



TOWN COUNCIL WORK SESSION
Thursday, February 4, 2021 @ 7:00PM
Town Hall Conference Room

Due to Executive Order #72 and Order of Public Health Emergency Nine, Common Senses Surge Restrictions, Certain Temporary Restrictions due to COVID-19, from Governor Northam, seating inside the conference room is reserved for Town Council and specific members of staff. This meeting may be viewed live via the Town's website www.frontroyalva.com. For those who wish to attend, a monitor streaming the meeting live is placed in the hallway outside the conference room. There is no public comment at work sessions.

1. CLOSED MEETING: Disposition of Publicly Held Property, Consultation with Legal Counsel, Actual Litigation, Personnel Matters
2. Fiscal Year 2021-2022 Proposed Budget Presentation –
Purchasing Manager Alisa Scott, Finance Director BJ Wilson, Town Manager Steven Hicks
3. FY21 Budget Amendment/Intra Fund for Purchase of Refuse Truck – *Purchasing Manager Alisa Scott*
4. Matrix for the change in meeting times – *Town Manager Steven W. Hicks*
5. Open Discussion



Work Session Agenda Statement

Item # 1

Meeting Date: February 4, 2021

CLOSED MEETING

I move that Town Council go into Closed Meeting pursuant to Va. Code Sections 2.2- 3711., in the following subsections indicated of that Code Section, to discuss the following matters:

- (1) The disposition of publicly held real property, specifically the Afton Inn property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (A.3., A.8.)
- (2) Consultation with legal counsel employed or retained by a public body regarding specific legal matters; and the possible taxation of certain portions of hospital real and personal properties located in the Town of Front Royal; pursuant to Va. Code § 58.1-3606. A. 5. of the Code of Virginia.(A.8.)
- (3) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, specifically, a lawsuit brought by a former Town staff member against the Town, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of the public body.(A.7.)
- (4) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, specifically, a lawsuit brought by the Town against the Warren County EDA and Jennifer McDonald, as well as a bankruptcy petition filed by Jennifer McDonald in an attempt to divest herself of debts she owes the Town. (A. 7.)
- (5) the purpose of assignment, appointment, promotion, performance, demotion, salaries, discipling, or resignation of specific, public officers, appointees or employees of a public body, pursuant to Section 2.2.3711.A.1. of the Code of Virginia

Motion to Certify Closed Meeting at its Conclusion (*reconvene in open meeting*)

I 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.



Work Session Agenda Statement

Item # 2

Meeting Date: February 4, 2021

Agenda Item: Fiscal Year 2021-2022 Proposed Budget Presentation

Summary: Staff will review highlights of the FY21-22 Proposed Budget with Town Council.

Budget/Funding: N/A

Staff Recommendation: Staff recommends for council to discuss any items included in the FY22 to be further reviewed and allow staff to gather information to provide during a future work session.



Work Session Agenda Statement

Item # 3

Meeting Date: February 4, 2021

Agenda Item: Budget Amendment/Intra-Fund Transfer for Purchase of Refuse Truck

Summary: As a result of the COVID-19 health pandemic the amount of solid waste disposed by Town of Front Royal residents has significantly increased. The increase in solid waste has put a strain on equipment which has resulted in an increase in mechanical failures of refuse trucks; as well as the need for making additional trips to the transfer station and installation of weights. The Town would like to purchase a new refuse truck using General Fund Balance reserves in the amount of \$181,204.00.

Council is requested approve a budget amendment and intra-fund transfer in the amount of \$181,204.00. Furthermore, Council is requested to award the amount of \$181,204.00 to Richmond Machinery for the purchase of a new refuse truck that will replace a truck in the existing fleet.

Budget/Funding: FY21 Budget Amendment

1000-3510110	General Fund Appropriated Funds Forward	\$181,204.00
9790-49019	General Fund Transfer to Refuse Fund	\$181,204.00
4203-3510105	Refuse Fund Transfer from General Fund	\$181,204.00
4203-47005	Refuse Motor Vehicles	\$181,204.00

Staff Recommendation: Staff recommends approval as presented.



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: January 12, 2021
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add Consent Agenda item to Town Council's Regular Meeting

Purchasing received a request from Fleet Maintenance to procure a 25 cubic yard rear load refuse collection truck. The procurement method used was competitive sealed bidding pursuant to the Virginia Public Procurement Act (VPPA). On Tuesday, January 5th, 2021, I held a bid opening and received three (3) bids.

Richmond Machinery is the lowest responsive and responsible bidder in accordance with the VPPA. Attached to this memo, is a memo from Don McPaters, Fleet Maintenance Director recommending the award to Richmond Machinery, as well as the bid tabulation.

Staff recommends that Council review and award \$181,204.00 to Richmond Machinery upon the successful delivery of the refuse truck.

Please add this consent agenda item to the next available Regular Town Council agenda.

Funding for this project will come from the following line items: 4203-47005.

Purchasing, Department of Finance
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

RICHMOND MACHINERY & EQUIPMENT CO INC		Equipment Works Inc	Mid-Atlantic Waste Systems	Mid-Atlantic Waste Systems
Lot 1 : Lot 1				
1 - 25 CUBIC YARD REAR LOAD REFUSE COLLECTION TRUCK				
	\$181,204.00	\$201,747.00	\$216,100.00	\$218,600.00
Total For Lot 1 : Lot 1	\$181,204.00	\$201,747.00	\$216,100.00	\$218,600.00
Total Bid	\$181,204.00	\$201,747.00	\$216,100.00	\$218,600.00



Work Session Agenda Statement

Item # 4

Meeting Date: February 4, 2021

Agenda Item: Matrix for the Change in Meeting Times

Summary: Council has proposed amending Town Code Chapter 4 to allow for two meetings a month instead of four. The public hearing for this amendment is scheduled for February 8, 2021. Tonight, the Town Manager is proposing a draft matrix that shows the meeting dates for the rest of 2021, the deadline for when items are to be placed on the agendas, the review of the agenda and then the distribution to Council.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval of the matrix as presented contingent upon Town Code Amendments to Chapter 4 be approved as proposed.

2021 TOWN COUNCIL MEETING SCHEDULE

Dates are subject to change due to unforeseen circumstances.

COUNCIL MEETINGS ----- WORK SESSIONS	DEADLINE FOR AGENDA ITEMS by 3:00PM	REVIEW BY MAYOR TOWN MANAGER	THURSDAYS BY 1:00PM DISTRIBUTION TO COUNCIL
3/8/21	2/26/21	3/2/21	3/4/21
3/22/21	3/12/21	3/16/21	3/18/21
4/12/21	4/2/21	4/6/21	4/8/21
4/26/21	4/16/21	4/20/21	4/22/21
5/10/21	4/30/21	5/4/21	5/6/21
5/24/21	5/14/21	5/18/21	5/20/21
6/14/21	6/4/21	6/8/21	6/10/21
6/28/21	6/18/21	6/22/21	6/24/21
7/12/21	7/2/21	7/6/21	7/8/21
7/26/21	7/16/21	7/20/21	7/22/21
8/9/21	7/30/21	8/3/21	8/5/21
8/23/21	8/13/21	8/17/21	8/19/21
9/13/21	9/3/21	9/7/21	9/9/21
9/27/21	9/17/21	9/21/21	9/23/21
10/12/21 (Tues)	10/1/21	10/5/21	10/7/21
10/25/21	10/15/21	10/19/21	10/21/21
11/8/21	10/29/21	11/2/21	11/4/21
11/22/21	11/12/21	11/16/22	11/18/21
12/6/21	11/23/21	11/30/21	12/2/21
12/13/21	12/3/21	12/7/21	12/9/21