hartman, Purchasing Agent *CH*  
**RE:** Agenda Item

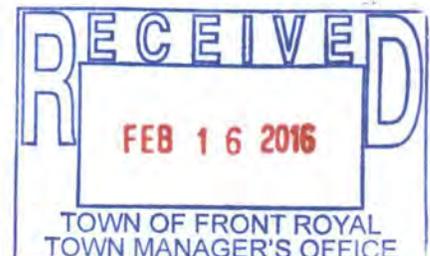
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On Monday, December 21, 2015, I held a bid opening for the purchase of two (2) stainless steel dump bodies with hoist. These will be installed in-house on trucks being used by our Concrete Crew and our Street Department Crew.

Out of the twelve (12) direct solicitations I sent out, I received two (2) responses (see attached tabulation sheet). Don McPaters, Manager of Vehicle/Equipment Maintenance reviewed the submittals to ensure they met all of our specifications. Due to the cost, I will need Council approval before continuing with the purchase. Please add this to the February 22, 2016 Town Council agenda for their action.

Staff recommends the award for the purchase of two (2) stainless steel dump bodies with hoist be made to Shade Equipment, located in Winchester, for a total cost of \$40,950.00.

Funding is available from the Department of Environmental Services Automotive/Motor Pool FY16 budget line item 1203-47001, "Machinery & Equipment", in the amount of \$35,000.00. The balance of the funding, \$5,950.00, will be drawn from the Highway Maintenance FY16 budget line item 4500-7001 "Machinery & Equipment"



## MEMORANDUM

TO: Cindy Hartman, Purchasing Agent

FROM: Donald B McPaters, Manager of Vehicle Equipment Maint. *DBM*

SUBJECT: Purchase two stainless steel dump bodies.

DATE: January 8, 2016

I have reviewed the two bids for the stainless steel dump beds and hoist. Shade Equipment Co has bid two stainless steel dump bodies meeting our specification at a price of \$40,950.00. The second bid from Equipment Works Inc. has also met our specification and has price of \$46,790.00. I recommend the stainless steel dump bodies from Shade Equipment co at the lowest price.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: DUMP BODIES

Quotation #40

Date: DECEMBER 21, 2015

Mailed 3

Replied 2

Vendor Quotation

QUANTITY	SHADE EQUIPMENT	EQUIPMENT WORKS	QUOTATION	QUOTATION
	WINCHESTER QUOTATION	LORTON QUOTATION		
(2) EACH - STAINLESS STEEL BODIES WITH HOIST TO FIT ONTO A 2005 C7500 GMC TRUCK AND A 1999 C8500 GMC TRUCK	\$40,950.00	\$46,790.00		
Total				
Discount				
Net Quotation				
Terms				

The above proposals verified to specifications and compliance with terms and conditions.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

  
Purchasing Agent

7D



**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   7(D)  

**Meeting Date:** February 22, 2015

**Agenda Item:** COUNCIL APPROVAL – Bid – Waterline Upgrade along Kerfoot Avenue

**Summary:** Council is requested to approve a bid from Bushong Contracting Corp in the amount of \$219,395.00 (\$199,450.00 + \$19,945.00) for a waterline upgrade along Kerfoot Avenue that includes the installation of approximately 1,600 linear feet of 8” ductile iron water main, various fittings, two new fire hydrants, transfer of existing water services to new services and upgrade any water services that are not 3/4” copper.

**Budget/Funding:** Department of Environmental Services Water and Sewer Maintenance FY15 budget line item 9602-47513 “Water Line Upgrade”.

**Attachments:** Memo from Purchasing Agent and Quotation Tabulation

**Meetings:** None

**Staff Recommendation:** Approval   X   Denial           

*Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:*

**Proposed Motion:** I move that Council approve a bid from Bushong Contracting Corp in the amount of \$219,395.00 (\$199,450.00 + \$19,945.00) for a waterline upgrade along Kerfoot Avenue that includes the installation of approximately 1,600 linear feet of 8” ductile iron water main, various fittings, two new fire hydrants, transfer of existing water services to new services and upgrade any water services that are not 3/4” copper.

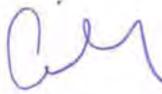
\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By:           SB



## MEMORANDUM

**Date:** February 17, 2016  
**To:** Tina Presley, Senior Administrative Assistant  
Jennifer Berry, Clerk of Council  
**From:** Cindy Hartman, Purchasing Agent   
**RE:** Agenda Item

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On Thursday, February 4, 2016, I held a bid opening for a waterline upgrade along Kerfoot Avenue. This project includes the installation of approximately 1,600 linear feet of 8" ductile iron water main, various fittings, 2 new fire hydrants, transfer of existing water services to the new water, and upgrading any water services that are not 3/4" copper. I received two (2) responses to this Invitation for Bid (see attached tabulation sheet). As we have no method of determining what the selected Contractor will find when he begins digging up the old line, we would like to add a 10% contingency to the quotation for any costs that may arise due to unsuitable excavated materials, rock excavation, and/or replacement of galvanized pipe with copper pipe. Due to the cost of this project, I will need Council approval before continuing with the award. Please add this to the February 22, 2016 Town Council agenda for their action.

Staff recommends the award for the Kerfoot Avenue waterline upgrade project be made to Bushong Contracting Corp., Woodstock, VA, for the base quotation of \$199,450.00. Additionally, staff requests a contingency amount of \$19,945.00, for a total bid award of \$219,395.00.

Funding is available from the Department of Environmental Services Water and Sewer Maintenance FY15 budget line item 9602-47513, "Water Line Upgrade".

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: WATERLINE UPGRADE - KERFOOT AVENUE

Quotation #39

Date: February 4, 2016

Mailed 10

Replied 2

Vendor Quotation

QUANTITY	BUSHONG CONTRACTING CORP.	LANTZ CONSTRUCTION COMPANY OF WINCHESTER		
	QUOTATION	QUOTATION	QUOTATION	QUOTATION
MOBILIZATION	\$7,950.00	\$22,980.00		
TRAFFIC MAINTENANCE	\$3,600.00	\$19,600.00		
EROSION CONTROL	\$500.00	\$3,000.00		
1600 LINEAR FEET - 8" DUCTILE IRON WATERMAIN	\$107,200.00	\$153,200.00		
2 EACH - FIRE HYDRANT	\$9,000.00	\$13,322.00		
3 EACH - MECHANICAL JOINT TEE	\$1,350.00	\$2,250.00		
16 EACH - GATE VALVE	\$20,000.00	\$17,536.00		
1 EACH - MECHANICAL JOINT CROSS	\$3,500.00	\$1,500.00		
38 EACH - WATER SERVICE TRANSFERS	\$36,100.00	\$52,212.00		
AS BUILT RECORD DRAWINGS UPGRADED TO 3/4"	\$1,500.00	\$2,000.00		
(EST.) 3 EACH - SERVICE UPGRADES TO 3/4" COPPER PER EACH - HYDRANT EXTENSIONS	\$7,500.00	\$19,500.00		
	\$1,250.00	\$1,200.00		
Total				
Discount				
Net Quotation	\$199,450.00	\$308,300.00		
Terms				

The above proposals verified to specifications and compliance with terms and conditions.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

  
Purchasing Agent

7E



**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   7(E)  

**Meeting Date:** February 22, 2015

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- Agenda Item:** COUNCIL APPROVAL – Proposal for I & I Point Repairs along 15<sup>th</sup> Street
- Summary:** Council is requested to consider approval of a proposal from Bushong Contracting Corporation in the amount of \$34,644.50 (\$31,495.00 + \$3,149.50 contingency) to perform Infow & Infiltration (I&I) point repairs along 15<sup>th</sup> Street
- Budget/Funding:** FY16 Department of Environmental Services (DES) budget line item 9801-R47998. This is funds carried forward from the FY15 budget so that funding is maintained for the I & I Abatement Program
- Attachments:** Memo from Purchasing Agent and Letter from Bushong Contracting Corp.
- Meetings:** None
- Staff Recommendation:** Approval   X   Denial

*Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:*

**Proposed Motion:** I move that Council approve a proposal from Bushong Contracting Corporation in the amount of \$34,644.50 (\$31,495.00 + \$3,149.50 contingency) to perform Infow & Infiltration (I&I) point repairs along 15<sup>th</sup> Street.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By:           SB



## MEMORANDUM

**Date:** February 17, 2016  
**To:** Tina Presley, Senior Administrative Assistant  
Jennifer Berry, Clerk of Council  
**From:** Cindy Hartman, Purchasing Agent  
**RE:** Agenda Item

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On Tuesday, May 19, 2015, I held a bid opening for a contractor to perform point repairs (spot repairs) to prepare defective sections of existing sewer lines for rehabilitation. It requires repair of existing sags, offset joints, removal of protruding laterals, replacement of short sections of damaged pipe, and other repairs that may be deemed necessary after the initial and/or final video inspection. This work is part of the Town's ongoing Inflow & Infiltration (I & I) abatement program, to address identified problem areas in response to the Department of Environmental Quality (DEQ) consent order. Out of the five (5) vendors directly solicited, I received two (2) responses, with one of those being a "No Quote". The only quotation was submitted by Bushong Contracting Corporation.

The contract generated from that bid will cover the next three (3) years of this work. Bushong will submit a proposal as the defective areas are defined for his work. During the June 22, 2015 meeting, Town Council approved the first four (4) areas for point repairs. At this time, the Town has received a proposal for the next area, which is along 15<sup>th</sup> Street. Due to the dollar amount, I am asking for Council approval before issuing a Notice to Proceed.

Staff recommends the approval for I & I Point Repairs along 15<sup>th</sup> Street at a total cost of \$34,644.50. This dollar amount represents the base project cost of \$31,495.00, with an additional contingency amount of \$3,149.50, 10% of the base bid. This would be for any unforeseen problems that may arise during this project.

Funding for this work is available in the current FY16 Department of Environmental Services budget line item 9801-R47998. This is funds carried forward from the FY15 budget so that funding is maintained for the I & I abatement program.



**BUSHONG CONTRACTING CORPORATION**

279 Wetzel Road  
Woodstock, VA 22664  
Phone (540) 459-5975 Fax (540) 459-5100  
www.bushongcontracting.com

**Town of Front Royal 15<sup>th</sup> St Sewer Bid 2-16-16**

Town of Front Royal  
Rob Boyer

This proposal is based on inclusion under the Front Royal DES I&I service contract dated 8-11-15. Bid is for replacing approx. 300' of sewer main per the attached specifications.

Bid for main line sewer install  
Price: \$31,495

Bid good for 30 days

**SUPPLEMENTAL CONDITIONS**

1. Prices contained within this estimate are predicated on performing the work in the 2016.
2. Town to provide asphalt, concrete and yard repairs as well as deal with any future settling/grass issues.
3. The bid assumes that we can drive a tracked excavator on the asphalt road to dig the ditch.
4. Excess material will be hauled to farm.
5. Town to provide all materials.
6. Bid assumes the existing water main is at least 10' off the existing sewer main and the main will be tied back into each manhole.
7. A temporary connection will be made each night. No bypass pumping has been included.

**DEFINITIONS**

1. Rock: Any material, cementitious deposit, or boulders exceeding ½ cubic yard by volume, which cannot be readily removed with a Cat 953 (mass rock) or a Cat 320 (trench rock) without the use of ripping, wedging, blasting, or jack hammering. This definition is to include any terms listed in supplements or exclusions.
2. Unsuitable material: Excavated material available on-site which is identified as "not suitable" for use on the project due to moisture content, organic content, rock content, clay content, or other soil deemed as unsuitable for use on this project, etc.
3. Hazardous Material: Asbestos, PCB, radioactive, heavy metals, chemicals, or other such materials that may be identified by the EPA as hazardous to human exposure

**EXCLUSIONS**

Provisions for the following items have not been considered in this estimate:

1. Engineering, permits, fees or bonds.
2. Hazardous material handling, removal, or disposal.
3. Costs associated with unsuitable materials.
4. Rock drilling, blasting, hoe ramming or costs associated with material replacement
5. Utility relocation, bracing, or grade changes due to existing utilities.
6. Changes made by any authority having jurisdiction.
7. Soils testing, compaction testing, soil samples, CBR testing or results.
8. Damaged to or damages caused by private unmarked utilities.
9. Erosion and sediment controls.
10. Guaranteed grass survival or repairs related to future settling.
11. Lateral replacement.
12. Materials, concrete and asphalt repair.

Payments are to be made as follows: Project will be billed upon completion or monthly whichever comes first. Any extras shall be charged in the phase incurred.

Any payment not made within 30 days of billing will be charged a finance charge of 2% per month (24% apr) on the outstanding balance. If legal action is necessary to enforce collection of the amount due customer agrees to pay all necessary costs and attorneys fees.

Payment shall be deemed final acceptance.

Dated:

Dated:

\_\_\_\_\_  
Bushong Contracting Corporation

\_\_\_\_\_  
Customer

Thank you for giving us the opportunity to bid this project.

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**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   8  

**Meeting Date:** February 22, 2016

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**Agenda Item:** PUBLIC HEARING – An Ordinance to Amend Town Code Chapters 98 and 138 Pertaining to Food Trucks and Itinerant Merchandising (*1<sup>st</sup> Reading*)

**Summary:** Council is requested to affirm on its first reading an ordinance to amend Front Royal Town Code Chapter 98 (Business, Professional and Occupational Licensing) and Chapter 138 (Solicitors and Vendors) to provide expanded use of food trucks and itinerant merchandising in the Town of Front Royal, as presented. If approved, individuals seeking to conduct sales regulated by the Town Code would be required to obtain a permit through the Town Manager's Office prior to conducting sales. In addition, individuals would need to pay the appropriate business license fees and have a site approved by the Front Royal Planning Commission for itinerant merchandising.

**Budget/Funding:** None

**Attachments:** Ordinance and application

**Meetings:** Work Sessions held January 4 and 11, 2016.

**Staff Recommendation:** Approval   X   Denial           

**Proposed Motion:** I move that Council affirm on its first reading an ordinance to amend Front Royal Town Code Chapter 98 (Business, Professional and Occupational Licensing) and Chapter 138 (Solicitors and Vendors) to provide expanded use of food trucks and itinerant merchandising in the Town of Front Royal, as presented and effective upon final passage.

**ROLL CALL VOTE REQUIRED**

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By:   SB

**AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL MUNICIPAL TOWN  
CODE SECTION 98-45 PERTAINING TO LICENSING OF COMMERCIAL  
SOLICITORS; SECTION 98-61 PERTAINING TO LICENSING OF PEDDLER AND  
ITINERANT MERCHANTS; AND, CHAPTER 138 PERTAINING TO PEDDLERS,  
SOLICITORS AND ITINERANT MERCHANTS**

**WHEREAS**, ordinance amendments to Town Code Chapter 98 (Business, Professional and Occupational Licensing) and Chapter 138 (Solicitors and Vendors) are to provide expanded use of food trucks (itinerant merchants) in the Town of Front Royal; and,

**WHEREAS**, the proposed amendments focus regulations for sales through peddling, soliciting, or transient locations and definitions for each; and,

**NOW THEREFORE, BE IT ENACTED** by the Town Council of the Town of Front Royal, Virginia that Chapters 98 and 138 of the Town of Front Royal Municipal Code are hereby amended and re-enacted as follows:

**~~98-45 COMMERCIAL SOLICITORS~~**

~~A. A commercial solicitor shall be defined as any person, whether a principal, agent or salesman, who engages in, does, or transacts any temporary or transient business in the town by going from house to house or from private residence to private residence for the purpose of taking orders or offering to take orders for the sale of goods, wares or merchandise or taking orders for services to be performed in the future. A commercial solicitor shall not carry goods, wares or merchandise from house to house, except those which are used for display purposes only and are not for sale. For licensing and taxing purposes a commercial solicitor shall be deemed an itinerant merchant as defined in Virginia Code Section 58.1-3717 (B.). This section shall not apply to wholesalers or to insurance underwriters. Upon written application, the Front Royal Town Council may waive the requirement of a solicitor's license for representatives of charitable, religious, civic, political, educational, service and fraternal organizations engaged in commercial solicitation exclusively for the benefit of their respective organizations. This section shall not apply to charitable or civic organizations registered under the provisions of Virginia Code Section 57-49, et seq. Every commercial solicitor shall be licensed, unless otherwise exempt under this section.~~

~~B. For every license to engage in business as a commercial solicitor, there shall be paid a license tax of fifty dollars (\$50.) per week, up to a maximum of two hundred dollars (\$200.) for any calendar year~~

~~C. Before a commercial solicitor's license may be issued, that person must possess a solicitor's permit as provided in Town Code Section 135-3 et seq.~~

**98-45 LICENSING - COMMERCIAL SOLICITORS**

Any commercial solicitor as defined by Town Code Chapter 138 shall be subject to the following license taxes:

A. **Commercial Solicitor License Tax**

1. All Commercial Solicitors - \$50.00 per week, up to a maximum of \$200.00 per calendar year.
2. Any non-profit civic, charitable, or educational organization may receive a waiver of license tax upon application to and approval of the Front Royal Town Council.

#### B. Violation

Any commercial solicitor who shall solicit sales without a license shall be guilty of a Class 1 Misdemeanor and shall be fined not less than fifty dollars (\$50.00) nor more than two thousand five hundred dollars (\$2,500.00) for each offense, and in addition, shall be required to obtain the appropriate license from the Town.

#### C. Enforcement

It shall be the duty of the Police Officers and other Officers of the Town to enforce the provisions of this section and to have warrants issued against any person committing a violation.

### **98-61 PEDDLERS**

#### A. Peddlers defined.

1. Any person who shall carry from place to place any goods, wares, or merchandise and offers to sell or barter the same, or actually sells or barter the same, shall be deemed to be a peddler.
2. Persons who do not keep a regular place of business, whether it is a house, vehicle, vacant lot or elsewhere, open at all times in regular business hours and at the same place, who shall offer for sale goods, wares and merchandise, may be deemed peddlers under this Article. Persons who keep a regular place of business, open at all times in regular business hours and at the same place, who shall, elsewhere than at such regular place of business, personally or through their agents, offer for sale or sell and, at the time of such offering for sale, deliver goods, wares and merchandise, may also be deemed peddlers as above, except for sidewalk sales adjacent to a regular place of business, but this section shall not apply to those who sell or offer for sale, in person or by their employees, ice, wood, charcoal, meat, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruits or other family supplies of a perishable nature or farm products grown or produced by them and not purchased by them for sale, but a dairyman who uses upon the streets of the Town one (1) or more wagons may sell and deliver from his wagons, milk, butter, cream and eggs without procuring a peddler's license.
3. All persons who do not keep a regular place of business, whether it is a house, vehicle, vacant lot or elsewhere, open at all times in regular business hours at the same place, who shall offer for sale rugs, furniture, appliances or clothing which is delivered at the time of sale shall be deemed peddlers and shall not be licensed under any separate section.
4. Those vendors of secondhand merchandise who sell their goods and wares as part of an approved or permitted flea market or yard sale and are licensed as such shall not be deemed peddlers. Those vendors of new merchandise at flea markets shall be deemed peddlers.

5. a. ~~All persons vending Christmas trees or fireworks who do not keep a regular place of business, whether it is a house, vehicle, vacant lot or elsewhere, open at all times during regular business hours at the same place, but who offer said items for sale during a portion of the year on or about the season of a celebrated holiday shall not be deemed peddlers except for purposes a license tax imposed pursuant to Virginia Code Section 58.1-3717.~~
- b. ~~Christmas trees are defined as decorative bushes, trees, wreaths and like foliage associated with the celebration of a recognized holiday occurring on December 25 of each year. The term "Christmas" shall have no religious connotation under this ordinance.~~
- c. ~~All vendors of Christmas trees and fireworks who do not keep a regular place of business as defined herein shall pay a license tax of one hundred dollars (\$100.). Any nonprofit civic, charitable or educational organization may receive a waiver of this license tax upon application to and approval of the Front Royal Town Council.~~

~~B. Place of sale:~~

1. ~~It shall be unlawful for any peddler to occupy or partially occupy while selling, or sell from, the private property of another without written permission of the private property owner in the possession of the peddler while selling or peddling.~~
2. ~~All peddlers shall be required to sell or offer for sale their goods, wares or merchandise only:~~
  - a. ~~along the following streets: Royal and Shenandoah Avenues. Provided, however, that it shall be unlawful to occupy or partially occupy, while selling or to sell from, any portion of the street right of way.~~
  - b. ~~upon the property of a shopping center as set forth in Section 175-111.~~
  - c. ~~at all flea market sites in the Town of Front Royal operating as flea markets by special permit or otherwise operating as flea markets in accordance with the Town's Zoning Ordinance.~~
3. ~~This subsection shall not apply to persons who sell or offer for sale, in person or by their employees, ice, wood, charcoal, meat, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruits or other supplies or farm products of a perishable nature.~~

~~C. Delivery of goods on day of sale. For the purpose of this section, any delivery made on the day of sale shall be construed as equivalent to delivery at the time of sale. Any person claiming exemption from the provisions of this section on the ground that he is delivering goods, wares or merchandise previously sold to the customer shall, upon request of any police, tax or revenue officer, or assessing official, furnish evidence of his claim other than his mere statement, which evidence may be an invoice or signed order describing the goods, wares or merchandise involved and the amount and price thereof. Failure to furnish such evidence shall be sufficient ground for charging the person making such delivery with a violation of this section, and, in any prosecution for a violation of this section, the claim aforesaid must be corroborated by satisfactory evidence.~~

~~D. Levy of license tax on retail peddlers:~~

1. ~~There is hereby imposed upon peddlers license taxes in accordance with the following schedules:~~

- ~~a. Peddlers of meat, milk, butter, eggs, poultry, fish, oysters, games, vegetables, fruits or other family supplies of a perishable nature not grown or produced by the peddler: fifty dollars (\$50.00). There shall also be imposed a license tax of fifty dollars (\$50.00) per vehicle for every vehicle over one used to peddle the above stated products.~~
- ~~b. All other peddlers shall pay a license tax of five hundred dollars (\$500.00).~~

~~2. The license tax authorized by this subsection shall not apply to a peddler who sells to licensed dealers or retailers only; a regular wholesaler dealer who shall at the same time sell or deliver merchandise to retail merchants; a distributor or vendor of motor fuels and petroleum products or seafood; a farmer; a farmers' cooperative association; a producer of agricultural products; a manufacturer who is subject to Virginia tax on intangible personal property and who peddles only the goods, wares or merchandise manufactured by him at a plant whose intangible personal property is taxed by the Commonwealth of Virginia.~~

~~3. Any peddler who shall peddle for sale or sell or barter without a license shall be guilty of a misdemeanor and shall be fined not less than fifty dollars (\$50.) nor more than five hundred dollars (\$500.) for each offense and, in addition, shall be required to purchase the appropriate peddler's license from the Town of Front Royal.~~

~~E. Exemption as to certain dealers in ice, etc. No peddler's license shall be required, under the provisions of this section, of dealers in ice, wood or coal, who peddle same from vehicles, provided that such dealers have taken out a merchant's license in the Town.~~

~~F. Exemption as to person selling farm or domestic products. Nothing contained in this section shall be construed as imposing any tax upon a person selling farm or domestic products within the Town when the products to be sold are grown or produced by such person, but proof shall be shown that such products are so raised by the party offering them for sale. Before any exemption certificate shall be issued to any person as a grower, producer or manufacturer, the applicant for such exemption certificate shall first file with the Assessor a written statement, duly sworn to and attested to by a Notary Public or Justice of the Peace to his community, setting out in full and in detail the facts claimed to make such applicant a grower, producer or manufacturer, and no exemption certificate shall be issued by the Assessor until such statement, duly sworn to, shall have been produced and filed. The notary public or Justice of the Peace executing such written statement shall be given in full.~~

~~G. Enforcement of section. It shall be the duty of the police officers and other officers of the Town to enforce the provisions of this section and to have warrants issued against any person committing a violation.~~

## 98-61 LICENSING – PEDDLERS & ITINERANT MERCHANTS

Any peddler or itinerant vendor as defined by Town Code Chapter 138 shall be subject to the following license taxes:

### A. Itinerant Merchant License Tax

1. Christmas Tree & Fireworks Vendors - \$100.00 per calendar year.
2. Fresh Farm Product Vendors - Farm grown by merchant exempt per Va. Code § 58.1-3717; if product is purchased by merchant and resold, merchant is considered an Itinerant Merchant.
3. All Other Itinerant Merchant - \$500.00 per calendar year. The tax shall be pro-rated based upon the date of issuance, however the minimum tax amount shall be \$250.00.
4. Any non-profit civic, charitable, or bona-fide educational organization may receive a waiver of license tax upon application to and approval of the Front Royal Town Council.
5. Merchants selling food and merchandise during a Special Event that has been issued permit by the Town shall be exempt from the license tax.

### B. Peddler License Tax

1. Fresh Farm Product Vendors - Farm grown by merchant exempt per Va. Code § 58.1-3717; if product is purchased by merchant and resold, merchant is considered a peddler.
2. All Other Peddlers - \$500.00 per calendar year.
3. Any non-profit civic, charitable, or bona-fide educational organization may receive a waiver of license tax upon application to and approval of the Front Royal Town Council.
4. The license tax authorized by this subsection shall not apply to a peddler who sells to licensed dealers or retailers only; a regular wholesaler dealer who shall at the same time sell or deliver merchandise to retail merchants; a distributor or vendor of motor fuels and petroleum products or seafood; or a manufacturer who is subject to Virginia tax on intangible personal property and who peddles only the goods, wares, or merchandise manufacture by him at a plant whose intangible personal property is taxed by the Commonwealth of Virginia.
5. Delivery of food or merchandise ordered by phone, internet, or mail from a fixed place of business issued a business license for operation shall be exempt from the license tax.

### C. Violation

Any peddler or itinerant merchant who shall offer for sale or sell or barter without a license shall be guilty of a Class I Misdemeanor and shall be fined not less than fifty dollars (\$50) no more than two thousand five hundred dollars (\$2,500) for each offense, and in addition, shall be required to purchase the appropriate license from the Town.

### D. Enforcement

It shall be the duty of the Police Officers and other officers of the Town to enforce the provisions of this section and to have warrants issued against any person committing a violation.

**Chapter 138**  
**Solicitors and Vendors**  
**General Provisions**

**~~138-1 GOING ON PRIVATE PREMISES~~**

~~The going upon the property of private residences in the Town by solicitors, peddlers, hawkers, and itinerant vendors, not having been requested or invited to do so by the owners or occupants of such residences, for the purpose of soliciting orders for the sale of goods, wares and merchandise, or for the purpose of disposing of, peddling or hawking goods, wares and merchandise, or for the purpose of solicitating contributions without having first obtained a permit or an exemption under the provisions of Virginia Code Section 57-48 et seq. shall be unlawful.~~

**~~138-2 VIOLATIONS AND PENALTIES~~**

~~Any person violating the provisions of this Article shall be punished by a fine of not more than five hundred dollars (\$500.) and imprisonment for not more than six (6) months in jail, either or both.~~

**SOLICITOR'S PERMIT**

**~~138-3 APPLICABILITY~~**

~~A. For the purpose of this Article, any person who goes from house to house or from private residence to private residence in the Town selling or offering to sell, taking orders or offering to take orders, bartering or offering to barter any goods, wares or merchandise or offering services to be performed in the future or at any location soliciting funds and contributions shall be deemed a "solicitor"; provided, however, that this Article shall not apply to wholesalers or to insurance underwriters, but the requirements of this Article shall apply to any person collecting or attempting to collect any payment due from any purchaser where the collector and the original seller are not one and the same.~~

~~B. This Article shall not apply to those charitable and civic organizations registered with the Commissioner of Agriculture and Consumer Services in accordance with the provisions of Virginia Code Sections 57-49 et seq., pertaining to the registration of charitable organizations. Upon written application, the Front Royal Town Council may waive the requirement of a solicitor's permit for representatives of charitable, religious, civic, political, educational, service and fraternal organizations seeking contributions in the Town of Front Royal.~~

**~~138-4 PERMIT REQUIRED~~**

~~It shall be unlawful for any person to act as solicitor within the Town without first securing a solicitor's permit from the Chief of Police or his designated subordinate. The solicitor's permit shall be in addition to a business license for all commercial solicitation.~~

### **~~138-5 APPLICATION~~**

~~Any person desiring a permit, as required in Section 138-4, shall make application therefor to the Chief of Police or his designated subordinate on a form to be provided, stating the name and address of the person or firm which he represents, the kind of goods offered for sale or the kind of services to be performed. At the time of filing for such application the applicant shall also submit for the inspection of the Chief of Police or his designated subordinate written proof of his identity, which may be in the form of an automobile operator's or owner's license or a bona fide identification card issued to the applicant by the person for or through whom or under those auspices the applicant is authorized to conduct such activity. Such applicant shall state whether he has ever been convicted of any offense involving moral turpitude and shall further furnish such information or evidence as the Chief of Police or his designated subordinate may deem necessary to confirm the identity and past experience of the applicant or person or firm he represents.~~

### **~~138-6 PHOTOGRAPHING~~**

~~The applicant for a solicitor's permit, as required in Section 138-4 shall be photographed.~~

### **~~138-7 FEE~~**

~~The person issued a solicitor's permit, as required in Section 138-4 shall pay to the Town a fee of five dollars (\$5.) therefor, which fee shall cover the cost of investigation and issuance of the permit.~~

### **~~138-8 ISSUANCE~~**

~~Upon compliance by the applicant for solicitor's permit, as required by Section 138-4, with the preceding sections of this Article, the Chief of Police or his designated subordinate shall, after such investigation as reasonably appears necessary, issue to such applicant a solicitor's permit, which shall be dated and signed by the Chief of Police or his designated subordinate; provided, however, that the Chief of Police or his designated subordinate shall not be required to issue such a solicitor's permit to any person who shall have been convicted of any crime or misdemeanor involving moral turpitude or to any person who is unable to substantiate the prior reliability of himself or the person or firm he represents.~~

### **~~138-9 TERM OF PERMIT~~**

~~A solicitor's permit issued under this Article shall be good for a period of thirty (30) days and no longer.~~

### **~~138-10 RENEWAL~~**

~~A solicitor's permit issued under this Article may be renewed on its expiration date for an additional like period, upon the execution of a renewal application setting forth that the statements made in the original application are true and accurate statements at the time the renewal application is filed or a renewal application setting forth all changes in the original application required by a~~

~~change in facts since the date of filing the original application. For each renewal permit, the applicant shall pay the town a fee of three dollars (\$3.).~~

### ~~138-11~~ — ~~TRANSFERABILITY~~

~~A solicitor's permit issued under this Article shall be nontransferable.~~

### ~~138-12~~ — ~~CONDITIONS~~

~~A solicitor's permit, as required by Section 138-4, shall be issued subject to the following conditions:~~

~~A. The holder shall have his solicitor's permit in his possession at all times and shall exhibit the same at any time upon request by any police officer of the Town or by any purchaser or by any person being solicited.~~

~~B. The holder of a solicitor's permit shall make no false statements or misrepresentations of facts in the course of carrying on the activity for which the permit is granted and shall conduct himself at all times in an orderly and lawful manner.~~

~~C. For the sale or delivery, either or both, of any goods, wares or merchandise, there shall be a written order or invoice, in duplicate, showing name and address of firm represented by the solicitor, issued and signed by the solicitor, signed by the purchaser, stating the terms and conditions of the sale, a description of the goods, wares or merchandise, the quantity and price thereof, the date of sale or the date of delivery, either or both, and the amount paid in advance, if any. The duplicate of such order or invoice shall be given to the purchaser.~~

~~D. The holder shall not sell, distribute or circulate literary material or canvass or solicit orders therefor or for goods or merchandise from pedestrian or vehicular traffic on or adjacent to any streets within the limits of the Town, in such manner as will interfere with the normal and usual use of such street.~~

### ~~138-12.1~~ — ~~ENTERING UPON PRIVATE PREMISES RESTRICTED~~

~~Regardless of whether or not a solicitor's permit has been issued, no person shall enter in or upon any house, building or private property of any type without the prior consent of the owner or occupant thereof, where there is placed or posted on the premises in a conspicuous position at or near the usual means of ingress a sign or other form of notice stating or indicating that the owner or occupant thereof forbids or otherwise does not desire persons engaged in solicitation, peddling or selling to enter upon the premises.~~

### ~~138-13~~ — ~~REVOCATION; HEARING~~

~~A. Any solicitor's permit issued under this Article may be revoked by the Chief of Police, after notice and hearing, for any fraud, misrepresentation or false statement contained in the application, for failure to observe the conditions of the permit or upon any subsequent conviction of any crime or misdemeanor involving moral turpitude.~~

~~B. Notice of the hearing for revocation of a permit shall be in writing, setting forth the specific reason or reasons for the hearing and the time and place thereof. Such notice shall be given to the~~

holder of the permit at least two (2) days, if by personal service, and at least three (3) days, if by local mail, addressed to the holder's last known local address, prior to the stated hearing.

~~C. In the case where protection of the public interest necessitates such action, the Chief of Police may direct immediate revocation of a solicitor's permit by personal service of a notice thereof by the Chief of Police or his designated subordinate upon the holder or the person he represents. Wherein action in this manner is taken, the holder of the permit shall immediately discontinue those activities granted by the permit and this Article, but the holder shall be entitled to a hearing within two (2) days from the revocation, and the notice of the revocation shall designate the time and place of the hearing.~~

#### ~~138-14 ——— DESIGNATION OF SUBORDINATE TO PERFORM DUTIES OF CHIEF OF POLICE WHEN ABSENT.~~

~~The Chief of Police, when personally unable to discharge the responsibilities herein set forth because of absence from the Town or otherwise, shall designate one (1) of his subordinates to perform the duties required of the Chief of Police under this Article.~~

### **Chapter 138**

## **PEDDLERS, SOLICITORS AND ITINERANT MERCHANTS**

### **138-1. Permit Required.**

To promote the safety of our residents, it shall be unlawful for any person to engage in the business of peddling, itinerant merchandising, or soliciting as defined in this Chapter, within the limits of Front Royal, Virginia, without first obtaining a permit as provided herein. Issuance of a permit does not relieve an individual from obtaining a business license (Town Code Chapter 98) from the Town's Finance Department prior to engaging in operation in the business of peddling, itinerant merchandising, or soliciting.

### **138-2. Definitions.**

*Itinerant Merchant:* One who offers merchandise, goods, food or services for sale or barter from a stationary but temporary site within the Town.

*Peddler:* One who moves from place to place within the Town and offers merchandise, goods, food or services for sale or barter at no definite place of business.

*Town:* Front Royal, Virginia.

*Town Manager:* The Town Manager of Front Royal, Virginia or their designated agent.

*Solicitor (Commercial Solicitor):* Any person, whether a principal, agent, or salesman, who engages in transient business by going from residence to residence for the purpose of taking orders or offering to take orders for the sale of goods, wares, or merchandise or taking orders for services to be performed in the future. A commercial solicitor shall not carry goods, ware, or merchandise except for display purposes only, and shall not sell items directly.

*Vehicle:* Every device in, upon or by which any person or property is or may be transported or drawn including any wheeled conveyance.

### **138-3 Permit Application**

#### **138-3.1. Exemption from Permit Requirements.**

- A. The following shall be exempt from the permit requirements but shall be required to comply with Sections 7, 8, 9, and 10 of this Chapter:
1. Persons selling fresh farm products or family supplies in accordance with Virginia Code Section 58.1-3717;
  2. Persons selling newspapers;
  3. Persons selling for wholesale concerns who only solicit orders from or sell to retail dealers in Front Royal for resale or other commercial purposes or to manufacturers for manufacturing or other commercial purposes;
  4. Wholesalers soliciting orders or selling to others for retail, resale, or upon manufacturers for manufacturing and selling at wholesale at place of manufacture;
  5. Children of or under the age of 16, except when they are acting as agents of adults covered by this article;
  6. Delivery of food or merchandise ordered by phone, internet, or mail from a fixed place of business issued a business license for operation;
  7. Merchants selling food and merchandise during a Special Event that has been issued permit by the Town; and
  8. Tax exempt civic, charitable, government or educational organizations receiving a waiver of this Chapter by the Town Manager.
- B. All persons qualifying for exemptions from this Section must present proof of such qualification to the Town Manager and be granted exemption from the permit requirements of this Chapter as provided in Section 138-3.1.

#### **138-3.2. Application for Permit or Exemption.**

- A. Applicants for permits under this Chapter must file with the Town Manager a sworn application in writing on a form to be furnished by the Town, which shall give the following information:
1. Name, date of birth, social security number (optional), contact phone number, and email address.
  2. Address.

3. A brief description of the nature of the business and the goods to be sold.
  4. Driver's License Number or State ID Number.  
(Additional information required for non-exempt applications)
  5. If employed, the name and address of the employer, federal employment identification number (optional), together with a written employment contract or other written document from the employer establishing the exact relationship.
  6. The location and the length of time during the current year when the peddling or itinerant merchandising will take place in the Town.
  7. Name and address of Virginia registered agent, if there is a registered agent for the business.
  8. If a vehicle is to be used, a description of the same, together with the license number or other means of identification.
  9. Proof of Virginia retail sales tax registration and the retail sales tax number issued, if applicable.
  10. Proof of approval by the Virginia Department of Health for sale of food products.
  11. The finger and thumb prints of the applicant shall be taken at the time of application.
  12. The names and contact phone numbers of at least two (2) persons who will certify as to the applicant's good character and business responsibility, or in lieu of the names of references, any other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to promptly evaluate such character and business responsibility.
  13. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation, the nature of the offense and the penalty affixed therefor.
  14. The application shall provide two (2) recent front facing passport size photographs which accurately depict the applicant's appearance at the time of application.
- B. At the time of filing of the application for permit, a fee of twenty dollars (\$20.00) shall be paid to the Town Manager, to cover the cost of investigation and processing of the application. There shall be no fee for an exemption application.

#### **138-4. Investigation and Issuance.**

Upon receipt of such application, the original shall be referred to the Town Manager, who shall make an investigation of the applicant's business responsibility and character.

- A. Unless the Town Manager determines otherwise after completion of an investigation, the Town Manager will issue the applicant a permit within thirty (30) days following the date of the filing of the application.

- B. After investigation and finding that the health, safety, and welfare of the public so demands, the Town Manager may refuse to issue a permit to an applicant for reasons including, but not limited to, the following:
1. Conviction of any felony or crime of moral turpitude (including, by way of illustration and not limitation, crimes of sexual misconduct and distribution of controlled substances or paraphernalia) within the five (5) years immediately preceding the date of filing of the application.
  2. Fraud, misrepresentation or intentional false statement of material or relevant facts contained in the application.
  3. Lack of necessary permits or licenses to conduct the business proposed to be conducted.
- C. The Town Manager shall endorse on the application their approval, execute a permit addressed to the applicant for the carrying on of the business applied for and deliver to the applicant their permit. Such permit shall contain the signature of the issuing officer and shall show the name, address and photograph of said applicant, the kind of goods to be sold thereunder, the date of issuance and the length of time the same shall be operative, as well as the permit number and other identifying description of any vehicle used in such peddling or itinerant merchandising. The Town Manager shall keep a permanent record of all permits issued.
- D. In determining whether the applicant's character and business responsibility is satisfactory, the Town Manager, or their designated agent, shall consider evidence revealed by the investigation which shows honesty, reliability, and knowledge of the business to be engaged in. A permit shall be denied or revoked if the applicant is shown to be guilty of moral turpitude. In the event the results of the initial investigation are unclear as to the nature of the applicant's character and business responsibility, an additional investigation of the applicant shall be made.

#### **138-5. Transfer.**

No permit or exemption letter issued under the provisions of this Chapter shall be used by any person other than the one to whom it was issued.

#### **138-6. Renewal**

All permits issued under the provisions of this Chapter shall be valid from the date issued and shall expire on December 31 of the year of issuance regardless of the date issued. The holder of any permit may seek renewal thereof upon the filing of a written renewal application. The renewal application shall reflect any information changed from the previous year's application and it shall be approved upon verification by the Town Manager that the applicant for renewal has complied with the laws of the Commonwealth.

#### **138-7. Peddling and Itinerant Merchandising,**

No peddler or itinerant merchant shall have any exclusive right to any location on public property, nor shall he or she:

- A. Be permitted a stationary location on any public sidewalk or street;
- B. Display any sign on a street, sidewalk, or other public place visible to vehicular traffic, except for signs that are actually imprinted on the exterior body of a licensed motor vehicle;
- C. Make any sale or delivery to any person while such person is located in the roadway;
- D. Make any sale, offer or delivery to any driver or passenger in a motor vehicle while the motor vehicle is stopped at a red light or while in a moving traffic lane;
- E. Conduct business from any street or center median strip of any street;
- F. Restrict access to any legally parked vehicle;
- G. Operate in any other way that would restrict the flow of pedestrian or vehicular traffic;
- H. Conduct any business on any private or public property, street, or sidewalk between the hours of 10:00 pm and 6:00 am except if operating through a Special Events Permit issued by the Town
- I. Leave a vehicle overnight at the approved location. All equipment must be removed from the site by the end of the business day, unless otherwise approved by the Town; and
- J. Leave any cart or table unattended on any public property, street, or sidewalk.

Each peddler and itinerant merchant shall provide receptacles for the disposal of waste materials or other litter created in the immediate area of any stationary location from which sales, offers of sales or deliveries are taking place, and they shall request customers to place all waste and litter in the receptacles and they shall remove and dispose of the waste materials and litter.

### **138-8. Place of Sale - Peddler & Itinerant Merchants**

- A. All peddlers and itinerant merchants may only be located in the areas designated by the Town's Zoning Map as C-1, Community Business District, C-2, Downtown Business District, or the Mixed Use Campus District.
- B. It shall be unlawful for any itinerant merchants to occupy or partially occupy while selling, or sell from, the private property of another without written permission of the private property owner.
- C. All itinerant merchants shall obtain approval from the Department of Planning & Zoning prior to selling from private property. Approval shall be based upon submittal of a plat, site plan, or sketch plan identifying the location of the property on which the activity is to be conducted and showing the location of the structure from which the sale or exchange activity will occur, the area under the control of such person, parking spaces and provisions for well-defined vehicular entrances and exits. Such application shall state the name, address and telephone number of the person or persons conducting the activity, the days and hours of operation, and shall include evidence of the property owner's permission to use the property, as required above, as well as a copy of the approved plat or site plan. A copy of the permit issued by the Town Manager or the designee as well as a copy of the approved plat, site plan, or sketch plan and the written permission of the property owner shall be kept at the site of the activity.

### **138-9. Residence Door-to-Door Hours.**

Door-to-door sales shall only take place between the hours of 9:00 a.m. and 8:00 p.m.

### **138-10. Exhibition of Permit or Exemption Letter.**

Peddlers or itinerant merchants are required to conspicuously display their permits at their vehicles or temporary stands or if they have none, to exhibit their permits or exemption letter upon request.

### **138-11. Records.**

The Town Manager shall maintain a record for each permit issued, and record the reports of violation thereon.

### **138-12. Revocation of Permit.**

- A. Permits issued under the provision of this Chapter may be revoked by the Town Manager after notice and hearing for any of the following causes:
1. Fraud, misrepresentation or intentional false statement contained in the application for permit.
  2. Conviction of any felony or crime of moral turpitude (including, by way of illustration and not limitation, crimes of sexual misconduct and distribution of controlled substances or paraphernalia).
  3. Conviction of any crime involving fraud in the conduct of his or her business.
  4. Permit holder operates their peddling or itinerant merchandising that creates a public safety hazard as identified by Fire Marshal, Chief of Police, or their designee.
  5. Any violation of this Chapter or of Chapter 110 of the Front Royal Code.
- A. Notice of the hearing for revocation of a permit shall be given in writing, setting forth specifically the grounds of the revocation and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the permit holder at their last known address at least five (5) days prior to the date set for hearing. Failure to appear for a hearing does not preclude permit revocation.

### **138-13. Appeal.**

- A. Any person aggrieved by the action of the Town Manager, or the designated agent, in the denial of an application for a permit or in the decision with reference to the revocation of a permit shall have the right of appeal. Such appeal shall be taken by filing with the Clerk of the Town Council within ten (10) days after the notice of action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds of appeal.
- B. The Clerk of the Town Council shall notify the Town Manager of the filing of an appeal.

- C. Upon filing an appeal, the party aggrieved shall be entitled to a hearing by the Town Council. The time and place of the hearing shall be scheduled by the Clerk of Council at any time after the filing of an appeal upon notice by the Clerk of Council mailed to the party to the action at the address required to be stated by the appellant at the time of the filing of the appeal. Such appeals may be continued by the Town Council.
- D. The party shall have the right to present their case in person or by counsel licensed to practice law in the Commonwealth of Virginia.
- E. The Town Council shall consider the case record as well as statements offered by an interested party and shall determine whether the Town Manager abused their discretion under the rules and standards set forth in this Chapter. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence in civil actions.

**138-14. License Tax.**

The License Tax for activities defined in this Chapter shall be provided in the following Chapters:

- A. Peddlers & Itinerant Merchants – Chapter 98-61
- B. Commercial Solicitors – Chapter 98-45

**138-15. Penalty for Violation of Chapter.**

Any person violating any provision of this Chapter shall be guilty of a Class 1 Misdemeanor with penalties specified in Town Code Chapter 1-15.

**138-16. Severance Clause.**

The provisions of this Chapter are hereby declared to be severable, and if any section, sentence, clause or phrase of this Chapter shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses or phrases of this Chapter, but they shall remain in effect, it being the legislative intent that this Chapter shall stand, notwithstanding the invalidity of any part.

This ordinance is effective upon passage.

APPROVED:

\_\_\_\_\_  
Timothy W. Darr, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted \_\_\_\_\_2016, upon the following recorded vote:

Bébhinn C. Egger	Yes/No	Bret W. Hrbek	Yes/No
John P. Connolly	Yes/No	Hollis L. Tharpe	Yes/No
Eugene R. Tewalt	Yes/No	Jacob L. Meza	Yes/No

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A public hearing on the above was held on \_\_\_\_\_, 2016, having been advertised in the Northern Virginia Daily on \_\_\_\_\_, 2016, and \_\_\_\_\_, 2016. The Ordinance was enacted at the Regular Meeting of the Town Council held \_\_\_\_\_2016, to become effective immediately.

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Approved as to form and legality:

\_\_\_\_\_  
Douglas W. Napier, Town Attorney

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



TOWN OF FRONT ROYAL
SOLICITOR, PEDDLER, & ITINERANT MERCHANT
PERMIT APPLICATION
\$20.00 Application Fee

- EXEMPTION REQUEST (Application Fee is Waived)
COMMERCIAL SOLICITOR
PEDDLER
ITINERANT MERCHANT

PLEASE PRINT LEGIBLY

APPLICANT: DATE:
SOCIAL SECURITY NO.: DATE OF BIRTH:
HOME ADDRESS (street, city, state, zip):
PHONE NUMBER: EMAIL ADDRESS:
NATURE OF BUSINESS/PRODUCT:
DRIVER'S LICENSE OR ID (State/Number):

STOP HERE IF APPLYING FOR EXEMPTION

BUSINESS NAME:
BUSINESS FEDERAL ID NO.:
BUSINESS ADDRESS (street, city, state, zip):
NAME & CONTACT PHONE NO. OF LOCAL AGENT:
LOCATION OF OPERATION:
DAYS & HOURS OF OPERATION:
VEHICLE DESCRIPTION & LICENSE PLATE NO.:
REFERENCES & PHONE NOS:

I hereby certify that the statements made and constituting part of this application are true and correct. I am aware that any misrepresentation of any information may be grounds for denial. I have been provided and am familiar with the ordinances and regulation pertaining to this application. I further understand that any violation of the laws of the Commonwealth of Virginia or the Ordinances of the Town of Front Royal can result in the denial of this permit or suspension/revocation of my business license.

I have no previous criminal history and have never been charged or convicted with a criminal offense, fined, imprisoned, placed on probation, received a suspended sentence or forfeited bail for any offense in a criminal court. I have never had a business license denied, suspended, or revoked.

I hereby agree and indemnify, hold harmless, and defend the Town of Front Royal and its employees, officials, and agents from any and all liability or claims of liability arising from any operations, activities, or status of applicant performed or existing pursuant to the activities authorized under this application.

Signature of Applicant Date

Approved by the Town Manager Date



**TOWN OF FRONT ROYAL**  
**SOLICITOR, PEDDLER, & ITINERANT MERCHANT**  
**REGISTRATION**  
Town Code Chapters 98 & 138

To promote the safety of our residents, it shall be unlawful for any person to engage in the business of peddling, itinerant merchandising, soliciting or canvassing as defined in this Chapter without a permit. Permit holders must also obtain any necessary business licenses prior to operating. For the purposes of this permit application, the Town Code establishes the following definitions:

*Solicitor (Commercial Solicitor):* Any person, whether a principal, agent, or salesman, who engages in transient business by going from residence to residence for the purpose of taking orders or offering to take orders for the sale of goods, wares, or merchandise or taking orders for services to be performed in the future. A commercial solicitor shall not carry goods, ware, or merchandise except for display purposes only, and shall not sell items directly.

*Itinerant Merchant:* One who offers merchandise, goods, food or services for sale or barter from a stationary but temporary site within the Town.

*Peddler:* One who moves from place to place within the Town and offers merchandise, goods, food or services for sale or barter at no definite place of business.

In addition to the information requested on this application, the following will be required prior to permit approval:

1. Itinerant Merchants shall provide a plan/plat/sketch of the location for operation that demonstrates compliance with Town Code parking requirements and written permission from property owner.
2. The finger and thumb prints of the applicant shall be taken.
3. The application shall provide two (2) recent front facing passport size photographs which accurately depict the applicant's appearance at the time of application.
4. Payment of an application fee of \$20.00 (Waived for Exemption Application)

Any individual who is determined to not meet the requirements established by the Town Code for issuance of a permit as determined by the Town Manager may appeal the decision to the Town Council through the Clerk of Council within ten (10) days of permit issuance denial.

Any person violating any provision of Chapter 138 by operating without a permit shall be guilty of a Class 1 misdemeanor. Every day of a continuing violation shall be deemed a separate offense for the purposes of these penalties.

**Special Provisions**

- Door-to-door sales shall only take place between the hours of 9:00 a.m. and 8:00 p.m.
- Peddlers or vendors are required to conspicuously display their permits at their vehicles or temporary stands or if they have none, to exhibit their permits or exemption letter upon request.
- Each peddler or vendor shall provide receptacles for the disposal of waste materials or other litter created in the immediate area of any stationary location from which sales, offers of sales or deliveries are taking place.
- No permittee shall enter upon private property posted "No Soliciting" or similar signage.
- No permittee shall enter uninvited into a private building, structure, or room.
- Peddlers and Itinerant Merchants shall be restricted to Commercial Zoning and Mixed Use Campus Districts.

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**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   9  

**Meeting Date:** February 22, 2016

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**Agenda Item:** PUBLIC HEARING – An Ordinance to Amend Town Code Chapter 167 (Weapons) to add Urban Archery Hunting to replace the Deer Management Plan under grant adopted by Virginia Board of game and Inland Fisheries and Town Council (*1<sup>st</sup> Reading*)

**Summary:** Council is requested to affirm on its first reading an ordinance to amend Front Royal Town Code Chapter 167 (Weapons) to add Urban Archery Hunting to replace the Deer Management Plan under grant adopted by Virginia Board of Games and Inland Fisheries and Town Council, as presented.

**Budget/Funding:** None

**Attachments:** Ordinance

**Meetings:** Work Sessions held January 19 and February 1, 2016.

**Staff Recommendation:** Approval   X   Denial           

**Proposed Motion:** I move that Council affirm on its first reading an ordinance to amend Front Royal Town Code Chapter 167 (Weapons) to add Urban Archery Hunting to replace the Deer Management Plan under grant adopted by Virginia Board of Games and Inland Fisheries and Town Council, as presented and effective upon final passage.

**ROLL CALL VOTE REQUIRED**

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance  
\*To be clear and concise, motions should be made in the positive

Approved By:   SB

**AN ORDINANCE TO AMEND AND RE-ENACT FRONT ROYAL MUNICIPAL TOWN  
CODE CHAPTER 167 (WEAPONS) TO ADD URBAN ARCHERY HUNTING**

**WHEREAS**, an Ordinance amendment to Chapter 167 (Weapons) to add Urban Archery Hunting to replace the Deer Management Plan in the Town of Front Royal Municipal Code; and,

**NOW THEREFORE, BE IT ENACTED** by the Town Council of the Town of Front Royal, Virginia that Chapter 167 of the Town of Front Royal Municipal Code is hereby amended and re-enacted as follows:

**Chapter 167**  
**WEAPONS**

**167-1 DEFINITIONS**

**ARROW** – A shaft-like projectile intended to be shot from a bow.

**AMMUNITION** – A cartridge, pellet, ball, missile, or projectile adapted for use in a weapon.

**BOW** – Any longbow, recurve bow, compound bow, or crossbow having a peak draw of 10 pounds or more, intended and capable of shooting an arrow. The “bow” does not include bows that have a peak draw of less than 10 pounds or are intended to be used principally at toys.

**FIREARM** – Any weapon which will, or is designed to, or may be readily converted to, expel a projectile, or in which ammunition may be used or discharged by explosion; provided, however, that stud nailing guns, rivet guns, and similar construction equipment neither designed nor intended as weapons, shall not be deemed firearms.

**PNEUMATIC GUN** – Any implement designed as a gun that will expel a BB pellet, or other ammunition by action of pneumatic pressure. This definition shall include a paintball gun that expels by action of pneumatic pressure plastic balls filled with pain for the purpose of marking the point of impact.

**REASONABLE CARE** – The use of pneumatic guns such that the gun is being discharged so that its BBs, pellets, or other ammunition will be contained on the property by a backstop, earthen embankment or fence. The discharge of BBs, pellets, or other ammunition across or over the bounds or property shall create the rebuttable presumption that the use of the pneumatic gun was not conducted with reasonable care.

**TOWN COUNCIL** – The Town Council of the Town of Front Royal, Virginia.

**167-2 DISCHARGE OF FIREARMS**

A. No person shall discharge a firearm of any description within the Town, with the exception of the following:

1. Any law enforcement officer in the performance of official duties, *except as provided by Virginia Code §29.1-529;*

2. Any other person whose said willful act is otherwise justified or excusable at law in the protection of life or property, or is otherwise specifically authorized by law. *This shall not apply to control of wildlife by non law enforcement personnel;*
3. Any otherwise lawful discharge while actually engaged in target practice on shooting ranges or other facilities lawfully established and maintained;
4. The use of blank ammunition at athletic events, military funerals, theatrical performances or events of similar character; or,
- ~~5. Lawfully hunting deer pursuant to a specific grant of authority under a Deer Management Plan adopted by the Virginia Board of Game and Inland Fisheries and the Town Council.~~

### **167-3 DISCHARGE OF PNEUMATIC GUNS**

A. It shall be unlawful for any person to discharge any pneumatic gun in the Town that are in the opinion of the Town Council so heavily populated as to make such conduct dangerous to the inhabitants thereof:

1. In or within 300 feet of any dwelling, commercial building, or shelter for animals, with the exception of the following:
  - a. Any otherwise lawful discharge while actually engaged in target practice on shooting ranges or other facilities lawfully established and maintained;
  - b. On other property where firearms may be legally discharged; or,
  - c. On private property with permission of the owner or legal possessor thereof when conducted with reasonable care to prevent a projectile from crossing the bounds of the property.

B. It shall be unlawful for any minor under the age of 16 to use a pneumatic gun unless such minor is under the supervision of a parent, guardian, or other adult supervisor approved by a parent or guardian of such minor. Minors above the age of 16 may, with the written consent of a parent or guardian, use a pneumatic gun on private property with the consent of the owner. Any minor, whether permitted by a parent or guardian to use a pneumatic gun or not, shall be responsible for obeying all laws, regulations, and restrictions governing such use.

**(Ord. No. 3-12 Amended Entire Section 1-23-12-Effective Upon Passage)**

### **167-4 DISCHARGE OF MISSILE PROJECTING WEAPONS**

A. It shall be unlawful to discharge any non-firearm or non-pneumatic missile projecting gun or weapons to include bows, crossbows, and slingshots within the Town, with the exception of the following:

1. Any law enforcement officer in the performance of official duties;
2. Any other person whose said willful act is otherwise justified or excusable at law in the

protection of life or property, or is otherwise is specifically authorized by law;

3. Any otherwise lawful discharge while actually engaged in target practice on shooting ranges or other facilities lawfully established and maintained; and,

4. Lawfully hunting wildlife pursuant to *the Urban Archery regulations provided below. a specific grant of authority under a Wildlife Management Plan adopted by the Virginia Department of Game and Inland Fisheries and the Town Council.*

5. *Target shooting of bows and crossbows for use during the Town's Urban Archery Season is permitted with appropriate backstop on property with written consent of the owner of the property.*

## **167-5 THROWING OF STONES**

It shall be unlawful for any person to throw a stone or other missile in the streets or public property with the intent to do harm to people, animals, or property.

## **167-6 URBAN ARCHERY**

*Archery hunting is permitted within the Town limits by licensed hunters during an approved Virginia Department of Game and Inland Fisheries (DGIF) Archery Season. In addition to the Urban Archery Season for deer, archery deer hunting is also allowed during the early archery deer season, the general firearms deer season, and the late archery deer season. Hunting for other wildlife is permitted only during the season approved by DGIF. Licensed archery hunters must abide by all applicable section of the Virginia State Code and Virginia Hunting Regulations (including bag limits and tagging/checking requirements). It shall be unlawful for any person, while archery hunting to violate any of the following additional Town restrictions:*

- A. *Discharge of an arrow is permitted only in order to hunt wildlife in season or for target practice. No discharge of an arrow shall be made toward any animal other than those in approved hunting season.*
- B. *Any person discharging archery equipment shall, at all times while engaged in such activity, have in their possession written permission from the landowner(s) to discharge such weapon on the private property. Approval from landowner(s) of a total aggregate, contiguous area of one-half (1/2) acres at minimum is required to conduct archery hunting.*
- C. *No person shall discharge archery equipment from, over, or across any street, sidewalk, alley, roadway, or public land or public place within the Town limits or toward any building or dwelling in such a manner that an arrow may strike it.*
- D. *No person shall discharge archery equipment unless from an elevated position of at least ten (10) feet above the surrounding terrain. Any disabled hunter unable to hunt from such platform must comply with all regulations established by the Virginia Department of Game and Inland Fisheries.*
- E. *Except for target shooting, discharge of archery equipment is not permitted within one hundred (100) feet of any dwelling except with written consent of the owner of said structure.*
- F. *Discharge of archery equipment is not permitted within one hundred (100) feet of any school property line.*
- G. *Any person discharging archery equipment shall use reasonable care to ensure the arrow does*

not cross any property line and enter any property on which the hunter does not have permission to hunt. The discharge of an arrow across or over the boundaries of a property for which no permission has been given by the property owner shall create a rebuttable presumption that the use of the archery equipment was not conducted with reasonable care.

- H. The hunter is responsible for the disposition of the animal carcass to the local/regional landfill. Carcasses shall be double bagged. Field dressing of the animal shall be by agreement between the landowner and the hunter. No field dressing of the animal shall occur on Town owned property without express written permission from the Town Manager or designee.
- I. No person shall hunt within the Town limits by use of dog or dogs.

**167-67 VIOLATIONS**

A. Violations of this Section involving firearms shall constitute a Class ~~3~~ **1** misdemeanor punishable by a fine of not more than ~~five hundred dollars (\$500.00)~~ **two thousand five hundred dollars (\$2,500.00) and twelve (12) months in jail.**

B. Violations of this Section involving pneumatic guns, missile projecting weapons, or throwing stones shall constitute a Class 4 misdemeanor punishable by a fine of not more than two hundred fifty dollars (\$250.00).

*C. Violations of the Urban Archery Section shall constitute a Class 1 misdemeanor punishable by a fine of not more than two thousand five hundred dollars (\$2,500.00).*

This ordinance is effective upon passage.

APPROVED:

\_\_\_\_\_  
Timothy W. Darr, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted \_\_\_\_\_ 2016, upon the following recorded vote:

Bébhinn C. Egger	Yes/No	Bret W. Hrbek	Yes/No
John P. Connolly	Yes/No	Hollis L. Tharpe	Yes/No
Eugene R. Tewalt	Yes/No	Jacob L. Meza	Yes/No

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A public hearing on the above was held on \_\_\_\_\_, 2016 having been advertised in the Northern Virginia Daily on \_\_\_\_\_, 2016 and \_\_\_\_\_, 2016. The Ordinance was enacted at the Regular Meeting of the Town Council held \_\_\_\_\_ 2016, to become effective immediately.

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Approved as to form and legality:

\_\_\_\_\_  
Douglas W. Napier, Town Attorney

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   10  

**Meeting Date:** February 22, 2016

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- Agenda Item:** COUNCIL APPROVAL – Write Off for Bad Debt
- Summary:** Council is requested to approve the removal of seven years or older of outstanding accounts receivable (bad debts) on the Town's ledger in the amount of \$225,318.29 from enterprise and general fund liability accounts. This value include six miscellaneous billings and 419 utility accounts. All recourse of attempting to collect these amounts has been completed.
- Budget/Funding:** No funding is needed since this journal entry will effect balance sheet lines only.
- Attachments:** List of Amounts from the Finance Department and Resolution for Town's Bad Debt Policy
- Meetings:** Work Session January 29, 2016
- Staff Recommendation:** Approval   X   Denial
- Proposed Motion:** I move that the Town Council approve the removal of seven years or older of outstanding accounts receivable (bad debts) on the Town's ledger in the amount of \$225,318.29 from enterprise and general fund liability accounts, as presented.

**ROLL CALL VOTE REQUIRED**

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance

\*To be clear and concise, motions should be made in the positive

Approved By:   SB

<Type here to customize title>

Date: 1/12/2016

Balance	Service Address	Status	Final Bill Due Date
42.15	613 N. ROYAL AVE. #4	F	7/8/2001
58.72	709 W. 13TH ST	T	11/15/2002
205.30	909 PARK LN.	T	4/16/2004
175.11	215 WASHINGTON AVE.	T	11/15/2005
743.09	562 MANASSAS ST.	T	5/8/2007
812.29	1201 N. SHENANDOAH AVE.	T	8/24/2007
499.74	106 FAIRVIEW AVE	T	10/31/2007
189.64	131 CHESTER ST. #3	T	10/31/2007
1,136.28	1029 OAKMONT DR.	T	10/31/2007
64.52	613 N. ROYAL AVE. #3	T	10/31/2007
362.99	75 ROYAL LN. #10	T	10/31/2007
307.89	113 E. MAIN ST. #6	T	10/31/2007
77.51	421 E. CRISER RD. #102	T	10/31/2007
265.92	343 CHERRYDALE AVE. #9	T	10/31/2007
1,387.25	1217 N. ROYAL AVE.	T	10/31/2007
530.32	603 W. 11TH ST.	T	10/31/2007
169.27	13 SHENANDOAH COMMONS WAY #202	T	10/31/2007
298.66	30 COLONIAL DR.	T	10/31/2007
114.07	1474 JOHN MARSHALL HWY.	T	10/31/2007
86.71	1472 JOHN MARSHALL HWY.	T	11/1/2007
284.49	67 ROYAL LN. #3	T	10/31/2007
537.88	132 W. 12TH ST.	T	10/31/2007
481.05	24-A W. STONEWALL DR.	T	11/9/2007
265.36	1717 COMMONWEALTH DR.	T	10/31/2007
107.95	1347 ROBIN HOOD LN. #4	T	11/9/2007
208.49	1208 MASSANUTTEN AVE	T	10/31/2007
171.49	334 RITENOUR ST.	T	10/31/2007
199.43	615-B VISCOSE AVE.	T	10/31/2007
376.30	717 WARREN AVE.	T	10/31/2007
328.71	713 WARREN AVE.	T	10/31/2007
112.39	1122 N. SHENANDOAH AVE. #2	T	10/31/2007
154.56	523 BEL AIR AVE.	T	11/9/2007
484.69	1128 SUMMIT ST.	T	11/9/2007
453.67	416 VISCOSE AVE.	T	11/9/2007
81.41	19 S. ROYAL AVE. #6	T	11/16/2007
231.62	130 E. MAIN ST. #3	T	11/9/2007
58.19	19 SHENANDOAH COMMONS WAY #301	T	11/9/2007
68.61	403 E. CRISER RD. #204	T	11/9/2007
423.69	15 N. MARSHALL ST.	T	11/28/2007
846.63	605 W DUCK ST	T	11/9/2007
207.17	1095 N. ROYAL AVE. #5	T	11/9/2007
241.36	413 E. CRISER RD. #102	T	11/9/2007
150.64	405 E. CRISER RD. #303	T	11/9/2007
445.19	606 RANDOLPH AVE	T	11/28/2007
358.73	253 ORCHARD ST.	T	11/28/2007
160.95	219 E. 7TH ST.	T	11/28/2007
317.01	502 REMOUNT RD.	T	11/28/2007
219.12	15 SHENANDOAH COMMONS WAY #204	T	11/28/2007
517.16	35 ROYAL LN. #2	T	11/28/2007
276.47	1515 MALLARD PL	T	11/28/2007
129.10	720 VIRGINIA AVE.	T	11/28/2007
3,806.70	227 S. ROYAL AVE.	T	11/28/2007

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Date: 1/12/2016

Balance	Service Address	Status	Final Bill Due Date
1,357.50	821 E. STONEWALL DR.	T	11/28/2007
3,744.38	20 E. 4TH ST.	T	11/28/2007
1,001.32	963 STUART DR.	T	11/28/2007
561.97	25 SHEN COMMONS WAY #203	T	11/28/2007
204.05	335 DUNCAN AVE.	T	11/28/2007
136.32	302 RITENOUR ST.	T	11/28/2007
74.55	436 ACTON ST.	T	11/28/2007
216.66	1210 MASSANUTTEN AVE.	T	11/28/2007
1,214.50	407 W. 12TH ST.	T	11/28/2007
442.65	330 W 10TH ST	T	11/28/2007
64.95	7 SOUTH ST	T	12/10/2007
370.72	210 VIRGINIA AVE. #7	T	12/10/2007
606.22	17-A S ROYAL AVE	T	12/10/2007
147.00	413 CHERRYDALE AVE.	T	12/10/2007
828.51	319 KERFOOT AVE.	T	12/10/2007
269.54	1010 N. SHENANDOAH AVE. #2	T	12/10/2007
320.66	11 W. 5TH ST.	T	12/10/2007
71.14	708 W. 11TH ST. #6	T	12/28/2007
88.83	1202-D N. ROYAL AVE.	T	12/28/2007
154.18	415 E. CRISER RD. #302	T	12/28/2007
247.28	1207 N ROYAL AVE #1	T	12/28/2007
336.04	124 E. 4TH ST.	T	12/28/2007
191.56	343 CHERRYDALE AVE. #1	T	12/31/2007
426.18	615 W. 12TH ST.	T	12/31/2007
546.24	1620 N. ROYAL AVE.	T	12/31/2007
188.82	1336 BARON PL.	T	12/31/2007
945.75	1463 LAKEVIEW DR.	T	12/28/2007
432.40	1095 N. ROYAL AVE. #21	T	12/31/2007
1,477.08	235 RANDOLPH AVE.	T	12/31/2007
618.82	237 SHORT ST.	T	12/31/2007
88.74	640 BEL AIR AVE.	T	12/31/2007
31.44	716 WARREN AVE. #3	F	12/31/2007
147.47	334 CHERRYDALE AVE	T	12/31/2007
1,258.41	240 SHORT ST	T	12/31/2007
148.58	1095 N. ROYAL AVE. #15	T	12/31/2007
155.97	5 SHENANDOAH COMMONS WAY #304	T	12/31/2007
269.04	382 W. 11TH ST.	T	12/31/2007
281.47	460 HILL ST.	T	12/31/2007
234.08	1424 JOHN MARSHALL HWY.	T	12/31/2007
449.74	341 CLOUD ST. #4	T	12/31/2007
258.80	403 E. CRISER RD. #304	T	1/31/2008
150.58	514 GRAND AVE.	T	1/31/2008
50.79	738 W. 11TH ST.	T	1/31/2008
308.87	609 STONEWALL DR.	T	1/31/2008
379.52	327 SKYLINE PL.	T	1/31/2008
191.95	20 W. STONEWALL DR. #3	T	1/31/2008
179.94	1099 N. ROYAL AVE. #3	T	1/31/2008
512.53	708 W. 11TH ST. #4	T	1/31/2008
98.32	120-A S ROYAL AVE	T	1/31/2008
219.18	120-C S. ROYAL AVE.	T	1/31/2008
609.71	737 STAYMAN ST.	T	1/31/2008
102.27	617 W. 11TH ST.	T	1/31/2008

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Date: 1/12/2016

Balance	Service Address	Status	Final Bill Due Date
388.14	117 E. 2ND ST.	T	1/31/2008
543.61	140 W. DUCK ST.	T	1/31/2008
882.96	425 CHERRYDALE AVE.	T	1/31/2008
566.81	517 W. 14TH ST.	T	2/29/2008
92.17	58 E. CRISER RD.	T	2/29/2008
1,080.94	127 W. 8TH ST. #2	T	2/29/2008
216.75	112 E. 8TH ST	T	2/29/2008
1,294.23	707 STONEWALL DR.	T	2/29/2008
241.90	1095 N ROYAL AVE #3	T	2/29/2008
475.12	515-A CARTER ST.	T	2/29/2008
179.36	110 MANASSAS AVE.	T	2/29/2008
122.03	343 KENDRICK LN. #2	T	2/29/2008
260.16	915-B N. ROYAL AVE.	T	2/29/2008
479.72	331 KERFOOT AVE.	T	2/29/2008
580.91	519 E. MAIN ST.	T	2/29/2008
220.10	525 E. MAIN ST. #2	T	2/29/2008
56.01	209 E 6TH ST	T	2/29/2008
522.45	209 E 6TH ST	T	2/29/2008
1,080.77	1118 EWELL ST. LOT #50	T	2/29/2008
324.55	421 S. SHENANDOAH AVE.	T	2/29/2008
204.94	1099 N. ROYAL AVE. #2	T	2/29/2008
186.12	203 E. 6TH ST.	T	2/29/2008
41.39	217 E. MAIN ST.	F	2/29/2008
1,209.38	125 JAMESTOWN RD.	T	2/29/2008
560.60	505 POW MORR DR	T	2/29/2008
182.55	312 FRAZIER PL.	T	3/20/2008
171.89	1208 N. SHENANDOAH AVE. #4	T	2/29/2008
588.21	1419 MARKHAM ST.	T	3/20/2008
1,501.74	413 SALEM AVE.	T	2/29/2008
193.05	130 W. STRASBURG RD.	T	3/20/2008
1,310.82	609 BROWN AVE	T	3/20/2008
85.75	1095 N. ROYAL AVE. #19	T	3/20/2008
405.71	19 S. ROYAL AVE. #3	T	3/20/2008
97.84	15 SHENANDOAH COMMONS WAY #304	T	3/20/2008
62.27	415 E. CRISER RD. #201	T	4/4/2008
410.21	406 N. ROYAL AVE. #4	T	3/20/2008
499.00	909 W. 13TH ST.	T	3/20/2008
86.47	306 S. ROYAL AVE. #1	T	3/20/2008
153.46	403 E. CRISER RD. #204	T	4/4/2008
313.93	910 W 13TH ST	T	4/4/2008
961.17	116 E. 15TH ST.	T	4/4/2008
2,721.69	712 N ROYAL AVE	T	4/4/2008
327.68	514 BRAXTON RD. LOT.#16	T	4/4/2008
118.98	112 W. CRISER RD	T	4/4/2008
272.23	10 BLUE RIDGE AVE. #1	T	4/4/2008
503.48	30 NORTH ST.	T	4/30/2008
478.78	1240 FOX DR.	T	4/30/2008
211.26	402 CHERRYDALE AVE.	T	4/30/2008
969.28	116-B S ROYAL AVE	T	4/30/2008
1,302.43	420 MANASSAS AVE.	T	4/30/2008
1,214.53	44 CHURCH ST.	T	4/30/2008
1,373.87	313 PINE ST	T	4/30/2008

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Date: 1/12/2016

Balance	Service Address	Status	Final Bill Due Date
786.13	126 E. MAIN ST. #5	T	4/30/2008
1,187.85	633 W 11TH ST	T	4/30/2008
512.51	122 VIRGINIA AVE. #5	T	4/30/2008
200.00	17 CHURCH ST. #1	T	4/30/2008
563.55	29 CHESTER ST. #5	T	4/30/2008
533.88	359 W. 9TH ST.	T	4/30/2008
511.06	307 SKYLINE PL	T	4/30/2008
132.08	1099 N. ROYAL AVE. #2	T	4/30/2008
180.92	116-C S. ROYAL AVE.	T	4/30/2008
196.14	705 NEW AVE	T	4/30/2008
214.08	21 W. 6TH ST. #E	T	4/30/2008
902.76	1 E. 17TH ST.	T	4/30/2008
179.66	427 DUNCAN AVE.	T	5/30/2008
104.51	400 E JACKSON ST	T	5/9/2008
614.01	27 CRESCENT ST.	T	5/9/2008
693.80	237 ORCHARD ST.	T	5/9/2008
109.85	54 MICHELLE RD.	T	5/9/2008
688.73	468 CHERRYDALE AVE.	T	5/9/2008
1,509.82	1108 FOX DR.	T	5/9/2008
773.98	503 WARREN AVE.	T	5/9/2008
762.24	562 MANASSAS ST.	T	5/9/2008
253.00	520 VIRGINIA AVE. #11	T	5/16/2008
739.59	345 CHERRYDALE AVE.	T	5/16/2008
272.98	352 BLUE RIDGE AVE. #1 (DOWNSTAIRS)	F	5/16/2008
397.60	707 NEW AVE	T	5/16/2008
1,541.53	706 W. 14TH ST.	T	5/16/2008
106.96	13 SHENANDOAH COMMONS WAY #302	T	5/16/2008
160.52	35 ROYAL LN. #10	T	5/16/2008
1,328.87	1731 N. ROYAL AVE.	T	5/16/2008
221.80	312 SOUTH ST.	T	5/16/2008
1,359.85	315 PINE ST	T	5/16/2008
276.14	523 LILLARD DR	T	5/16/2008
402.50	108 STEELE AVE.	T	5/16/2008
423.05	122 ELSIA DR.	T	5/30/2008
761.09	730 WARREN AVE.	T	5/30/2008
183.65	518-A LOOP RD.	T	5/30/2008
2,755.01	711 RIVER DR.	T	5/30/2008
1,703.05	1352 JOHN MARSHALL HWY (GARAGE)	F	5/30/2008
347.98	419 E. CRISER RD. #302	T	5/30/2008
484.80	112 W. 12TH ST.	T	5/30/2008
33.04	10-A CLOUD ST.	F	5/30/2008
171.88	235 CHESTER ST. #1	T	5/30/2008
418.31	111-B S.SHENANDOAH AVE.	T	5/30/2008
609.00	1216 MASSANUTTEN AVE.	T	5/30/2008
895.21	1410 JOHN MARSHALL HWY. UPSTAIRS	F	5/30/2008
287.01	120 W. 16TH ST.	T	6/13/2008
1,945.25	711 WARREN AVE.	T	5/30/2008
566.92	126 E. MAIN ST. #3	T	5/30/2008
146.50	201 E. MAIN ST. SUITE #2E	T	5/30/2008
755.96	130 W. 13TH ST.	T	5/30/2008
966.32	930 VIRGINIA AVE	T	6/13/2008
511.16	411 COMMERCE AVE.	T	6/13/2008

<Type here to customize title>

Date: 1/12/2016

Balance	Service Address	Status	Final Bill Due Date
363.16	716 WARREN AVE. #3	T	6/13/2008
655.29	718 WARREN AVE. #2	T	6/13/2008
391.27	1010 N SHENANDOAH AVE #1	T	6/13/2008
85.01	214 BLUE RIDGE AVE. #7	T	6/13/2008
422.41	648-A W. 11TH ST.	T	6/13/2008
50.03	404 CHERRYDALE AVE.	T	6/13/2008
198.69	352 CLOUD ST.	T	6/13/2008
600.75	404-E KENDRICK LN.	T	6/13/2008
732.66	404-B KENDRICK LN	T	6/13/2008
306.48	404 KENDRICK LN.	T	6/13/2008
186.40	11 SHENANDOAH COMMONS WAY #303	T	6/13/2008
211.54	892 CANNON ST	T	6/13/2008
1,492.02	977 GOODVIEW DR	T	6/13/2008
477.00	515 VISCOSE AVE.	T	6/13/2008
203.97	718 WARREN AVE. #6	T	6/13/2008
60.17	19 SHENANDOAH COMMONS WAY #303	T	6/13/2008
47.20	341 CLOUD ST. #2	F	6/30/2008
7,873.40	307 FRONT ST.	F	6/13/2008
1,059.45	505 WARREN AVE.	T	6/30/2008
472.65	413 COMMERCE AVE	T	6/30/2008
536.77	518 SHORT ST.	T	6/30/2008
150.46	125 BIGGS DR. #1	F	6/30/2008
33.00	183 ELSIA DR	F	7/31/2008
3,099.37	116 POLK AVE.	F	6/30/2008
177.60	421 E. PROSPECT ST.	T	6/30/2008
581.03	441 SOUTH ST	F	6/30/2008
1,178.71	124 W. CRISER RD	T	6/30/2008
410.86	17 E PROSPECT ST.	T	6/30/2008
1,870.41	315 SKYLINE PL.	T	6/30/2008
1,314.32	640 MILLS LN.	T	6/30/2008
3,273.80	515 RANDOLPH AVE.	T	6/30/2008
221.39	512 GRAND AVE.	T	6/30/2008
1,813.81	13 E. PROSPECT ST.	T	6/30/2008
106.47	650-F W. 11TH ST.	T	6/30/2008
87.67	221 FLETCHER ST. #2	T	6/30/2008
427.01	113 E. MAIN ST. #1	T	6/30/2008
142.54	204 VIRGINIA AVE. #10	T	6/30/2008
122.54	407 E. CRISER RD. #301	T	7/8/2008
513.77	323-B W. 11TH ST.	T	7/8/2008
2,756.56	634 BEL AIR AVE.	T	7/8/2008
475.12	312 RITENOUR ST.	T	7/8/2008
408.61	530-A E MAIN ST	T	7/8/2008
157.41	103 STEELE AVE.	T	7/8/2008
1,470.47	107 POLK AVE.	F	7/8/2008
48.58	631 N. ROYAL AVE. #6	F	7/10/2008
843.75	862 W. 11TH ST.	T	7/10/2008
1,056.29	239 LEE ST.	T	7/10/2008
193.51	210 VIRGINIA AVE. #4	T	7/10/2008
443.92	241 ORCHARD ST.	T	7/10/2008
178.12	713 W. 14TH ST.	T	7/10/2008
277.06	316 CYPRESS ST.	T	7/10/2008
32.32	713 W. 14TH ST.	F	7/10/2008

<Type here to customize title>

Date: 1/12/2016

Balance	Service Address	Status	Final Bill Due Date
803.83	718 W. 15TH ST	T	7/10/2008
81.51	711 VIRGINIA AVE.	T	7/31/2008
137.41	600 W. 11TH ST.	T	7/31/2008
310.33	209-A E 6TH ST	T	7/31/2008
559.75	140 RUGBY RD	T	7/31/2008
843.88	1020 N. SHENANDOAH AVE. #1	T	7/31/2008
144.37	915-B N. ROYAL AVE.	T	7/31/2008
561.32	1468 JOHN MARSHALL HWY.	F	7/31/2008
93.55	15 MT VERNON CT.	F	7/31/2008
202.06	112 E. MAIN ST. #10	T	8/8/2008
52.62	21-B W. 6TH ST.	T	7/31/2008
707.24	27 CRESCENT ST.	T	8/8/2008
88.87	61 ROYAL LN. #5	T	8/8/2008
344.17	738 STAYMAN ST.	F	8/28/2008
261.24	322 HENRICO RD.	T	8/20/2008
543.47	14 E. STONEWALL DR. #B	T	8/8/2008
202.66	1124 HAPPY RIDGE DR.	T	8/8/2008
1,112.75	460-E S COMMERCE AVE	F	8/8/2008
2,733.88	460-E S COMMERCE AVE	F	8/8/2008
760.52	426 RANDOLPH AVE	T	8/8/2008
2,046.76	844 SHENANDOAH SHORES RD.	T	8/8/2008
1,142.06	705 NEW AVE	F	8/8/2008
262.67	313 PINE ST	F	8/8/2008
141.30	510 N. ROYAL AVE.	F	8/20/2008
741.03	510-B N ROYAL AVE	F	8/20/2008
1,427.10	510-A N. ROYAL AVE.	F	8/8/2008
946.82	703 W 13TH ST	T	8/8/2008
2,677.94	403 KERFOOT AVE	T	8/20/2008
183.93	121 LOCUST DALE RD	F	8/20/2008
128.64	1208 N. SHENANDOAH AVE. #8	T	8/15/2008
1,069.33	32 W. 17TH ST.	T	8/20/2008
466.49	506 MANASSAS AVE.	T	8/15/2008
88.37	112 E. 4TH ST.	T	8/15/2008
1,710.20	17 E. DUCK ST.	T	8/15/2008
345.73	11 CLOUD ST #5	T	8/15/2008
189.57	21-B W. 6TH ST.	T	8/28/2008
456.18	24 LEE ST	F	8/28/2008
367.98	11 SHENANDOAH COMMONS WAY #203	T	8/28/2008
546.06	1020 N. SHENANDOAH AVE. #2	T	8/28/2008
47.02	631 N. ROYAL AVE. #8	F	8/28/2008
138.30	1321 WARREN AVE.	T	8/28/2008
624.61	246 E. 6TH ST. #7	T	8/28/2008
436.92	537 LEWIS ST. LOT 48	T	8/28/2008
761.88	17 W. 5TH ST.	T	8/28/2008
1,106.71	915 N. ROYAL AVE.	T	8/28/2008
131.24	915-A N ROYAL AVE	T	8/28/2008
563.49	1212 MASSANUTTEN AVE.	T	9/12/2008
62.37	346 W. 9TH ST.	T	9/19/2008
277.96	114 E. 4TH ST.	T	9/19/2008
138.60	614-A W. 11TH ST.	T	9/19/2008
173.00	516 SHORT ST.	T	9/12/2008
60.46	517-B N. ROYAL AVE	T	9/12/2008

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Date: 1/12/2016

Balance	Service Address	Status	Final Bill Due Date
505.73	233 ORCHARD ST.	T	9/12/2008
229.43	421 S. SHENANDOAH AVE.	T	9/12/2008
980.76	1463 LAKEVIEW DR.	F	9/12/2008
401.85	5 SHENANDOAH COMMONS WAY #101	T	9/12/2008
1,098.78	423 HILL ST.	T	9/12/2008
330.43	168 W STRASBURG RD	T	9/12/2008
1,110.39	639 BEL AIR AVE.	T	9/12/2008
187.66	101 PINECREST ST.	T	9/30/2008
590.01	320 VIRGINIA AVE.	T	9/12/2008
244.56	229 CLOUD ST #2	F	9/12/2008
892.50	503 W. 13TH ST.	T	9/12/2008
188.90	343 CHERRYDALE AVE. #9	T	9/12/2008
358.74	408 KERFOOT AVE.	T	9/26/2008
111.47	1488 MARKHAM ST.	F	9/19/2008
469.97	1101 N ROYAL AVE	T	9/19/2008
244.82	307 W. DUCK ST.	T	9/19/2008
176.55	422 CHERRYDALE AVE.	T	9/19/2008
299.70	1433 HAPPY CREEK RD	T	9/19/2008
89.06	1449 CANTERBURY RD.	F	9/30/2008
383.08	462 CHERRYDALE AVE.	T	9/19/2008
74.42	113 E. MAIN ST. #2	T	9/30/2008
168.86	407 W. 15TH ST.	T	9/30/2008
159.48	646 CARTER ST.	T	9/30/2008
353.00	1308-A MADISON AVE.	T	9/30/2008
437.37	702 BRAXTON RD.	F	9/30/2008
674.93	116 E. 15TH ST.	T	9/30/2008
388.94	1 E. 17TH ST.	T	9/30/2008
163.37	22 MASSIE ST	T	9/30/2008
993.46	733 W. 14TH ST.	T	9/30/2008
198.06	518 W. MAIN ST. #3	T	9/30/2008
120.60	204 E. CRISER RD.	T	9/30/2008
1,059.36	239-E SOUTH ST.	F	9/30/2008
435.41	402 KERFOOT AVE.	T	9/30/2008
135.42	302 SALEM AVE	T	9/30/2008
238.34	110 JAMESTOWN RD.	T	10/6/2008
1,033.77	305 SKYLINE PL.	T	10/6/2008
308.78	206 E. CRISER RD.	T	10/6/2008
84.04	304 W. MAIN ST. #1	T	10/6/2008
258.78	1419 MARKHAM ST.	F	10/6/2008
548.35	343 CHERRYDALE AVE. #10	T	10/6/2008
2,152.00	528 LILLARD DR.	T	10/6/2008
376.61	112 E. MAIN ST. #1	T	10/17/2008
494.15	17 CHURCH ST. #2	T	10/17/2008
172.13	17 CHURCH ST. #1	T	10/17/2008
133.22	21-D W. 6TH ST.	T	10/17/2008
263.12	852 SHENANDOAH SHORES RD.	T	10/17/2008
2,161.08	203 JAMESTOWN RD.	T	10/17/2008
71.54	217-A LAUREL ST.	T	10/17/2008
519.58	212 POLK AVE.	F	10/17/2008
160.14	120 W. 6TH ST. #6	T	10/17/2008
392.53	422 VISCOSE AVE. #2	T	10/17/2008
776.84	630 BEL AIR AVE.	T	10/31/2008

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Date: 1/12/2016

Balance	Service Address	Status	Final Bill Due Date
294.50	207 CLOUD ST. #1	T	10/31/2008
2,413.11	10 CRESTVIEW DR.	T	10/31/2008
814.35	712 STOCKTON RD.	F	10/31/2008
160.47	602 E. 6TH ST.	T	10/31/2008
248.04	115-B S. SHENANDOAH AVE.	T	10/31/2008
89.22	9 SHENANDOAH COMMONS WAY #201	T	10/31/2008
80.42	14 E. STONEWALL DR. #B	F	10/31/2008
262.14	306 S. ROYAL AVE. #2	T	10/31/2008
525.61	603 W. 11TH ST.	T	10/31/2008
126.92	525 E. MAIN ST. #1	T	10/31/2008
266.43	627 WARREN AVE.	T	10/31/2008
380.49	34 NORTH ST.	T	10/31/2008
218.65	718 WARREN AVE. #5	T	10/31/2008
98.56	341 CLOUD ST. #4	F	10/31/2008
101.32	421 E. CRISER RD. #104	T	10/31/2008
721.18	527 BEL AIR AVE.	F	11/21/2008
315.28	9 CHARLES ST	F	11/21/2008
1,324.85	733 STOCKTON RD.	F	11/21/2008
422.62	208 FLETCHER ST.	F	11/21/2008
64.63	116 W. 4TH ST.	F	11/21/2008
1,742.15	1424 ANDERSON ST.	F	11/21/2008
373.13	125 BIGGS DR. #1	F	11/21/2008
1,029.09	351 W 10TH ST	F	11/21/2008
54.96	1436 MARKHAM ST.	F	11/21/2008
519.55	334 RITENOUR ST.	F	11/21/2008
844.73	704 VIRGINIA AVE.	F	11/21/2008
533.85	412 W. 15TH ST	F	11/21/2008
710.65	60 E. CRISER RD.	F	11/21/2008
37.75	1442 JOHN MARSHALL HWY.	F	11/21/2008
94.85	400 E JACKSON ST	F	12/12/2008
117.07	19 S. ROYAL AVE. #9	F	11/21/2008
270.83	650-E W. 11TH ST.	F	11/21/2008
40.83	560 SYCAMORE LN.	F	12/12/2008
99.04	411 E. CRISER RD. #202	F	11/21/2008
445.02	600 W. 11TH ST.	F	11/21/2008
115.90	505 FREDERICK AVE	F	11/21/2008
522.90	327 SKYLINE PLACE	F	12/12/2008
200.56	216 CLOUD ST	F	12/12/2008
223.97	508 GRAND AVE	F	12/21/2008
1,054.42	339 SKYLINE PL	F	12/12/2008
538.63	203 SHORT ST	F	12/12/2008
287.62	409 E. CRISER RD. #102	F	12/12/2008
287.45	404 SALEM AVE	F	12/12/2008
660.42	618 W 11TH ST	F	12/12/2008
687.37	1121 ELM ST	F	12/12/2008
284.05	1309 MONROE AVE	F	12/12/2008
276.28	1474 JOHN MARSHALL HWY.	F	12/12/2008
314.93	1409 PICKETT CT	F	12/12/2008
118.50	202 S ROYAL AVE #2	F	12/12/2008
64.11	23 SHENANDOAH COMMONS WAY #303	F	12/12/2008
474.44	724 W 13TH ST	F	12/19/2008
701.80	1146 HAPPY RIDGE DR.	F	12/19/2008

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Date: 1/12/2016

Balance	Service Address	Status	Final Bill Due Date
331.59	915-B N. ROYAL AVE.	F	12/19/2008
61.17	112 S ROYAL AVE	F	12/19/2008
968.39	709 W 13TH ST	F	12/19/2008
<b>\$ 223,080.16</b>			

419 Accounts

# Writeoff Misc Accts Receivable

Date: 1/26/2016

Customer Type	Total Amount Due	Last Billed Date
MISC	13.30	3/18/2008
ACC1	1852.65	8/15/2008
ACC1	66.20	10/23/2008
BPOL	231.11	7/29/2008
BPOL	67.39	10/27/2008
BPOL	7.48	2/29/2008
	2,238.13	
<i>6 accts</i>		

**RESOLUTION TO ADOPT  
A POLICY TO ADDRESS  
DELINQUENT RECEIVABLES FROM UTILITY BILLS**

**WHEREAS**, the Town of Front Royal has delinquent receivables from utility bills that are determined to be uncollectible; and

**WHEREAS**, the Town's auditing firm has requested that the Town adopt a policy to review these delinquent receivables and abate them from our ledgers when all opportunities for collection have been exhausted; and

**WHEREAS**, the Town desires to establish uniform guidelines for determining delinquent accounts receivable which should be considered as bad debts and written off;

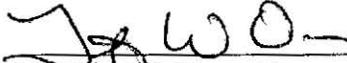
**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Front Royal, Virginia that the Town shall adopt the following Policy to Address Delinquent Receivables from Utility Bills.

The Town of Front Royal shall adopt this policy and procedures to address delinquent receivables from utility bills:

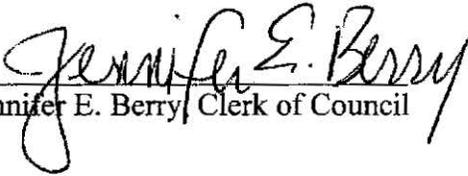
- 1) The Town shall require sufficient information from all utility customers, to include Social Security Numbers and/or Driver's License, to establish an account that can allow staff to search for unpaid bills.
- 2) Town staff will routinely review active accounts with closed accounts to identify opportunities to bring forward outstanding delinquent balances.
- 3) Final utility bills will be reviewed to ensure all charges are accurate and collectible.
- 4) The Town shall issue a second notice through the postal mail service of final billing after a utility bill becomes delinquent by more than thirty (30) days.
- 5) The Town shall utilize available outside programs to assist in collecting delinquent balances to include the Virginia Department of Taxation Debt Set Off Program.
- 6) Town staff will develop, at least annually, a list of accounts that have been determined to be uncollectible. The criteria for this determination shall be:
  - A) No activity on a closed account for at least seven (7) years
  - B) The account has entered a status of "bankruptcy" with no activity for five (5) years
  - C) All efforts of collection have been exhausted
- 7) Staff shall present the list of delinquent accounts qualifying as "uncollectible" to Town Council that shall include the account number, delinquent balance, and justification for declaration.
- 8) Town Council shall consider approval of this list of delinquent accounts to write off the uncollectible bad debt.

Adopted this, 13<sup>th</sup> day of November, 2012

APPROVED:

  
Timothy W. Darr, Mayor

ATTEST:

  
Jennifer E. Berry, Clerk of Council

-----  
THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on November 17, 2012 upon the following recorded vote:

Thomas H. Sayre	<u>Yes/No</u>	Bret W. Hrbek	<u>Yes/No</u>
Hollis L. Tharpe	<u>Yes/No</u>	Eugene R. Tewalt	<u>Yes/No</u>
N. Shae Parker	<u>Yes/No</u>	Daryl L. Funk	<u>Yes/No</u>

\*\*\*\*\*

Approved as to Form and Legality:

  
Douglas W. Napier, Town Attorney

Dated: 11/14/2012

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**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   11  

**Meeting Date:** February 22, 2016

---

**Agenda Item:** COUNCIL APPOINTMENT – Northern Shenandoah Valley Regional Commission (NSVRC) Elected Representative

**Summary:** Council is requested to appoint an elected representative to serve on the Northern Shenandoah Valley Regional Commission (NSVRC) to fill an unexpired term, said term expires December 31, 2016. Former Councilman Daryl Funk held this term until he was elected as Clerk of Court.

**Budget/Funding:** None

**Attachments:** None

**Meetings:** Work Sessions held November 16, 2015 and February 1, 2016.

**Staff Recommendation:** Approval   X   Denial           

**Proposed Motion:** I move that Council appoint Councilman Bret Hrbek as the elected representative to serve on the Northern Shenandoah Valley Regional Commission (NSVRC) to an un-expired term, said term ending December 31, 2016.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance  
\*To be clear and concise, motions should be made in the positive

Approved By:           SB

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**Town of Front Royal, Virginia  
Council Agenda Statement**

Page   1    
Item No.   12  

**Meeting Date:** February 22, 2016

---

**Agenda Item:** COUNCIL APPROVAL – Resolution for Police Headquarters Design

**Summary:** Council is requested to approve a Resolution for the new police headquarters design that will provide them the necessary space for their operations for the next 25 years, as presented.

**Budget/Funding:** None

**Attachments:** Resolution

**Meetings:** Work Session held February 16, 2016

**Staff Recommendation:** Approval   X   Denial       

**Proposed Motion:** I move that Council approve a Resolution for the new police headquarters design that will provide them the necessary space for their operations for the next 25 years, as presented.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance  
\*To be clear and concise, motions should be made in the positive

Approved By:       SB



Town of Front Royal, Virginia



RESOLUTION FOR POLICE HEADQUARTERS DESIGN

WHEREAS, the Town of Front Royal recognizes the urgent need to design and construct a new headquarters for our Police Department that will provide them the necessary space for their operations for the next twenty-five years; and,

WHEREAS, the Town has purchased property at the corner of Monroe Avenue and Kendrick Lane for construction of the Police Headquarters; and,

WHEREAS, the Town has retained Moseley Architects to determine the space requirements for the Police Headquarters and design the building; and,

WHEREAS, Moseley Architects has evaluated the space need for the Police Department currently and for a twenty-five year horizon; and,

WHEREAS, Moseley Architects has developed costs for building footprints to meet current and twenty-five year horizons with total project costs estimates of \$6,000,000 and \$8,000,000, respectively; and,

WHEREAS, the Town needs to provide direction to the architect to complete plans for the appropriate building footprint;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby direct staff to pursue the design and construction of the full twenty-five year build out of the site for the Police Headquarters; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby direct to identify the approved funding solution for the full twenty-five year build out design.

Adopted this 22nd day of February, 2016

APPROVED:

\_\_\_\_\_  
Timothy W. Darr, Mayor

Attest:

\_\_\_\_\_  
Jennifer E. Berry, CMC, Clerk of Council

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THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia  
Town Council on \_\_\_\_\_ 2016, upon the following recorded vote:

Hollis L. Tharpe	Yes/No	Bret W. Hrbek	Yes/No
Eugene R. Tewalt	Yes/No	Bébhinn C. Egger	Yes/No
John P. Connolly	Yes/No	Jacob L. Meza	Yes/No

---

Approved as to Form and Legality:

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Douglas W. Napier, Esq., Town Attorney

Date: \_\_\_\_\_

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Town of Front Royal, Virginia  
Council Agenda Statement

Page   1    
Item No.   13  

Meeting Date: February 22, 2016

**Agenda Item:** CLOSED MEETING – (1) Consultation with Legal Counsel; Investment of Public Funds and (2) Community Development Director Discussion

**Summary:** Council is requested to go into Closed Meeting **(1)** with a representative of the Front Royal-Warren County Economic Development Authority for the following purposes: To discuss proposed funding and investing mechanisms for one or more joint investment projects and programs between the Town, the EDA, and one or more corporations, which projects and programs will include: (a) the discussion or consideration of the investment of public funds 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, and (b) 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. 7. of the Code of Virginia; **AND (2)** pursuant to Va. Code Section 2.2-3711. A .1. of the Freedom of Information Act, Town Council to discuss, consider, and interview prospective candidates for appointment to the position of Community Development Director of the Town of Front Royal.

**Budget/Funding:** None  
**Attachments:** None  
**Meetings:** None  
**Staff Recommendation:** Approval   X   Denial       

**Proposed Motion:**

**Motion to Go Into Closed Meeting**

I move that Council convene and go into Closed Meeting **(1)** with a representative of the Front Royal-Warren County Economic Development Authority for the following purposes: To discuss proposed funding and investing mechanisms for one or more joint investment projects and programs between the Town, the EDA, and one or more corporations, which projects and programs will include: (a) the discussion or consideration of the investment of public funds 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, and (b) 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. 7. of the Code of Virginia; **AND (2)** pursuant to Va. Code Section 2.2-3711. A .1. of the Freedom of Information Act, Town Council to discuss, consider, and interview prospective candidates for appointment to the position of Community Development Director of the Town of Front Royal.

**Motion to Certify Closed Meeting at its Conclusion** *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move 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 Action 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.

\*Note: Motions are the formal & final proposal of Council,  
proposed motions are offered by Staff for guidance  
\*To be clear and concise, motions should be made in the positive

Approved By:   SB