

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on November 10, 2014, 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 Hollis L. Tharpe  
Town Manager Steven M. Burke, P.E.  
Town Attorney Douglas W. Napier  
Clerk of Council Jennifer E. Berry, CMC

**ABSENT:** Councilman Eugene R. Tewalt

(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 January 13, 2014 as presented.*

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

Timothy Ratigan, of 1476 Canterbury Road, asked if Council had any feedback on the matter he brought to them at a recent Council meeting. He noted that he considered it a serious matter to have a governing body accused of violating specific laws and he would like to have the issue solved before the new Council takes their seat. Mayor Darr asked that Mr. Ratigan speak with the Town Attorney regarding the matter.

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

Town Manager Steve Burke:

- Noted that Veterans Day would be observed on Tuesday November 11<sup>th</sup> and he identified the refuse & recycling changes for the week;
- Announced that the Town would have Happy Creek Road closed in some portions for the water line replacement project;
- Reminded the public that the Town Council and Planning Commission would hold meetings on Wednesday, November 19<sup>th</sup> regarding the Avtex rezoning; and
- Noted that the business survey was on the Town’s website and the Town’s Facebook page and he invited the public and members of the business community to enter their ideas into the survey.

Councilman Sayre asked about the water line on Happy Creek Road. Mr. Burke noted that it was from Bel Air Avenue to where Happy Creek veers left and then heads south.

Councilman Hrbek noted that recently he spoke about the Town's water usage. He stated that Staff had clarified that the issue had been codified and that the exact policy in Chapter 134-1, C, 1, which states:

Any request for water and/or sewer services must be made in writing to the Town accompanied by a joint request from the property owner and the County for the property to be boundary adjusted into the Town's corporate limits or justification to simply provide utility extension. Such request must be made prior to a rezoning or any other action by the County.

Councilman Hrbek stated that it was a reminder that this pertains to businesses outside of the agreement for the Corridor. He noted that the Town could not entertain any type of water request unless the boundary adjustment takes place. Mr. Hrbek stated that it was a reminder to the Council and a refresher to him, that the boundary adjustment requests should come to the Town.

Councilman Funk noted that he attended the opening of Horizon Realty recently and it is always great to see another new business in Front Royal.

Councilman Funk stated that it was the Marine Corps birthday, and he had the opportunity to attend a Corps event with some other members of Council and he wished all Marines, including Councilman Tharpe a happy birthday. He added that tomorrow would be Veterans Day tomorrow and he wished Mr. Tharpe, as well as his father, a Happy Veterans Day. Mr. Funk stated that it would also be the 4<sup>th</sup> birthday of his daughter, Marie.

Mayor Darr thanked everyone for their continued support that came out and voted in the recent Town elections and he welcomed the incoming Council-Elect. He wished a farewell to Vice Mayor Parker and Councilman Sayre.

Mayor Darr reminded the public of the Veterans Day event tomorrow downtown and invited everyone to attend.

Mayor Darr stated that a Council Worksession would be held in the caucus room after tonight's regular meeting.

John Madera, of the Northern Shenandoah Valley Regional Commission:

- Presented the Six-Year Improvement Program Regional Priority Projects list which had been submitted to VDOT on October 16<sup>th</sup>;
- Stated that the transportation plan would be changed in the coming years; and
- Noted that the Commission would hold regular meeting on November 20<sup>th</sup> and they would be discussing funding requests and the work program.

Kim Gilkey Breeden, Town Finance Director:

- Stated that the Town audit had been completed and the rough draft had been reviewed in house;
- Noted that the auditors will be requesting a meeting with the Finance Committee to review the report in detail;
- Reported that the annual write offs will be coming forward and the number will most likely be less than \$150,000; and

- Noted that the FY16 budget calendar has begun, and the CIP requests have been submitted and will go to Council in January.

Councilman Sayre asked about the refuse division fund. Mrs. Breeden noted that the fund deficit was narrowing slightly. Mayor Darr noted that Council goals would most likely come to Finance sometime in late January.

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

**CONSENT AGENDA ITEMS**

- A. COUNCIL APPROVAL – VDOT Project Administration Agreement for Front Royal Pedestrian Improvements Funds
- B. COUNCIL APPROVAL – Budget Amendment for Warren Coalition Grant
- C. COUNCIL APPROVAL – Budget Amendment for DMV Animal Friendly License Plates Funds

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

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

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**PUBLIC HEARING FOR PUBLIC INPUT** – MAP-21 Grant Application for Westminster Drive Sidewalk

**Summary:** Council is requested to receive public input on a proposed public improvement project that is associated with a grant application submitted for MAP-21 Transportation Alternatives Program administered by the Virginia Department of Transportation (VDOT). The project is the Westminster Drive Sidewalk that involves adding a sidewalk along Westminster Drive from its intersection with John Marshall Highway (Rt. 55) and the first entrance to the Warren County High School.

Mayor Darr opened the public hearing. As no one came forward to speak, the public hearing was closed.

Councilman Sayre noted that Westminster Drive was quite dangerous, and walking along the road could cause quite a few hazards. He added that the sidewalk was very much needed in the area

Vice Mayor Parker noted that many schools have this exact problem. He added that Leslie Fox Keyser Elementary and other schools also need sidewalk installations as well.

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**PUBLIC HEARING FOR PUBLIC INPUT** – MAP-21 Grant Application for Criser Road Trail

**Summary:** Council is requested to receive public input on a proposed public improvement project that is associated with a grant application submitted for MAP-21 Transportation Alternatives Program administered by the Virginia Department of Transportation (VDOT). The project is to extend Happy Creek Trail from its southern terminus along Criser Road until its intersection with Rt. 340 near the Dickey Ridge Trail that leads to the Appalachian Trail.

Councilman Sayre noted that Council would obviously be in favor of the matter and the public would be very pleased with this installation.

Vice Mayor Parker noted that should it go forward then perhaps it could be used in lieu of sidewalks near Ressie Jeffries Elementary School.

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**COUNCIL APPROVAL – An Ordinance to Amend Section 75-44 (A) of the Town Code Pertaining to Mailing of Delinquent Real Estate and Personal Property Taxes** *(2nd Reading)*

**Summary:** Council is requested to adopt on its second and final reading an Ordinance to amend Section 75-44 (A) of the Town Code pertaining to mailing of delinquent real estate and personal property taxes as presented. If approved the delinquent notice mailed after the first half of real estate and personal property taxed due on June 5<sup>th</sup> of each year would be eliminated.

*Vice Mayor Parker moved, seconded by Councilman Tharpe that Council adopt on its second and final reading an Ordinance to amend Section 75-44 (A) of the Town Code pertaining to mailing of delinquent real estate and personal property taxes as presented.*

Councilman Sayre noted that bills would still go out, just not a delinquent notice. Mayor Darr noted that was correct

Vote: Yes – Funk, Hrbek, Parker, Sayre and Tharpe  
No – N/A  
Abstain – N/A  
Absent – Tewalt  
(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 7:22 p.m.

APPROVED:

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Jennifer E. Berry  
Clerk of Council