



TOWN COUNCIL SPECIAL WORK SESSION MINUTES

Thursday, January 20, 2022, at 6:00pm in 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.

Councilwoman notified Council that she would be participating remotely via phone due to not feeling well. Mayor Holloway was absent.

CLOSED MEETING

Councilman Gillispie moved, seconded by Councilwoman Thompson 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 purpose: pursuant to Section 2.2 3711(A)(1) of the Code of Virginia, the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body, specifically members of the Town Board of Zoning Appeals, Town Local Building Code of Appeals, and the Town Joint Tourism Committee

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris (via phone) and Thompson
 No – N/A Absent – N/A Abstain – N/A ROLL CALL

Councilman McFadden 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, Lloyd, McFadden, Morris (via phone) and Thompson
 No – N/A Absent – N/A Abstain – N/A ROLL CALL

Existing Conditions Report – Comp Plan Update – Planning Director Lauren Kopishke gave an overview of the report noting it was broken down in the following areas: demographic data, housing units data, poverty rate, economic data, broadband access and geographic standpoint. She noted that the report would go to the Planning Commission next month. There was additional discussion amongst Council regarding the higher priced costs, median income, poverty level, employment, renter data, data being outdated and number of new houses. Ms. Kopishke noted that the survey report was received today from Summitt but reminded them that the survey has not closed yet and that when it did there would be options to place online for the public. She noted that she would relay to Summitt their concerns with the data. While a copy of the number of permits received was questioned, Town Manager Steven Hicks asked to allow for the new system to get up and running first before distributing that data.

Chapter 148 (Subdivision and Land Development) Proposed Text Amendments – Ms. Kopishke advised that a resolution was approved April 2021 by Council to remove the Planning Commission from any plan review beyond the scope of the state code. She explained that removing the text “shaves off” a two-month review process. Mr. Hicks explained that the amendments will allow only what the state code allows. Councilman McFadden read text from staff in April 2021 that explained what happened then and where they are now. Council agreed to refer the text amendment to the Planning Commission at their next regularly scheduled meeting on January 24, 2022.

Water Plant SCADA System Procurement – Finance Director BJ Wilson explained that the current Supervisory Control and Data Acquisition (SCADA) system for the Water Treatment Plant was 15 years old and needed upgrading. He explained that the upgrade would help alleviate the need to have the Water Treatment Plant physically staffed 24 hours a day, seven days a week. Council was advised that it would be on their regularly scheduled meeting on January 24, 2022, for formal approval.

Contract for Executive Search Services for Town Attorney Position – Mr. Wilson explained that this contract with Baker Tilly US, LLP, was a cooperative contract that the Town is “piggy backing” on with Loudoun County, Virginia to search for the Town’s next Town Attorney. Council agreed to add the contract to their regularly scheduled meeting on January 24, 2022, for formal approval.

FY23 Council Initiatives Review – Mr. Hicks went over the list of initiatives with his recommendations for this year’s budget. There was a lot of feedback and discussion on various items with much discussion pertaining to the Town trolley.

FY23 Police Department Budget Overview – Police Chief Kahle Magalis gave a presentation pertaining to the FY23 Police Department’s proposed budget noting the surplus was not sufficient to run the department. Suggestions included deferring the replacement of vehicles until 2024 and rearranging initiatives to take care of employees’ merit increase and health insurance premiums. Mr. Hicks recapped that he would develop a balanced budget with no tax increase and fund the police department.

Open Discussion/Town Manager Update – Mr. Hicks gave an overview of a resolution to recognize Front Royal as a Destination Marketing Organization and Town as its Chief Liaison. Council agreed to not discuss this item as it was too late to focus. He asked Council to look for people to serve on the Joint Tourism Committee. He advised that the Front Royal EDA had their first meeting today.

Council asked that a FOIA Policy be brought to Council to review and to discuss what could be done to memorialize former Mayor George Banks.

Vice Mayor Cockrell adjourned the meeting at 10:51pm.

PRESENT: Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris (*remote via phone*) and Thompson, Town Manager Steven Hicks, Assistant Town Attorney Sonnett, Finance Director BJ Wilson, Planning and Zoning Director Lauren Kopishke, Clerk of Council Tina Presley, Fleet Manager Don McPaters, Chief of Police Kahle Magalis.
ABSENT: Mayor Holloway

Approved by Town Council

Date: 2/28/22