



TOWN COUNCIL REGULAR MEETING MINUTES

February 28, 2022 @ 7:00PM

Warren County Government Center

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.

Moment of Silence

Pledge of Allegiance was led by Tristan Thompson

ROLL CALL PRESENT: Mayor Chris W. Holloway
 Vice Mayor Lori A. Cockrell
 Councilman Gary L. Gillispie
 Councilman E. Scott Lloyd
 Councilman Joseph E. McFadden
 Councilwoman Amber F. Morris
 Councilman Letasha T. Thompson

APPOINTED STAFF PRESENT: Town Manager Steven W. Hicks
 Assistant Town Attorney George Sonnett for James E. Cornwell, Jr.
 Clerk of Council Tina L. Presley

APPROVAL OF MINUTES – Councilman McFadden moved, seconded by Councilman Morris that Council approve the Work Session Minutes of January 10th, Special Work Session Minutes of January 20th and February 2nd and Regular Meeting Minutes of January 24th, 2022, as presented.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA - NONE

RECOGNITIONS/AWARDS/REPORTS –

Recognition/Welcome of New Police Officer Tim Elliott – Police Chief Magalis introduced Officer Elliott and Council welcomed him into his new role.

PUBLIC HEARING – Ordinance Amendment to Chapter 175 Pertaining to Short Term Rentals

Director of Planning Lauren Kopishke gave an overview of the changes to the ordinance since the last time the ordinance was before Council.

Mayor Holloway opened the public hearing, since no one spoke he closed the public hearing.

Councilwoman Thompson moved, seconded by Councilman McFadden to approve the proposed amendments to Chapter 175 that would add short-term rentals to the Town Code as amended to remove *O. If the property is located in the R-1 district, the short-term rental facility shall be the owner's principal residence.*

Councilman Lloyd questioned why the definition of Short-Term Rental Owner was removed. Ms. Kopishke explained that it conflicted with other definitions. She also noted that all the requests for short-term rentals would be special use permits with a one-time application fee of \$400.00, that would go before Council for final approval. Ms. Kopishke advised Council that Chris Brock and John Ware, current employees in the Planning Department, would be performing the inspections.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

PUBLIC COMMENTS (COMMENTS NOT RELATED TO PUBLIC HEARINGS)

Tom Sayre, [Town resident] suggested moving inspections back to the County. He noted that there are historical lows of housing in Virginia. He continued that he visited with Governor Youngkin who was in Front Royal recently speaking to an Ukraine Church expressing prayer and togetherness for all.

REPORTS

A. Town Manager Report – Mr. Hicks reminded Council that a Liaison Committee Meeting will be held on Thursday, March 3rd at 6:00pm in the Warren County Government Center. He gave an update on the proposed Memorandum of Agreement with the County of Warren pertaining to Joint Tourism that will be discussed at the Liaison Meeting as well.

B. Town Council Reports –

Councilman Thompson advised that she had received the names from residents on Edgemont Avenue to change the name of that street to Banks Boulevard, Street or Avenue. She requested it be placed on an upcoming work session.

Councilman Gillispie advised that he traveled to Salem, Virginia to attend the State Wrestling Tournament and expressed pride in Warren County and Skyline High Schools for representing the community well. He also gave a shout out to State Champion Dustin Gue.

Vice Mayor Cockrell congratulated the Skyline Boys Basketball team for winning the Regional Championship and heading to State for further competition. She also recognized a student of hers “Madison” a young lady who was interested to see government in action.

Councilman Lloyd encouraged fellow councilmembers to have an open mind when discussing the Tourism MOA during the Liaison Committee Meeting.

C. Mayor Report – Mayor Holloway commented on the tragedy in Ukraine and asked for prayer.

CONSENT AGENDA ITEMS

Vice Mayor Cockrell gave an update on the various grammar changes to the FOIA Policy and that she had spoken to the Clerk of Council and felt there was no need to remove the policy from the consent agenda as the changes did not change the content.

Vice Mayor Cockrell moved, seconded by Councilwoman Morris to move 10C “Purchase of Additional Message Board” to Business Items 11C.

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

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

A. Approval of Town’s Freedom of Information Act (FOIA) Policy

Council approved the Town’s FOIA Policy as presented.

B. FY22 Budget Amendment for Fleet Maintenance Building

Council approved an FY22 Budget Amendment in the amount of \$170,000 to increase FY22 budgeted revenues and allocate \$170,000 toward debt service on a new fleet maintenance building.

~~C. Purchase of Additional Message Board removed and placed as Business Item 11C~~

D. Purchase of Police Vehicle

Council approved the purchase of a 2022 Ford Interceptor Utility from Sheehy Ford of Richmond in the amount of \$34,127.80 to replace Town vehicle that was damaged in a crash.

E. Additional Water Usage for New Building at 195 Toray Drive

Council approved the utility easements between 190 and 195 Toray Drive to facilitate the extension of a 12-inch water line under Toray Drive.

F. Deeds of Easement for Existing and New Waterline at 190 Toray Drive and To Relocate Waterline Easements at 195 Toray Drive

Council approved Deeds of Easements Granting the Town Utility Easements for the Existing and New Waterlines on the Property located at 190 Toray Drive and to Relocate Waterline Easements located on 195 Toray Drive.

G. FY22 Budget Amendment to Accept Funds from Virginia Risk Sharing Association

Council approved a FY22 Budget Amendment in the amount of \$32,628.69 to receive funds from Virginia Risk Sharing Association (VRSAs) from a Town vehicle involved in an accident and to allow the Town Manager to approve the purchase of a replacement vehicle.

Vice Mayor Cockrell moved, seconded by Councilman McFadden that Council approve the Consent Agenda without 10C “Purchase of Additional Message Board”, as presented.

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

BUSINESS ITEMS

A. Resolution to Update Employee Handbook – Stand by Pay (a.k.a on-call pay)

Councilwoman Thompson moved, seconded by Councilwoman Morris that Council approve a resolution to update to the Town’s Employee Handbook to change the amount of compensation an employee receives when serving in a stand-by (on-call) capacity to thirty-five dollars (\$35.00) for each 24-hour day Monday through Friday, and sixty dollars (\$60.00) for each 24-hour period on Saturday, Sunday, or observed holiday effective March 1, 2022.

Councilman Thompson clarified that the stand by pay is an addition to regular hourly compensation.

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

B. Nomination to the Board of Zoning Appeals

Vice Mayor Cockrell moved, seconded by Councilwoman Thompson that Council nominate Amanda J. McCarthy to the Board of Zoning Appeals to fill an unexpired term ending May 1, 2023.

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

C. Purchase of Additional Message Board

Councilwoman Thompson moved, seconded by Councilman McFadden that Council approve a sole source purchase of an additional message board from Traffic Safety Supplies in the amount of \$17,950.00

Town Manager Hicks explained that the extra message board is for employee and public safety.

Vice Mayor Cockrell explained that the additional message board is a want not a need because the Town already has two boards; and the only time several boards are needed is during “leaf season”.

Councilmembers noted that the Town has had to borrow signs and those signs may not always be available. and that the purchase was a sole source.

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

Mayor Holloway adjourned the meeting at 7:45pm.

Approved by Town Council

Date: 3/28/22