



## TOWN COUNCIL WORK SESSION MINUTES

Monday, January 10<sup>th</sup>, 2022, at 6:00 PM

Town Hall Conference Room

Work Session can be viewed in entirety at <https://www.fronroyalva.com/655/Meetings>

Town Manager Steven Hicks recommended Council amend their Closed Meeting Motion to include “other personnel issues.”

### Closed Meeting:

*Vice Mayor Cockrell moved, seconded by Councilman Thompson, that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purposes:*

*1. pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, consultation with legal counsel and briefings by staff members or consultants pertaining to probable litigation, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of the public body; "probable litigation" meaning litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by a known party, more specifically, claims related to alleged damage to private property by the Town.*

*2. pursuant to Section 2.2 3711(A)(1) of the Code of Virginia, the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body, specifically members of the Town Planning Commission, the Town Board of Zoning Appeals and the Local Board of Building Code Appeals and other personnel issues.*

Vote: Yes – Councilmembers Cockrell, Gillispie, Morris & Thompson

No – N/A

Abstain – N/A

Absent – Councilmembers Lloyd & McFadden

ROLL CALL

Councilmen Lloyd and McFadden joined the Closed Meeting after Roll Call.

*Councilman Thompson moved, seconded by Councilman McFadden, 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.*

Vote: Yes – Mayor Holloway, Councilmembers Cockrell, Gillispie, Lloyd, McFadden, Morris & Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Due to technical difficulties, Agenda item 3 was moved ahead of Agenda item 2.

**Order of Business for Regular Meeting Agendas:** Deputy Clerk of Council Mary Ellen Lynn presented Council with a Draft Order of Business as recommended by Clerk of Council Tina Presley. Councilman McFadden noted his appreciation of the thoughtful change to place public hearings before public comments. Town Manager Hicks added his recommendation to add a section to the public hearing and public comment sign-up sheets that would distinguish Town residents and Town business owners from non-residents, which would allow Town residents and town business owners to speak first. Council all agreed to add the recommended changes to the Consent Agenda for their next Regular Meeting.

**Virginia Health Care Insurance Pool:** Risk Manager, Laura McIntosh, introduced Cherri Hershman from Gallagher, the Towns Health Insurance Consultant, to discuss the possibility of a Virginia Health Insurance Pool (VAHIP). Ms. Hershman explained that Gallagher manages twenty-three insurance pools across the country. She noted the many benefits and cost savings that would come with joining the VAHIP, which would officially go into effect on July 1<sup>st</sup>, 2022.

Town Manager Hicks expressed his wish for the Town, as an organization, to be known for taking care of its employees, offering good benefits, and carrying good insurance. Councilman Thompson asked about Wellness Plan options and if they could lower insurance premiums as a wellness incentive. Councilman Gillispie asked for confirmation that Town Employees would have prescription and drug benefits. Council all agreed to participate in the VAHIP and approved adding it to the Consent Agenda for their next Regular Meeting.

#### **Appointments:**

**Audit/Finance Committee:** Mayor Holloway appointed Councilmembers McFadden and Morris to the Audit/Finance Committee.

**Town Scholarship Committee:** Mayor Holloway appointed Councilmembers Gillispie and Thompson to the Town Scholarship Committee.

**Sole Source Purchase of Neptune Water Meters:** Finance Director, BJ Wilson, informed Council that Town Staff was 95% complete with the Radio Water Metering Project. The Sole Sourced request presented was for the large sized meters needed to finish the project. Council all agreed to add the purchase to the Consent Agenda for their next Regular Meeting.

**Ordinance Amendments:**

**Short-Term Rentals:** Planning and Zoning Director Lauren Kopishke, noted that there had been no speakers during the Planning Commission's Public Hearing regarding the proposed ordinance changes for Short-Term Rentals. Councilwoman Morris asked where in the Town Code Short-Term rentals were currently prohibited. Councilwoman Thompson pointed out that the provision requiring driveway parking could present problems for homes that only have on-street parking. Councilman McFadden expressed his support of the required Management Plan. Ms. Kopishke explained that the way the proposed changes were written, would give Council the most control, noting that should Council wish, Town Staff could include less provisions.

**Vape/Vape Oriented Businesses:** Planning and Zoning Director Lauren Kopishke, pointed out that there were currently no regulations in Town to prevent Vape/Vape Oriented Businesses from opening and operating. She recommended taking a closer look at secondary effects such as non-conforming signs and lights. Councilman Gillispie explained that he did not wish to place any regulations on property owners and that the market would 'work itself out.'

**Capital Improvement Project:** Assistant Town Manager Kathy Leidich, Energy Services Director David Jenkins, and Public Works Director Robbie Boyer, presented their Capital Improvement Plan for the new fiscal year.

**Open Discussion:** Councilman Gillispie followed up about the possible Fire Hydrant issue on Short Street.

Mayor Adjourned the Work Session at 9:47 P.M.

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd (remotely due to illness), McFadden, Morris & Thompson, Town Manager Steven Hicks, Assistant Town Manager Kathy Leidich, Town Attorney James E. Cornwell Jr., Finance Director BJ Wilson, Planning and Zoning Director Lauren Kopishke, Energy Services Director David Jenkins, Public Works Director Robbie Boyer, Risk Manager Laura McIntosh, and Deputy Clerk of Council Mary Ellen Lynn.

Approved by Town Council

Date: 2/28/22