



TOWN COUNCIL SPECIAL WORK SESSION MINUTES
Wednesday, February 23, 2022, at 6:00pm
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.

CLOSED MEETING – Interview for Board of Zoning Appeals

Councilman Gillispie moved, seconded by Councilman McFadden that Town Council convene and go into Closed Meeting for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body specific to an interview for Board of Zoning Appeals Vacancy, pursuant to Virginia Code Section 2.2-3711.A.1 of the Code of Virginia.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Vice Mayor Cockrell moved seconded by Councilman McFadden 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, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Discussion of the Town's Building Department – Town Manager Steven Hicks gave Council an overview of eight (8) options and sufficiency as it pertains to the Town's Building Department. They included: Option 1 – Permit Technician and Third-Party Plan Review and Inspections (no change); Option 2 – Permit Technician and Hire Combo Plan Reviewer/Inspector (not self sufficient); Option 3 – Permit Technician and Hire Building Code Combo Plan Reviewer/Inspector (not self sufficient); Option 4 – Permit Technician and Combo Plan Reviewer/Inspector (self sufficient); Option 5 – Permit Technician and Building Code Combo Plan Reviewer/Inspector (self sufficient); Option 6 – Builders Can Pick their Third party Building Inspection (self sufficient); Option 7 – Town/County Memorandum of Agreement where County of Warren performs E&S Inspection (self sufficient); Option 8 – Town/County Memorandum of Agreement where Town performs E&S Inspection only (self sufficient). There was much discussion with Council noting various concerns: no certainty what the future holds and whether development would be enough to sustain the department; citizens of Front Royal are County of Warren citizens as well; therefore, having to pay taxes for both entities; the County's fees have not been revisited since 2012; how to handle those who are waiting to apply for a permit; and not to lose the staff the Town currently hired for the building department. Steven noted he would contact the County Administrator tomorrow with an update on the Council's February 28th meeting. It was also suggested to place this item on the Liaison Committee Agenda.

Discussion on Draft Memorandum of Agreement (MOA) of the Board of Supervisors and Town Council for the Front Royal-Warren County Joint Tourism – Interim Town Attorney Jim Cornwell called in to answer any questions needed of him. Councilwoman Thompson gave Council an overview of the Joint Tourism Meeting she recently attended. She noted that the Town can keep the Destination Marketing Organization (DMO) or get rid of it and updated them on the non-voting status of elected officials. She advised that the Committee has asked for an audit of the Town’s Tourism Budget with the audit committee to consist of Councilwoman Thompson, Supervisor Oates, Finance Director BJ Wilson, JLL Finance Representative and Committee Representative Carrie Barnhart. She noted that Council’s concerns have all been addressed and asked that Council move to vote on the MOA.

Vice Mayor Cockrell questioned whether a percentage of transient (lodging) tax the Town collected could go towards the tourism budget rather than placing a number. It was agreed that Mr. Wilson would give the Council a percentage based on previous years.

Proposed Solution to Water Meter Waiver Request – Poe’s River Edge LLC – Mr. Hicks advised Council that staff has been meeting with Mr. Poe and a solution/recommendation has been given to him. Director of Public Works Robbie Boyer gave Council a brief overview of the solution. It was confirmed that Mr. Poe would be responsible for maintenance, pay all connection fees and usage and the Town Code would not have to be amended.

CLOSED MEETING - Personnel

Councilman McFadden moved, seconded by Councilwoman Morris that Town Council convene and go into Closed Meeting for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, discipling or resignation of specific public officers, appointees or employees of any public body specific to the performance of the Town Manager including the role as Executive Director of the Front Royal Economic Development Authority, pursuant to Virginia Code Section 2.2-3711.A.1 of the Code of Virginia.

Vote: Yes – Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Councilman Gillispie moved seconded by Vice Mayor Cockrell 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, and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmembers Gillispie, Lloyd, McFadden, Morris and Thompson, Town Manager Steven Hicks, Interim Town Attorney Jim Cornwell (remote via phone), Assistant Town Manager Kathleen Leidich, Finance Director BJ Wilson, Public Works Director Robbie Boyer, Director of Planning Lauren Kopishke, and members of the press.

ABSENT: Clerk of Council Tina Presley but wrote minutes from video.

Approved by Town Council

Date: 3/28/22