

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on February 25, 2019, in the Warren County Government Center’s Board Meeting Room. Mayor Tharpe 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 Hollis L. Tharpe
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, CMC

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

Councilman Gillispie moved, seconded by Councilman Tewalt, to approve the Regular Council Meeting minutes of February 11, 2019 as presented.

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

RECEIPT OF PETITIONS OR CORRESPONDENCE FROM THE PUBLIC

Roger Keys, of 1454 Lakeview Drive, noted that he had concerns that the Town did not require residential rental units to have working smoke detectors installed. He expressed his concern and asked Council to address the matter with area landlords and add the requirement in the town Code. Mayor Tharpe asked that Mr. Napier work with Mr. Keys to hear his full concern. Mr. Napier stated that he met with Mr. Keys earlier in the day and Mr. Keys was very helpful providing information on the matter.

Town Manager, Joseph Waltz, thanked the Town Staff for their ongoing work during storms and the windstorm. He stated that with the debris that is down, the Town would be doing curbside brush collection the next two weeks.

John Madera, Principal Planner, from the Northern Shenandoah Valley Regional Commission, noted that they promote regional planning initiatives. He stated that two years ago the Town looked at the downtown parking area around Main Street and Chester, and there was not a shortage of parking previously, though since that time there have been a number of new restaurants that have opened up. Mr. Madera stated that the Regional Commission planned to examine traffic with a report back to Council around the end of April.

County of Warren representative Brandy Rosser presented the following to Council:

Wind Damage – Over the past 24 hours WCFR responded to approximately 65 calls for service that were wind storm related. As of this evening, REC reported some 550 customers still without power in Warren County and SVEC 25. Due to these outages, yesterday's Fire and Rescue staff was held over until noon today.

Development Review Committee – The Development Review Committee met on January 23, 2019. The Committee discussed projects in the County including:

- A proposed motor freight terminal on Winner's Court
- Taco Bell: DEQ has approved the plan and we are waiting to receive their permit from DEQ for final site plan approval
- County's Strategic Vision: Final draft was presented at the February 5th Board of Supervisors meeting The Committee also discussed Town projects including:
- A potential ice-vending machine business on South Royal Avenue near Joe's Steakhouse.
- VFW: Special use permit review is with Town Council
- Received updates on Afton Inn and Dunkin Donuts – both projects moving forward The Committee will meet again on February 27, 2019. FY19-20 Budget – The Board met on February 19th at 5:30 pm with the School Board and will meet on February 28th at 7:00 pm with outside agencies. GFOA Budget Award – Warren County has received notice from the Government Finance Officers Association (GFOA) that we have received the GFOA Distinguished Budget Presentation Award. This is the ninth consecutive year that Warren County has been recognized for its budget. It is a tremendous honor and is the direct result of the continued efforts of Finance Director Andre Fletcher, Finance Consultant Carolyn Stimmel, and Administrative Assistant Connie Oden.

24/7 Wall Street – 24/7 Wall Street, an online economic newsletter, on February 13th put out an article identifying the fastest growing economies in every state. Warren County was rated as the top economy in Virginia with gross domestic product (GDP) growth of 51.8% from 2012-2015. In review of the data we have attributed the sharp growth to the construction of the Dominion Power Plant which, in addition to material purchases for the construction, brought in an estimated 1,500 workers to the region during construction, which was completed in December 2014.

Reassessment – The Warren County Board of Equalization will begin hearing appeals on March 1st. A copy of the appeal application and hearing schedule can be found on the County's website at <https://www.warrencountyva.net/2019-general-reassessment>. Taxpayers may appeal to the Board of Equalization even if they did not appeal to the Board of Assessors. The deadline to file an application is February 27, 2019. The burden of proof shall be upon a taxpayer seeking relief to show that the property in question is valued at more than its market value, that the assessment is not uniform in its application, or that the assessment is otherwise not equalized. Citizens may choose to appear before the BOE or send in their application via email, mail, or fax and have it presented to the BOE for consideration. All decisions rendered by the BOE are mailed to the homeowners at the conclusion of the hearing dates.

Tourism Committee – The Joint Tourism Committee met on February 13th and discussed the objectives of its three subcommittees involving wayfinding signage, marketing/branding,

and a local ambassador program. The contracts have been finalized with Frazier Associates for the wayfinding signage project. We expect that project to kick-off in the next month. The Committee also discussed several other projects to make priorities in the coming year including a local business ambassador program to train employees on what the community offers for tourism; marketing tips for local tourism businesses; and a tourism grant program. The Committee will meet again on April 10th.

Project Updates

Rivermont Fire Station – The County received two bids on the project on February 22nd. The Building Committee will be reviewing them at its meeting tomorrow and making a recommendation to the Board of Supervisors at their meeting on March 5th.

Health and Human Services Complex – Renovation of spaces for Warren County Public Schools’ Special Services and Warren County Voter Registrar began the week of June 4, 2018. The school portion of the project was completed in November 2018 and the Registrar portion reached substantial completion on February 1, 2019. The Voter Registrar will be moving into the space in March after the furniture is installed.

Lions and Burrell Brooks Parks – Music Park Project – The County received a commitment from Lorraine Hultquist to donate funding to purchase music park components at both parks. The Lions Park equipment was installed in December. We hope to order and install the equipment at Burrell Brooks Park in spring 2019.

Seide Park – Splash Pad Project – The County is working on a project to replace the outdated fountain at Seide Park adjacent to the Youth Center and Happy Creek with a splash pad. The County has received two grants and applied for a third to help fund the project and will be looking to complete the project this spring/summer.

Commercial Projects – Work continues on the following projects:

- * Marriott/TownePlace Suites – March 2019 Completion
- * Valvoline – Riverton Commons – Under Construction
- * Taco Bell – Riverton Commons – Plans Approve

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Summer 2018	Substantially Complete - Punch List
Rockland Park Athletic Fields	N/A	\$300,000- \$400,000	Spring 2019	Under Construction
Rockland Park Bathhouse Renovation	N/A	\$75,000- \$100,000	Summer 2019	Under Construction
WCSO/WCFR – Radio System Upgrade	N/A	\$1,509,022	Winter 2019	Installation

Councilman Meza asked about the site for Taco Bell; Ms. Rosser stated that it was near the Valvoline and Applebee’s existing pad site. He also asked about those that served on the

Development Review noted that it was Health Department, the Town and County Planning representatives, and others.

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

CONSENT AGENDA ITEMS

- A. COUNCIL APPROVAL – Bid for Cable for Infrastructure on Leach Run Parkway
- B. COUNCIL APPROVAL – Sale of Surplus Items by Using Online Auction
- C. COUNCIL APPROVAL – Project Costs for Fairground Water Tank Rehabilitation

Councilman Gillispie moved, seconded by Vice Mayor Sealock 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 Tharpe did not vote as there was no tie to require his vote)
 (By Roll Call)

Mayor Tharpe asked if there were any additions or deletions to the agenda.

COUNCIL APPROVAL – Budget Amendment - Utility Contribution to Warren Heritage Society

Summary: In December 2018, Council received a request from the Warren Heritage Society for a “grant” in the amount of \$15,000 to support their operation. Council is requested to approve a budget amendment in the amount of \$5,000 as a final contribution to the Warren Heritage Society.

Vice Mayor Sealock moved, seconded by Councilman Holloway, that Council approve a budget amendment in the amount of \$5,000 as a final contribution to the Warren Heritage Society.

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

COUNCIL REFER TO PLANNING COMMISSION – Re-Consideration and Review of United Parcel Services Inc (UPS) Special Use Permit Application

Summary: A significant change to the Special Use Permit application proposed by United Parcel Services, Inc (UPS) occurred after the Planning Commission issued a recommendation of denial on January 19, 2019. After a meeting with Town Staff on February 13, 2019 UPS presented a major change to the application. Council is requested to refer back to the Planning Commission the Special Use Permit Application by UPS to reconsider and review this major change.

Councilman Tewalt moved, seconded by Vice Mayor Sealock, that Council refer to the Planning Commission the Special Use Permit application from United Parcel Services Inc (UPS) for further reconsideration and review due to a major change.

Councilman Meza asked about the major change to the proposal. Mayor Tharpe stated that it was now without tractor trailers parking in the lot and was a revision of the special use permit that required the approval of Council. Mayor Tharpe stated that Councilman Tewalt suggested that it return to Planning Commission as the change to the application needed an overview from the Commission.

Councilman Meza asked if an applicant needed a special use permit if they are parking just the package trucks. Mr. Napier stated that the permit would be needed, noting that the applicant indicated that the tractor trailers would be completely out of town with the new proposal. Mr. Meza asked if it is currently a C-1 district; Mr. Camp stated that it is zoned C-1 and it does a need a special use permit as it is an expansion use of the distribution center and a separate use of the parking. To answer Mr. Meza’s question, Mr. Camp stated that the Planning Commission did express concern with the tractor trailers at the site.

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

CLOSED MEETING – Consultation with Legal Counsel

Motion to Go Into Closed Meeting

Vice Mayor Sealock moved, seconded by Councilman Gillispie, that Council convene and go into Closed Meeting for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters, specifically, legal mechanisms related to handling potential future debt service related to current and future budget years with respect to the former Afton Inn building, requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8 of the Code of Virginia.

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

Motion to Certify Closed Meeting at its Conclusion

Vice Mayor Sealock moved, seconded by Councilman Tewalt 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

COUNCIL MEETING MINUTES

February 25, 2019

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 – Gillispie, Holloway, Meza, Sealock, Tewalt, Tharpe and Thompson
No – N/A
Abstain – N/A
Absent – N/A

(By Roll Call)

There being no further business, the Mayor declared the meeting adjourned at 8:01 p.m.

APPROVED:

Jennifer E. Berry
Clerk of Council