

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on September 9, 2019, in the Warren County Government Center’s Board Meeting Room. Mayor Tederick led Council and those attending in the Pledge of Allegiance to the flag and a Moment of Silence. The roll was called at 7:00 p.m.

**PRESENT:** Mayor Matthew A. Tederick  
Councilman Gary L. Gillispie  
Councilman Chris W. Holloway  
Councilman Jacob L. Meza  
Vice Mayor William A. Sealock  
Councilman Eugene R. Tewalt  
Councilman Letasha T. Thompson  
Town Attorney Douglas W. Napier  
Town Manager Joseph E. Waltz  
Clerk of Council Jennifer E. Berry, MMC

(The above listed members represent the full body of Council as authorized in the Town Charter.)

*Councilman Gillispie moved, seconded by Councilman Holloway, that Council approve the Regular Council Meeting minutes of August 26, 2019 as presented.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A

(Mayor Tederick did not vote as there was no tie to require his vote)

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**RECEIPT OF PETITIONS OR CORRESPONDENCE FROM THE PUBLIC**

Fern Vasquez, of 120 Gloucester Road, presented the following to Council:

I am here tonight to follow up on requests that I made to this council on prior visits, and to explore an additional possibility. If I am mistaken regarding my information or assumptions, I welcome clarification.

With that said, why does the demand for county growth outside the town limits appear to override the commitment to the needs of the town’s citizens? And why would the council consider any proposal without first getting answers to some basic questions?

As you are already aware, discussions regarding the provision of water and sewer services to the Crooked Run 2 project leave more questions than answers, and it appears there is little community support for providing these expensive services to a high density residential development outside the town limits without annexation.

My questions for this council regarding sensible planning are the following:

Is there data by the Regional Planning Commission on the latest projections of water demand for this area through 2025, broken down by residential and commercial usage for both town and county?

Does the Town have enough water and sewer capacity to provide for the projected needs of the citizens and businesses for residential and commercial growth within the town limit without annexation?

In keeping with that line of inquiry, has any councilman questioned why supervisors may move forward when the town may not have the capacity to supply water and sewer services to a high density residential development outside town limits without annexation?

If there is additional water capacity above the current usage, how much should be allocated for projected commercial growth vs high density residential growth, first in town and then for county usage? Does the Council know projected water and sewer demand for the town broken down by residential and commercial growth forecasts, based on available land?

Since the citizens in the town will be paying for the construction of the extended services, has the council authorized a financial study to establish a return on investment, or the break even, at a minimum? Will the rates be affordable without future restrictions to town growth in order to make the development viable?

Has any of the councilmen realized that if the supervisors approve the development before the town has done its due diligence, the supervisors may turn public opinion against the town by saying that the town is restricting economic growth?

Proceeding with this high-density residential project appears challenged by unknown pitfalls, community resistance, financial reservations and limited natural resources. Notwithstanding that discussion, I have an idea that I think would better serve our community moving forward, a program that we may all agree makes sense with little reservation.

There is a growing trend in the development of 55+ retirement communities in areas outside but close to urban environments, Lake Frederick right here in our backyard for example.

When you analyze what these developments require, Front Royal has all the basics: Quick access to convenient interstates, life-saving healthcare minutes away at our new hospital, available land (Swan Farms/Happy Creek), a beautiful environment, and natural amenities.

It is my recommendation that this council follow the outline of the Mayors Vision Committee and move quickly in forming a combined citizen/business team to develop a plan that will identify and aggressively pursue the promotion of a job creating 55+ development; this would be real economic development.

It sure sounds like a better plan than wasting both time and tax payers money on a high density residential development for the county. It's a win-win. I would be delighted to discuss with members of the Council how best to move forward on this project.

Mayor Tederick asked if Ms. Vasquez had shared her comments with the Clerk of Council; she noted that she had. Mayor Tederick asked Ms. Berry to forward the email with Council.

Mr. Waltz stated that the N. Shenandoah Avenue work is finishing and the September 22<sup>nd</sup> night paving is scheduled to finalize the area.

Brandon Davis, Executive Director of the Northern Shenandoah Valley Regional Commission, noted that he attempts to address areas of the NSVRC each time he meets with Council. He explained recycling is a persistent issue that challenges communities and multiple products have changed significantly recently and based on global challenges it is an ongoing matter throughout every municipality. Mr. Davis stated that recycling formerly had value and now those same items do not. He noted that solid waste managers from each community have gathered to communicate and share ideas on how contracts could be more beneficial. Mr. Davis explained that there seemed to be the political will to move forward to alleviate recycling efforts and problems for many. He noted that there is funding to perform a regional recycling study for area localities. Mr. Davis noted that the NSVRC will be asking the region to think creatively to attempt to become a leader in recycling and find solutions for many communities. Mr. Davis stated that they are negotiating a scope of work and have a steering committee of solid waste

managers and they welcome support from localities as there is a high level of interest in this topic and they hope for a high level of engagement from municipalities as well.

Mayor Tederick noted that should Mr. Davis wish to know how Front Royal feels about recycling, look no further than Facebook. Councilman Meza asked about the expected completion timeframe for the recycling study. Mr. Davis noted that perhaps within six months it would be complete, and he added that they would like it to be correct, rather than be quick. Mr. Tewalt asked if NSVRC had considered where the recycling items would go, as that seemed to be the issue. Mr. Davis noted that they are looking into that as the main aspect and number one priority. He added that by combining as a region, the localities can present themselves as a more valuable end user to the recycling vendors.

Brandy Rosser, General Services Director of Warren County, presented the following report to Council:

***Development Review Committee*** – The Development Review Committee met on August 28, 2019.

The Committee discussed projects in the County including:

- Marriott Hotel – Hotel is now open for business
- Taco Bell in Riverton Commons Shopping Center – Construction is underway
- Crooked Run West
- Building in excess of 50,000 square feet in the Route 340/522 Corridor

The Committee also discussed Town projects including:

- A proposed Sheetz convenience store and gas station – Working on site plan
- A proposed Harbor Freight in Gateway Plaza
- Update on construction of new hospital – Construction has started; plan review underway
- Update on Leach Run Parkway completion – EDA working with DEQ
- A proposed BrewPub on Water Street – Applicant working on plans

The Committee will meet again on September 25, 2019.

***Table Top Exercise*** – Warren County completed a table top training exercise for Emergency Operations Center Section Leaders on August 14<sup>th</sup>. The exercise simulated a flooding disaster in the County and was intended to enhance the County's emergency preparedness in the event of such a situation or disaster in the future. Participants discussed flood considerations and becoming more familiar with local EOC procedures to be used during an emergency. Special thanks to Deputy Emergency Services Coordinator, Rick Farrell, and all staff involved in the drill.

***EnerGov*** – Tyler Technologies provided County staff with the first pass on the Customer Self Service implementation on August 9<sup>th</sup>. While the timeframe is slightly behind schedule, the implementation was very thorough and staff had limited comments. The County still feels confident for a late September completion.

***Bond Ratings*** – Warren County is one of 30 of the 95 counties in Virginia rated AA/Aa2 or higher and one of 504 of the 3,141 counties in the United States. The strong rating shows the continued strong financial position of the County.

***Tourism Committee*** – The Tourism Committee met on August 14<sup>th</sup>. The committee discussed various advertising options in golf and recreational publications. Final options for the community’s wayfinding signage will be presented to the subcommittee this week and that project will continue to move forward. The full Tourism Committee will meet again on October 9<sup>th</sup>.

***Crooked Run West*** – The Board held a work session on the Crooked Run West project on June 13<sup>th</sup>. The applicant is making some changes to the proffer statement and will be resubmitting a traffic impact analysis for the project. It is anticipated that a public hearing will be held by the Board this fall on the project.

***Warren County Public Schools Properties*** – County staff assumed grounds maintenance of all school facilities on July 1<sup>st</sup>. We want to express our thanks to Crew Supervisor, Brad Kresge, and our Parks and Recreation Maintenance staff for their efforts to get the facilities in great shape for school opening. We also want to thank our General Services’ maintenance technicians for helping to fill in to cover and address work orders at our County facilities.

### ***Project Updates***

***Rivermont Fire Station*** – H&W Construction is making significant progress on the project with the dry weather. They completed the pouring of footers for the building last week. The project is expected to take up to 450 days for completion, which would have the station completed in the fall of 2020.

***Transfer Station Site Paving*** – The asphalt at the Transfer Station was repaved in August. We are hoping to complete striping in the coming weeks. The current asphalt was installed when the facility was constructed in 1994.

***Lions and Burrell Brooks Parks: Music Park Projects*** – The County received a commitment from Lorraine Hultquist to donate funding to purchase music park components for both parks. The Lions Park equipment was installed in December and Burrell Brooks Park should be installed this fall.

***Seide Park – Splash Pad Project*** – County staff has completed work on demolishing the fountain at Seide Park and prepping of the site to make way for the new splash pad. The Board awarded a contract at its meeting on June 4<sup>th</sup> to

Seaspray, LLC in the amount of \$94,140. The contractor is scheduled to move in later this week to start work. We hope to have the project complete by early October.

**Morgan Ford Bridge** – VDOT has confirmed that they are preparing to proceed with repairs the south approach to the Morgan Ford Bridge. Due to the nature of the work and specialized equipment used, it will be necessary to close the bridge for most of the construction. It is either this or wait until next summer to get the construction performed. The contract has a fixed end date of June 2020, however, there is an incentive for early completion in December 2019.

Depending on weather and the process for construction, VDOT may or may not be able to open the road during the construction process for short periods.

**Rural Addition/Revenue Sharing Projects –**

- Rocky Lane – Completed as of June 28<sup>th</sup>
- Ashby Station Road – Completed as of July 19<sup>th</sup>
- Tomahawk Way Phase II – Substantially completed as of September 6<sup>th</sup>; the project started at the end of VDOT maintenance on Tomahawk Way and extends to and includes short segments of Old Linden Road

**Secondary Road Upgrade – Oregon Hollow Road** – The project was completed in early September.

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Fall 2018	Substantially Complete - Punch List
Rockland Park Bathhouse Renovation	N/A	\$75,000- \$100,000	Winter 2019	Under Construction
North Warren Fire Station Roof	Summer 2019	\$75,000- \$100,000	Fall 2019	Project to be re-bid
Parking Lot Asphaltting, Resealing, and/or Restriping	Summer 2019		Fall 2019	Contracts awarded
Splash Pad	Summer 2019	\$100,000	Fall 2019	Under Construction

Councilman Tewalt asked about the cuts in the road on N. Shenandoah. Mr. Boyer noted that would be taken care of.

Mayor Tederick introduced Mr. & Mrs. Rogers with Info-Tech Solutions. Mr. Rogers described their soft opening test study of tournaments for games in a social environment and they held four in-store events and they were quite successful. He stated that the gaming center has virtual reality, computer centers, home schooling STEM classes, etc. right downtown at 217 E. Main Street with 12 individual stations. Mr. Rogers stated that it is National Gaming Day on

September 12<sup>th</sup> and he invited everyone to attend. Mayor Tederick noted that he like the entrepreneurial spirit and he liked the idea of welcoming the kids out of their homes and together on Main Street.

Mayor Tederick asked if there were any proposals for additions or deletions to the agenda.

**CONSENT AGENDA ITEMS**

- A. COUNCIL APPROVAL – Bid for Mower
- B. COUNCIL APPROVAL – Bid for Waterline Upgrades

*Councilman Gillispie moved, seconded by Councilman Meza that Council approve the consent agenda as presented.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
 No – N/A  
 Abstain – N/A  
 Absent – N/A  
 (Mayor Tederick did not vote as there was no tie to require his vote)

**COUNCIL APPROVAL – Approve an Ordinance to Vacate a Portion of Carter Street – Chris Holloway (2nd Reading)**

**Summary: Council is requested to adopt on its second and final reading an Ordinance to vacate an unimproved portion of Carter Street that is 136.05 feet x 40.00 feet (5,442 square feet) and located between Beeden Lane and Steele Avenue that was requested from Chris Holloway to create five (5) townhouse lots facing Steele Avenue, contingent upon approval of an easement to the Town to maintain or repair the utility main(s) contained in the improved portion of Carter Street.**

*Councilman Thompson moved, seconded by Councilman Meza that Council adopt on its second and final reading an Ordinance to vacate an unimproved portion of Carter Street that is 136.05 feet x 40.00 feet (5,442 square feet) and located between Beeden Lane and Steele Avenue that was requested from Chris Holloway to create five (5) townhouse lots facing Steele Avenue, contingent upon approval of an easement to the Town to maintain or repair the utility main(s) contained in the unimproved portion of Carter Street.*

Councilman Meza noted that over the last year the Council has had several similar requests and Council has worked with every applicant to make continual development within the Town. He noted his appreciation when these opportunities come before Council.

Councilman Thompson stated that while Mr. Holloway is a member of Council, he is also a citizen, and receives no special treatment and is treated like everyone else in the community.

Mr. Waltz noted that the water project for infrastructure in the project area has been planned for over five years and the Town would repave in an area after those types of improvements were installed. He added that Staff would be reviewing the concerns regarding the dead end at Steele Avenue.

Mayor Tederick noted that he appreciates the comments of Councilmen Meza and Thompson and echoes the statement noting that Mr. Holloway is treated the same as other citizens.

Councilman Holloway stated that the land vacation is a long process and he received no special treatment. He noted his appreciation of Council’s kind words and his hope that the project would be a huge improvement to the area.

Councilman Tewalt stated that Mr. Holloway would need to abstain from voting; Mr. Holloway noted that he would be abstaining from the vote.

Vote: Yes – Gillispie, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – Holloway  
Absent – N/A  
(Mayor Tederick did not vote as there was no tie to require his vote)  
BY ROLL CALL

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**COUNCIL APPROVAL – Ordinance to Amend Chapter 134-71 Pertaining to Utility Account Payments and Termination of Service** *(2nd Reading)*

**Summary: Council is requested to adopt on its second and final reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 134-71 pertaining to utility account payments and termination of service, in an effort to decrease the Town’s bad debt on utility accounts, as presented.**

*Councilman Meza moved, seconded by Councilman Holloway, that Council adopt on its second and final reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 134-71 pertaining to utility account payments and termination of service, in an effort to decrease the Town’s bad debt on utility accounts, as presented.*

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Tederick did not vote as there was no tie to require his vote)  
BY ROLL CALL

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**COUNCIL APPROVAL – Write Off for Bad Debt for 3rd Quarter of 2019**

**Summary: Council is requested to approve the removal of five (5) years or older of outstanding accounts receivable (bad debt) on the Town’s ledger for the third quarter of 2019 totaling \$15,915.71, which is comprised of 46 utility accounts. All possible recourse of attempting to collect these amounts has been completed and the accounts have no activity for at least five (5) years. The amount of \$15,915.71 represents approximately 0.05% of the budgeted sales.**

*Councilman Meza moved, seconded by Councilman Gillispie, that Council approve the removal of five (5) years or older of outstanding accounts receivable (bad debt) on the Town’s ledger for the third quarter of 2019 totaling \$15,915.71, as presented.*

Councilman Meza stated that there were accounts that the Town was unable to collect on and hopefully with the new requirements the amount written off could be lowered. Vice Mayor Sealock noted that the Town was writing off extremely high debt after all efforts have been exhausted, and now the write offs will be quarterly.

Vote: Yes – Gillispie, Holloway, Meza, Sealock, Tewalt and Thompson

No – N/A

Abstain – N/A

Absent – N/A

(Mayor Tederick did not vote as there was no tie to require his vote)

BY ROLL CALL

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There being no further business, the Mayor declared the meeting adjourned at 7:37 p.m.

APPROVED:

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Jennifer E. Berry  
Clerk of Council