



TOWN COUNCIL WORK SESSION MINUTES

Monday, February 13, 2023

Town Hall Conference Room

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.

ROLL CALL BY CLERK OF COUNCIL

PRESENT: Mayor Lori A. Cockrell
Councilwoman Melissa DeDomenico-Payne
Councilman Joshua L. Ingram
Councilwoman Amber F. Morris
Councilman H. Bruce Rappaport
Councilman Duane R. "Skip" Rogers
Vice Mayor R. Wayne Sealock

OTHERS PRESENT: Clerk of Council Tina L. Presley
Town Manager Joseph E. Waltz
Town Attorney George M. Sonnett, Jr.
Various member of Staff

Mayor Cockrell welcomed Councilwoman DeDomenico-Payne

REQUEST TO WAIVE CURB/GUTTER, SIDEWALK, DRIVEWAY REQUIREMENT – HABITAT FOR HUMANITY – Planning Director Lauren Kopishke noted that curb and gutter was currently not within 200 feet of the property. Vice Mayor Sealock questioned the waiver noting it is needed throughout Town. Councilman Ingram voiced no concerns with the waiver because there was no curb and gutter currently existing on surrounding properties. Councilwoman Morris voiced concern that if the curb and gutter were installed the water would be an intrusion to the property next door. Councilwoman DeDomenico-Payne confirmed that there was not a current schedule for the installation of curb and gutter within the Town. She voiced in favor of the waiver. Councilman Rappaport was not in favor of the waiver and concurred with Mr. Sealock. Councilman Rogers noted that Habitat for Humanity had completed good work in the community and was in favor of the waiver. Mr. Sealock applauded Habitat for Humanity but feared setting a precedent. Councilman Rappaport noted that the Town needed to get away from waivers and place the responsibility on the developers and not the taxpayers.

LOCAL BOARD OF BUILDING CODE APPEALS (LBBCA) BY-LAWS AND FEES – Ms. Kopishke advised that the by-laws were approved by Town Attorney George Sonnett and the LBBCA Board. Ms. Kopishke explained the \$400.00 fee that was being proposed and noted that it was the same as Warren County. She also noted that staff had developed a check list and that they [Planning/Zoning] would be clerking the meetings.

ITEMS SLATED FOR CONSENT AGENDA FOR FEBRUARY 27TH REGULAR COUNCIL MEETING – Purchasing Manager Michelle Campbell and Finance Director BJ Wilson gave a brief overview of the first three items slated for the consent agenda on February 27th.

Bid for Thermoplastic Pavement Markings – Council had no concerns.

Purchase of a RTV Vehicle for the Wastewater Treatment Plant – The Town’s procurement process was explained as well as “piggy backing” off a cooperative contract with the state. Council had no concerns.

Biosolids Container Rental and Disposal Services – It was explained that this was a renewal with the same vendor at a higher price. Council had no concerns.

Department of Energy GRIP Grant Opportunity through American Municipal Power (AMP) – Town Manager Joe Waltz introduced the Town’s new Director of Energy Services Carey Saffelle. Mr. Saffelle gave a presentation on the Grid Resilience and Innovation Partnerships (GRIP) Grant opportunity through the Department of Energy that if awarded to the Town, funds would go towards the purchase of Advanced Metering Infrastructure (AMI) for utility service customers in Town. He noted that this was the very early stages of the grant application beginning with a Letter of Commitment from Council. Mr. Waltz advised that the total cost of the AMI is estimated at 1.7 million and the grant [if awarded] would assist with some of that cost. It was also noted that the Town had been “putting monies back” for AMI. Mr. Waltz advised that there would be more concrete information by the end of the year with an approximate 5-year deployment. Ms. Morris advised that money would be saved once implemented saving the Town manpower hours and an increase in reliability. Councilman Rogers questioned the solar buyback program and if it would be allowed in historic areas of Town. Mr. Waltz advised that this program would be discussed at a later time.

ITEMS SLATED FOR A PUBLIC HEARING

Special Use Permit for a Ground Floor Dwelling Unit at 437 S. Royal Avenue – Barbara Samuels – Ms. Kopishke advised that the building was currently being rented out to commercial tenants and if the special use permit is approved she will be living there. She noted that the Planning Commission had approved the permit and no one spoke at their public hearing. She also noted that everything was in compliance.

REVENUE FORECASTING FY2023-2024 – Mr. Wilson gave a presentation of FY2023-2024 Budget Revenue Forecasting noting that figures are subject to change. Mayor Cockrell questioned why lodging revenue was down. Mr. Wilson advised that it was due to short-term rentals not being in compliance with state guidelines. He explained that currently there is discussion at the state level. There was a brief discussion regarding equalization of taxes.

REQUEST TO AMEND TOWN CODE CHAPTER 4-1[D] PERTAINING TO WORK SESSIONS – Mayor Cockrell gave a brief history of the various code amendments in the past that decreased the amount of Council meetings. After discussion Council agreed to have another work session on the first Monday of the month beginning at 7:00pm. Council was reminded that the Town Code would have to be amended therefore a public hearing on the code change would be held in March. Mrs. Cockrell also took the opportunity to call a Special Work Session on Monday, March 6, 2023 at 7:00pm.

OPEN DISCUSSION – Mayor Cockrell reminded Council that the Council Retreat would be held March 15, 2023 in the Police Department Community Meeting Room with dinner from 4:00p – 5:00p and retreat from

5:00p – 9:00p to discuss goals. Mrs. Cockrell also reminded Council of the Shenandoah Rail Trail Meeting that was currently being planned.

Vice Mayor Sealock asked that the use of the caboose located near the Visitor Center be placed on a work session for further discussion. Councilwoman Morris agreed for the placement on an agenda. Mr. Sealock suggested that it be rented for events and/or allow small meetings to use it. He understood that it would have to be retrofitted for handicapped accessibility. It was suggested to bring Community Engagement Manager Lizi Lewis in for further discussions. Mr. Waltz advised that staff would present what they receive at the March 6th work session.

Councilman Rogers asked that a resolution be added to the February 27th regular meeting for Council approval regarding Skyline High School Regional Wrestling Champions noting that the coaches and wrestlers did a phenomenal job. Mr. Rogers will send the information to Clerk of Council.

Councilman Rappaport asked that traffic calming be added to a work session due to many concerns he had received from the community. It was noted that a sign was placed at Jamestown Road and Marshall Street that collected data on speeders. Chief Magalis confirmed that the data is being captured and can be used to assist with long term plans. It was noted that the Transportation Study was defunded. Mr. Waltz suggested that he meet with Ms. Kopishke to learn more about the free access that VDOT may have and bring back to Council with more information.

Mr. Sealock suggested a memorial of two officers who died in the line of duty. Chief Magalis advised that negotiations have already begun with the Fraternal Order of Police (FOP).

This portion of meeting ended 7:42pm.

CLOSED MEETING

Councilwoman Morris moved seconded by Vice Mayor Sealock 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 purpose: pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, 1) proposed proffer amendments for Anna Swan Estates (HEPTAD LLC), 2) proposed proffer statement for Sayre (NVR, Inc.) rezoning, 3) tourism, destination marketing and promotion agreements, and 4) Valley Health System PILOT fees.

Councilwoman Morris moved seconded by Vice Mayor Sealock 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.

Adjourned at 10:20pm

Approved by Town Council

2/27/23

Date: -----