



REGULAR TOWN COUNCIL MEETING

Monday, July 27, 2020 @ 7:00pm
Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of Minutes
 - Regular Council Meeting Minutes of July 13, 2020
 - Work Session Minutes of July 6, 2020
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town Officials and Interim Town Manager
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED)
 - A. COUNCIL APPROVAL – Bid for Milling & Epoxy Application for Stonewall Drive Bridge
 - B. COUNCIL APPROVAL – Bid for Chemicals for Water and Wastewater Treatment Plants
8. **COUNCIL APPROVAL** – Request to Place LOVE letters on Town Right-of-Way - FRIBA
9. **COUNCIL APPROVAL** - FY21 Budget Amendment for Donation of Scholarship Money
10. **CLOSED MEETING** – Personnel and Consultation with Legal Counsel Regarding Pending Litigation

4

TOWN COUNCIL WORK SESSION

Monday, July 6, 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
Councilman Gary L. Gillispie
Councilman Chris W. Holloway
Councilman Letasha T. Thompson
Interim Town Manager Matthew A. Tederick
Town Attorney Douglas W. Napier
Deputy Clerk of Council Mary E. Lynn

(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 a Closed Session to the agenda for the purpose of consideration or interviews of prospective candidates for employment with the Town, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Holloway, and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Meza

ROLL CALL

1. **I & I Debt Service** – Interim Town Manager Tederick explained that town staff was currently working on the application for a loan to fund the I & I Debt service. An interest rate between 0% and 2% and a loan term of 20-30 years was anticipated. Finance Director Wilson added that the application would need to be completed by July 10, 2020 and that no formal vote from council was needed. He noted that once the town was approved, town staff would present the official figures to council.

Mr. Tederick requested that Public Works Director, Robbie Boyer, give a summary of scheduled work and work currently being completed for the I & I program. Mr. Boyer explained that he was working with six different contractors to complete pipe bursting, CIPP main lines, survey work, manhole frame and cover replacements, lateral lining, and camera work for next year's phases.

2. **CDBG Update** – Mr. Tederick noted that switching to a material only approach had saved the Community Development Block Grant façade improvement program. He added that the town was actively working with 14 downtown property and was seeking to raise the façade improvement limit to \$30,000 to bring more building owners on board. Mayor Tewalt asked if

Mayor Initial _____

there was a new deadline for the grant. Mr. Tederick stated that town staff had submitted a letter requesting an extension.

Councilman Sealock asked if funds could still be shifted to different areas of the grant project. Mr. Tederick explained that yes, there would be flexibility in how the funds were allocated. Council all agreed to increase façade improvement limit to \$30,000.

Mr. Tederick noted that the CDBG Pavilion project had been challenging. He explained that town staff put it back out to bid – which came back with an increase of \$150,000. He added that \$75,000 could be shifted from the façade improvement project and he was confident that town staff could find the rest. He asked Council if the Pavilion was still a priority for them. Mayor Tewalt expressed his opinion that the streetscape project could be put off to make the pavilion happen. Councilman Sealock added that the Pavilion was the focal point of the grant and the town should push the project forward.

Councilman Gillispie questioned how much funding could be moved from the streetscape project to the pavilion project. Mr. Tederick explained that out of the \$70,000 allocated for streetscapes the town had only spent \$11,223.18 and the remaining \$58,776.82 could be shifted. Councilman Gillispie also asked if all of the \$325,000 allocated for façade improvement was not used if some of those funds could be shifted, and if so, how much was anticipated to be left over. Craig Wilson explained that the average per building owner for façade improvement will be around \$20,000 which would leave “wiggle room.” Finance Director Wilson added that he was confident town staff would be able to find the funding and make it work. Council agreed to proceed with shifting the remaining streetscape funds to the Pavilion project.

Mr. Tederick explained that there had been many conversations regarding the mural portion of the Community Development Block Grant. He stated that the plan was to establish an advisory board to help set up a process and criteria for quality murals and mural maintenance. He added that they would like to allocate some funds from façade improvements for murals. Craig Wilson added that since a muralist is a sole proprietor the grant funding can cover both labor and materials. He noted that the town had put together an RFP to identify interested muralist who would then work with the mural advisory board. Mayor Tewalt asked if a mural type or theme had been established. Mr. Tederick explained that the mural advisory board would be responsible for coming up with standards, themes, and processes to present to council for approval. Mayor Tewalt added that he would like to see murals that are designed after the Shenandoah Valley. Mr. Tederick explained that mural approval would have to go through CDBG, BAR and the mural advisory board. Craig Wilson added that the CDBG committee and mural advisor board understood what type of murals council and the community were looking for.

3. **FRIBA Request to Place LOVE Letters on Town Right of Way** – Mr. Tederick explained that there was currently a temporary permit allowing the LOVE sign to be on the corner of Main Street and Commerce Avenue next to Pavemint. He noted that the letters were partially on town property and partially on Pavemint’s property. Councilman Thompson stated that she thought the LOVE letters were more of a “hunting expedition” – but they seemed to be everywhere in town. Councilman Cockrell asked how permanent the letters would be and if Pavemint approved of

Mayor Initial _____

their location. Councilman Gillispie expressed that he would like to see the sign be more “dressed up.” He suggested the addition of landscaping and lighting.

4. **Purchase of VESTA 9-1-1 Phone System** – Mr. Wilson explained that \$100,000 out of the FY20 Contingency Fund had been set aside for the purchase of the VESTA system. He noted that the actual cost would be \$82,159.72 and asked council for approval to move forward with the purchase. Police Chief Magalis added that there was a statewide requirement to implement the next generation 9-1-1 system. He explained that it would give the capability for text and video which would significantly help the deaf and hard of hearing community. He added that Warren County would be purchasing the recorders and servers and the town would be “piggy backing” on the project.
5. **Purchase of Replacement In-Car & Body-Worn Cameras** – Mr. Wilson explained that the Police Department would need council’s approval to enter a leasing agreement with Watch Guard for 10 in-car cameras and 30 body cameras. The agreement would be \$32,440 per year for a 5-year period. Chief Magalis added that the current body cameras were 2 generations behind, and the warranty expired last year. He noted that the leasing agreement includes maintenance and the replacement of cameras as new models become available.
6. **Avtec Radio Consoles** – Mr. Wilson stated that town staff would need council approval to move forward with the purchase of replacement Avtec Radio Console equipment and a 6-year maintenance agreement totaling \$57,822. Chief Magalis explained that the system was purchased the prior year, however the company was bought out and the consoles became obsolete.

Mayor Tewalt asked what happened with Motorola. Chief Magalis noted that the equipment was installed and then phased out before the warranty period was up. Mr. Tederick added that he made negotiations so the town would only be responsible for the price of installation and incidentals. Mr. Holloway asked if Motorola offered a leasing program on radio systems. Chief Magalis reiterated that the town would essentially be getting the new consoles for free, and would only pay for installation, incidentals and the 6-year maintenance agreement.

7. **Liaison Committee Meeting Items for July 16** – Mr. Tederick explained that he had added SWAGIT to the next Liaison Committee Meeting Agenda and asked Council if there were any additional items they would like to add. He added that he would have his executive assistant send out more information on the meeting the following morning. Mayor Tewalt requested that Mr. Tederick get with the County to find out what they were adding to the agenda.
8. **Planning Commission Term Expires August 30th for William Gordon** – Mr. Tederick stated that Mr. Gordons Planning Commission Term was set to expire and that he would like to be re-appointed for another 4-year term. Council agreed to add his appointment to the agenda.

Additional Discussion – Councilman Gillispie asked if there had been any progress on the blighted building program. Interim Planning and Zoning Director Brock noted that the certified letter that was sent out had been signed for, however he had not checked to see if the owner had started

Mayor Initial _____

the process of cleaning up. Town Attorney Napier added that this particular property is the “test case” for the project.

Mr. Tederick passed a packet around to members of Council regarding the deployment of an Electronic Time Keeping System. IT Director Jones added that the new time keeping system would be significantly better for the Payroll and Human Resources Department, noting that they currently enter payroll manually. He added that the town would pay a subscription per user and that the new system would easily integrate with the current time-keeping software. Mr. Wilson stated that the town already had \$35,000 set aside for deployment. Council agreed to add the Electronic Time Keeping System to their consent agenda.

Mayor adjourned the work session at 8:01 P.M. and council went into closed session

9. Closed Session – Personnel

Councilman Sealock moved, seconded by Councilman Gillispie that Town Council go into Closed Meeting for the purpose of consideration or interviews of prospective candidates for employment with the Town, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Holloway and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Meza

ROLL CALL

Councilman Sealock moved, seconded by Councilman Cockrell 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 the Mayor and Town Council.

Vote: Yes – Mayor Tewalt, Councilmen Sealock, Cockrell, Gillispie Holloway, Meza and Thompson

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

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

APPROVED:

Mayor Initial _____

Eugene R. Tewalt, Mayor

ATTEST:

Tina L. Presley Clerk of Council
Minutes Written by Mary Ellen Lynn Deputy Clerk of Council

Mayor Initial ____

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on July 13, 2020, in the Warren County Government Center with the Pledge of Allegiance led by Vice Mayor Sealock and Moment of Silence led by the Mayor

ROLL CALL for MAYOR/TOWN COUNCIL

PRESENT:

Mayor Eugene R. Tewalt
 Vice Mayor William A. Sealock
 Councilman Lori A. Cockrell
 Councilman Chris W. Holloway
 Councilman Jacob L. Meza
 Councilman Letasha T. Thompson
 Town Attorney Douglas W. Napier
 Interim Town Manager Matthew A. Tederick
 Clerk of Council Tina L. Presley

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

APPROVAL OF MINUTES

Councilman Gillispie moved, seconded by Vice mayor Sealock to approve the Regular Council Meeting Minutes of June 22, 2020, Special Meeting Minutes of June 30, 2020 and Work Session Minutes of July 2, 2020, as presented

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Meza and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

RECEIPT OF PETITIONS AND/OR CORRESPONDENCE FROM THE PUBLIC

Paul Aldrich asked Council to consider a 2nd Amendment Resolution. Said proposed resolution was given to Council and Town Manager.

Mike McCool voiced concern over the potholes in Town and suggested that department heads inspect streets for asphalt repairs to make sure they are repaired correctly. He also questioned why some properties in Town did not require curb and gutter as he believed that all properties required it when there was a new build.

Betty Showers noted that the dog park needed more trash bins as there was a lot of people using the park on the weekends creating more trash.

REPORTS

a. Report of special committees or Town Officials and Interim Town Manager

Interim Town Manager Tederick advised Mr. McCool that Town supervisors currently inspect the repair work completed on the streets. He further advised him that curb and gutter is required for

Mayor Initial ____

new construction unless the Town Code states otherwise. He asked that Mr. McCool bring any concerns he may have regarding pot holes or curb and gutter installation to his attention.

Mr. Tederick noted that Town Business Offices would be closed on Wednesday, July 15 from 11:00am 1:00pm to allow employees to attend an employee appreciation lunch. He also gave an update on the lane closure at Sheetz on Shenandoah Avenue.

Mr. Tederick awarded Pride in Performance plaques to Solid Waste employees EJ Swindle and Jorge Guerrero. He also recognized their supervisors Issac Rushing and Robbie Boyer for a job well done in running their departments.

Mr. Tederick introduced Chief Magalis to pin new Police Officer Scott Baker.

b. Requests and inquiries of Council members

Councilman Meza questioned why the lane closure for Sheetz could not happen at night. Mr. Tederick advised he would look into it.

Councilman Cockrell praised the job of the company who is mowing Leach Run Parkway. She also noted that she, Vice Mayor Sealock, Councilman Gillispie and Mr. Tederick volunteered at “Prom Under the Stars” that was held this past weekend and quoted “it was a special event”. She thanked all the businesses and the community for making a very special night for the high school seniors.

Vice Mayor Sealock praised the clean-up committee for “Prom Under the Stars”.

Councilman Gillispie noted that “Prom Under the Stars” was a great evening that put a lot of smiles on faces and brought the community together. He expressed his appreciation to everyone.

c. Report of the Mayor – Mayor Tewalt apologized that he could not attend “Prom Under the Stars” because he was out of Town. He voiced his appreciation to all Town Employees.

d. Proposals for addition/deletion of items to the Agenda

Councilman Meza moved, seconded by Councilman Gillispie to remove Item #15-Closed Meeting from the agenda. Councilman Meza advised that since Councilman Holloway was not in attendance it was best to remove the Closed Meeting.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Meza and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

Unanimous Vote – Removed from Agenda

Mayor Initial ____

Councilman Cockrell moved, seconded by Councilman Gillispie to add a Closed Meeting to the agenda to discuss EDA litigation.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie and Meza

No – Councilman Thompson

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

Not Unanimous - not added to the agenda

CONSENT AGENDA ITEMS –

COUNCIL APPROVAL – Revise CDBG Façade Improvement Program Design Grant Limit
Council approved a revision to the “Façade Improvement Program Design” increasing the grant limit from \$20,000 to \$30,000, as presented.

COUNCIL APPROVAL – Liaison Committee Meeting Items
Council approved the addition of the following item to be added to the Liaison Committee Meeting Agenda for July 16, 2020: Update on the SwagIT Production System LLC for Video Recording Services

COUNCIL APPROVAL – Second Quarter Write-Off for Bad Debt
Council approved the removal of 5 years or older of outstanding accounts receivable (bad debts) on the Town’s ledger for the second quarter of 2020 totaling \$20,325.01, which is comprised of 49 utility accounts. All possible recourse of attempting to collect these amounts has been completed and the accounts have no activity for at least 5 years.

COUNCIL APPROVAL – Electronic Time-Keeping System
Council approved the purchase and deployment of an electronic time-keeping system from Kronos in the amount of \$34,471.95 to improve the Town’s payroll system.

COUNCIL APPROVAL – Planning Commission – Gordon
Council re-appointed William C. Gordon to the Front Royal Planning Commission to a 4-year term expiring August 30, 2024.

Councilman Meza moved, seconded by Councilman Thompson to approve the Consent Agenda as presented. Councilman Meza thanked Mr. Gordon for serving another four years. He voiced appreciation for the time-keeping system as it will add value to the Town. He noted how alarming it was in bad debt increasing.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Meza and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

No Roll Call taken

Mayor Initial ____

PUBLIC HEARING – FY2021 Budget Amendment to Receive Funds from the County of Warren Related to the CARES Act Equitable Distribution

Clerk of Council Presley read the summary: Council is requested to approve a budget amendment in the amount of \$1,276,558.00 to receive funds from the County of Warren related to the CARES Act Equitable Distribution.

Mayor Tewalt opened the public hearing. No one spoke and the public hearing was closed.

Councilman Meza moved, seconded by Councilman Thompson that Council approve a budget amendment in the amount of \$1,276,558.00 to receive funds from the County of Warren related to the CARES Act Equitable Distribution

There was no discussion by Council.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Meza and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

COUNCIL APPROVAL – Agreement with the Chamber of Commerce for the Economic Recovery Assistance Administration & Distribution

Clerk of Council Presley read the summary: Council is requested to approve an agreement with the Chamber of Commerce that the Chamber of Commerce will comply with management and distribution of the CARES Act Funds the Chamber of Commerce receives from the Town in the amount of \$1,176,558.00.

Councilman Meza moved, seconded by Councilman Gillispie that Council approve an agreement with the Chamber of Commerce that the Chamber of Commerce will comply with management and distribution of the CARES Act Funds the Chamber of Commerce receives from the Town in the amount of \$1,176,558.00.

Councilman Cockrell questioned the administrative fee. Mr. Tederick advised that Council will be the administrative fee will be approved at a later time.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Meza and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

COUNCIL APPROVAL – An Ordinance to Amend Chapter 16 – Industrial Development Authority (*2nd Reading*)

Clerk of Council Presley read the summary: Council is requested to adopt on its second and final reading an ordinance to amend and re-enact Town Code Chapter 16 – Industrial Development Authority. If approved during the second reading a Front Royal Economic Development Authority will be established.

Council Gillispie moved, seconded by Councilman Meza that Council adopt on its second and final reading an ordinance to amend and re-enact Town Code Chapter 16 – Industrial Development Authority, as presented.

There was no discussion by Council.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie and Meza

No – Councilman Thompson

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

COUNCIL APPROVAL – VESTA 9-1-1 Phone System for the Police Department

Clerk of Council read the summary: Council is requested to approve the purchase of VESTA 9-1-1 Phone System in the amount of \$82,159.72 to CenturyLink for use in the Communications Division of the Police Department. The installation will allow the Police Department and Sheriff's Office to be a remote Public Safety Answering Point (PSAP) for each other if one agency has a failure.

Councilman Cockrell moved, seconded by Councilman Thompson that Council approve the purchase of VESTA 9-1-1 Phone System in the amount of \$82,159.72 to CenturyLink for use in the Communications Division of the Police Department.

There was no discussion by Council.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Meza and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

COUNCIL APPROVAL – Replacement of In-Car and Body-Worn Cameras for the Police

Clerk of Council Presley read the summary: Council is requested to approve the purchase and replacement of (10) WatchGuard 4Re In-Car camera systems and (24) VISTA WIFI body cameras

Mayor Initial ____

for the Police Department in the amount of \$162,000 (\$32,400 per year for five years) per Virginia State Contract pricing agreement.

Councilman Cockrell moved seconded by Councilman Thompson that Council approve the purchase and replacement of (10) WatchGuard 4Re In-Car camera systems and (24) VISTA WIFI body cameras for the Police Department in the amount of \$162,000 (\$32,440 per year for five years) per Virginia State Contract pricing agreement.

Councilman Meza confirmed that the interest rate was 0%. Chief Magalis gave a short overview of how the cameras would work.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Meza and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

COUNCIL APPROVAL – Avtec Radio Consoles for Police Department

Clerk of Council Presley read the summary: Council is requested to approve the purchase of replacement end of life radio console equipment from Avtec, a Motorola Company in the amount of \$12,822 for the completion of professional services and expenses for this project.

Councilman Cockrell moved, seconded by Councilman Gillispie that Council approve the purchase for replacement of end of life radio console equipment from Avtec, a Motorola Company in the amount of \$12,822 for the completion of professional services and expenses for this project.

There was no discussion by Council.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Meza and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

COUNCIL APPROVAL – Resolution for Employee Appreciation Day

Councilman Thompson moved, seconded by Councilman Meza that Council approve a Resolution designating Employee Appreciation Day as July 15, 2020, as presented.

Clerk of Council Presley read the summary: Council is requested to approve a Resolution designating Employee Appreciation Day as July 15, 2020, as presented.

Mayor Initial ____

There was no discussion by Council.

Vote: Yes – Councilmen Sealock, Cockrell, Gillispie, Meza and Thompson

No – N/A

Abstain – N/A

Absent – Councilman Holloway

ROLL CALL

~~CLOSED MEETING – Personnel~~ WAS REMOVED Under (6d) above

Meeting was adjourned at 7:49pm

APPROVED:

Eugene R. Tewalt, Mayor

ATTEST:

Tina L. Presley Clerk of Council

Councilman _____ moved, seconded by _____ approved the Regular Council Meeting minutes of June 22, 2020 on July 13, 2020.

Mayor Initial ____

7



**Town of Front Royal, Virginia
Council Agenda Statement**

Item # 7A

Meeting Date: July 27, 2020

Agenda Item: COUNCIL APPROVAL – Bid for Milling & Epoxy Application for Stonewall Dr Bridge

Summary: Council is requested to approve a bid from Burleigh Construction in the amount of \$214,369.00 for the milling and epoxy application for the Stonewall Drive Bridge

Budget/Funding:

Stonewall Bridge Epoxy Funds Previously Set Aside:

4500-R47926 Highway Maintenance Bridge Repairs - \$169,668.73

Additional Funding from Prospect Bridge Project

4500-R47926 Highway Maintenance Bridge Repairs - \$44,700.27

Meetings: Work Session held July 20, 2020

Staff

Recommendation: Approval_____ Denial_____

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion:

I move that Council approve a bid from Burleigh Construction in the amount of \$214,369.00 for the milling and epoxy application for the Stonewall Drive Bridge

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: _____

Moved _____ *Seconded* _____

VM Sealock _____ *Cockrell* _____ *Gillispie* _____ *Holloway* _____ *Meza* _____ *Thompson* _____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: July 15, 2020
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add Consent Agenda item to Town Council's Regular Meeting

Purchasing responded to a request from the Public Works Department to procure recommended repairs from Mattern & Craig's Inspection Report to the bridge located on Stonewall Drive over Happy Creek, Bridge #8001. The purchasing method used was competitive sealed bidding. On Tuesday, June 22nd, 2020, I held a public bid opening and received two (2) bids. Staff recommends awarding IFB #19-2020 Stonewall Bridge: Milling & Epoxy Application to the lowest responsive and responsible bidder, Burleigh Construction, Concord, Virginia for \$214,369.00.

Town Council is requested to review and approve the award. Attached to this memo is the bid tabulation. Please add this consent agenda item to the next available Regular Town Council agenda.

Funding for this project is available in the following line item 4500-R47926 Highway Maintenance Bridge Repairs.

Purchasing, Department of Finance
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

VENDOR SPREAD SHEET



Town of Front Royal, VA

<p>BID TABULATION SUMMARY BID: IFB #19-2020 BRIDGE DECK REPAIRS: EPOXY APPLICATION BID OPENING DATE & TIME: 6/22/20 @ 2 PM</p>	<p>ARCHER WESTERN CONSTRUCTION, LLC HERNDON, VA</p>	<p>BURLEIGH CONSTRUCTION CO., INC. CONCORD, VA</p>
DESCRIPTION		
MOBILIZATION	\$ 20,000.00	\$ 20,000.00
MAINTENANCE OF TRAFFIC	\$ 15,000.00	\$ 6,500.00
PREVENTION, CONTROL, AND ABATEMENT OF EROSION AND WATER POLLUTION	\$ 5,000.00	\$ 4,500.00
DECK MILLING	\$ 52,000.00	\$ 27,300.00
EPOXY OVERLAY	\$ 78,400.00	\$ 42,720.00
ALTERNATE 1: SPALL REPAIR	\$ 37,800.00	\$ 93,555.00
ALTERNATE 2: EXPANSION JOINTS	\$ 6,900.00	\$ 7,590.00
ALTERNATE 3 SIDEWALK	\$ 3,640.00	\$ 4,784.00
ALTERNATE 4: VEGETATION REMOVAL	\$ 6,000.00	\$ 7,420.00
TOTAL WITH ALTERNATES	\$224,740.00	\$214,369.00

The **VENDOR SPREAD SHEET** is generated from the initial, raw information collected.

No award decision has been made.

Prepared by: Alisa Scott, CPPB, VCO, PMP

Department of Purchasing
 102 E Main Street
 Front Royal, VA 22630
 Website: www.frontroyalva.com
 Phone 540-636-6889



Town of Front Royal, Virginia Council Agenda Statement

Item # 7B

Meeting Date: July 27, 2020

Agenda Item: COUNCIL APPROVAL – Bid for Chemicals for Water and Wastewater Treatment Plants

Summary: On June 8, 2020 Council approved a bid for chemicals for the water and wastewater treatment plants. On June 22, 2020 Council approved resoliciting the purchase of chemicals for the water and wastewater treatment plants to save the Town over \$60,000. Council is requested to approve and award bids to Chemrite Incorporated, Water Solutions Unlimited, Shannon Chemical Corporation, Suffolk Sales & Service Corporation, Brenntag Mid-South Inc., Somerville Acquisition Co Inc., and Univar Solutions, Inc., for various chemicals to be used at the Water and Wastewater Treatment Plants for fiscal year 2021.

Budget/Funding: FY21 Water Treatment budget line item 9601-45605 “chemicals” and FY21 Wastewater Treatment budget line item 9801-45407 “chemicals”

Attachments: Memorandum from Purchasing Manager, Public Works Director, Water Plant Manager and Bid Tabulation.

Meetings: June 8, and June 22, 2020 Regular Meetings

Staff

Recommendation: Approval_____ Denial_____

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion:

I move that Council approve and award bids from Chemrite Incorporated, Water Solutions Unlimited, Shannon Chemical Corporation, Suffolk Sales & Service Corporation, Brenntag Mid-South Inc., Somerville Acquisition Co Inc., and Univar Solutions, Inc., for various chemicals to be used at the Water and Wastewater Treatment Plants for FY2021.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By:

Moved_____Seconded_____

VM Sealock_____Cockrell_____Gillispie_____Holloway_____Meza_____Thompson_____



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: July 21, 2020
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add Consent Agenda item to Town Council's Regular Meeting

Purchasing re-issued the solicitation for water treatment and wastewater treatment chemicals. The procurement method was sealed competitive bidding. Each vendor will provide the Town with firm fixed pricing for a twelve (12) month period and if agreed to by both parties, a contract modification could extend the contract.

On Tuesday, July 7th, 2020, I held a public bid opening and received thirteen (13) responses. Staff recommends awarding IFB #22-2020 Chemicals as follows:

- Chemrite Incorporated – sodium permanganate (\$3,544.00)
- Water Solutions Unlimited – carbon (\$6,720.00), and sodium fluoride (\$11,520.00)
- Shannon Chemical Corporation –potassium permanganate (\$20,264.20)
- Suffolk Sales & Service Corporation – glycerin (\$82,680.00)
- Brenntag Mid-South Inc. – hydrochloric acid (\$324.00)
- Somerville Acquisition Co Inc. – aluminum chlorohydrate (\$253,476.00)
- Univar Solutions, Inc. – polyaluminum hydroxychlorosulfate (\$60,480.00), sodium hypochlorite (\$52,920.00), and sodium chlorite (\$1,304.00).

The Public Works department has budgeted an expense of \$150,000 for all water treatment chemicals, and \$800,000 for all wastewater treatment chemicals throughout the year. Town Council is requested to review and approve the award. Attached to this memo is recommendation memos from Robbie Boyer, Public Works Director and Mike Kisner, Water Treatment Plant Manager, and the bid tabulation. Please add this consent agenda item to the next available Regular Town Council agenda.

Funding for these chemicals will be available in the FY21 Water Treatment budget line item 9601-45605 "Chemicals", and the FY21 Wastewater Treatment budget line item 9801-45406 "Chemicals".

Purchasing, Department of Finance
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889



TOWN OF FRONT ROYAL

DEPARTMENT OF Public Works
Water Treatment Plant
P.O Box 1560
FRONT ROYAL, VIRGINIA 22630-1560

Michael Kisner
Manager of Water Treatment
(540) 636-7474
(540) 636-2890 (Fax)

Memorandum

To: Alisa, Purchasing Manager

From: Mike Kisner, WTP Manager

Date: 7/21/20

Re: Chemicals 9601-45605

After reviewing low bid chemical information provided by Finance Department, it appears all proposed Water Plant chemicals meet the required specifications.

Thank you,
Mike Kisner

Memo



Town of Front Royal Public Works

TO: Alisa Scott, Purchasing Manager
FROM: Robert Boyer, Public Works Director
CC: Robbie Taylor, Manager of Wastewater Treatment Plant
DATE: July 16, 2020
RE: Wastewater Treatment Plant Chemical Purchase

Alisa,

Robbie Taylor and I have reviewed the chemical bid response you had sent us for review. After reviewing the chemical specs and unit cost, we recommend moving forward with the purchase of the chemicals from the low bid vendors. We feel the chemicals submitted will meet the daily needs for our wastewater treatment plant without any issues to our systems in the plant.

If you have any questions or need any further information just let me know.

Thanks, Robert B. Boyer

	Chemrite Incorporated	Carbon Activated Corporation	Water Solutions Unlimited	Shannon Chemical Corporation
Lot 1 : Water Treatment Chemicals				
1 - POLYALUMINUM HYDROXYCHLOROSULFATE PER ATTACHED ...	NO BID	NO BID	NO BID	NO BID
2 - SODIUM HYPOCHLORITE	NO BID	NO BID	NO BID	NO BID
3 - CARBON (AQUA NUCAR) 50# BAGS ONLY	NO BID	\$9,000.00	\$6,720.00	NO BID
4 - SODIUM FLUORIDE (CRYSTAL) 50 LBS BAG ONLY PER ...	NO BID	NO BID	\$11,520.00	NO BID
5 - TECHNICAL GRADE ONLY POTASSIUM PERMANGANATE 55# ...	NO BID	NO BID	NO BID	\$20,264.20
6 - SODIUM PERMANGANATE	\$3,544.00	NO BID	\$4,070.40	\$4,888.88
7 - SODIUM CHLORITE - 31.25%, 25% active	NO BID	NO BID	NO BID	NO BID
8 - HYDROCHLORIC ACID – 15%	NO BID	NO BID	NO BID	NO BID
Total For Lot 1 : Water Treatment Chemicals	PARTIAL BID	PARTIAL BID	PARTIAL BID	PARTIAL BID
Lot 2 : Wastewater Treatment Chemicals				
1 - GLYCERIN PER ATTACHED SDS SPECIFICATIONS	NO BID	NO BID	NO BID	NO BID
2 - ALUMINUM CHLOROHYDRATE SOLUTION DELPAC – XG - OR APPROVED ...	NO BID	NO BID	NO BID	NO BID
Total For Lot 2 : Wastewater Treatment Chemicals	NO BID	NO BID	NO BID	NO BID
Total Bid	PARTIAL BID	PARTIAL BID	PARTIAL BID	PARTIAL BID

	George S. Coyne Chemical Company Inc.	Kuehne Chemical Co Inc	Suffolk Sales & Service Corporation	Environmental Operating Solutions Inc
Lot 1 : Water Treatment Chemicals				
1 - POLYALUMINUM HYDROXYCHLOROSULFATE PER ATTACHED ...	NO BID	NO BID	NO BID	NO BID
2 - SODIUM HYPOCHLORITE	NO BID	\$67,500.00	NO BID	NO BID
3 - CARBON (AQUA NUCAR) 50# BAGS ONLY	NO BID	NO BID	NO BID	NO BID
4 - SODIUM FLUORIDE (CRYSTAL) 50 LBS BAG ONLY PER ...	\$14,624.60	NO BID	NO BID	NO BID
5 - TECHNICAL GRADE ONLY POTASSIUM PERMANGANATE 55# ...	\$23,463.59	NO BID	NO BID	NO BID
6 - SODIUM PERMANGANATE	\$7,095.47	NO BID	NO BID	NO BID
7 - SODIUM CHLORITE - 31.25%, 25% active	\$1,403.33	NO BID	NO BID	NO BID
8 - HYDROCHLORIC ACID – 15%	\$1,572.51	NO BID	NO BID	NO BID
Total For Lot 1 : Water Treatment Chemicals	PARTIAL BID	PARTIAL BID	NO BID	NO BID
Lot 2 : Wastewater Treatment Chemicals				
1 - GLYCERIN PER ATTACHED SDS SPECIFICATIONS	NO BID	NO BID	\$82,680.00	\$86,840.00
2 - ALUMINUM CHLOROHYDRATE SOLUTION DELPAC – XG - OR APPROVED ...	NO BID	NO BID	NO BID	NO BID
Total For Lot 2 : Wastewater Treatment Chemicals	NO BID	NO BID	PARTIAL BID	PARTIAL BID
Total Bid	PARTIAL BID	PARTIAL BID	PARTIAL BID	PARTIAL BID

	Momar, Incorporated	BRENNTAG MID-SOUTH INC	Somerville Acquisition Co Inc	Univar Solutions USA Inc Corp hdqtr
Lot 1 : Water Treatment Chemicals				
1 - POLYALUMINUM HYDROXYCHLOROSULFATE PER ATTACHED ...	NO BID	NO BID	NO BID	\$60,480.00
2 - SODIUM HYPOCHLORITE	NO BID	\$57,240.00	NO BID	\$52,920.00
3 - CARBON (AQUA NUCAR) 50# BAGS ONLY	NO BID	\$6,800.00	NO BID	\$7,040.00
4 - SODIUM FLUORIDE (CRYSTAL) 50 LBS BAG ONLY PER ...	NO BID	NO BID	NO BID	\$13,140.00
5 - TECHNICAL GRADE ONLY POTASSIUM PERMANGANATE 55# ...	NO BID	\$21,240.00	NO BID	\$22,044.00
6 - SODIUM PERMANGANATE	NO BID	\$4,960.00	NO BID	\$4,910.40
7 - SODIUM CHLORITE - 31.25%, 25% active	NO BID	NO BID	NO BID	\$1,304.00
8 - HYDROCHLORIC ACID – 15%	NO BID	\$324.00	NO BID	NO BID
Total For Lot 1 : Water Treatment Chemicals	NO BID	PARTIAL BID	NO BID	PARTIAL BID
Lot 2 : Wastewater Treatment Chemicals				
1 - GLYCERIN PER ATTACHED SDS SPECIFICATIONS	\$87,360.00	\$87,880.00	NO BID	\$152,880.00
2 - ALUMINUM CHLOROHYDRATE SOLUTION DELPAC – XG - OR APPROVED ...	NO BID	NO BID	\$253,476.00	\$254,880.00
Total For Lot 2 : Wastewater Treatment Chemicals	PARTIAL BID	PARTIAL BID	PARTIAL BID	\$407,760.00
Total Bid	PARTIAL BID	PARTIAL BID	PARTIAL BID	PARTIAL BID

	Chemtrade Chemicals US LLC
Lot 1 : Water Treatment Chemicals	
1 - POLYALUMINUM HYDROXYCHLOROSULFATE PER ATTACHED ...	\$119,840.00
2 - SODIUM HYPOCHLORITE	NO BID
3 - CARBON (AQUA NUCAR) 50# BAGS ONLY	NO BID
4 - SODIUM FLUORIDE (CRYSTAL) 50 LBS BAG ONLY PER ...	NO BID
5 - TECHNICAL GRADE ONLY POTASSIUM PERMANGANATE 55# ...	NO BID
6 - SODIUM PERMANGANATE	NO BID
7 - SODIUM CHLORITE - 31.25%, 25% active	NO BID
8 - HYDROCHLORIC ACID – 15%	NO BID
Total For Lot 1 : Water Treatment Chemicals	PARTIAL BID
Lot 2 : Wastewater Treatment Chemicals	
1 - GLYCERIN PER ATTACHED SDS SPECIFICATIONS	NO BID
2 - ALUMINUM CHLOROHYDRATE SOLUTION DELPAC – XG - OR APPROVED ...	\$539,460.00
Total For Lot 2 : Wastewater Treatment Chemicals	PARTIAL BID
Total Bid	PARTIAL BID

8



**Town of Front Royal, Virginia
Council Agenda Statement**

Item #8

Meeting Date: July 27, 2020

AGENDA ITEM: FRONT ROYAL INDEPENDENT BUSINESS ALLIANCE (FRIBA) LOVE LETTER SIGNS.

SUMMARY: FRIBA, who has been working on a “LOVE Letters Project” over the past year to create a positive message to enrich and uplift our community with a positive focus which will additionally aid in our community’s tourism efforts, has requested that the Front Royal Town Council authorize an encroachment of FRIBA’S mobile LOVE Letters Sign (the “Sign”) upon and over the grassy area of the Town’s real property and public-right-of-way located at the southern corner of the intersection of East Main Street and South Commerce Avenue, the area within said Town property containing 1,500 square feet, more or less (the “Property”), when said Sign is not on display in other areas and when said Property is not in use for other purposes by the Town and the Sign would be incompatible with the Town’s other use (s);

One requirement of Virginia’s LOVE works program is to have a permanent spot to display the LOVE letters when our portable set is not loaned out, It must be visible to passersby, and also must have a safe area near parking, so the public can get out and take photos with the letters. The grassy area at the corner of East Main Street and Commerce Avenue meets these requirements. FRIBA has already obtained a temporary sign permit from the Town Manager’s office.

The Code of Virginia, Va. Code § 15.2-1800 require the sale or lease of public land in Virginia to require a public hearing following advertisement in a local newspaper. Article 7, Section 9, of the Virginia Constitution allows leases of public lands for a period not in excess of five (5) years to not require public bidding,

BUDGET/FUNDING: Unknown, but anticipated costs of advertisements of public hearing.

STAFF RECOMMENDATION: Staff recommends a lease amount of One Dollar (\$1.00) per five (5) year lease term, the minimum legal amount of consideration to support a lease, since it appears that the LOVE letter signs are a benefit to the Town and County and no cost to either government.

PROPOSED MOTION:

I move that Council approve the permanent placement of the LOVE letters at the Town-owned 1,500 square foot corner of Main Street and Commerce Avenue contingent upon a signed Agreement with FRIBA.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: 

Moved _____ Seconded _____

VM Sealock _____ Cockrell _____ Gillispie _____ Holloway _____ Meza _____ Thompson _____

L I C E N S E A G R E E M E N T

THIS LICENSE AGREEMENT, is made and entered into this ____ day of _____, 2020, by and between the **TOWN OF FRONT ROYAL, VIRGINIA**, a municipal corporation, hereinafter referred to as the "Town", and the **FRONT ROYAL INDEPENDENT BUSINESS ALLIANCE**, a not-for-profit organization, hereinafter referred to as "FRIBA".

WHEREAS, FRIBA, who has been working on a "LOVE Letters Project" over the past year to create a positive message to enrich and uplift our community with a positive focus which will additionally aid in our community's tourism efforts, has requested that the Front Royal Town Council authorize an encroachment of FRIBA'S mobile LOVE Letters Sign (the "Sign") upon and over the grassy area of the Town's real property and public-right-of-way located at the southern corner of the intersection of East Main Street and South Commerce Avenue, the area within said Town property containing 1,500 square feet, more or less (the "Property"), when said Sign is not on display in other areas and when said Property is not in use for other purposes by the Town and the Sign would be incompatible with the Town's other use (s); and,

WHEREAS, the Town of Front Royal, Virginia, is willing to authorize the said encroachment and the Sign upon the Property on said public right-of-way way **SUBJECT** to th terms and conditions hereinafter following.

That for and in consideration of the sum of **ONE DOLLAR (\$1.00)**, paid by FRIBA to the Town, the parties do hereby agree as follows:

1. **PREMISES** - The Town agrees to license to FRIBA's mobile LOVE Letters Sign (the "Sign") and encroachment upon and over the grassy area of the Town's real property and public-right-of-way located at the southern corner of the intersection of East Main Street and South Commerce Avenue, the area within said Town property containing 1,500 square feet, more or less (the "Property"), when said Sign is not on display in other areas and when said Property is not in use for other purposes by the Town and the Sign would be incompatible with the Town's other use (s), upon the following terms and conditions below.

2. **TERM OF LICENSE** - The term of the License is for a period of **Five (5)** years, commencing on the **1st day of _____, 2020**, and ending on the _____ day of _____, **2025**.

3. **PAYMENT OF LICENSE FEE** - Church shall pay to the Town a license fee payment of **One Dollar (\$1.00)**. The license fee payment shall be paid in advance beginning on the 1st day of _____, 2020, and on the first day of the first year thereafter for the term of any extensions hereunder.

5. **RELEASE AND HOLD HARMLESS** – FRIBA hereby agrees to hold the Town, its officers, employees, agents, and invitees harmless from any liability pertaining to FRIBA's, FRIBA's members, guests, invites, agents, officers, and contractors' use and/or occupancy of the Property.

6. **USE OF PREMISES** – FRIBA shall not assign this License Agreement or sublicense the Property. FRIBA shall not permit or allow any dangerous practice or

hazardous condition to occur on the Property, shall not violate any State, Federal, or local law concerning the use of the Property, or permit any illegal activity to occur thereon. FRIBA shall not create or allow any nuisance to be or remain upon the Property, except as set forth herein.

7. **ALTERATIONS OR IMPROVEMENTS** - Any alterations, additions, or improvements to the Property shall not be permitted without the written consent of the Town, except as set forth herein. Any permitted alterations, additions, or improvements to the Property shall be performed at the sole expense of the FRIBA by reputable workmen and contractors approved by the Town. All alterations, additions, or improvements to the Property shall be and remain the sole property of the Town, except as permitted in writing by the Town.

8. **MAINTENANCE** – FRIBA shall maintain the Property and the Sign in a safe condition of good repair. FRIBA shall surrender the Property to the Town at the conclusion of the License Agreement free and clear of the Sign and the encroachment. FRIBA accepts the Property "**as is**", "**where is**". It is specifically understood that the Town has no obligation to FRIBA to make any repairs, improvements, or replacements whatsoever to the Property during the period of the License Agreement. The Town does not warrant or guarantee as to the suitability of the Property for any particular purposes.

9. **TERMINATION** - This License Agreement may be terminated by either party for any reason six (6) months from the date of mailing or hand delivery a written notice of termination to the other party. For the purposes of this License Agreement,

all notices shall be made in writing and shall be delivered by first class mail or hand delivered to the parties at the addresses stated herein, to-wit:

**TOWN OF FRONT ROYAL
C/O Front Royal Town Manager
Town Hall
102 East Main Street
Front Royal, Virginia 22630**

**FRONT ROYAL BUSINESS INDEPENDENT
BUSINESS ALLIANCE
I Kidd Lane
Front Royal, Virginia 22630**

In the event of termination by the Town prior to the scheduled expiration of the License Agreement, FRIBA shall be given a reasonable time to remove its Sign and supporting infrastructure from the Property, not to exceed TWO (2) weeks. In the event that public necessity requires an immediate recovery of the Property by the Town, and FRIBA is unable to immediately remove its Sign and supporting infrastructure from the Property, the Town may remove the Sign and supporting infrastructure for the FRIBA, without liability therefor.

Except as provided herein, any fixtures or personal property which remains upon the Property upon termination or expiration of the License Agreement shall become the sole property of the Town at the sole option of the Town.

10. AUTHORITY- All parties and signatories hereto affirmatively represent that by signing this License Agreement, that they have all necessary and appropriate authority of their representative organizations to do so and legally bind their organizations hereto.

10. INTERPRETATION - The interpretation of the provisions of this License Agreement shall be in accordance with the laws of the State of Virginia.

13. MODIFICATION AND EXTENSIONS - Modification of the terms and conditions of this License Agreement and extensions or renewals of this License Agreement shall not be permitted, unless agreed to in writing and executed with the same formality as this Agreement.

GIVEN under our hands this _____ day of _____, 2020.

TOWN OF FRONT ROYAL, VIRGINIA (SEAL)

BY: _____
EUGENE R. TEWALT, MAYOR

FRONT ROYAL INDEPENDENT BUSINESS ALLIANCE (SEAL)

BY: _____
NAME

APPROVED AS TO FORM:

Douglas W. Napier, Town Attorney Date

RESOLUTION

WHEREAS, the FRONT ROYAL INDEPENDENT BUSINESS ALLIANCE, a not-for-profit organization, hereinafter referred to as “FRIBA”. who has been working on a “LOVE Letters Project” over the past year to create a positive message to enrich and uplift our community with a positive focus which will additionally aid in our community’s tourism efforts, has requested that the Front Royal Town Council authorize an encroachment of FRIBA’S mobile LOVE Letters Sign (the “Sign”) upon and over the grassy area of the Town’s real property and public-right-of-way located at the southern corner of the intersection of East Main Street and South Commerce Avenue, the area within said Town property containing 1,500 square feet, more or less (the “Property”), when said Sign is not on display in other areas and when said Property is not in use for other purposes by the Town and the Sign would be incompatible with the Town’s other use (s); and,

WHEREAS, pursuant to the authority granted the Town by Sections 15.2-2009 through 15.2-2011 of the Code of Virginia, 1950, as amended, Town Council is of the opinion that it is in the public interest to authorize the encroachment of FRIBA’S mobile LOVE Letters Sign (the “Sign”) upon and over the grassy area of the Town’s real property and public-right-of-way located at the southern corner of the intersection of East Main Street and South Commerce Avenue, the area within said Town property containing 1,500 square feet, more or less (the “Property”), when said Sign is not on display in other areas and when said Property is not in use for other purposes by the Town and the Sign would be incompatible with the Town’s other use (s), for a period not to exceed five (5) years, which said

authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties.

NOW, THEREFORE, BE IT, HEREBY, RESOLVED by the Town Council of the Town of Front Royal, Virginia, that the Town hereby authorizes the encroachment of FRIBA’S mobile LOVE Letters Sign (the “Sign”) upon and over the grassy area of the Town’s real property and public-right-of-way located at the southern corner of the intersection of East Main Street and South Commerce Avenue, the area within said Town property containing 1,500 square feet, more or less (the “Property”), when said Sign is not on display in other areas and when said Property is not in use for other purposes by the Town and the Sign would be incompatible with the Town’s other use (s), for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties.

The Mayor is hereby authorized to execute an Encroachment License acceptable to Town on behalf of the Town.

This Resolution was approved at the _____ Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____, 2020, upon the following recorded vote:

APPROVED:

Eugene R. Tewalt, Mayor

Town Council Members:

Lori A. Cockrell _____
Gary L. Gillispie _____
Chris W. Holloway _____

Jacob L. Meza _____
William A. Sealock _____
Letasha T. Thompson _____

Attest:

Tina Presley, Clerk of Council

Douglas W. Napier, Town Attorney, Date

9



Town of Front Royal, Virginia Council Agenda Statement

Item # 9

Meeting Date: July 27, 2020

Agenda Item: COUNCIL APPROVAL - FY21 Budget Amendment for Donation of Scholarship Money and Donation of Water Bottle Filler Fountain Money

Summary: A donor who prefers to be known as Frank, would like to donate \$2,000.00 to the Town to be used toward Town scholarships.

A donor, the Front Royal Warren County Anti-Litter Council, would like to donate \$1,140.00 to be used toward the purchase of a water bottle filler fountain located at Town Hall.

Council is requested to approve a budget amendment in the amount of \$2,000 to the FY21 budget to accept the funds to be used toward Town scholarships.

Council is also requested to approve a budget amendment in the amount of \$1,140 to the FY21 budget to accept the funds to be used toward Town scholarships and a water bottle filler fountain.

Budget/Funding:	1000-3189913	General Fund Donations	\$2,000.00
	1000-3189913	General Fund Donations	\$1,140.00
	1101-45428	Town Council Scholarships	\$2,000.00
	4302-45412	General Properties Furniture & Fixtures	\$1,140.00

Meetings: None

Staff

Recommendation: Approval_____ Denial_____

Proposed Motion: I move that Council approve a budget amendment in the amount of \$2,000 to the FY21 budget to accept the funds to be used toward Town Scholarships. I further move that Council approve a budget amendment in the amount of \$1,140.00 to the FY21 budget to accept the funds to be used toward the purchase of a water bottle filler fountain for Town Hall.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By:

Moved _____ Seconded _____

VM Sealock _____ Cockrell _____ Gillispie _____ Holloway _____ Meza _____ Thompson _____

10



Council Agenda Statement

Item # 10

Meeting Date: July 27, 2020

Agenda Item: CLOSED MEETING – Personnel and
Consultation with Legal Counsel Regarding Pending Litigation

Motion to Go Into Closed Meeting

1. I move that Town Council go into Closed Meeting 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.
2. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation with EDA, 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 specifically 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.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move 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 the Mayor and Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

Approved By: _____

Moved _____ Seconded _____

VM Sealock _____ Cockrell _____ Gillispie _____ Holloway _____ Meza _____ Thompson _____