

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on January 8, 2018, in the Warren County Government Center’s Board Meeting Room. Mayor Tharpe 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 Hollis L. Tharpe
Councilman John P. Connolly
Councilman Gary L. Gillispie
Councilman Jacob L. Meza
Councilman Christopher S. Morrison
Councilman William A. Sealock
Vice Mayor Eugene R. Tewalt
Town Attorney Douglas W. Napier
Town Manager Joseph E. Waltz
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 Tewalt moved, seconded by Councilman Sealock moved that Council approve the Regular Council Meeting minutes of December 11, 2017 as presented.

Vote: Yes – Connolly, Gillispie, Meza, Morrison, Sealock and Tewalt
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Tharpe did not vote as there was no tie to require his vote)
(By Roll Call)

RECEIPT OF PETITIONS OR CORRESPONDENCE FROM THE PUBLIC

There were no petitions or correspondence from the public.

Town Manager, Joseph Waltz, noted that the Town was still under voluntary water conservation. He added that the that the Business Office would be closed on Monday, January 15th for the Martin Luther King holiday. He noted the changes in the refuse and recycling collection schedules for the week.

Chief Magalis recognized Marc Ramey, who is moving from the Patrol Division to the Detective Unit. He also welcomed Officer Jonathon Treece as a new Front Royal officer.

Jeremy Camp, Planning & Zoning Director, presented the following to Council:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- On January 5, 2018, Governor McAuliffe announced that the Town of Front Royal will receive **\$700,000** of Community Development Block Grant (CDBG) funding
- Front Royal and 3 other communities received approval. This was the 2nd round of funding for the current fiscal year.
- The Town was the largest recipient of funds for this round of grants, but did not receive the full \$1 million dollars requested

PROGRAM OVERVIEW

- The CDBG program is administered by the Virginia Department of Housing and Community Development.
- Provides funding to localities for needs related to affordable housing, infrastructure and economic development.

PROGRAM PROCESS

It's a 3-part process:

Part 1 – The Planning Grant Application (2014 - 15)

Following the Envision Front Royal Visioning Process, the Town applied for a Planning Grant to create a revitalization plan to enhance economic development in the downtown. CDBG projects require such a plan before implementation funding can be applied for.

Part 2 - The Implementation Grant Application (2016 – 17)

During all of 2016, the Project Management Team conducted surveys, studies, and research to complete a revitalization plan for the downtown. The plan was named Envision 2.0.

Part 3 – Implementation (2018~20)

- Sit Down Meeting with State Representatives
- Contract Execution
- Execute Plan and Receive Funds

ENVISION 2.0

A 76-page document, including the following:

- Downtown Revitalization Area
- Economic Restructuring Analysis
- Market Area Study
- Branding & Marketing Strategies
- Physical Improvement Plan
- Recommendations

TWO YEAR BUDGET PLAN

Administration.....	\$87,350
Façade Improvement Program.....	\$735,000
Physical Improvement Plan.....	\$898,180
Signage.....	\$190,500
Branding & Marketing.....	\$74,900
TOTAL.....	\$1,985,930
Town Match.....	\$985,930
Town Match (new funds).....	\$130,000
CDBG Match.....	\$1,000,000

87% of Town Match is from in-kind labor, existing resources or other sources

Vice Mayor Tewalt asked about prioritization of items within the program. Mr. Camp noted that they will need to revise the budget to reflect the priority items. Councilman Meza congratulated Staff on the program and asked how soon the Town began to see the impact of the grant. Mr. Camp remarked that Staff would soon meet with State representatives and the Town would most likely begin to see funding in the spring.

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

CONSENT AGENDA - NONE

COUNCIL APPROVAL – Resolution to Recognize Wayne L. Shipman for Service on the Board of Zoning Appeals

Summary: Council is requested to approve a resolution to recognize Wayne L. Shipman for his service on the Board of Zoning Appeals, as presented.

Councilman Meza moved, seconded by Councilman Connolly that Council approve a Resolution to recognize Wayne L. Shipman for his service on the Board of Zoning Appeals, as presented.

Mayor Tharpe and Council presented the resolution to Mrs. Shipman in thanks for his commitment and service. Vice Mayor Tewalt personally thanked Mr. Shipman’s family for his service to the Town. He noted that Mr. Shipman had given helpful and dedicated service to the community and the Town of Front Royal would forever be grateful.

**RESOLUTION
RECOGNITION OF SERVICE**

WHEREAS, the Town Council of the Town of Front Royal, Virginia wishes to recognize and honor Wayne L. Shipman for his loyal and dedicated service in Town Government, as a member of the Front Royal Board of Zoning Appeals (BZA) from February 2010 until his passing on December 18, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Front Royal, Virginia that Wayne L. Shipman is hereby remembered for his outstanding works and is hereby recognized as a devoted public servant whose contribution to our community is deeply appreciated.

Vote: Yes – Connolly, Gillispie, Meza, Morrison, Sealock and Tewalt
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Tharpe did not vote as there was no tie to require his vote)
(By Roll Call)

COUNCIL APPROVAL – Liaison Committee Meeting Items

Summary: Council is requested to approve the addition of one item to the Liaison Committee Meeting Agenda scheduled for January 18, 2018. That item being the Relocation of the Virginia Inspection Sticker and Motor Vehicle Decals

Councilman Connolly moved, seconded by Councilman Meza that Council approve the addition of one item to the Liaison Committee Meeting Agenda scheduled for January 18, 2018, Relocation of the Virginia Inspection Sticker and Motor Vehicle Decals.

- 1) IT Federal Main Street Project – Joe Waltz**
- 2) Route 522 Corridor Water Upgrade Project – Joe Waltz**

- 3) Phase II Happy Creek Road Project Update – Joe Waltz
- 4) Town Building Maintenance Code Enforcement Update – Joe Waltz
- 5) Update on Wastewater Treatment Plant – Joe Waltz
- 6) Development Review Committee – Doug Stanley
- 7) Building Inspections Software – Doug Stanley
- 8) Warren County’s In-Town Projects – Doug Stanley
- 9) Relocation of the Virginia Inspection Sticker and Motor Vehicle Decals – Joe Waltz

Vote: Yes – Connolly, Gillispie, Meza, Morrison, Sealock and Tewart
 No – N/A
 Abstain – N/A
 Absent – N/A
 (Mayor Tharpe did not vote as there was no tie to require his vote)
 (By Roll Call)

COUNCIL APPROVAL – Adoption of Property Maintenance Code and Establishment of a Rental Inspections District (1st Reading)

Summary: Council is requested to affirm/deny on its first reading to amend and re-enact Chapter 9 (Buildings) of the Front Royal Municipal Code to adopt a Property Maintenance Code and to establish a Rental Inspection District, pursuant to Virginia Code § 36-105.1:1 and Part III, Virginia Maintenance Code of the Virginia Uniform Statewide Building Code, current adopted edition, as presented. If approved the Town would be able to address blight and deterioration of buildings and the Rental Inspection District would include the same boundaries as the Historic District and the designated CDBG Downtown Revitalization area.

Councilman Morrison moved, seconded by Councilman Meza moved that Council affirm on its first reading to amend and re-enact Chapter 9 of the Front Royal Municipal Code to adopt a Property Maintenance Code and Establish a Rental Inspections District, as presented.

Vote: Yes – N/A
 No – Connolly, Gillispie, Meza, Morrison, Sealock and Tewart
 Abstain – N/A
 Absent – N/A
 (Mayor Tharpe did not vote as there was no tie to require his vote)
 (By Roll Call; MOTION FAILED)

CLOSED MEETING – Personnel Matters; Expenditure of Public Funds and Consultation with Legal Counsel

Motion to Go Into Closed Meeting

Councilman Sealock moved, seconded by Councilman Connolly that Council go into a Closed Meeting for 1) the discussion and consideration, or interviews of the performance and salaries of specific appointees, or employees of Town Council, specifically, the Town Manager, Town Attorney, and Clerk of Town Council, pursuant to

Section 2.2-3711.A.1 of the Code of Virginia; 2) the following purposes relating to options and the feasibility thereof the Town might or should pursue concerning the future funding of a number of planned Town of Front Royal projects, including the new Police Department headquarters, the expansion of West Main Street through the former Autex property, Phase II of Happy Creek Road, sidewalk extensions along West Main Street and Kendrick Lane, and Leach Run Parkway: (a) the discussion of the award of a public contract or contracts involving the expenditure of public funds, and discussion of the terms or scope of such contract or contracts, where discussion in an Open Session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2- 3711. A. 29. of the Code of Virginia and (b) consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia.

Vote: Yes – Connolly, Gillispie, Meza, Morrison, Sealock and Tewalt
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Tharpe did not vote as there was no tie to require his vote)
(By Roll Call)

Motion to Certify Closed Meeting at its Conclusion

Councilman Sealock moved, seconded by Councilman Connolly that Council 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 Action 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.

Vote: Yes – Connolly, Gillispie, Meza, Morrison, Sealock, Tewalt and Tharpe
No – N/A
Abstain – N/A
Absent – N/A
(By Roll Call)

There being no further business, the Mayor declared the meeting adjourned at 8:56 p.m.

APPROVED:

Jennifer E. Berry
Clerk of Council