

The special meeting of the Town Council of the Town of Front Royal, Virginia was held on November 7, 2011, in the Town Hall Conference Room at 7:00 p.m.

**PRESENT:** Mayor Timothy W. Darr  
Vice Mayor Chris W. Holloway  
Councilman Carson L. Lauder  
Councilman Thomas E. Conkey  
Councilman N. Shae Parker  
Councilman Thomas H. Sayre  
Councilman Hollis L. Tharpe  
Town Manager Steven M. Burke, P.E.  
Town Attorney Douglas W. Napier  
Clerk of Council Jennifer E. Berry, CMC

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

**COUNCIL APPROVAL – Bid – Off Right-of-Way Manhole Rehabilitation Project**

*Vice Mayor Holloway moved that Council approve a bid from Shepherd Group, Inc. t/a D&S Contractors & Engineers for the off right-of-way manhole rehabilitation project in the amount of \$238,875.*

Councilman Lauder noted that he had spoken with Mr. Burke about the disparity in the bid amount and was pleased with the motion as presented.

Vote: Yes – Conkey, Holloway, Lauder, Parker, Sayre and Tharpe  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Darr did not vote as there was no tie to require his vote)

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**COUNCIL APPROVAL – Contribution of Utilities for “Toys for Tots” – David Lupton**

*Vice Mayor Holloway moved that Council approve the reimbursement of payment of utility service to the Economic Development Authority (EDA) for usage of 400 Kendrick Lane Suite B (acct. #03-265303-05) occupied by “Toys for Tots” beginning October 31, 2011 to December 31, 2011 in an amount not to exceed \$1,500.*

*Councilman Parker moved to amend the motion to change the word “of” to “for” (correcting it to Toys for Tots).*

Councilman Tharpe noted that \$1,500 was nice, though he suggested that the Town allow Toys for Tots to keep any amount that was not used. He stated that it may encourage them to be more in tune with the heating and electricity usage.

Vote: Yes – Conkey, Holloway, Lauder, Parker, Sayre and Tharpe  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Darr did not vote as there was no tie to require his vote)  
(On the Amendment to correct Toys for Tots)

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Mr. Burke suggested that Staff return to Council to report the amount used and then Council may choose to make a direct donation at said time.

Councilman Sayre stated that \$600 was the amount requested last year, and then later on the building issues with heat loss for example were discovered. He added that the Town needed to make certain that the site is fully efficient. Mr. Burke stated that the EDA has done some improvements regarding Toys for Tots to assist with a reduction in the utility amount.

Councilman Conkey stated that he spoke to a Toys for Tots representative, who noted that the facility was perfect for their efforts and they had served a large amount of children within the community.

Vote: Yes – Conkey, Holloway, Lauder, Parker, Sayre and Tharpe  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Mayor Darr did not vote as there was no tie to require his vote)  
(BY ROLL CALL)  
(On Motion as amended, to correct the of/for typo)

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There being no further business, the Mayor declared the meeting adjourned at 7:12 p.m.

APPROVED:

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Jennifer E. Berry  
Clerk of Council