



**AGENDA**  
**TOWN/COUNTY LIAISON**  
**COMMITTEE MEETING**  
Town Hall Upstairs Conference Room  
102 E. Main Street  
**Thursday, July 20, 2023 at 6:00 PM**



Livestream at <https://www.frontroyalva.com/714/Portal---2022>

- Call to Order – Mayor Lori A. Cockrell
  - 1) Revisions to the Liaison Committee Meeting Policy – *Town*
  - 2) Delay of the Mailing of Real Estate and Personal Property Tax Bills the Last Five Years – *Town*
  - 3) Update on Tourism - *Town*
  - 4) Update on Saddlecrest Project - *County*
  - 5) Update on Comprehensive Plans – *Town*
  - 6) Citizen Appointment to the Front Royal/Warren County Joint Towing Advisory Board – *Town*
  - 7) Discussion of Revitalization of Raymond E. Santmyers Youth Center - *Town*
  - 8) School Zone Speeding and Enforcement - *Town*
  - 9) Update on Progress of the Avtex Conservancy - *Town*
  - 10) Update from Transportation Ad hoc Committee - *Town*
  - 11) Update on the McKay Springs Project - *County*
- Next Meeting – Thursday, October 26, 2023 at 6:00 PM in Government Center
- Adjournment



**FRONTROYAL – WARREN COUNTY**  
Liaison Committee Mission Statement and Policies  
March 2021

**PURPOSE OF THE LIAISON COMMITTEE**

The purpose of the Front Royal-Warren County Liaison Committee is to offer a venue whereby the leadership of the Town of Front Royal and the County of Warren can discuss issues of mutual interest and inform each other of positions taken and decisions made by each public body that may affect both localities. The Committee is NOT designed to be an environment where decisions are made, but one where issues are discussed, and Board and Council members take them back to their respective bodies for further discussion and recommendation.

**MEMBERSHIP**

The Liaison Committee shall include the Mayor of the Town of Front Royal, the Chairman of the Warren County Board of Supervisors, the Front Royal Town Manager, the Warren County Administrator, one (1) Front Royal Town Council member and one (1) Warren County Board of Supervisors member. The latter two (2) members shall rotate between its various members from meeting to meeting.

**MEETING SCHEDULE**

Meetings shall be held on the third Thursday every quarter at 6:00 p.m. unless otherwise agreed upon by the Town and County. The meetings shall be rotated every **quarter (January, April, July, October)** ~~six months~~ between the Town and County. ~~Wherever the meetings are held, the host shall be responsible for the preparation of the agenda and provide a person who will take formal minutes of the meeting.~~ **MOVED BELOW**

**MEETING AGENDA**

- Meetings of the Liaison Committee shall at all times be subject to the terms of the Virginia Freedom of Information Act.
- Wherever the meetings are held, the host (Town Manager or County Administrator) shall be responsible for the preparation of the agenda upon consultation with the Mayor and Board Chairman respectively, and provide a person who will take formal minutes of the meeting.
- ~~Meeting agendas shall be provided and distributed by the Town Manager and County Administrator upon consultation with the Mayor and Board Chairman respectively.~~  
**MOVED UP**
- Any request to place an item on the agenda shall be made by **1:00 p.m. on Tuesday** **close of business on Thursday** the week prior to the Liaison meeting.

- All requests to place an item on the agenda must be accompanied by a written summary of the request which can be placed in the agenda packet.
- ~~The agendas shall be distributed by the host on the Friday or Monday prior to the Liaison Committee meeting.~~ MOVED UP
- ~~In order for an item to be formally discussed on the Liaison agenda, it must be first agreed upon by the Town Council or Board of Supervisors.~~ The Liaison Committee may amend a meeting agenda by agreement **at the meeting.**

### **MEETING POLICY and PROCEDURES**

- The Mayor of the Town shall be Chairman of the Committee when the meetings are hosted by the Town, and the Chairman of the Board of Supervisors shall be Chairman of the Committee when the meeting is hosted by the County.
- The Chairman shall make procedural or parliamentary decisions which may be overruled by a majority vote of the Committee.
- The Town and/or County may invite any of their staff personnel, including attorneys, to attend meetings that either feels would be helpful for the issues and items scheduled to be addressed.
- This mission statement and policies shall be adopted by a majority of the Board of Supervisors and the Town Council. They may be amended by a majority vote of the Town Council and Board of Supervisors.

### **MANAGER and ADMINISTRATOR REPORTS**

Quarterly, at a regular meeting of the Front Royal Town Council, the Warren County Administrator shall give an oral report of the County to the Council, and regular meeting of the Warren County Board of Supervisors, the Front Royal Town Manager shall give an oral report of the Town to the Board. This will not be a question-and-answer period.

*Approved by the Warren County Board of Supervisors: September 7, 2010*

*Approved by the Front Royal Town Council: September 13, 2010*

*Approved by the Front Royal Town Council March 9, 2020*

*Approved by the Warren County Board of Supervisors March 17, 2020*



**LIAISON COMMITTEE AGENDA**  
**Item # 2**  
**Meeting Date: July 20, 2023**

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**Agenda Item:** Delay of the Mailing of Real Estate and Personal Property Tax Bills the last Five Years

**Summary:** The mailing of the first installment of Town personal property tax bills have been delayed for 2019, 2020, 2021, 2022 and 2023; the first installment for Town real estate tax bills have been delayed for 2019, 2020, 2021 and 2023. The Town Code states that one-half of the annual assessment of such taxes are due on or before June 5<sup>th</sup> of each year and the additional one-half due on or before December 5<sup>th</sup>.



**LIAISON COMMITTEE AGENDA**  
**Item # 6**  
**Meeting Date: July 20, 2023**

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**Agenda Item:** Citizen Appointment to the Front Royal/Warren County Joint Towing Advisory Board

**Summary:** During the January 2023 meeting staff advised that there was an opening for a citizen representative on the Board. Per, Sergeant Travis Cave of the Warren County Sheriff's Office and member of the Board, there was one application submitted by a civilian employee of the Warren County Sheriff's Office, through the "Citizens Appointment" page of the County's website a few months ago.