



TOWN COUNCIL REGULAR MEETING MINUTES

January 24, 2022 @ 7:00PM in Warren County Government Center

The following minutes are a summary of items on the agenda. This meeting may be viewed in its entirety by accessing the video of the same date online via the Town's website at www.frontroyalva.com.

Moment of Silence

Pledge of Allegiance was led by Town Manager Steven W. Hicks

ROLL CALL PRESENT: Mayor Chris W. Holloway
 Vice Mayor Lori A. Cockrell
 Councilman Gary L. Gillispie
 Councilman E. Scott Lloyd
 Councilman Joseph E. McFadden
 Councilwoman Amber F. Morris
 Councilman Letasha T. Thompson

APPOINTED STAFF PRESENT: Town Manager Steven W. Hicks
 Assistant Town Attorney George Sonnett
 Clerk of Council Tina L. Presley

APPROVAL OF MINUTES – *Councilman Thompson moved, seconded by Councilman McFadden that Council approve the Work Session Minutes and Regular Meeting Minutes of December 13, 2021, as presented.*

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA

Councilman Gillispie moved, seconded by Vice Mayor Cockrell to add a Closed Meeting to the agenda as #12 on the agenda.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, and Morris

No – Councilwoman Thompson

Absent – N/A

Abstain – N/A

ROLL CALL

Failed due to the vote being required to be unanimous.

RECOGNITIONS/AWARDS/REPORTS –

Recognition of Solid Waste Employees – The Mayor and Council recognized and voiced appreciation to the following Town employees for their commitment and outstanding service to the Town for cleaning up refuse at Kendrick Lane Apartments and going above and beyond making Front Royal a great place to live. Those recognized were Eric Jorgensen, Jorge Guerrero, Paul Breed, Dwayne Craig, James (EJ) Swindell and James Walker. Town Manager Hicks noted that solid waste is collected during all types of weather and voiced his appreciation to the solid waste crew for what they do every day.

Recognition of Retirement for David W. Jenkins, Director of Energy Services Department – The Mayor and Council recognized and voiced appreciation and congratulations to Mr. Jenkins for his 30 years of service in the Town’s Energy Services Department with the presentation of a plaque and a gift.

PUBLIC HEARINGS – Ordinance Amendment to Chapter 175 Pertaining to Short Term Rentals

Mayor Holloway opened the public hearing, since no one spoke he closed the public hearing.

Town Manager Hicks recommended keeping the public hearing open until Council’s next regular scheduled meeting to allow for additional comments and for Council to take action at that time.

Councilman Thompson suggested removing “having a land line” in the ordinance. Council supported this removal.

Councilwoman Thompson moved, seconded by Vice Mayor Cockrell to continue the public hearing until the next regular scheduled meeting.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Mr. Hicks reminded Council that the continued public hearing will occur at the February 28, 2022 regular Council meeting.

PUBLIC COMMENTS (COMMENTS NOT RELATED TO PUBLIC HEARINGS)

George Cline, Jr., [Town business owner], voiced concern over the Town’s New Building Department. He gave a list of questions that he did not expect answers to tonight. He noted that the concerns were not only from him but on behalf of the Warren County Builder’s Association as well with an invitation to their meetings on the 4th Wednesday of every month at 7:00pm.

Gene Kilby. [Town resident] reminded Council of the recent passing of former Councilmember and Mayor George Banks. He asked Council to consider naming a street after him (portion of Edgemont Avenue), noting that he was the first African American Mayor of Front Royal and an active player in the community. He gave the Clerk a history of Mr. Banks and his service.

Michael Shotten, [County resident], voiced concern over the snow still on the sidewalks as he observed a citizen in a wheelchair trying to maneuver around them. He noted that he helped the citizen but voiced

frustration that it had been two weeks since the snowfall and the sidewalks in Town were still not clear. He asked Council to take immediate action.

Tom Sayre, [Town resident] questioned the need to spend \$24,500 for an executive search for a new Town Attorney when the Town had an Assistant Town Attorney already in place.

REPORTS

A. Town Manager Report – Mr. Hicks noted that both commercial and residential residents are responsible for removing snow [from sidewalks] following a storm event and will continue to get the message out. He continued that action will be taken for those who do not comply. He thanked Mr. Shotten for his concerns. Mr. Hicks asked Council to consider a special work session on either February 1st or 2nd that would include budget items and a closed meeting. He also recognized, on behalf of local government, one of his mentors former County Administrator of Chesterfield County, Virginia Jay Stegmaier, had passed away last week.

B. Town Council Reports –

Councilman Thompson thanked Mr. Cline for his concerns and questions and asked that he send those questions to the Clerk of Council. Mrs. Thompson advised that she spoke during Mr. Banks' funeral and read a message from Chelsea Moran who expressed her support and sentiments along with others for former Mayor George Banks. She thanked Mr. Shotten for helping a citizen and expressing his concerns. She questioned the process of why a phone call (instead of letter) would not be suffice to property owners. Mr. Hicks advised that the process will be revisited. Mr. Thompson advised Mr. Sayre that the company Council is choosing is the same company used to select Mr. Hicks to choose the Town Attorney.

Councilman Gillispie thanked Mr. Shotten noting that sidewalks are always a problem during heaving snows and agreed with his concerns. He suggested that the code be reviewed. Mr. Gillispie thanked Mr. Kilby and advised him that Council has spoken previously on how to honor Mr. Banks and that the Town is working on it.

Vice Mayor Cockrell thanked the Town Employees again for cleaning up Kendrick Lane Apartments trash issue. She thanked Mr. Jenkins for his years of service and congratulated him on his retirement. She advised Mr. Shotten that a lot of citizens and businesses are not aware that it is not the Town's responsibility to clean sidewalks or shovel out mailboxes. Mrs. Cockrell mentioned that the community was grieving this weekend over a tragic accident and asked to remember those who are having a rough time.

C. Mayor Report – Mayor Holloway thanked all of Town staff that was involved in snow removal throughout the day and night.

A 5-minute recess was called by Mayor Holloway.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

CONSENT AGENDA ITEMS

A. Join the Virginia Health Insurance Plan (VAHIP)

Council approved the Town joining the Virginia Health Insurance Plan (VAHIP) and for the Town Manager to execute all documents needed to make the transition.

B. Order of Business for Regular Meeting Agendas for 2022

Council approved the order of business for regular meetings agenda for 2022 as presented.

C. Appointments to 2022 Audit/Finance Committee

Council appointed Councilmembers McFadden and Morris to the Audit and Finance Committee, said term ending December 31, 2022.

D. Appointments to 2022 Town Scholarship Committee

Council appointed Councilmembers Thompson and Gillispie to the 2022 Town Scholarship Committee.

E. Sole Source Purchase of Neptune Water Meters

Council approved the sole source purchase of Neptune water meter components totaling \$65,523.00.

F. FY22 Budget Amendment for Virginia Local Choice Health Benefit Program's Adverse Experience Adjustment

Council approved a FY22 Budget Amendment in the amount of \$176,547.00 and intra-fund transfers totaling \$132,292.00 to allocate funds for the Town's estimated liability to the Commonwealth of Virginia's Local Choice health benefit program's adverse experience adjustment.

G. Water Plant SCADA System Procurement

Council awarded a contract in the amount of \$103,923.00 to DR Control LLC for the Water Plant's SCADA & Telemetry Upgrade.

H. Contract for Executive Search Services for Town Attorney Position

Council approved the award of a contract in the amount of \$24,500.00 to Baker Tillys US LLP for executive search services for the Town Attorney position.

Vice Mayor Cockrell moved, seconded by Councilman McFadden that Council approve the Consent Agenda as presented.

Councilwoman Thompson noted that Consent Item A. (Join the Virginia Health Insurance Plan (VAHIP)) was to find the best health insurance rates for Town employees.

Councilman McFadden noted that Consent Agenda Item B. (Order of Business for Regular Meeting Agendas for 2022) was how we are changing the business on the agenda.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

BUSINESS ITEMS

A. Refer to Planning Commission Signs/Lights for Vape-Oriented Businesses

Councilman McFadden moved, seconded by Councilwoman Morris that Council refer to the Planning Commission the review of sign and light regulations for vape-oriented businesses located in the Town Corporate Limits and bring back recommendations to Town Council in a work session.

Councilman Thompson moved, seconded by Councilwoman Morris to amend the motion to remove “vape-oriented businesses” to reflect all businesses with lights and signs.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

on the amendment to the original motion

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

on the original motion as amended

Mr. Hicks recommended advertising the public hearing for this item to run concurrently with the Planning Commission Public Hearing. Council agreed.

B. Refer to Planning Commission Text Amendments to Town Code Chapter 148

Councilwoman Thompson moved, seconded by Councilman McFadden that Council refer to the Planning Commission Text Amendments to Chapter 148 (Subdivision/Land Development) to remove Planning Commission from any plan review beyond the scope of the state code as presented.

Councilman Lloyd advised that this was discussed in a work session and the amendments will be in line with the state code and reduce conflict.

Councilman McFadden advised that it streamlines things.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Mr. Hicks recommended advertising the public hearing for this item to run concurrently with the Planning Commission Public Hearing. Council agreed.

C. Appointment of Interim Town Attorney

Councilman McFadden moved, seconded by Vice Mayor Cockrell that Council approve a contract and appoint James E. Cornwell, Jr. Esq. as the Interim Town Attorney for the Town of Front Royal until such time a full-time Town Attorney is appointed.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

D. Nominations to Board of Zoning Appeals

Councilwoman Thompson moved, seconded by Councilman McFadden that Council nominate the following two members to the Board of Zoning Appeals to the Judge of the Circuit Court: Christine Erin to an unexpired term ending May 1, 2025, and Michael S. Williams to an unexpired term ending May 1, 2024.

Council confirmed that the special work session will be held February 2, 2022 at 6:30pm.

Mayor Holloway adjourned the meeting at 8:11pm.

Approved by Town Council

Date: 2/28/22