



TOWN COUNCIL WORK SESSION
Monday, December 2, 2019 @ 7:00pm at Town Hall
Beginning in Lobby for Unveiling of a Plaque
then to Upstairs Conference Room

1. Unveiling of Dr. Joseph Warren Plaque
2. **CLOSED MEETING** – BAR Interview and Council Vacancy

Motion to Go Into Closed Meeting - I move that Town Council go into closed meeting for discussion, consideration, or interviews of prospective candidates for, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public appointees of Town Council to the Board of Architectural Review AND to discuss, consider, and/or interview prospective candidates for appointment to fill the vacancy on Town Council occasioned by the resignation of former Town Council Member Eugene R. Tewalt by reason of his election as Mayor of the Town of Front Royal, pursuant to Section 2.2-3711.A.1 of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion [*At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:*]

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

TOWN/STAFF RELATED ITEMS

3. Bad Debt – 4th Quarter – *Director of Finance*
4. Comprehensive Water and Sewer Utility Cost of Service Fee/Rate Study – *Director of Finance*
5. Consideration of Resolution to Request General Assembly to Allow Town to Establish its Own EDA Separate from Existing EDA – *Town Attorney*
6. Facilitator for Gazebo Events – *Interim Town Manager*
7. Update Goals for FY19-20 – *Interim Town Manager*
 - a. Subdivision Committee Report – *Director of Planning/Zoning*
 - b. Blighted Buildings – *Director of Planning/Zoning*

COUNCIL/MAYOR RELATED ITEMS

8. Liaison Committee Meeting Items for January
9. "Pride in Our Town" – *Mayor Tewalt*
10. Open Discussion

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Work Session Agenda Form

Item # 3

DATE: 12/2/19

AGENDA ITEM: Write Off for Bad Debt - 4th Quarter

SUMMARY: Town Council approved a revision to the Bad Debt Policy in March 2019 and requested to review/approve write-off of bad debt quarterly. Town Council is requested to approve the removal of 5 years or older of outstanding accounts receivable (bad debts) on the Town's ledger for the fourth quarter of 2019 totaling \$11,141.46 which is comprised of 34 utility accounts. All possible recourse of attempting to collect these amounts has been completed and the accounts have no activity for at least 5 years.

HISTORY: The Town of Front Royal had a large dollar value of uncollectible "bad debt" recorded yearly on the Town's ledger, due to non-payment of utility bills which had not been addressed for over 30 years until 2012. The Town's auditing firm, Mitchell & Company, requested that Town Council approve a policy that would allow the Department of Finance to review outstanding uncollectable debt annually, and abate the bad debt from ledgers after all avenues for collection had been exhausted. Town Council adopted a bad debt policy on November 13, 2012 that deemed an uncollectible account as having no activity for a period of 7 years. Town Council adopted a revision to the bad debt policy on March 11, 2019 that deemed an uncollectible account as having no activity for a period of 5 years to coincide with the Code of Virginia. Code of Virginia § 8.01-246 allows action to be taken to collect on written contracts for a period of 5 (five) years. Written agreements are used for Town of Front Royal Utility Accounts. Based on the Code of Virginia, a Town of Front Royal Utility Account would be deemed uncollectible after there has been no activity from the account holder for a period of 5 (five) consecutive years.

Based on the utilities billed & bad debt written off during FY2018, the Town of Front Royal Department of Finance collected approximately 99% of the amounts billed annually before accounts were deemed uncollectible and written off.

BUDGET/FUNDING: No funding is required, journal entry will be done effecting balance sheet only.

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STAFF RECOMMENDATION:

Staff has determined that the accounts presented meet the criteria for uncollectible as determined by the Town's bad debt write off policy:

- 1) No activity on closed account for at least 5 years
- 2) All other methods of collection have been exhausted

The amount of bad debt approved to be removed by Council is as follows:

Dec 2013 -	\$848,191 – approved for removal
Dec 2014 -	\$144,049 – approved for removal
Feb 2016 -	\$225,318 – approved for removal
Feb 2017 -	\$203,808 – approved for removal
Nov 2017 -	\$175,999 – approved for removal
Oct 2018 -	\$166,191- approved for removal
Mar 2019 -	\$277,974.34 – approved for removal along with revision to policy
June 2019 -	\$27,755.98 – approved for removal
Sept 2019 -	\$15,915.71 -approved for removal
Dec 2019 -	\$11,141.46

The FY20 budgeted revenue for the sales of electric, water, sewer, & refuse totals approximately \$31.2 million. The amount of \$11,141.46 represents approximately 0.04% of the budgeted sales.

Staff recommends to approve the removal of bad debt as presented.

2019 - 4th Quarter Utility Bad Debt

Balance	Service Address	Status	Final Bill Due Date
\$ 90.60	1354 FOREST HILL DR	F	11/14/2014
\$ 618.48	31 W 17TH ST	F	10/10/2014
\$ 197.67	141 W 14TH ST	F	10/24/2014
\$ 46.84	1208 N SHENANDOAH AVE #1	F	10/24/2014
\$ 129.20	1095 N ROYAL AVE #16	F	10/31/2014
\$ 40.19	850 W 11TH ST	F	10/10/2014
\$ 62.15	343 KENDRICK LN #16	F	9/30/2014
\$ 192.83	353 KENDRICK LN #22	F	11/30/2014
\$ 148.59	363 KENDRICK LN #46	F	10/31/2014
\$ 2,563.97	623 W 11TH ST	F	10/8/2014
\$ 1,616.58	915 N ROYAL AVE	F	12/5/2014
\$ 593.89	16 W 5TH ST	F	11/7/2014
\$ 61.94	520 VIRGINIA AVE #8	F	10/31/2014
\$ 106.24	210 VIRGINIA AVE #2	F	11/21/2014
\$ 43.52	144 CHESTER ST #1	F	10/31/2014
\$ 56.95	144 CHESTER ST #2	F	10/24/2014
\$ 308.34	115 E 2ND ST	F	9/30/2014
\$ 176.82	112 E MAIN ST #5	F	10/31/2014
\$ 76.71	409 E MAIN ST	F	9/30/2014
\$ 41.66	505 S ROYAL AVE	F	11/21/2014
\$ 206.54	424-B SOUTH ST	F	12/19/2014
\$ 39.28	413-C SOUTH ST	F	12/30/2014
\$ 1,028.82	205 SALEM AVE	F	12/12/2014
\$ 144.53	400 CHERRYDALE AVE	F	10/24/2014
\$ 59.70	5 SHENANDOAH COMMONS WAY #302	F	12/12/2014
\$ 204.30	723 STAYMAN ST	F	10/10/2014
\$ 418.62	26 BEE ST	F	11/14/2014
\$ 176.45	602 E 6TH ST UPSTAIRS	F	10/31/2014
\$ 250.36	337 PINE ST	F	10/24/2014
\$ 164.12	219 CLOUD ST #1	F	10/24/2014
\$ 257.34	220 CLOUD ST	F	12/5/2014
\$ 172.89	349 RITENOUR ST	F	12/26/2014
\$ 94.63	47 ROYAL LN #3	F	10/10/2014
\$ 750.71	28 ASHLAWN CT	F	12/5/2014
\$ 11,141.46			

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Item # 4

DATE: December 2, 2019

AGENDA ITEM: Comprehensive Water and Sewer Utility Cost of Service Fee/Rate Study

SUMMARY: Council requested a detailed review of the Town's water and sewer rates, connection fees, and other service fees. A Request for Proposals (RFP) was issued from qualified firms for this study. The Purchasing Department received four proposals in response to this solicitation. The Evaluation Team scored each of the proposals and reached a consensus to recommend Stantec Consulting Services, Inc. to conduct the study in the amount of \$45,000.

Attached is a letter from Stantec and Scope of Services

BUDGET/FUNDING: 9601-43002 \$45,000

STAFF RECOMMENDATION: Staff recommends awarding Stantec \$45,000 at the December 9th, 2019 Regular Town Council meeting.

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November 22, 2019

B.J. Wilson
Director of Finance
Town of Front Royal, Virginia
102 E Main St.
Front Royal, VA 22630

Re: Proposal for Comprehensive Water & Sewer Utility Rate Study

Dear Mr. Wilson:

As requested, Stantec Consulting Services Inc. (Stantec) is pleased to present this proposal to conduct a Water & Sewer Utility Rate Study for the Town of Front Royal. Based on our discussions, the scope of work for the study will include the development a financial plan inclusive of water and sewer rate adjustments for the water and sewer systems, examination of appropriate reserve balances, evaluation of cost of service differential between inside and outside Town customers and a comprehensive analysis of the Town's connection fees.

I have enclosed a Project Work Plan and Cost Estimate Schedule (Schedule) which presents our proposed detailed work plan to conduct the analysis and associated cost. This Schedule shows that the analysis will require 219 man-hours for an estimated \$42,050 plus estimated out-of pocket expenses of \$2,950 for a total fixed fee of \$45,000, inclusive of expenses. Therefore, we propose to complete the analysis for a fixed fee of \$45,000 that will be invoiced monthly based upon the percentage of each task completed. We can begin work on this assignment immediately upon receipt of a notice to proceed and estimate that it can be completed within approximately 90 days of receipt of all required data. We recognize the Town's desire to complete the study as soon as possible and will make every effort to accommodate the Town's schedule.

We appreciate the opportunity to present this proposal and look forward to working with you on this assignment. If you have any questions, please do not hesitate to call me at (202) 585-6391.

Very truly yours,

A handwritten signature in black ink, appearing to read "David Hyder".

David Hyder
Principal, Financial Services



ATTACHMENT A

SCOPE OF SERVICES

Town of Front Royal

Water & Wastewater Utility Revenue Sufficiency Analysis & Cost Differential Study
Project Work Plan and Cost Estimate Schedule



Project Tasks	Estimated Labor-Hours					Total Project
	Director	Principal	Managing Consultant	Analyst	Admin	
	Burnham	Hyder	Barnes	Cook	Lambert	
Resources → Hourly Rates →	\$330	\$280	\$225	\$120	\$85	
Task 1 Project Initiation						
1.1 Prepare preliminary work plan, timeline for tasks, and initial data request list prior to kick-off meeting.	0	1	2	1	2	6
1.2 Conduct kick-off meeting via conference call to review project objectives, schedule, key issues, approach, available data, and key assumptions.	1	1	1	1	0	4
1.3 Review initial data/documentation provided by staff and submit supplemental requests and/or clarifications.	0	0	2	2	0	4
Task 2 Development of Financial Management Plan & Demand Analysis						
2.1 Prepare water and wastewater customer and demand analysis to determine projected growth, trends in usage patterns, identify peak demands and the demands placed on the system, and total projected water and wastewater system customers, ERCs and usage.	0	1	2	4	0	7
2.2 Input financial and billing data into our FAMS-XL® financial planning module, run the module, and produce preliminary output, including a five-year financial management program that will include the following:	0	0	6	18	0	24
o Examination of historical and projected expenses (operating, capital improvement and capital equipment) and revenue requirements						
o Capital Improvements Program and Capital Financing Plan						
- Project listing by year, including integration of specific scenarios as required						
- Alternative funding sources for capital projects						
- Development of a capital financing plan, including identification of timing and amount of borrowing requirements						
o Borrowing Program						
- Borrowing required (by source) to fund CIP projects not funded by other sources to include but not necessarily be limited to revenue bonds,						
- Timing of bond issue(s)/loan(s) to provide required borrowed funds						
- Annual debt service of bond issue(s)/loan(s)						
o Revenue Sufficiency Analysis, including Cash Flows						
- Annual revenue projections, include a breakdown of revenues from sale of services, connection fees, and other revenues						
- Annual operations and maintenance expense projections						
- All other annual revenue requirements such as R&R, minor capital, transfers to other funds, current debt service/loan payments, replenishment						
o Sources and Uses of Funds Analysis						
o Financial Policy Review						
- Reserve Levels (Minimum Fund Balance Policies) for each fund						
- Beginning and ending funds balances by fund by year						
2.3 Review the existing fund balances and policy for the Utility, and prepare a recommendations	0	1	2	1	0	4
2.4 Make adjustments to the model as required in order to simulate the utility's current and/or specific financial dynamics.	0	0	1	2	0	3
2.5 Evaluate the use of volumetric sales, and prepare a report addressing the financial impact of utilizing volumetric sales in establishment of rates.	0	1	2	4	0	7
2.6 Review results with consulting team, make required adjustments, and prepare alternative scenarios.	1	1	2	2	0	6
2.7 Meet with Town staff in an interactive work session to review preliminary results.	0	4	4	0	0	8
2.8 Make adjustments per input from Town staff in the prior sub-task and distribute workbook of assumptions, inputs, and preliminary results for staff review.	0	1	2	10	0	13
2.9 Meet with Town staff in second interactive work session to review adjusted results.						
2.10 Perform adjustments per input from Town staff and determine plan of rate annual revenue adjustments and revenue requirements for the test year for cost differential.	0	1	1	5	0	7





Town of Front Royal

Water & Wastewater Utility Revenue Sufficiency Analysis & Cost Differential Study

Project Work Plan and Cost Estimate Schedule

Project Tasks	Estimated Labor-Hours					Total Project
	Director	Principal	Managing Consultant	Analyst	Admin	
	Burnham	Hyder	Barnes	Cook	Lambert	
Resources →	\$330	\$280	\$225	\$120	\$85	
Hourly Rates →						
Task 3 Service Area Cost Differential Analysis						
3.1 Identify and input all direct costs associated with the provision of water and wastewater service identified in Task 2, additional indirect costs not captured in utility rates, and allocation criteria into cost allocation and differential model.	0	1	4	6	0	11
3.2 Perform cost allocation and differential analyses to distribute/isolate all costs between service areas (i.e. in-Town vs. out-of-Town) based upon appropriate allocation criteria to determine service area rate differential.	0	0	4	10	0	14
3.3 Review initial cost allocation and differential analysis with Town staff.	1	1	2	2	0	6
3.4 Prepare adjustments based upon input from Town staff and distribute workbook of results for review by Town staff.	0	1	2	2	0	5
3.5 Meet with Town staff to review adjusted model and finalize analysis.	2	4	2	0	0	8
Task 4 Review & Development of Connection Fees						
4.1 Obtain and review all ordinances, master plan, capital improvement information, capacity reports, and system GIS data.	0	1	1	2	0	4
4.2 Obtain and review fixed asset records for all major system components.	0	0	1	1	0	2
4.3 Prepare reproduction cost schedule of fixed assets by major system component.	0	0	1	2	0	3
4.4 Review CIP with Town staff to determine portion of projects for expanded capacity and portions associated with renewal and rehabilitation.	0	1	1	0	0	2
4.5 Allocate fixed assets and CIP between major facility components of supply, treatment, transmission/collection, disposal, reuse, etc.	0	1	1	2	0	4
4.6 Load appropriate data into our connection fee module, adjust and calibrate, and produce preliminary results.	0	0	1	2	0	3
4.7 Link connection fee module with the financial forecast module of Task 2 to evaluate the effects of changes in the connection fees in the capital projects funding plan and the effects upon user fee rate revenue requirements and the overall financial plan.	0	0	0	1	0	1
4.8 Review list of identified current and potential new misc. service fees with Town staff and adjust as required.	1	1	1	4	0	7
4.12 Meet with Town staff in a web-based work session to review results of connection fees.	2	2	2	0	0	6
4.13 Perform adjustments based upon input from Town staff to finalize fee analysis.	0	1	1	2	0	4
Task 5 Reports & Presentations						
5.1 Prepare a Draft Report and summary presentation of the initial results and recommendations of the Study for staff review/comment.	1	2	8	12	0	23
5.2 Prepare Final Draft Report based upon edits from Town staff, and provide to staff for further review, as needed.	0	1	2	2	0	5
5.3 Present the results of the study to Town Council.	4	4	0	0	0	8
5.4 Integrate final staff comments and Town Council direction and prepare Final Report.	0	1	1	2	0	4
5.5 Attend one (1) Rate Hearing for Adoption.	4	2	0	0	0	6
Total Estimated Labor Hours	17	36	62	102	2	219
Total Estimated Fee	\$5,610	\$10,080	\$13,950	\$12,240	\$170	\$42,050
Total Estimated Expenses						\$2,950
Total Estimated Project Cost						\$45,000



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Item # 5

DATE: DECEMBER 2, 2019

AGENDA ITEM: CONSIDERATION OF TOWN COUNCIL RESOLUTION TO REQUEST GENERAL ASSEMBLY TO ALLOW TOWN TO ESTABLISH ITS OWN EDA SEPARATE FROM EXISTING EDA

SUMMARY: Va. Code § 15.2-4905 states that if a locality has created an industrial development authority, no other such authority, not created by such locality, shall finance facilities, except pollution control facilities, within the boundaries of such locality, unless the governing body of such locality in which the facilities are located or are proposed to be located, concurs with the inducement resolution adopted by the authority, and shows such concurrence in a duly adopted resolution.

To translate this into our situation, this means: If a locality [TOWN AND COUNTY] have created an industrial development authority [EXISTING EDA], no other EDA [TOWN EDA], not created by such locality [TOWN AND COUNTY], shall finance facilities, within the boundaries of such locality [TOWN], unless the governing body of such locality in which the facilities are located or are proposed to be located [DEFINITELY COUNTY, BUT AS WILL BE SHOWN, COULD ALSO MEAN THE TOWN AS WELL], concurs with the inducement resolution adopted by the authority [EXISTING EDA], and shows such concurrence in a duly adopted resolution.

Both the Town and the County of Warren have created, by mirror ordinances, the existing EDA (the "existing EDA"). Va. Code § 15.2-1800. C. provides, "*A city or town may also acquire real property for a public use outside its boundaries.*" In addition, Va. Code § 15.2-1802 provides that "*A town may acquire pursuant to § 15.2-1800, but not by condemnation, land within its boundaries or within three miles outside its boundaries, for the development thereon of business and industry.*"

The Town no longer appoints any of the members of the Board of Directors of the existing EDA, nor does it fund the existing EDA. However, under current State Code, even if the Town rescinds its EDA creation ordinance, because the existing EDA was jointly created by the Town with the County, the Town will be unable to create a separate Town EDA which can finance facilities outside the Town, unless the County concurs with this financing by a Board of Supervisors' resolution. There may well be times when it would be advantageous for the Town to consider facilities outside its boundaries, such as if its water supply facilities or waste disposal facilities, need to be expanded, or if the Town wanted to consider the addition of facilities of higher education, the expansion of additional medical facilities, or simply wanted to expand its tax base.

In fact, as the next paragraph will show, there may well be an argument that as long as there are outstanding EDA bonds whether the Town can even rescind its ordinance co-creating the existing EDA at all, in which case the Town would not even be able to create a separate Town EDA which could fund Town EDA facilities in Town.

This is the potential vexing legal issue of the meaning of Va. Code § 15.2-4914, which states that "*Whenever the board of directors of the authority by resolution determines that the purposes for which the authority was formed have been substantially complied with and all bonds theretofore issued and all obligations theretofore incurred by the authority have been fully paid, the then members of the board of directors of the authority shall thereupon execute and file for record with the governing body of the locality which created the authority, a resolution declaring such facts. **If the governing body of the locality which created the authority** is of the opinion that the facts stated in the*

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authority's resolution are true and that the authority should be dissolved, it shall so resolve and the authority shall stand dissolved. Upon such dissolution, the title to all funds and properties owned by the authority at the time of such dissolution shall vest in the locality creating the authority and possession of such funds and properties shall forthwith be delivered to such locality.”

There is no case law or Attorney General’s Opinions interpreting this last statute. A strong argument can be made that until all the debts and bonds of the existing EDA are paid, the existing EDA must remain in existence. Additionally, even if the Town could rescind its ordinance which created its part of the existing EDA, would the Town wish to give up its rights to its legal one-half of the EDA’s property and other assets? Keep in mind that Va. Code § 15.2-4913... “*if the board of directors of the authority determines that sufficient provision has been made for the full payment of the expenses, bonds and other obligations of the authority then any net earnings of the authority thereafter accruing shall be paid to the locality with respect to which the authority was created*”, which is in full agreement with the 1991 Agreement between the Town and the County that the two localities split the profits from the EDA’s sale of its properties. That potentially could be a lot for the Town to consider walking away from.

What Town Council might wish to consider is a State Code amendment along these lines:

PROPOSED: Va. Code § 15.2-4905. Powers of authority. — The authority shall have the following powers together with all powers incidental thereto or necessary for the performance of those hereinafter stated:

If a locality has created an industrial development authority pursuant to this chapter or any other provision of law, no other such authority, not created by such locality, shall finance facilities, except pollution control facilities, within the boundaries of such locality, unless the governing body of such locality in which the facilities are located or are proposed to be located, concurs with the inducement resolution adopted by the authority, and shows such concurrence in a duly adopted resolution. Notwithstanding the foregoing, nothing contained herein shall be deemed to invalidate or otherwise impair any existing financing by an authority or the financing of any facilities for which application has been made to an authority prior to July 1, 1981. *And further, notwithstanding the foregoing, nothing contained herein shall be deemed to impair the authority of the Town Council of the Town of Front Royal from creating its own independent industrial development authority, separate and apart for all purposes from any currently existing or future industrial development authority, which Town of Front Royal solely-created independent industrial development authority shall have all powers granted industrial development authorities generally as set forth in Chapter 49, Industrial Development and Revenue Bond Act, §§ 15.2-4900 — 15.2-4920 of the Code of Virginia, 1950, as amended.* [PROPOSED WORDING *ITALICIZED AND UNDERLINED.*]

It is my understanding that the Town if the Town proposes to have State Code amended to allow this legislation, it will need to get this to its representatives in the General Assembly very promptly if Town Council wants this amendment to be considered at the upcoming Session of the General Assembly.

BUDGET/FUNDING: None additional at this time.

STAFF RECOMMENDATION: If Town Council wishes to consider creating its own EDA, and would like to do it at the upcoming Session of the General Assembly, it should consider adoption of this proposed amendment to the State Code, or something similar, in the very near future.

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Item # 6

DATE: December 2, 2019

AGENDA ITEM: Facilitator for Gazebo Events

SUMMARY: At the Front Royal Town Council meeting on October 28, 2019 several business owners discussed with Council issues involving events and parking in and around the Gazebo/Downtown Area (aka Village Commons), as well as, road closures for events and parades. After meeting with several business owners in the downtown area and other community leaders, the Interim Town Manager is planning to retain the services of a professional facilitator/mediator to garner not only a greater understanding of the issues involving the aforementioned but to ultimately find and build a consensus with downtown business owners.

Town staff solicited a quick quote under the Virginia Procurement Act and has identified a facilitator who is most proficient in running meetings such as the one envisioned. The Interim Manager does not require Council's approval, nor a budget amendment. The purpose of this Agenda Item is for informational purposes and to gather Council's input as to ideas for the meeting and desired outcome.

BUDGET/FUNDING:

Estimated cost is \$2,000 which equates to 20 hours at \$100.00/hour.
Exact Budget line item will be discussed at the Work Session

STAFF RECOMMENDATION: N/a

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Item # 7

DATE: December 2, 2019

AGENDA ITEM: Update Goals for FY19-20

SUMMARY: Staff will update the Town Council on two Goals from our list.

Goal: The Subdivision Committee provides report to Town Council

- Due Date is January 30, 2020
- Many meetings have taken place and a summary will be provided

Goal: Develop a policy/procedure to address blighted structures in Town

- Due Date is December 3, 2019
- A status report by staff will be provided to Council

BUDGET/FUNDING: N/a

STAFF RECOMMENDATION: N/a

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Item # 8

DATE: December 2, 2019

AGENDA ITEM: Liaison Committee Agenda Items

SUMMARY: Council is requested to add items to the Liaison Committee Agenda for January 16, 2020. The Agenda from July 18, 2019 is attached. The October 17, 2019 meeting was cancelled.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Council takes desired action

Work Session



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Warren County Government Center
July 18, 2019
6:00 PM



- **Call to Order – Daniel J. Murray, Jr., Chairman of the Warren County Board of Supervisors**
 - 1) **IT Federal Main Street Project – Joe Waltz**
 - 2) **Route 522 Corridor Water Upgrade Project – Joe Waltz**
 - 3) **Phase II and III Happy Creek Road Project Update – Joe Waltz**
 - 4) **Property Maintenance Code / Blighted and Derelict Structures – Joe Waltz**
 - 5) **WWTP Septage Receiving Station Issues Update – Joe Waltz**
 - 6) **Dissolution of the Economic Development Authority (EDA) – Joe Waltz**
 - 7) **Citizen Committee to Evaluate the Town/County/EDA – Joe Waltz**
 - 8) **Development Review Committee – Doug Stanley**
 - 9) **Building Inspections Software – Doug Stanley**
 - 10) **Warren County’s In-Town Projects – Doug Stanley**
- **Adjournment**