

TOWN COUNCIL WORK SESSION

Monday, July 20, 2020 at 7:00 P.M.

Town Hall Conference Room

ROLL CALL for MAYOR/TOWN COUNCIL

PRESENT: Mayor Eugene R. Tewalt
 Vice Mayor William A. Sealock
 Councilman Lori A. Cockrell (via telephone)
 Councilman Chris W. Holloway
 Councilman Jacob L. Meza
 Councilman Letasha T. Thompson
 Interim Town Manager Matthew A. Tederick
 Town Attorney Douglas W. Napier (via telephone)
 Deputy Clerk of Council Mary E. Lynn

ABSENT: Councilman Gary L. Gillispie

(the above represents municipal officers of the Town of Front Royal as stated in Town Charter Section 4)

Councilman Sealock moved, seconded by Councilman Cockrell to add additional items to the Closed Session on the agenda for the purpose of

- 1. The discussion of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the Town of Front Royal, pursuant to Section 2.2-3711. A. 5. of the Code of Virginia.*
- 2. Consultation with legal counsel employed by Town Council regarding specific legal matters, namely amending the Town Code in connection the (1) above, requiring provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia.*
- 3. Consultation with legal counsel briefings by staff members or consultants pertaining to actual probable litigation with ITFederal, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of Town Council, "probable litigation" meaning litigation that has been specially threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party; pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.*
- 4. To discuss and consider the assignment, appointment, promotion, performance, and salaries of specific public officers, appointees, or employees of the Town, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.*

There was unanimous consensus of Council to add additional items to the closed meeting.

- 1. Stonewall Bridge Epoxy Application Bid** – Finance Director, BJ Wilson, presented the bid for the Stonewall Bridge Epoxy Application Project. He explained that it would cost \$44,700.27 more than the original budget. He added that potential additional funding could be shifted from the Prospect Bridge Project if the town was approved for VDOT Revenue Sharing. Council all agreed to add the project to their meeting agenda.

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- 2. Review of FY20 Revenues** – Interim Town Manager Tederick stated that he was very pleased with how the budget numbers turned out at the close of the fiscal year. He noted that Councils quick decision to shift funds into contingency ‘really paid off.’

Mayor Tewalt questioned the status of Meals Taxes. Mr. Wilson explained that Meals Tax payments were at 99% which he attributed to the weekend Main Street closure as well as local restaurants ability to adapt and stay open. Mayor Tewalt also asked why the Water Fund Balance was over while the Sewer Fund Balance was in the negative. Mr. Wilson explained that many heavy water users do not use sewer and that a decrease in connection fees was a factor.

Councilman Cockrell noted that the delinquent utility amount had decreased and wondered if that was due to citizens being able to make payment arrangements. Mr. Wilson stated that the number of payment arrangements was much higher than normal. He explained that public notices, newspaper ads, and radio ads had helped significantly. He speculated that delinquent account balances will be back in their normal range within the next three months. Councilman Meza asked how quickly citizens typically pay after they are disconnected for non-payment. Mr. Wilson stated that most citizens make a payment the same day.

- 3. Franchise Agreement for Fiber Optics – Lumos Networks** – Town Attorney Napier stated that the franchise agreement was standard for fiber optic cable. Councilman Meza asked if Lumos was a new provider coming to the area. Mr. Tederick explained that they are a small provider that is already established in town that is planning to expand.
- 4. Resolution to the Warren County School Board** – Mr. Tederick explained that in lieu of a resolution, town staff recommended a less formal letter be sent to the Warren County School Board regarding graduation. Council agreed and the Mayor signed the letter.
- 5. Social Media/Website/PIO Office Review** – PIO Director, Todd Jones, gave a detailed report which reviewed PIO insights and analytics. He explained there had been significant increases in online traffic and engagement since he and his team took over. Additionally, he outlined his plan to continue growing the Towns online presence.
- 6. UFAC Vacancy** – Mr. Tederick noted that there is still a vacancy on the Urban Forestry Advisory Commission that the Chairman would like to see filled. Mayor Tewalt suggested advertising the opening again. Councilman Cockrell asked if town staff could advertise on Social Media.
- 7. Open Discussion** – Councilman Thompson mentioned work that had recently been completed on Cloud Street, noting that the current state of the street was ‘terrible.’ Mayor Tewalt asked if Town Staff could talk to the Foremen of the contracted crews to ensure the work is being checked every day. Mr. Tederick explained that the Town had Supervisors that were responsible for monitoring the contractors work. Public Works Director, Robbie Boyer, added that the CHA Inspector reviews work every Friday before crews can leave.

Councilman Thompson asked if it was possible to create an app for citizens to easily report issues. IT Director Jones explained that the town currently has an app however it is too much upkeep for his department. Councilman Meza questioned if there were links to a work order system that

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could be placed on the towns website and Facebook page instead. Mr. Tederick mentioned a new online forms system that could be used for work orders.

Mayor Tewalt requested an update on the CARES Act. Mr. Tederick explained that portal was complete and there was a meeting scheduled with the Chamber of Commerce for the following day to review the final process. He added that his hope was to start advertising the program on Wednesday, July 22nd, then start receiving applications for two-weeks beginning Monday July 27th.

Mayor adjourned the work session at 7:52 P.M. and council went into closed session

8. Closed Session – Personnel, Prospective Business, Consultation with Legal Counsel

Councilman Holloway moved, seconded by Councilman Meza that Town Council go into Closed Meeting for the purpose of

1. *The discussion of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the Town of Front Royal, pursuant to Section 2.2-3711. A. 5. of the Code of Virginia.*
2. *Consultation with legal counsel employed by Town Council regarding specific legal matters, namely amending the Town Code in connection the (1) above, requiring provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia.*
3. *Consultation with legal counsel briefings by staff members or consultants pertaining to actual probable litigation with ITFederal, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of Town Council, "probable litigation" meaning litigation that has been specially threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party; pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.*
4. *To discuss and consider the assignment, appointment, promotion, performance, and salaries of specific public officers, appointees, or employees of the Town, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.*

There was unanimous consensus of Council to go into closed meeting.

Councilman Meza moved, seconded by Councilman Holloway that the Mayor and Council certify that to the best of each member's knowledge, as recognized by each Mayor and 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 the Mayor and Council, and that the vote of each individual member of Mayor and Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Vote: Yes – Mayor Tewalt, Councilmen Sealock, Cockrell (via telephone), Holloway, Meza, and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Gillispie

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PRESENT: Mayor Tewalt, Vice Mayor Sealock, Councilman Cockrell (via telephone), Councilman Holloway, Councilman Meza, Councilman Thompson, Interim Town Manager Tederick, Town Attorney Napier (via telephone), Deputy Clerk of Council Lynn, Director of Finance Wilson, and members of the public and press.



APPROVED:


Eugene R. Tewalt, Mayor

ATTEST:


Tina L. Presley Clerk of Council

Minutes Written by Mary Ellen Lynn Deputy Clerk of Council

Councilman Gillispie moved, seconded by Councilman Meza approved the Work Session Meeting minutes of July 20, 2020 on August 10, 2020.

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