REGULAR TOWN COUNCIL MEETING

Monday, November 22, 2021 @ 7:00pm in Warren County Government Center

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES – *I move that Council approve the Work Session Minutes of October 14th and October 19th; and Regular Meeting Minutes of October 25th, 2021, as presented.*

5. ADDITION/DELETION OF ITEMS FROM THE AGENDA

6. RECOGNITIONS/AWARDS/REPORTS–
   - Recognition of Retirement for William "Billy" D. Sears, Sign Tech in Streets Division of Public Works
   - Recognition of Captain Crystal Cline for Graduation from the Southern Police Institute
   - Recognition of Service on Board of Architectural Review for Andrea White

7. PUBLIC HEARINGS - None
8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

9. REPORTS
   a. Report of Town Manager
   b. Report of Councilmembers
   c. Report of the Mayor

10. CONSENT AGENDA ITEMS - *I move that Council approve the Consent Agenda as presented.*
    [Items removed for further discussion will be placed as the first item under Business Items. Unanimous vote is not required to move]
    A. FY22 Budget Amendment for Virginia Department of Forestry Grant - *BJ Wilson*
    B. FY22 Budget Amendment and Interfund Transfer for Bonuses – *BJ Wilson*
    C. FY22 Budget Amendment to Accept Local Law Enforcement Block Grant – *BJ Wilson*
    D. Request for Waiver of License Tax to Sell Christmas Trees – Boy Scout Troop 52 - *BJ Wilson*
    E. Request for Waiver of BAR Review Fee for a Certificate of Appropriateness to Paint a Mural to at N. Royal Avenue and Main Street – *Lauren Kopishke*
    F. HEPTAD Request for One-Year Extension to Submit Development Plan – *Lauren Kopishke*
    G. Contract Modification Attachment D Professional Engineering Services Between Owner and Engineer for Services Related to Sanitary Sewer Inflow and Infiltration Abatement Proposed CCTV Subcontract Services During December 2020-April 2022 Contract Period – *BJ Wilson*
    H. Proposal for Centrifuge Conversion Preliminary Engineering Report – WWTP – *BJ Wilson*
    I. Two Resolutions to Participate in Both National and Virginia Opioid Settlement Agreement and Memorandum of Understanding (MOU) – *Doug Napier*
    J. Resolution Recognizing Years of Service on Board of Architectural Review for Andrea White

11. BUSINESS ITEMS
    A. Board of Zoning Appeals Nomination
    B. Refer to Planning Commission – Short-Term Rental Text Amendments – *Lauren Kopishke*
    C. Request from Warren Memorial Hospital for a Five (5) Year Extension of a Storm Water Management Easement at its Former Hospital Property on N. Shenandoah Avenue – *Doug Napier*

12. CLOSED MEETING – Board/Committees Updates, Investment of Public Funds, Consultation with Legal Counsel

TOWN COUNCIL WORK SESSION MINUTES

Tuesday, October 14th, 2021 at 7:00 PM

Town Hall Conference Room

Resolution to adopt Empower Retirement 457(b) Plan Document, Deferred Compensation Plan – Council all agreed to add the Resolution to the consent agenda for their next regular meeting.

Resolution for VDOT Revenue Sharing Application for 8th Street Bridge Replacement – Public Works Director Robbie Boyer reviewed the 8th Street Bridge Replacement Project, citing that the bridge was originally built in 1965. Councilman Gillispie asked if the bridge would be raised. Mr. Boyer confirmed that it would be fluish with the road. Council all agreed to add the Resolution to the consent agenda for their next regular meeting.

FY22 Budget Amendment & Awarding Urgent Sanitary Sewer Point Repairs – Finance Director BJ Wilson explained that the proposed budget amendment for urgent sanitary sewer point repairs was available through funding received from the American Rescue Plan Act (ARPA). He added that the amendment would require a public hearing because the total exceeded one percent of the Town's Budget.

Councilman Gillispie asked where the repairs would be taking place. Public Works Director, Robbie Boyer, noted that repairs were needed throughout Town. Council all agreed to schedule the public hearing and move forward with approval.

FY22 Budget Amendment for Outstanding Purchase Orders – Finance Director BJ Wilson noted that the proposed amendment for outstanding purchase orders was a "housekeeping item." Council all agreed to add the amendment to the agenda for approval at their next regular meeting.

Ordinance Amendment to Increase Number of Chickens in Town Limits – Planning and Zoning Director Lauren Kopishke explained that the Town currently had 38 active Urban Agriculture Permits and Town Code requires yearly inspections by the Code Enforcement Officer. She recommended tabling the discussion until staff had the opportunity to catch up on their outstanding Urban Agricultural Inspections and complete an analysis. She noted that most localities allow up to six, sometimes eight, chickens.

Councilman Lloyd asked if there were any state laws. Ms. Kopishke said she could investigate further. Vice Mayor Cockrell stated that Council should make sure to consider whether the Town has the manpower to accommodate the change. Councilman Lloyd said that he believed the required inspections were originally included in the ordinance with good intentions, but that Council should review whether they are necessary.

Continued Discussion of Short-Term Rentals – Planning and Zoning Director Lauren Kopishke noted that the Town did not currently allow short-term rentals, but that most surrounding localities did. She

recommended including short-term rentals in the Town's Comprehensive Plan rewrite to get citizen input. Finance Director BJ Wilson added that the state would be starting to tax short-term rental companies, like Airbnb. Councilman McFadden added that if the Town started to receive short-term rental tax revenue from the state, they would know that there are some already in operation.

Councilman Thompson stated her wish to 'fast track' the required changes to allow short-term rentals. She noted that Warren County already had a process in place and wondered if Town Staff could model an ordinance after it. Councilman McFadden agreed and stated that having short-term rental options was an important piece of Tourism.

Open Discussion – There was none.

Mayor adjourned the work session at 7:43 P.M. and Council began their Closed Meeting

Closed Meeting – Personnel, Consultation with Legal Counsel, and Investment of Public Funds

Vice Mayor Cockrell moved, seconded by Councilman Gillispie, that Town Council go into Closed Meeting pursuant to Section 2.2-3711.A. of the Code of Virginia for the following reasons:

(1) Consultation with legal counsel employed or retained by a Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, to discuss contractual and programic matters related to a contract:

(a) with an existing operating entity located inside the corporate limits of the Town, which the Town is considering becoming a party with and the Town wishes to consider its legal options, pursuant to Subsection A. 8.

(b) with another existing agreement the Town is already a party to which has become problematic and the Town wishes to consider its legal options, pursuant to Subsection A. 8.

(2) Discussion or consideration of the investment of public funds, in an on-going Town project, where competition or bargaining is involved, where, if made public initially, the financial interest of the Town would be adversely affected, pursuant to Subsection A. 6.

(3) The discussion, consideration, or interviews of prospective candidates for appointment to boards for which Town Council has the power of appointment, as well as the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, pursuant to Subsection A.1. of that Code.

Vote: Yes – Councilmen Cockrell, Gillispie, Lloyd, McFadden & Thompson
No – N/A
Abstain – N/A
Absent – N/A
ROLL CALL

Vice Mayor Cockrell moved, seconded by Councilman Thompson, 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, Councilmen Cockrell, Gillispie, Lloyd, McFadden & Thompson
No – N/A
Abstain – N/A
Absent – N/A
ROLL CALL

PRESENT: Mayor Holloway, Vice Mayor Cockrell, Councilmen Gillispie, Lloyd, McFadden & Thompson, Town Manager Steven Hicks, Assistant Town Manager Kathleen Leidich, Finance Director BJ Wilson, Public Works Director Robbie Boyer, Director of Human Resources Dale Losee, Risk Manager Laura McIntosh, Director of Planning and Zoning Lauren Kopishke and Deputy Clerk of Council Mary Ellen Lynn.

Approved by Town Council

Date: ----------