



TOWN COUNCIL REGULAR MEETING MINUTES

May 24, 2021 @ 7:00PM in 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.

Immediately preceding the Regular Council Meeting, Town Attorney, Doug Napier, and Assistant Town Attorney, George Sonnett, gave a presentation pertaining to sludge at the request of the mayor. The presentation can be viewed in its entirety by accessing the online video for May 24th, 2021 titled "Special Meeting" via the Town's website.

Moment of Silence

Pledge of Allegiance was led by Councilman Gillispie

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

APPOINTED STAFF PRESENT: Town Manager Steven W. Hicks
Town Attorney Douglas W. Napier
Deputy Clerk of Council Mary Ellen Lynn

APPROVAL OF MINUTES – Councilman Gillispie moved, seconded by Vice Mayor Cockrell that Council approve the minutes of the Regular Meeting of April 26th, 2021 and Work Session of May 10th, 2021 as presented.

Vote: Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA – Councilman Meza moved, seconded by Councilman Thompson that Council remove agenda item 8.B., a Public Hearing regarding an ordinance amendment to Town Code Chapter 12-3 (Finance Fees) to remove the credit card fees from any payments due to the town

if tendered by either credit card or debit card and a FY2022 Budget Amendment, to allow further discussion at a Work Session.

Vote: Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

RECOGNITIONS/AWARDS – Town Council presented three graduating High School Seniors, Kisyl Housden, John “Jackson” Pond IV, and Michael Kelly, with Scholarships in the amount of \$1,000 each.

PUBLIC COMMENTS (COMMENTS NOT RELATED TO PUBLIC HEARINGS)

(comments may be heard in their entirety on the Town’s website by accessing video of the same date)

Sheila Smith explained that she had pleaded with Council during their Regular Meeting in April to take action to remove trash and debris as well as respond to an issue with barking dogs at a residence located on Parkview Drive. She noted that nothing had yet been done.

Mayor Holloway requested Chris Brock, the Town’s Code Enforcement Officer and Interim Director of Planning and Community Development respond to Mrs. Smith’s concerns. Mr. Brock confirmed that several notices had been sent to the property owner as well as the tenant, but his office had not yet received a response. He explained that they had 30 days to respond to or repeal the notices.

Vice Mayor Cockrell asked Chief Magalis the best way to deal with the barking dog issue. Chief Magalis explained that barking dogs are treated as a noise complaint and handled by his Department. If there were a concern for an animal’s well-being, they would call in Warren County’s Animal Control Division for assistance. Town Manager Hicks requested Chief Magalis send an officer to the residence in question to make them aware of the complaints.

Andy Hickman thanked Council for the work they do. He expressed his interest in becoming involved in local government and asked if the ‘on-boarding’ training provided to newly elected Councilmembers could be extended to town citizens.

Town Manager Hicks recommended the Virginia Municipal League’s website as a great reference and starting point. Councilman Meza added that Council is always looking for qualified applicants for the Town’s various Boards and Commissions. He added that they are a great way to ‘get your foot in the door.’ Councilman Lloyd suggested coordinating an event that would offer the information about the Town’s services and local government procedures.

William Huck expressed his gratitude to Council and other members of community for working together to host ‘such an amazing’ Prom on Main Street the previous weekend.

PUBLIC HEARINGS

- A. An Ordinance Amendment to Town Code Chapters 170-2 and 170-3 pertaining to adding the work designee throughout the chapter.

Mayor Holloway opened the public hearing. There were no speakers.

Vice Mayor Cockrell moved, seconded by Councilman Thompson, that Council approve the amendment to Town Code Chapters 170-2 (Removal of High Grass, Weeds, and Foreign Growth) and 170-3 (Removal of Trash; Town Action on Failure of Owner to Remove) to add the word "designee" throughout, as presented.

Vote: Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

- B. An Ordinance Amendment to Town Code Chapter 12-3 (Finance Fees) to remove the credit card fees from any payment due to the town if tendered by either credit card or debit card and a FY2022 Budget Amendment.

Council removed this Public Hearing from the agenda to allow further discussion at a Work Session.

- C. An Ordinance Amendment to the Town Code Chapter 158-6 pertaining to adoption by reference of the state motor vehicular laws.

Mayor Holloway opened the public hearing. There were no speakers.

Vice Mayor Cockrell moved, seconded by Councilman Gillispie, that Council approve an amendment to Town Code Chapter 158-6 pertaining to the adoption by reference of state motor vehicular laws, as presented.

Vote: Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

REPORTS

- a. Report of Town Manager – Steven Hicks informed Council of a VDOT Rail Trail Survey. He explained that VDOT was asking for citizen input regarding the feasibility of converting 48 miles of inactive rail lines from Front Royal to Broadway Virginia into a shared use trail. He also noted that Town Offices would be closed in observance of Memorial Day on May 31, 2021.
- b. Report of Councilmembers – NONE
- c. Report of Mayor – Mayor Holloway noted that he had attended a ribbon cutting for a re-opening ceremony at Blake and Co Hair Spa the previous week. He congratulated their success, especially through the pandemic.

CONSENT AGENDA ITEMS

- A. Bid – Various Sizes of MJ Gate Valves

Council approved the bid from L-B Water Service, Inc. for the purchase of various sizes of MJ Gate Valves in the amount of \$31,554.70.

- B. Board of Zoning Appeals (BZA) Nomination

Council nominated Katherine Snyder to the Judge of the Circuit Court for appointment to the Board of Zoning Appeals for a five (5) year term ending May 1, 2026.

C. Encroachment License Agreement for 1516 N. Royal Avenue

Council approved a License and Encroachment Agreement for a fence in a public alley for an initial five-year period and the Town Manager administratively approving the agreement thereafter, as presented.

Councilman Meza moved, seconded by Councilman Gillispie, that Council approve the Consent Agenda Items as presented.

Vote: Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

BUSINESS ITEMS – NONE

This portion of the meeting ended at 7:33 P.M.

CLOSED MEETING – *Councilman McFadden moved, seconded by Vice Mayor Cockrell that Town Council go into Closed Meeting pursuant to Section 2.2-3711, of the Code of Virginia for the following purposes:*

(A) The purpose of assignment, appointment, promotion, performance, demotion, salaries, discipling or resignation of specific public officers, appointees, or employees of a public body, under subsection A. 1

(B) For the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, under subsection A. 8.

Vote: Yes – Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

MOTION TO CERTIFY CLOSED MEETING AT ITS CONCLUSION – *Councilman McFadden 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 – Mayor Holloway, Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden, Meza and Thompson

No – N/A

Absent – N/A

Abstain – N/A

ROLL CALL

Approved by Town Council

Date: 6/28/21