

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on October 28, 2013, in the Warren County Government Center’s Board Meeting Room. Mayor Darr and Boy Scout Troop #4 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 October 21, 2013 as presented.*

Vote: Yes – Funk, Parker, Tewalt, Tharpe and Sayre  
No – N/A  
Abstain – Hrbek  
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**

There were no receipts of petitions or correspondence from the public.

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

Town Manager Steve Burke:

- Stated that citizens and Town Staff worked on developing a visioning statement during the Envision Workshop held recently. He thanked the citizens that came out to participate and he encouraged others to continue to visit the website to submit their ideas;
- Reminded Council and the public about the public hearing for the Front Royal Limited Partnership Settlement Agreement on the 18<sup>th</sup> of November at the Warren County Government Center;
- Noted that Business Forum would be held on the 30<sup>th</sup> of October;
- Stated that the Halloween observance hours were 6:30-9:00 p.m. and he encouraged motorists to drive safely during that time especially watching for children in the street; and
- Veteran’s Day would be observed on Monday, November 11<sup>th</sup>.

Jennifer McDonald, Executive Director of the Economic Development Authority:

- Noted that they were continuing their work on the property covenants, and they hoped to hold an Open House in May of 2014;

- Stated that they would like to hear back from the stakeholders about the purchase of the parking lot area as soon as possible;
- Noted that they are working with three fast food establishments, a pharmacy, a gas station, a bakery, a medical office, a property management company and two retail shops looking at space on Main Street;
- Announced that two larger buildings on Main Street were being looked at for purchase;
- Stated that they attended Tradefest where four entrepreneurs competed for a great marketing package; and
- Noted that there were upcoming Brown Bag lunches scheduled.

Councilman Sayre welcomed Boy Scout Troop 4 to the meeting this evening.

Councilman Sayre noted that there were businesses struggling on Main Street and he asked Council to consider a similar design as Old Town Winchester.

Mayor Darr noted that the Envision Workshop was very well attended and he thanked those that contributed. He noted that he was encouraged by the participation by the citizens.

Mayor Darr stated that the privately organized Zombie Walk was well put together and he estimated that there were at least 300 present at the great event.

Mayor Darr recognized Eagle Scouts in Troop 4, including:

- **Zachary Louis Naccash**
- **Philip H. Sayre**
- **James R. McCloskey**

Mayor Darr stated that it was great to see so many of our young people attending the government meeting this evening. He noted that he was encouraged by their activities within the community and he was pleased to take time to recognize their efforts. Mayor Darr stated that it was an honor to be an Eagle Scout and their accomplishments were something to be greatly proud.

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

**CONSENT AGENDA ITEMS**

- A. COUNCIL APPROVAL – Third and Final Five-Year Renewal of Tower Site Lease Agreement – Shenandoah Personal Communications (Shentel)
- B. COUNCIL APPROVAL – Bid – Paving and Milling Various Streets
- C. COUNCIL APPROVAL – Waiver of Christmas Tree License Tax for Boy Scout Troop 52
- D. COUNCIL APPROVAL – Waiver of Curb and Gutter for Reconstruction of 437 Overlook Drive

*Councilman Sayre moved, seconded by Councilman Tharpe, that Council approve the Consent Agenda as presented.*

- Vote: Yes – Funk, Hrbek, Parker, Tewalt, Tharpe and Sayre
- No – N/A
- Abstain – N/As

Absent – N/A

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

(By Roll Call)

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**COUNCIL APPROVAL – Budget Amendment to Purchase Rotary Fan Press**

**Summary:**

**The Wastewater Treatment Plant is completing the necessary ENR upgrade and will need to purchase an additional rotary fan press due to the increase of solids production that will occur from the nutrient removal processes. The Town of Round Hill will be selling theirs and is the same type of dewatering device that the plant has been utilizing for the last (7) years. Council is requested to approve a Budget Amendment in the amount of \$280,000.00 to purchase a rotary fan press from the Town of Round Hill.**

*Councilman Tewalt moved, seconded by Vice Mayor Parker, that Council approve a Budget Amendment in the amount of \$280,000 to purchase a rotary fan press from the Town of Round Hill for the necessary ENR upgrade to the Wastewater Treatment Plant.*

Councilman Sayre noted that it was a large apparatus used at the plant and another locality no longer needed it. He explained that it will be refurbished and used by the Town and will allow the Town to save about \$100,000.

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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**COUNCIL APPROVAL – Amendment to Employee Handbook re: Solid Waste CDL Requirements**

**Summary:**

**Council is requested to consider amending the Town of Front Royal Employee Handbook to recommend CDL’s for non-driving Solid Waste Employees and relieve the requirement for staff employed prior to March 11, 2013 as shown:**

**The following amendment is proposed for Chapter 2 - Employment, Section VIII - Driving Policy, Part D - Commercial Drivers License:**

*Certain positions shall be required to obtain and maintain a commercial drivers license as a requirement for employment. Non-administrative positions in the Departments of Energy Services and Environmental Services shall be required to possess a commercial drivers license with exception of staff associated with plant operations and non-driving staff in Solid Waste Management. ~~not associated with plant operations, and nonadministrative positions in Energy Services shall be required to possess a commercial drivers license.~~ Employees hired prior to March 11, 2013 shall not be required to obtain commercial drivers licenses, but are strongly encouraged to obtain said license to further their career development with the Town. The Town shall reimburse employees*

for their first application for the commercial drivers license and for renewal expenses.

*Vice Mayor Parker moved, seconded by Councilman Tharpe, that Council amend the Town of Front Royal Employee Handbook to recommend CDL's for non-driving Solid Waste Employees and relieve the requirement for staff employed prior to March 11, 2013.*

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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**COUNCIL APPROVAL – Revise Resolution Pertaining to Voluntary Settlement Agreement of Front Royal Limited Partnership**

**Summary:**                    **On August 12, 2013, Council adopted a Resolution to approve a Voluntary Settlement Agreement for the Annexation into the Town of approximately 604.76 acres of land belonging to Front Royal Limited Partnership, and to refer the Agreement to the Commission on Local Government for Review. The Commission on Local Government is requesting that the Resolution include the e-mail address of the contact person of the locality. Due to this request Council is requested to approve a revision to the formerly approved Resolution by adding this contact information.**

*Councilman Tewalt moved, seconded by Councilman Tharpe, that Council approve to revise the August 12, 2013 Resolution pertaining to the Voluntary Settlement Agreement for Annexation of land belonging to Front Royal Limited Partnership by adding the requested contact information from the Commission on Local Government.*

Councilman Sayre was advised by Town Attorney Napier that a disclosure was not necessary at this time.

Councilman Tewalt noted that it was just an email address addition; Mr. Napier noted that was accurate.

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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There being no further business, the Mayor declared the meeting adjourned at 7:17 p.m.

APPROVED:

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Jennifer E. Berry  
Clerk of Council