



**JOINT MEETING BETWEEN PLANNING COMMISSION, FRONT ROYAL EDA AND TOWN COUNCIL**

Monday, April 11, 2022 at 6:00 PM

Town Hall Conference Room

*Meeting can be viewed in its entirety at <https://www.frontroyalva.com/655/Meetings>*

A representative from Summit gave Council a presentation of the progress of the rewrite of the Town's Comprehensive Plan to the Town Council, Front Royal Planning Commission and the Front Royal Economic Development Authority that included Progress and Deliverables Thus Far; the Stakeholder Survey Results, the Interactive Map, the Vision Statement, Existing Conditions Report, (housing, employment, transportation, education, developed land, environmental constraints, soil types, existing zoning, steep slopes, land suitable for development), Goals and Objectives and Next Steps for May, June, August and September.

It was noted that there was still time to submit comments for the draft plan until the end of May or June; however, the survey is closed. The Planning Commission suggested releasing the sections of the plan as they are completed for review. Ms. Kopishke asked that all comments be forwarded to her, and she will organize and send them to Summit.

Mayor adjourned the meeting at 6:14pm.

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmembers Gillispie, McFadden, Morris and Thompson; Front Royal Economic Development Authority Directors, Isaac Rushing, Frank Stankiewicz, Jim Crowell, Rick Novak, Mark Tapsak, Nick Bass, David Gedney; Planning Commission Members, Darryl Merchant, Connie Marshner, Joshua Ingram, Doug Jones and William Gordon; Town Manager Steven Hicks, Assistant Town Manager Kathy Leidich, Deputy Town Attorney George Sonnett, Finance Director BJ Wilson, Planning and Zoning Director Lauren Kopishke, and members of the public and press.

Approved by Town Council

Date: 4/25/22



## TOWN COUNCIL WORK SESSION MINUTES

Monday, April 11, 2022 at 7:00 PM - Town Hall Conference Room

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

### **Items Scheduled for a Public Hearing on April 25<sup>th</sup> –**

FY2022-2023 Proposed Budget – Finance Director BJ Wilson gave an overview of the proposed budget including three options to fund the Drug Court Coordinator. Council discussed each option noting those items that were not necessarily a necessity this year. Mr. Wilson briefed Council on the Health Insurance issue noting that the Town would be staying with their current carrier (Local Choice); however, it would be an approximate 10% increase. After much discussion Council agreed that all the Options presented be considered to revise the budget accordingly to include the Drug Court Coordinator and the Health insurance premiums. Mr. Wilson also advised Council of the increase in revenue from the personal property taxes due to assessments of personal property being higher. He noted that Warren County is possibly delaying setting their tax rate and Council may have to approve a Resolution at the April 25<sup>th</sup> meeting to extend the Town tax due date.

Ordinance to Change Street Name from Edgemont Avenue and Scranton Avenue to George Banks Boulevard – Clerk of Council Tina Presley gave a brief overview of additional information gathered since the March 14<sup>th</sup> work session. Councilman Gillispie suggested naming the bypass George Banks Memorial Highway so that it would less of a burden to the property owners on Edgemont and Scranton Avenues to change their addresses. Councilwoman Morris asked if the family would be interested in Mr. Gillespie's suggestion. Councilman McFadden asked if there were any costs associated with this item. Town Manager Steven Hicks advised that the signage would be made in-house at approximately \$75.00 per sign plus installation. It was suggested to continue with the public hearing to hear from the citizens. Mrs. Presley advised that each property owner affected would be receiving a letter inviting them to the public hearing.

### Items Slated for the Consent Agenda for April 25<sup>th</sup>

Pressure Reducing Valve Vault Purchase/Installation

Dry Barrel Fire Hydrants

FY22 Budget Amendment to Accept Local Law Enforcement Block Grant

Resolution to Adopt "Shift Differential Policy" to Town Employee Handbook

Proclamation for National Public Works Week

The items were not discussed individually but Council agreed to move all of them to the consent agenda on the 25<sup>th</sup> with the exception of the "Resolution to Adopt Shift Differential Policy to Town Employee Handbook" and "Proclamation for National Public Works Week". It was requested that they be added to the Business Items section of the April 25<sup>th</sup> Regular Agenda.

### Open Discussion –

Building Permits – Mr. Hicks gave Council a total of how many permits were issued; the total costs of a permit application; the total of ECS invoices; how much the Town paid ECS; how much the Town has

collected from applicants for ECS and what the balance of ECS invoice were. There was much discussion among Council regarding refunds, sharing in costs with the County and third-party inspections. Council agreed that Mr. Hicks would contact the County Administrator and set up a Liaison Committee Meeting to discuss the building department fees.

Items for the Liaison Committee Meeting on April 21 – Mr. Hicks was directed to contact the County Administrator to determine another date since April 21<sup>st</sup> is the Valor Awards Ceremony.

Vice Mayor Cockrell asked if the Town's recycling truck used to come by the schools. Mr. Hicks advised that he would get back with her since the Public Works Director was not in attendance.

**CLOSED MEETING –**

*Councilman Gillispie moved seconded by Councilwoman Thompson that Council convene and go into Closed Meeting for the following: 1) discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body specific to the Town Attorney position, pursuant to Virginia Code §2.2-3711. A.1 of the Code of Virginia and 2) discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.*

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

**Motion to Certify Closed Meeting at its Conclusion** *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

*Vice Mayor Cockrell moved seconded by Councilman Gillispie 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 – Vice Mayor Cockrell, Councilmembers, Gillispie, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris and Thompson, Town Manager Steven Hicks, Assistant Town Manager Kathy Leidich, Deputy Town Attorney George Sonnett, Finance Director BJ Wilson, Laura McIntosh Human Resources Director and members of the public and press.

Approved by Town Council

Date: 4/25/22



## TOWN COUNCIL SPECIAL MEETING MINUTES

Monday, April 11, 2022

immediately held after the work session in the Town Hall Conference Room

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

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

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

### **Council to Select a Date for the Holding of a Special Election to Fill the Council Seat Vacated by Former Councilman Scott Lloyd by his Resignation Effective March 28, 2022**

Deputy Town Attorney George Sonnett gave Council an overview of the Town's requirement to file a petition with the Warren County Court within fifteen (15) days of the occurrence of a vacancy on Council seeking a writ of election ordering the holding of a special election either on the date of the next general election in November or on an earlier date not later than fifty-five (55) days before the next general election.

*Councilwoman Thompson moved seconded by Councilman McFadden that Council direct the Interim Town Attorney to petition the Warren County Circuit Court to issue a writ of election for a special election to be held on the date of the next general election which is the Tuesday next after the first Monday in November to fill the current vacancy on Council.*

Deputy Town Attorney suggested amending the motion to include more specific language.

*Councilwoman Thompson moved seconded by Councilman McFadden that Council direct the Interim Town Attorney to petition the Warren County Circuit Court to issue a writ of election for a special election to fill the Council seat vacated by former Councilman Scott Lloyd by his resignation effective March 28, 2022, to be held on the date of the next general election, November 8, 2022 to fill the current vacancy on Council.*

Vote: Yes – Vice Mayor Cockrell , Councilmembers Gillispie, McFadden, Morris, and Thompson  
No – N/A  
Absent – N/A  
Abstain – N/A

ROLL CALL ON AMENDMENT

*Councilwoman Thompson moved seconded by Councilman McFadden that Council direct the Interim Town Attorney to petition the Warren County Circuit Court to issue a writ of election for a special election to fill the Council seat vacated by former Councilman Scott Lloyd by his resignation effective March 28, 2022, to be held on the date of the next general election, November 8, 2022 to fill the current vacancy on Council.*

Vote: Yes – Vice Mayor Cockrell , Councilmembers Gillispie, McFadden, Morris, and Thompson  
No – N/A  
Absent – N/A  
Abstain – N/A

ROLL CALL ON ORIGINAL AMENDED MOTION

Mayor Adjourned the meeting.

Approved by Town Council

Date: 4/25/22