AGENDA
TOWN/COUNTY LIAISON COMMITTEE MEETING

Town Administration Building
102 E. Main Street

Thursday, March 17, 2016
6:00 p.m.

- **Call Order to Order, Timothy Darr, Mayor of Front Royal**

  1. Local Labor Joint Resolution
  2. Update of Corridor Agreement Pertaining to Funding from Warren County
  3. Leach Run Parkway
  4. Wastewater Treatment Plant/Septage Receiving Facility
  5. Building Inspections Software
  6. Development Review Committee
  7. McKay Property Update
  8. Warren County's in-Town Projects
  9. Avtex Property - Main Street Extension
  10. Main Street Application
  11. Town Commercial Waste Tipping Fee Structure
  12. Chris Ramsey Boundary Adjustment Request

- **Adjournment**

LIAISON MEETING

Meeting Agenda Item No. 1

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

Date: March 17, 2016

Agenda Item: Local Labor Joint Resolution

Summary: Recognizing the number of construction projects that will be proposed in the future at the Avtex Site and along the Leach Run Parkway, the Town would like to discuss the interest of the County to jointly pass a resolution supporting the hiring of local labor for these projects to benefits our citizens.

Discussion: The resolution could be jointly drafted if Warren County desires.

LIAISON MEETING

Meeting Agenda Item No. 2

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

Date: March 17, 2016

Agenda Item: Corridor Agreement

Summary: As the Town and County FY16-17 Budgets are being considered, the Town would like to discuss the status of the Corridor Agreement pertaining to the funding identified in the agreement.

Discussion:

LIAISON MEETING

Meeting Agenda Item No. 3

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

Date: March 17, 2016

Agenda Item: Leach Run Parkway

Summary: Branch Highways is proceeding with the construction of the Parkway. The construction activity has recently been reduced due to snow and rain. Branch is continuing the installation of drainage and erosion controls measures. Branch has begun to pour the box culvert on Leach Run. Relocation of overhead utility lines is continuing.

Discussion: The project is currently on schedule.

LIAISON MEETING

Meeting Agenda Item No. 4

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

Date: March 17, 2016

Agenda Item: Wastewater Treatment Plant

Summary: As of March 8, the contract has 620 days remaining to the scheduled completion of the project with 36% of the project complete. Contractor is completing the installation of process building and is working on the installation of the new final clarifiers. The contractor has installed a temporary overflow pipe to expand the plant's ability to respond to high flow events and limit future bypass issues until the permanent improvements are completed. The construction of the Septage Receiving Station is scheduled to begin the spring of 2017.

Discussion: The project continues to progress.

LIAISON MEETING

Meeting Agenda Item No. 5

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

Date: March 17, 2016

Agenda Item: Building Inspections Software

Summary: The County and Town are working with EnerGov on the data migration concurrently with the user and acceptance testing and continue towards its successful completion.

Discussion: Both the County and Town staff continue working on User Acceptance Testing to ensure that the program will be successful when it goes live. This testing is a very complex process at this time with each change causing numerous others to be checked to ensure they have not been affected. Our training, however, has come into play quite well to shorten the verification process. We continue to hope that field testing will start soon and is the main topic of discussion during our weekly status calls.

Our onsite User Acceptance Training is scheduled for the week of May 2nd which should provide the proper timeframe for the current Go-Live date of May 16th. These delays are still very difficult to accept, but we still know that having the system working smoothly will ultimately make for a better transition.

Everyone is working diligently towards the finish line.

LIAISON MEETING

Meeting Agenda Item No. 6

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

Date: March 17, 2016

Agenda Item: Development Review Committee

Summary: Council had requested an update of the Development Review Committee

The Development Review Committee met on February 24, 2016. The Committee discussed projects in the County including: two proposed gunsmith businesses off Strasburg Road (River Manor Drive and Mountain Pond Road) and updates on ongoing projects in the Route 340/522 Corridor. The Committee also discussed Town projects including: a new retail building on South Street, a parking lot expansion at New Hope Church, a potential business at Killahevlin Estate (private school), a new business at 222 South Royal Ave., and a potential brew-pub on Main Street (Kibler Building). The Committee will meet again on March 23rd.

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McKay Property Update

LIAISON MEETING

Meeting Agenda Item No. 8

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

Date: March 17, 2016

Agenda Item: Warren County In-Town Projects

Summary: Council had requested an update of the County's in-town construction projects. The following is an update of current projects:

Warren County Government Center – Lantz Construction of Winchester (LCW) has completed the renovation of the Treasurer's office space.

Health and Human Services Complex – County staff is working on punch list items on the project, installation of interior signage, installation of two exterior monument signs, and completion of the courtyard. We anticipate having an open house this April/May for the general public once the project is completed.

2nd Middle School – Recent snowfall has slowed progress on the site. The contractor is continuing to work on foundation/footers and installation of stormwater measures. The project is approximately 13.2% complete with 52% of the building footers having been poured. The school should be open for the 2017-2018 school year.

Skyline Soccerplex – The County completed the hauling of topsoil from the Middle School project site to the Soccerplex for the construction of the final field. County staff has started to grade the field and, once completed, will start to work on installation of underground irrigation. We anticipate the project being completed by the start of the spring season, with the field in playing condition by fall 2016.

Warren County Courthouse – Court Holding – The project is under construction. We anticipate that the project will be completed by June 30th.

VDOT/Route 340/522 North Signal – VDOT contractor is installing traffic signal at Route 340/522 Park-n-Ride. The project should be completed by April 1st.

Eastham Trail/Phase III – Kickin' Asphalt is approximately 50% complete with work on the project. A majority of the sidewalk has been installed along Route 340. It is anticipated that the project will be completed by May 13th. This is the 3rd and final phase of the project.

LIAISON MEETING

Meeting Agenda Item No. 9

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

Date: March 17, 2016

Agenda Item: Main Street Extension

Summary: Town Council approved a resolution necessary for the application to VDOT for Economic Development Access Program to assist with funding the extension of Main Street through the former Avtex property. Town and EDA staff will complete all of the necessary documents for the application.

Discussion:

LIAISON MEETING

Meeting Agenda Item No. 10

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

Date: March 17, 2016

Agenda Item: Virginia Main Street Application

Summary: The Town has not received any update on the Department of Housing and Community Development's review of the application to join the Virginia Main Street Program

Discussion:

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Commercial Tipping Fee Structure

LIAISON MEETING

Meeting Agenda Item No. 12

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

Date: March 17, 2016

Agenda Item: Ramsey Boundary Adjustment Request

Summary: The Board has received a request to boundary adjust a 20-acre site off Guard Hill Road into the Town limits.

In July 2015 the Board of Supervisors considered a boundary adjustment request from Chris Ramsey to include 20.2206 acres identified on tax map 20 as parcel 6 into the limits of the Town of Front Royal. As proposed, the boundary adjustment would allow for a project to include ten multi-family senior housing buildings containing ten housing units per building for a total of 100 housing units. The site plan, number of units and senior housing restrictions have not been proffered.

The Board discussed the appropriateness of the proposed development given the site's location and the associated traffic concerns. At that point the County is not interested in discussing the proposed boundary adjustment. Mr. Ramsey has since asked the Board to reconsider the request.

After further discussion, the Board has requested that the item be discussed at Liaison. Some of the issues that we have discussed include: the appropriateness of the development at the entrance to the community, the impact on Guard Hill Road and the responsibility for improvements.