

TOWN COUNCIL WORK SESSION MINUTES**Monday, April 6, 2020**via WebEx at frontroyalva.com/meeting

Mayor Tewalt opened the meeting.

1. Williamsburg Estates Drainage Issues – Interim Town Manager Tederick introduced Mr. Keys and Mr. Foster, officers of the Williamsburg Estates Homeowners Association (HOA). He showed Council two brief videos taken by a resident of Williamsburg Estates that showed significant flooding and various pictures showing the damage the water runoff left behind. Mr. Tederick advised that the question remains, what is the Town's responsibility and what is the HOA's responsibility. Mr. Keys noted that there were four pipes in question and two of them were clogged with debris. Councilman Holloway asked what the HOA dues paid for. Mr. Keys explained that the dues (fees) were used for insurance, mowing and maintenance around the lake (pond). Mr. Keys noted that it would go a long way if the Town would clean the drainage pipes and dig the ditch deeper.

Councilman Gillispie questioned who contributed to the drainage problem. It was confirmed that there was a natural flow of water in the area due to the creek, and if the Town were to divert water the Town would be liable for any further damage. Councilman Athey noted that before curb and gutter was installed in the area there was significant flooding. She complimented the HOA in their efforts for cleaning around the lake, noting it took a lot of time and energy and looks "amazing".

Mr. Foster noted that he was constantly picking up trash and asked if grates could be placed over the pipes to collect the trash. It was confirmed that grates or screens would only make the problem worse.

Councilman Sealock questioned the control of the pond level. Mr. Keys advised there was no relief valve and a large drainage pipe was installed by the HOA; however, it was installed too high. Mr. Sealock advised that there were significant issues downstream and above.

Mr. Tederick explained that this was a tough situation in that the ditch is the HOA's responsibility. He suggested that the Public Works Department could do some work in an effort to assist the HOA. Mr. Gillispie suggested that the Town clean out the front of the culverts and get back with Council on further costs. Councilman Meza agreed with Mr. Gillispie and questioned whether the Town could figure out where the water was coming from. Mr. Tewalt agreed that the Town could open up the pipes that are blocked; however, the ditch is private property and an easement is needed to move further. He reiterated to clean the two storm pipes and stay off private property until the liability issues were cleared up.

Public Works Director Boyer noted that the footbridge in the area catches a lot of debris and the drainage pipe is approximately 1 ½ feet above grade.

Mayor Tewalt asked for Mr. Tederick to schedule a time when he and other members of Council could visit the site.

2. Review of Comprehensive Water and Wastewater Utility Cost of Service Fee and Rate Study presented by Stantec - Vice President Andrew Burnham and Senior Principal David Hyder presented the Front Royal Water and Sewer Rate Study. They recommended water increase of 2.0% annually and sewer increase of 3.5% annually, noting that the FY20201 typical monthly bill increase would be \$2.43 or 2.9%. They also recommended a decrease in the System Development Charge and that the

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connection fee would not be included in the charge but based on actual costs (labor and materials). They also noted that there would be no change to existing surcharges required for inside/outside cost differential. Council thanked Stantec.

3. Sanitary Sewer Closed Circuit Television (CCTV) Investigation for I & I Abatement – Mr. Wilson explained that the Sanitary Sewer Closed Circuit Television (CCTV) investigation is to satisfy the requirements of the Town's responsibilities in I & I Abatement under the recent DEQ Consent Order. He noted that Sewer Fund Balance reserves could be used for the project in the amount of \$990,674.00 and would be eligible for reimbursement if the Town obtains financing to advance I & I. Mayor Tewalt confirmed that it was in line with the previous Stantec Presentation. Mr. Wilson explained that the lowest bidder (Hhydrostructures) did not receive the bid due to not meeting qualifications.

Mr. Wilson confirmed that a public hearing would need to be advertised due to the amount and that the bid would be awarded at that time. Council agreed to move to a public hearing.

4. Ordinance Amendments to Chapters 12 and 175 Pertaining to Fees – Mr. Wilson advised that the "user fees" are reviewed each year by Town Staff and this year some fees were being proposed for removal and one is being revised. He noted that the overall loss of revenue with their removal would be approximately \$4,000 to \$5,000 annually. Council agreed to move forward with their removal.

5. Envision Village Commons Report – Mr. Tederick gave an overview of the report noting that the key takeaway was the measurement of the criteria and that the Town spends approximately \$21,000 a year for the larger events. He explained that the amount spent on special events could be paid for by the organizer but phased in over several years so as not to be a burden on the organizer to have to pay those funds all at once. He suggested that the next phase would be to receive feedback from Council, write up the Policy and Procedures using the report as a baseline and bring back to Council for further review. Council agreed.

6. BZA Term Expires May 1 – Mr. Tederick explained that John Hensley's term expires on the BZA May 1 and that he would like to be considered for recommendation for re-appointment. Councilman Meza noted that maybe Council should advertise for the position. Mayor Tewalt noted that he would normally agree to this; however, under the current circumstances dealing with the COVID-19 Pandemic it would be best to have Mr. Hensley remain in his seat if he was willing to do so. Council agreed to place on the next Regular Meeting for approval.

7. DEQ Consent Order – Mr. Tederick advised Council that the Town was currently under a Consent Order from the Virginia Department of Environmental Quality (DEQ) and based on violations owes the State of Virginia \$38,615.00. He explained that approximately 90% of this fee could go to a Supplemental Environmental Project. This project is identified as a restoration of the stream bank of Happy Creek between South Street and Prospect Street. Mayor Tewalt questioned how this project was chosen. Mr. Tederick advised that it was based on recommendations. Councilman Gillispie advised that the cleanup effort in Happy Creek at 8th Street looked great.

Councilman Sealock advised of other areas along Happy Creek that needed more attention than from South Street to Prospect Street such as at Main Street. Mr. Tederick advised that there is nothing preventing the Town from doing more; however, CHA found a section of Happy Creek that qualified for labor and materials and was easy for DEQ financially. Mr. Boyer advised that permits may take approximately 1 to 1 ½ years and that the Town was planning to do the work themselves.

Council agreed to move to the next regular meeting for approval.

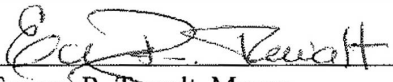
8. **Open Discussion** – Mr. Tederick advised Council that there is a Budget Work Session scheduled for Thursday, April 9, 2020 at 7:00pm via WebEx.

Mayor adjourned the meeting at 8:45pm.


PRESENT VIA WEBEX: Mayor Tewalt, Councilman Meza, Councilman Thompson, Councilman Gillispie, Councilman Holloway, Vice Mayor Sealock, Councilman Cockrell, Interim Town Manager Tederick, Town Attorney Napier, Acting Clerk of Council Presley, Director of Finance Wilson, Director of Public Works, and those members of the public and press who viewed the meeting online



APPROVED:


Eugene R. Tewalt, Mayor

ATTEST:


Tina L. Presley Acting Clerk of Council

Councilman Cockrell moved, seconded by Councilman Holloway approved the Work Session Meeting minutes of April 6, 2020 on April 13, 2020.

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