



TOWN COUNCIL WORK SESSION MINUTES

Tuesday, February 15th, 2022 at 7:00 PM

Town Hall Conference Room

The following minutes are a summary of items on the agenda. Meeting can be viewed in its entirety at <https://www.frontroyalva.com/655/Meetings>

Special Events Schedule/Ideas for 2022 Presentation – Special Events and Public Arts Coordinator Lizi Lewis presented Council with an overview of Special Events planned for the upcoming year to include an Independence Day Celebration, Various Safety Events in Partnership with the Front Royal Police Department, “Front Porch Fridays,” Music at the Gazebo, and a Christmas Tree Lighting Ceremony. She also highlighted various co-sponsoring opportunities such as the Front Royal Cardinals All Star Game, The Festival of Leaves, Hometown Halloween, and a Christmas Market. Councilwoman Morris asked if there was an opportunity for the Town to incorporate a walk-through or drive-through Christmas Light display.

Water Meter Waiver Request – Poe’s River Edge LLC – Assistant Town Manager Kathy Leidich explained that the Town had received a letter from Poe’s River LLC requesting a waiver from Town Code Section 134-38.D requiring a separate water meter at the property line for each property served. She noted that the Town Code was very clear and therefore Town Staff recommended denying the request. Councilwoman Morris disagreed on the Town Codes clarity. Finance Director Wilson added that the Town does not allow different property owners to share a water line.

Town Manager Hicks recommended Town staff take another look and carefully review the Town Code for other options. He stated that, if necessary, Council could make an exception without the need to change the Town Code.

Proposed Consent Agenda Items for Regular Meeting of February 28th:

FY22 Budget Amendment for Fleet Maintenance Building – Council all agreed to add the amendment to the Consent Agenda for their next Regular Meeting.

Purchase of Additional Message Board – Council all agreed to add the Message Board Purchase to the Consent Agenda for their next Regular Meeting.

Purchase of Police Vehicle – Council all agreed to add the Police Vehicle Purchase to the Consent Agenda for their next Regular Meeting.

Additional Water Usage for New Building at 195 Toray Drive in Rt. 340/522 Corridor – Council all agreed to add the request to the Consent Agenda for their next Regular Meeting.

Deeds of Easement Granting to the Town Easements for the Existing and New Waterlines on the Property Located 190 Toray Drive and to Vacate and Relocate Sewer and Waterline Easements Located on 195 Toray Drive – Council all agreed to add the request to the Consent Agenda for their next Regular Meeting.

Update Employee Handbook: Stand-by pay (a.k.a. on-call pay) – Councilwoman Thompson asked that this item be removed from the Consent Agenda so it could be highlighted during the next Regular Council Meeting. Council all agreed.

Continued Discussion on Draft Memorandum of Agreement (MOA) of the Board of Supervisors and the Town Council for the Front Royal-Warren County Joint Tourism dated 1/28/22 – Council stated that they had received an updated version of the Memorandum of Agreement from the Board of Supervisors just hours prior to the Work Session. Town Staff did not receive the revisions.

Councilwoman Thompson explained that after discussions with JLL, the Town's contracted Tourism Firm, the Town could keep their Destination Marketing Organization (DMO) status, regardless of the agreement. Councilwoman Morris added that if the Town decided to stop funding the Joint Tourism group, the DMO would remain in possession of the town.

Vice Mayor Cockrell requested a joint meeting with the Board of Supervisors to finalize and agree on the details.

Open Discussion:

Nuisance/Dilapidated Properties – Councilwoman Thompson asked for an update on how the Town's new Building Department was helping remedy the many dilapidated buildings throughout Town. Town Manager Hicks explained that he would cover this topic in his presentation for the next agenda item.

Building Code Update – Town Manager, Steven Hicks, gave a presentation that included a general overview and updates on the Town's new Building Code Department. He explained that the fee schedule was set up in a way that would allow for self-sufficiency and eliminate the need to subsidize the department.

Councilman Gillispie asked Council to allow George Cline, President of the Warren County Builders Association to speak and share some concerns. Council all agree to allow it.

Following an open discussion with Mr. Cline, as well as several other members of the Warren County Builders Association, Council requested a Special Meeting be called as soon as possible to address their concerns.

A Certificate of Public Need or Certificate-of-Need (CON) Laws Require Healthcare Providers Wishing to Open or Expand a Healthcare Facility to First Prove to a Regulatory Body that there are Community Needs. A Need for Broader Healthcare, such as Women's Care – Councilwoman Morris stated her wish for the Town to establish a Certificate of Need (CON) to open the door for competing healthcare providers, specifically those offering specialty services. Council all agreed and asked what the next steps would be.

Board of Zoning Appeals and Local Building Code of Appeals Update – Town Manager Hicks explained that he and Planning Director, Lauren Kopishke had interviewed a candidate for the Board of Zoning Appeals and recommended Council appoint her. Councilman Lloyd asked if they could have a Closed Session to interview her at their next meeting as well.

Vice Mayor Adjourned the Work Session at 10:58 P.M.

PRESENT: Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris & Thompson, Town Manager Steven Hicks, Assistant Town Manager Kathy Leidich, Town Attorney James E. Cornwell Jr., Assistant Town Attorney George Sonnett, Finance Director BJ Wilson, Planning and Zoning Director Lauren Kopishke, Public Works Director Robbie Boyer, Special Events & Public Arts Coordinator Lizi Lewis, and Deputy Clerk of Council Mary Ellen Lynn.

Approved by Town Council

Date: 3/28/22