



TOWN COUNCIL WORK SESSION MINUTES
Tuesday, September 5, 2023 @ 7:00pm
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 for a limited time.

Roll Call by Clerk of Council

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

ABSENT: Councilwoman Melissa DeDomenico-Payne

OTHERS PRESENT: Town Manager Joseph E. Waltz
Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Administrative Assistant Hillary Wilfong
Various members of the staff and public

BAR Appeal – Certificate of Appropriateness (COA) – Metal to Shingle Roof for 207 Cloud St - Director of Planning Lauren Kopishke advised that the applicant has requested that the appeal be moved to October to gather more information. She explained why and how the stop work order process was carried out. Town Attorney George Sonnet cautioned Council to not prejudge the issue until they hear from the applicant. Town Manager Waltz advised that the request to postpone until October came in after the agenda was sent to Council and that it would be placed on a work session in October.

ESAC Presentation and Request to Change Name – Justin Proctor, member of the Environmental Sustainability Advisory Committee (ESAC) gave a presentation that updated the Council on the many projects ESAC has completed and hoped to complete in the future. He continued by requesting that the name of ESAC be changed to ACES (Advisory Committee for Environmental Sustainability) which he felt was a better fit for who and what the committee represented.

Mayor Cockrell suggested that the committee consider reaching out to the schools to begin incorporating conservation efforts at a young age. There was much support from Council on what ESAC has been able to accomplish thus far and gave them their support.

Council discussed whether the number of members on the committee needed to be reviewed. It was determined that it should and directed staff to review the ordinance in its entirety so that all revisions to the ordinance could be approved at the same time and bring back in a month with the suggested changes.

Public Hearing Slated for September 25th –

Zoning Text Amendment-175-110.5 Urban Agriculture - Director of Planning Lauren Kopishke gave a presentation of the changes to the Town Code as recommended by the Planning Commission. She explained that the changes would permit up to ten chickens (increased from six), noting that applicants would need to meet standards that included four square feet of space per animal [chicken] and eight square feet of run space per animal [chicken]. She confirmed that the Deputy Zoning Administrator would perform inspections on a regular basis to enforce cleanliness and maintenance. Council agreed to advertise for a public hearing for September 25th.

Old Business

Revisions to Liaison Committee Meeting Policy – Town Manager Joe Waltz recommended under MANAGER and ADMINISTRATOR REPORTS both a written and oral report be given by the Town Manager and County Administrator at each other's regular meetings. Council also suggested adding the word "agreed" to the second bullet under MEETING AGENDA, and to revise Thursday to Wednesday at 1:00pm to the fourth bullet under MEETING AGENDA. Staff agreed to make changes and place them on the next Liaison Committee Meeting agenda.

New Business

Procurement Policies and Procedures Manual – Director of Finance BJ Wilson gave a presentation indicating the various amendments to the PROCUREMENT POLICIES AND PROCEDURES that was needed since no changes had been made since 2002. The presentation included: Purpose; Current Procurement Policies and Procedures Manual; Why the Town was Required to Adopt a Procurement? Why Should the Town Adopt a Procurement Policy? What Allows the Town to Adopt Policy and Procedures? Proposed Procurement Policy and Procedures; Thresholds; Levels of Approval Under Proposed Policies; Invitation for Bid (IFB); Request for Proposals (RFP); Cooperative Contracting; Sole Source; Emergency Procurement; Surplus Property. Council thanked Mr. Wilson for all his hard work in bringing the manual up-to-date and that a resolution would be placed on the September 25th consent agenda for approval for the new manual.

W. Criser Rd Sidewalk Project for Pedestrian Safety – Director of Public Works Robbie Boyer briefed Council with a presentation W. CRISER ROAD SIDEWALK PROJECT PUBLIC WORKS SEPTEMBER 2023. It included 1) the Purpose which was to install curb, gutter and sidewalk from S. Royal Avenue to Luray Avenue; 2) Virginia Department of Transportation's (VDOT) recommendation to complete in phases to reduce costs therefore Phase I was installation of curb, gutter and sidewalk from S. Royal Avenue to Skyline Vista Drive; 3) Transportation Alternative Program (TAP) 80/20 Federal Funding that identified the steps of when the Project must be designed and under construction within four years of projects initial funding, 4) sketches of the plans for Phase I. Mr. Boyers explained that Phase II would be from Skyline Vista Drive to the high school and the last phase would be from Skyline Vista Drive to Luray Avenue which was determined to take a long time to complete due to the infrastructure moving expenses. Town Manager Joe Waltz advised that currently a bike path was in place from Skyline Vista Drive to Luray Avenue that also served as a walking path, noting that the Town was currently working with the Environmental Sustainability Advisory Committee (ESAC) to install pedestrian safety delineators. Mr. Waltz advised that staff would communicate with the Shenandoah National Park pertaining to their adjoining property during Phase I. He reminded Council that this initiative came out of Council's retreat in March.

Request for an Easement on Town Property from Bill Hounshell near Duck Street – Town Manager Joe Waltz advised that the applicant was requesting a ten-foot easement adjacent to the North Fork of the Shenandoah River, noting that staff was still reviewing the request but wanted to review with Council any

questions Council may have before beginning. There was much discussion about accessing the property including possibly having to cross the Virginia Department of Transportation (VDOT) and Railroad properties which would not be the Town's responsibility to get. Mr. Waltz also noted that the request was addressed to Town Council and Town Manager therefore the reason for placing on tonight's agenda and would be brought back to Council once staff has reviewed further.

Consent Agenda Items for September 25th

Bid for 500 kVA Three-Phase Pad-Mounted Transformer, Remanufactured – Purchasing Manager Michelle Campbell briefed Council on this purchase. Council agreed to place on the September 25th consent agenda for approval.

Warren County/Front Royal ARPA Tourism Recovery Plan Grant – Lizi gave a presentation "ARPA TOURISM GRANT SEPT 2023 UDATE" that included ARPA Grant Funding for 1) Avtex Trail & Beyond \$35,000, 2) Visitor Center Refresh \$25,000, 3) Tourism Event Development \$20,000, 4) Marketing Campaign Expansion \$25,000, 5) Bentonville Boat Landing \$65,000. There was a brief explanation for each allocation. Ms. Lewis then advised that the next step was for the Town Council and the Board of Supervisors to approve a Letter of Support. The presentation also included sketches of the inside of the Visitors Center and options for the exterior. It was confirmed that Ms. Lewis and Joe Petty, Warren County Director of Economic Development worked together to come up with the list of items on how the grant funding would be utilized. There was concern about spending money on the Avtex Conservancy because it may not come to fruition, however they noted that having the design completed may be enticing to someone who may be interested. Clerk of Council Tina Presley was directed to draft a Letter of Support for Council's signature.

CLOSED MEETING

Councilman Rappaport moved seconded by Councilwoman Morris 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 purposes:

1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, more specifically, the Clerk of Council, Planning Commission and Front Royal EDA; and,

2) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, Town of Front Royal v. Front Royal Warren County EDA, et al.; and,

3) pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, more specifically, portions of North Street and adjacent unimproved alleyway and McKay Springs.

Vote: Yes – Councilmembers Ingram, Morris, Rappaport, Rogers, Vice Mayor Sealock

No – N/A

Absent – Councilwoman DeDomenico-Payne

Abstain – N/A

ROLL CALL

Councilwoman Morris moved seconded by Councilman Ingram move 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 – Councilmembers Ingram, Morris, Rappaport, Rogers, Vice Mayor Sealock

No – N/A

Absent – Councilwoman DeDomenico-Payne

Abstain – N/A

ROLL CALL

Adjourned at 11:20pm

Approved by Town Council

9/25/23

Date: -----