

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on September 9, 2013, in the Warren County Government Center’s Board Meeting Room. Mayor Darr led Council and those attending in the Pledge of Allegiance to the flag and a Moment of Silence. The roll was called at 7:00 p.m.

**PRESENT:** Mayor Timothy W. Darr  
Vice Mayor N. Shae Parker  
Councilman Daryl L. Funk  
Councilman Bret W. Hrbek  
Councilman Thomas H. Sayre  
Councilman Eugene R. Tewalt  
Councilman Hollis L. Tharpe  
Town Manager Steven M. Burke, P.E.  
Town Attorney Douglas W. Napier  
Clerk of Council Jennifer E. Berry, CMC

(The above listed members represent the full body of Council as authorized in the Town Charter.)

*Vice Mayor Parker moved, seconded by Councilman Tharpe that Council approve the Regular Council Meeting minutes of August 26, 2013 as presented.*

Vote: Yes – Funk, Hrbek, Parker, Tewalt, Tharpe and Sayre  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Darr did not vote as there was no tie to require his vote)

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**RECEIPT OF PETITIONS OR CORRESPONDENCE FROM THE PUBLIC**

Tim Ratigan, of 1476 Canterbury Road, noted that as the Town celebrated the 225<sup>th</sup> Anniversary of the Charter of the Town he would suggest that the Town consider discussing amending the look of the Town seal to include the date of 1788. He reiterated the importance of the date, noting that perhaps people within the community would contribute to any financial cost of the change.

**REPORT OF THE MAYOR, COUNCIL & STAFF**

Mr. Burke:

- Reported that mushroom roots were part of the compost materials put on site at the Royal Phoenix area and the odors would dissipate over the next few weeks;
- Noted that the Town was advertising for the Water Treatment Plant improvements being planned;
- Reminded citizens that Town is conducting John Marshall Highway construction in some areas and advised that citizens be aware of any posted signage and traffic changes; and
- Announced that KFC experienced a burglary this morning, and should anyone have any information they may contact the Front Royal Police Department.

Martha Shickle, Executive Director of the Northern Shenandoah Valley Regional Commission:

- Noted that they were looking at one home for the Neighborhood Stabilization Program in Front Royal and were checking to see if there was interest in the site;
- Stated that the Water Supply Plan had met provisional compliance and in this region all jurisdictions were within their range water supply ranges for 20 year planning at this time; she added that some localities are looking into I&I issues as needed, as well as their water withdraw limits from the rivers and some areas to the south are examining their supplies for water limitations for supply;
- Noted that VDOT is interested in obtaining Park & Ride location information from the NSVRC and the Commission would like to receive information from the Town of Front Royal; and she
- Commented that they were planning a Board Retreat in October and they are obtaining information from the Town Manager to see how the Commission could better assist Front Royal.

Mayor Darr stated that the Park & Ride was recently tar and chipped and the striped lines had yet to be added back. He noted the importance the lines were in allowing drivers to park effectively to free up space for others. Mayor Darr explained that there were also many drivers that entered the site at a very high rate of speed and perhaps they could assist with this concern at the entry at the site. Ms. Shickle stated that she would look into these to items on the Town's behalf.

Kim Gilkey-Breeden, the Town's Director of Finance:

- Noted that the revenues and expenses were currently on target;
- Stated that the Town's auditors finished their field work and the rough draft was due on October 31<sup>st</sup>;
- Commented that during the month of December the Finance Department would like to move forward with the bad debt policy and would be bringing that to Council;
- Noted that the Finance Department will begin the 2015 budget process in October;
- Stated that the Budget Retreat would be held September 30<sup>th</sup> to discuss budget goals and objectives;
- Remarked that the Happy Creek Trail bids are due this coming Friday, stating that a pre-bid meeting was held last week;
- Noted that the Finance Department was reviewing the software solutions bid at this time and they will bring them to Council when available; and
- Announced that several new employees were on board and they we are moving forward with positive changes in the Department.

Jeremy Camp, the Town's Director of Planning & Zoning:

- Noted that the Envision Front Royal program by the Renaissance Planning Group was in full swing;
- Announced the website as [www.envisionfrontroyal.com](http://www.envisionfrontroyal.com), stating that over 890 visitors had gone to the site thus far;
- Stated that 80 ideas had been posted to the site; and
- Remarked that they have two upcoming workshops; 1<sup>st</sup> this Thursday; 2<sup>nd</sup> October 26<sup>th</sup> to be held at the Town's Administration Building on Main Street and they were open to the public in order to obtain more information for the Town's visioning process for Front Royal's future.

Mayor Darr encouraged the public and community to attend these upcoming workshops to provide important input to the community about the future of the Town of Front Royal.

Vice Mayor Parker asked that Tim Ratigan’s request for the 1788 date on the Town’s Seal be on a worksession for discussion.

Councilman Sayre stated that the presentation by the Warren Heritage Society and Patrick Farris recently was well done and they did a great job providing the history of the area. He voiced hope that people would educate themselves about the history of the area and what was happening in the community.

Mayor Darr reiterated the importance of the Envisioning Program and reminded the citizenry to attend the event this coming Thursday.

Mayor Darr asked if there were any other proposals for additions or deletions to the agenda.

*Councilman Funk moved, seconded by Councilman Tharpe, that Council remove the Closed Session from the agenda and move Items #8 & 9 to the CONSENT AGENDA.*

Vote: Yes – Funk, Hrbek, Parker, Tewalt, Tharpe and Sayre  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Darr did not vote as there was no tie to require his vote)  
(By Roll Call)

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**CONSENT AGENDA ITEMS**

- A. COUNCIL APPROVAL – Proclamation for Red Ribbon Week
- B. COUNCIL APPROVAL – Proclamation for Patriotism Week
- C. COUNCIL APPROVAL – Liaison Committee Meeting Items
  - September 19, 2013 Liaison Committee Agenda:
    - 1) Catlett Mountain Landfill Improvements
    - 2) Building Inspections Software
    - 3) Leach Run Parkway Project
    - 4) Waste Water Treatment Plant/Septage Receiving Facility
    - 5) South Fork Bridge Lighting – Agreement for Installation/Maintenance
    - 6) Blue Ridge Shadows Proffer Amendment Request
    - 7) Comcast Channel 16
    - 8) Route 340/522 Corridor
    - 9) FRLP
    - 10) Proposed Park-N-Ride Location
    - 11) Riverton Substation (Warren County Plan Review Update)
- D. COUNCIL REAPPOINTMENT – Planning Commission – Arnold Williams – Reappointment until 2017
- E. COUNCIL APPROVAL/AUTHORIZATION – Request to Warren County Board of Supervisors for Use of Former Warren County Sheriff’s Department

*Vice Mayor Parker moved, seconded by Councilman Funk, that Council approve the Consent Agenda as presented.*

Vote: Yes – Funk, Hrbek, Parker, Tewalt, Tharpe and Sayre

No – N/A

Abstain – N/A

Absent – N/A

(Mayor Darr did not vote as there was no tie to require his vote)

(By Roll Call)

**❧ PROCLAMATION: Patriot Day 2012 ❧**

WHEREAS, The Benevolent and Protective Order of Elks, through its Constitution, is a Patriotic Order, and

WHEREAS, The Order promotes the ideals that the citizens of this nation live in freedom, won through the great sacrifices and many tribulations which have provided the foundation for a free, prosperous and independent life, and

WHEREAS, We realize that each generation must work to maintain this freedom, otherwise, through carelessness or indifference, the rights and liberties enjoyed may vanish; and

WHEREAS, It is fitting and proper to recognize this freedom and to honor the nation, which provides it.

NOW THEREFORE, I, Timothy W. Darr, Mayor of this Town of Front Royal, do hereby proclaim September 11, 2013, as PATRIOT DAY, and call upon officials of all units of government to join with the Benevolent and Protective Order of Elks and direct that the flag be flown at half-staff on Patriot Day. I also call upon the people of Front Royal to observe Patriot Day with appropriate ceremonies, activities, and remembrance services, to display the flag at half-staff from their homes on that day, and to observe a moment of silence beginning at 8:46 a.m. to honor the innocent Americans and people from around the world who lost their lives as a result of the terrorist attacks of September 11, 2001.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Front Royal to be affixed this ninth day of September 2013.

**❧ PROCLAMATION: Patriotism Week 2013 ❧**

WHEREAS, The Benevolent and Protective Order of Elks, through its Constitution, is a Patriotic Order, and

WHEREAS, The Order promotes the ideals that the citizens of this nation live in freedom, won through the great sacrifices and many tribulations which have provided the foundation for a free, prosperous and independent life, and

WHEREAS, We realize that each generation must work to maintain this freedom, otherwise, through carelessness or indifference, the rights and liberties enjoyed may vanish; and

WHEREAS, It is fitting and proper to recognize this freedom and to honor the nation, which provides it.

NOW THEREFORE, I, Timothy W. Darr, Mayor of this Town of Front Royal, do hereby proclaim September 9-15, 2013, as NATIONAL PATRIOTISM WEEK, and during this event, urge all citizens to join with the Benevolent and Protective Order of Elks in expressing gratitude for the privilege of American Citizenship with appropriate celebrations and observances.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Front Royal to be affixed this ninth day of September 2013.

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There being no further business, the Mayor declared the meeting adjourned at 7:25 p.m.

APPROVED:

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Jennifer E. Berry  
Clerk of Council