TOWN COUNCIL REGULAR MEETING
Monday, November 25, 2024 @ 7:00pm
Warren County Government Center

View LIVE on Government Access Channel 16 or https://www.frontroyalva.com/673/Town-Hall-Live

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES – *I move that Council approve the 2024 Council Meeting minutes of the October 28th Special Closed and Regular Meetings and November 12th Work Session as presented.*

5. ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS

6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS
   A. Recognition of Holly Rhodenhizer for Service on the Board of Architectural Review (BAR)
   B. Presentation from Chief Whited

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
   A. Task Order for Additional Dam Evaluation Tasks and To Acquire an Operation/Maintenance Certificate
   B. Task Order for the Performance of Sanitary Sewer Flow Monitoring Program for FY2025
   C. FY25 Budget Amendment for Helene Storm Recovery Mutual Aid Reimbursement
   D. FY25 Budget Amendment to Receive Funds from Virginia Risk Sharing Association (VRSA) for Reimbursement of a Pedestrian Project and Camera/GPS System for Solid Waste Department
   E. Appointment to the Board of Architectural Review (BAR)
   F. Appointment to Advisory Committee for Environmental Sustainability (ACES)
   G. Reappointment to Front Royal Economic Development Authority (FREDA)
   H. Recommendation to the Judge of the Circuit Court for Appointment on Board of Zoning Appeals (BZA)

11. BUSINESS ITEMS
   A. Viability of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, A Political Subdivision of the Commonwealth of Virginia

12. Adjourn

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 for a limited time.

ROLL CALL BY CLERK OF COUNCIL

PRESENT: Mayor Lori A. Cockrell
Vice Mayor R. Wayne Sealock
Councilman Joshua L. Ingram
Councilwoman Amber F. Morris
Councilman H. Bruce Rappaport
Councilwoman Melissa DeDomenico-Payne
Councilman Glenn E. Wood

OTHERS PRESENT: Clerk of Council Tina L. Presley
Town Manager Joseph E. Waltz
Town Attorney George M. Sonnett, Jr.

CLOSED MEETING

Councilman Ingram moved seconded by Councilwoman Morris that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose: 1) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, Clatterbuck Pavement Markings, Inc. v. Town of Front Royal; and, 2) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, more specifically the Board of Architectural Review (BAR)

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

Councilman Ingram moved seconded by Vice Mayor Sealock 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 – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

The meeting adjourned at approximately 6:58 pm.

Approved by Town Council
Date: _____

DRAFT

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 for a limited time.

Moment of Silence
Pledge of Allegiance led by Theodore "Teddy" Gunn
ROLL CALL BY CLERK OF COUNCIL

PRESENT: Mayor Lori A. Cockrell
Vice Mayor R. Wayne Sealock
Councilman Joshua L. Ingram
Councilwoman Amber F. Morris
Councilman H. Bruce Rappaport
Councilwoman Melissa DeDomenico-Payne
Councilman Glenn E. Wood

OTHERS PRESENT: Clerk of Council Tina L. Presley
Town Manager Joseph E. Waltz
Town Attorney George M. Sonnett, Jr.

APPROVAL OF MINUTES – *Councilwoman Morris moved seconded by Councilman Rappaport that Council approve the 2024 Council Meeting minutes of September 23rd Regular Meeting and October 7th Work Session as presented.*

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

ADDITION/DELETION OF ITEMS FROM THE AGENDA OR REVISION TO ORDER OF BUSINESS – N/A

RECOGNITIONS/AWARDS/REPORTS

Recognition of the Retirement of Police Chief Kerry L. "Kahle" Magalis II – Mayor Cockrell along with Council presented Chief Magalis with a plaque from the Town and congratulated him on his service to the community and wished him a happy retirement.

Recognition of Employees in Energy Services Responding to Mutual Aid for Other Municipalities – Mayor Cockrell read the following statement: *Tonight, I would like to take a moment to recognize the extraordinary efforts of our Department of Energy Services in the wake of Hurricane Helene's devastation. In the spirit of mutual aid, a four-man crew – Line Crew Supervisor Alan Bell, A-Class Linemen Joe Roberts and Cody Lohmann, and C-Class Lineman Trever Griffith – along with four support vehicles, was dispatched to assist our sister municipally-owned utilities in their recovery efforts. For nine days, they worked 16-hour shifts, beginning with four days in Bristol, Virginia, followed by five more in Clinton, South Carolina, helping to restore power in these hard-hit areas. The conditions they faced were severe – downed power lines, uprooted trees, broken infrastructure, and widespread outages, which left many residents without power for days. Storm restoration is among the most dangerous work a lineman can do, especially in these hazardous conditions, and it's incredibly important to recognize the courage and commitment these men have shown. This deployment is part of a long-standing tradition of mutual aid between municipalities during times of crisis, made possible by our Mutual Aid Agreements with the American Public Power Association and the Municipal Electric Power Association of Virginia. And let's not forget the rest of our Line Crew – our team consists of only eight linemen, so those who stayed behind had the crucial responsibility of ensuring our electrical system here at home remained fully operational. We are grateful for their hard work, dedication, and selflessness, and we are proud to have such an outstanding team representing our town.* She along with Council applauded and congratulated the employees for their efforts. Mayor Cockrell along with Council thanked and congratulated the 4-man Energy Services Crew for their hard work and dedication to the relief efforts.

DRAFT

Recognition of the Town of Front Royal Community Service During Wildfire Events in March 2024 – Mayor Cockrell advised that the Town was recognized at the most recent Valor Awards Ceremony for their heroism during the wildfires in March 2024. She read the plaque and congratulated Town Staff on a job well done.



PUBLIC HEARING

Special Use Permit (SUP) for a Mural at 296 South Street for The Salvation Army

Mayor Cockrell opened the public hearing.

Justin Proctor, 1155 Fox Drive, member of Advisory Committee for Environmental Stability (ACES), expressed his excitement on this project noting the amount of cleanup that has happened thus far on the Salvation Army property.

Mayor Cockrell closed the public hearing.

Councilwoman DeDomenico-Payne moved seconded by Councilwoman Morris that Council approve a Special Use Permit for an artistic mural, exceeding 60 square feet in size, to be placed on the west side of The Salvation Army building located at 296 South Street

Councilman Rappaport noted that the mural reflected the theme of the community. Councilman Wood disclosed that he sat on the Salvations Army Board and that this was a collaborative effort with ACES.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

Rezoning Application to Reclassify a Vacant Parcel on W Strasburg Road from C-1 to R-3 from Karen Alexander

Mayor Cockrell opened the public hearing

Karen Alexander, 3150 Natural Well Road, Covington, VA, applicant, advised Council that she had owned the property since 1987 with many attempts to sell it determining it was not good for commercial use. She made herself available for questions.

Mayor Cockrell closed the public hearing.

In furtherance of the purposes and objectives contained in Town Code §175-1 (B), Councilwoman Morris moved seconded by Vice Mayor Sealock that Council approve a rezoning application submitted by Karen

DRAFT

Alexander to reclassify a vacant parcel located on W. Strasburg Road from C-1, Community Business District to R-3, Residential District (tax map 20A12-3-27.)

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS

David Gedney, 124 W. Stonewall Drive, gave Council a handout that stated his concerns regarding the increase in solid waste collection specifically for restaurants on Main Street. He encouraged Council to take another look at the ordinance since the problem exists all over Town.

Cheryl Merchant, 1154 Elm Street, voiced concerns over the loud music being played during events at The Trellis Venue stressing the need for something to be done.

REPORTS

Town Manager Report – Mr. Waltz advised that fire hydrants will be flushed throughout Town in the coming weeks. He also expressed his appreciation to all the staff for their hard work and commitment to handling the traffic over the weekend due to the many visitors entering the Skyline Drive.

Town Council Reports

Vice Mayor Sealock thanked the Energy Services Staff for their efforts to assist those in need during the impact of Hurricane Helene. He congratulated Chief Magalis on his retirement and welcomed incoming Chief Whited. He thanked law enforcement for their involvement in keeping the traffic moving over the weekend. He thanked Community Development/Tourism Director Lizi Lewis for her assistance in organizing the Festival of Leaves along with many volunteers.

Councilwoman Morris congratulated Chief Magalis on his retirement. She stated that while the traffic was frustrating during this time of year, she asked to keep the small businesses in mind who are profiting from the overwhelming influx of tourists entering the Town. She advised that she had listened to the many concerns regarding the solid waste increase and noted that consultants for such services including electricity, water and sewer have been budgeted for years.

Councilman Ingram congratulated Chief Magalis on his retirement and that he was glad to see someone in house for his replacement. He attended the VML Conference and the Town's Audit and Finance Committee Meeting.

Councilman Wood thanked all those that assisted with making the Festival of Leaves and Spooky Saturday great events specifically Ms. Lewis. He thanked Ms. Merchant and Mr. Gedney for speaking to Council about their concerns tonight. He reminded everyone of early voting. He asked for continued support of the Town's local businesses and hoped Council would address the trash collection concerns.

Councilman Rappaport congratulated Chief Magalis on his retirement. He attended Spooky Saturday and Festival of Leaves. He thanked the Public Works Department for cleaning the retaining wall on W. Main Street and removing two bushes on N. Royal Avenue. He hoped the trash collection issue and noise issue

DRAFT

at The Trellis Venue would be worked out. He thanked businesses on Main Street for investing in the community by improving their buildings.

Councilwoman DeDomenico-Payne attended the VML Conference, Royal Zaika Grill/Bar Ribbon Cutting, the Audit/Finance Committee Meeting, Habitat for Humanity Groundbreaking on Osage Street and the Valor Awards. She congratulated Chief Magalis on his retirement and welcomed Chief Whited. She expressed appreciation for the cleanliness of South Street ahead of the many visitors.

Report of the Mayor – Mayor Cockrell welcomed two businesses on Main Street, Rebel Heart Beauty Company and Royal Zaika Bar/Grill. She attended Warren Coalitions' Kids Fun Day, Valor Awards, Studio 330 Ribbon Cutting at the Library, served dessert at "Dinner Together", Dancin' Downtown, Festival of Leaves, Chief Magalis Retirement Party and Spooky Saturday.

CONSENT AGENDA ITEMS

Mayor Cockrell noted that 10E-Retail Recruitment Services Contract with Retail Strategies was revised to reflect the true number of $55,000. Councilwoman Morris noted that there were reappointments and expressed appreciation for their continued service. She also noted that 10C- Purchase and Replacement of Three Police Department Vehicles was the Town playing "catch up".

Councilwoman Morris moved seconded by Councilman Ingram that Council approve the consent agenda as presented

Bid Award for Two Stainless Steel Dump Bed Bodies with Hoists and Hydraulic Systems
Council approved a bid from Godwin Manufacturing Co., Inc. in the amount of $106,542.00 for the purchase of two (2) stainless-steel dump bed bodies with hoists and hydraulic systems for Dump Truck Chassis.

Bid Award for Various Grades of Asphalt for FY2025
Council approved a bid from Stuart M. Perry, Inc. for firm fixed pricing on various grades of asphalt for general street patching and surfacing of Town streets for FY25 in the following amounts of price per ton: base $83.00; intermediate $83.00; and finish, $85.00.

Purchase and Replacement of Three Police Department Vehicles
Council approved the purchase and replacement of three Ford Interceptor Utility vehicles for three 2013 Chevrolet Impalas (#202, #211, #298) from Halls Automotive in the amount of $153,136.98 for the Police Department Patrol Division.

FY25 Budget Amendment to Accept/Allocate Funds from Internet Crimes Against Children (ICAC) Task Force
Council approved a FY25 Budget Amendment in the amount of $3,000 to receive funds from the Northern Virginia/District of Columbia Internet Crimes Against Children (NOVA/DC ICAC) Task Force and allocate $3,000 to reimburse for the purchase of technological equipment.

Retail Recruitment Services Contract with Retail Strategies
Council approved a contract with Retail Strategies in the amount of $55,000 for a period of one year with the option to renew for two additional one-year periods; total amount including optional renewals equals $165,000 for a period of three years.

DRAFT

Reappointment to the Board of Architectural Review (BAR)
Council reappointed Collin Waters to the Board of Architectural Review (BAR) to a 4-year term beginning November 13, 2024 and ending November 13, 2028.

Reappointment to the Local Board of Building Code Appeals (LBBCA)
Council reappointed George E. Cline, Jr. to the Local Board of Building Code Appeals to a 4-year term beginning November 1, 2024 and ending November 1, 2028.

Reappointment to the Front Royal Economic Development Authority (FREDA)
Council reappointed Aiden Miller to the Front Royal Economic Development Authority (FREDA) to a 4-year term beginning December 13, 2024 and ending December 13, 2028.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

BUSINESS ITEMS

Board of Architectural Review (BAR) Appeal from Teddy Stout Construction, Inc. for a Certificate of Appropriateness for 240 Blue Ridge Ave

Mayor Cockrell allowed Town Attorney George Sonnett to read the Code regarding the presiding officer [Mayor] to determine whether items submitted at tonight's meeting might be relevant. He also suggested the applicant have the opportunity to address Council. Applicant Daryl Stout advised that she had a revised list of items for the application. It was clarified that the application before Council was the application to be voted on and a revised application was not relevant to the appeal. Mr. Sonnett stated that Council did not have the authority to send this item back to the BAR and reiterated Council must determine whether to affirm the BARs decision or reverse their decision. He continued that the applicant may submit a materially different application to the BAR. Councilwoman DeDomenico-Payne confirmed that the applicant could meet with staff anytime to receive guidance on a new submission and pay another application fee. There was discussion on the application fee however Council was reminded that it was not part of the decision tonight.

Councilwoman DeDomenico-Payne moved seconded by Councilman Ingram that Council affirm the decision of the Board of Architectural Review (BAR) and deny a Certificate of Appropriateness (COA) for 240 Blue Ridge Avenue from Teddy Stout Construction, Inc.

Councilwoman Morris reiterated that the applicant was willing to make revisions however Council could not vote on those revisions as it must go back before the BAR. She noted that this was the first time the BAR and the Council had experienced new construction in the Historic District. Councilman Ingram voiced concern over another application fee. Councilman Rappaport referred to the legal authority of the BAR and the revisions came after the fact. He encouraged the applicant to come back with something else. Councilwoman DeDomenico-Payne stated that the applicant was well known and respected in the community and felt certain they could come up something. Mr. Sonnet reiterated that the waiver of the fee was considered a separate item for another time as it was not before Council at this time.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A Absent – N/A Abstain – N/A ROLL CALL

DRAFT

Resolution Authorizing the Execution of Blue Creek Wind Schedule with American Municipal Power, Inc

Councilman Ingram moved seconded by Councilman Rappaport that Council approve a Resolution Authorizing the Execution of Blue Creek Wind Schedule with American Municipal Power, Inc. (AMP) for Six Megawatts (6MW) of Power beginning in January 2025, for a term of Five (5) Years: 2025-2029 as presented.

Councilwoman Morris stated that AMP was very informative and great to work with. Councilman Rappaport expressed the importance of locking in a rate for five years since energy rates were all over the place.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

Direct Planning Commission to Draft a Proposed Vape Ordinance

Councilman Rappaport moved seconded by Councilman Wood that Council direct the Planning Commission to draft a proposed vape ordinance for the Town of Front Royal with a proposed recommendation to Town Council when complete.

Councilwoman Morris advised that several vape shops have closed noting the disruption to the free market. Councilman Rappaport stated that other localities were doing this and would like to see it move forward.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

Amendment to the Town Attorney's Contract

Councilwoman Morris moved seconded by Councilman Ingram that Council approve an amendment to the Town Attorney's contract as presented, with the Mayor to execute the amendment on behalf of the Town.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

Request for Town Public Water and Sewer for Industrial Use – Plien-Smith, LLC (Baugh Drive LLC)

Councilwoman Morris moved seconded by Councilman Rappaport that Council, based upon a finding of sufficient excess capacity, approve a joint request from Warren County and Plien-Smith LLC (Baugh Drive LLC) for water and sewer service on Baugh Drive (tax map 5C as parcel 6) for an industrial contractor storage yard for landscaping and horticultural services and I further move that Council direct the Town Manager and Town Attorney to execute the necessary agreement with the applicant in compliance with all Town Code requirements and with rates and charges at one hundred percent (100%) more than the in-town rates.

Councilwoman Morris advised of the infrastructure in the Rt 522 Corridor and the 100% more than in-town rates pay for that infrastructure. Councilman Ingram noted that it was a "positive economic impact". Mayor Cockrell advised of the many jobs it would bring. Councilman Wood voiced concern over the water issues

DRAFT

in the Riverton area and explained that the connection fees and other charges goes toward that issue to benefit all customers

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

Request for Town Public Wate and Sewer for Industrial Use – Rory Byrnes Rushmark Properties (Rushmark Rockland Road LLC)

Councilman Rappaport moved seconded by Councilwoman Morris that Council, based upon a finding of sufficient excess capacity, approve a joint request from Warren County and Rory Byrnes of Rushmark Properties (Rushmark Rockland Road LLC) for water and sewer service at the southeast corner of Rockland Road and Winchester Road Intersection (tax map 12A, Section 1, Block 16 as parcels A1 and A3) for an industrial warehouse and distribution center and I further move that Council direct the Town Manager and Town Attorney to execute the necessary agreement with the applicant in compliance with all Town Code requirements and with rates and charges at one hundred percent (100%) more than the in-town rates.

Councilman Ingram reiterated his comment as stated for Plien-Smith, LLC (Baugh Drive LLC). Councilman Rappaport advised of the many jobs. Mayor Cockrell advised that the gallons of water estimated to be used was compared to less than 3 homes. (260 gallons)

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne, Wood
No – N/A
Absent – N/A
Abstain – N/A ROLL CALL

The meeting adjourned at approximately 8:45pm.

Approved by Town Council
Date: _____

DRAFT

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 for a limited time.

Roll Call by Clerk of Council

PRESENT: Mayor Lori A. Cockrell
Vice Mayor R. Wayne Sealock
Councilman Joshua L. Ingram
Councilwoman Amber F. Morris
Councilman H. Bruce Rappaport
Councilwoman Melissa DeDomenico-Payne

ABSENT: Councilman Glenn E. Wood

OTHERS PRESENT: Town Manager Joseph E. Waltz
Town Attorney George M. Sonnett, Jr.
Clerk of Council Tina L. Presley
Various members of the staff and public

Old Business

John Marlow Plaza Sign and Dedication – Director of Community Development/Tourism Lizi Lewis passed out renderings of what was being planned for the installation of a sign. She noted that the sign would be similar to the civil war signs and be stained to match the pavilion. The sign would contain historical information about Mr. Marlow and the Plaza. Council suggested using the quote from Mr. Marlow *"Is it Good for Front Royal?"* Town Manager Joe Waltz advised that this would be a joint in-house effort between Ms. Lewis and the Public Works Department with a spring execution.

New Business

A. Task Order for Additional Dam Evaluation Tasks and To Acquire an Operation/Maintenance Certificate Manager of Purchasing Michelle Campbell advised of the additional tasks and associated costs from Potesta Engineering. Council agreed to add it to the November 25th Consent Agenda.

B. Task Order for the Performance of Sanitary Sewer Flow Monitoring Program for FY2025 – Ms. Campbell advised of the performance and costs of the flow monitoring program. Mr. Waltz stated that this will show how $2 million was invested in I & I. Council agreed to add to the November 25th Consent Agenda.

C. FY25 Budget Amendment for Helene Storm Recovery Mutual Aid Reimbursement – Director of Finance BJ Wilson explained that a budget amendment was necessary to receive funds from Clinton, SC and Bristol, VA to reimburse the Energy Services Department for costs associated with their labor and equipment while providing assistance during storm recovery efforts. Council agreed to add to the Nov 25th Consent Agenda.

D. FY25 Budget Amendment to Receive Funds from Virginia Risk Sharing Association (VRSA) for Reimbursement of a Pedestrian Project and Camera/GPS System for Solid Waste Department – Mr. Wilson explained that a budget amendment was necessary to receive funds from VRSA. Risk and Safety Coordinator Jose Rivera explained the cameras' hardware and licensing for five trucks. Council agreed to add to the November 25th Consent Agenda.

E. FY25 Budget Amendment for Outstanding Purchase Orders – Mr. Wilson explained that a budget amendment was necessary to carry forward unpaid balances on purchase orders not completed as of June 30, 2024 and to carry forward to fiscal year 2025. He also asked for Council to consider reallocation of some funds. Due to the amendment being an increase greater than 1% of the original budget the budget

DRAFT

amendment required a public hearing as well as any reallocations. Mr. Wilson pointed out specific transfers and reallocations for Council to consider from the Special Projects, Fleet Maintenance, Tourism, Town Attorney, Planning/Zoning and Public Works. Councilwoman DeDomenico-Payne questioned the waiting period to hear from VDOT regarding the money owed to them. Mr. Wilson advised that it could be anytime and explained an extension was given to the Town during COVID that it would be due in 2025 or 2026. Mr. Wilson explained the benefits of Berry Dunn Software Services and the money shown was for only the consultant. Charles Hutchings explained the line-item SERVICES AT WCPSB 200 SKY, noting it was 9-1-1 related. Council agreed to advertise for a public hearing on December 9th.

F. Proposed Ordinance Amendment to Town Code Section 134-71 Utility Accounts, Deposits, Payments, and Termination of Service and Approval of *Utility Disconnection Policy and Procedures* - Mr. Wilson explained that this proposed amendment goes back to Virginia legislation effective July 1st explaining that the ordinance lists how to procedurally disconnect utilities for nonpayment. He went over the various changes including the requirement for a policy that will also need to be approved by Town Council. Councilwoman De-Domenico Payne questioned the *(4) delinquent payments during a twelve-month period* as it related to the deposit. Mr. Wilson recommended leaving the wording as is, since it was working. She also questioned *"above 92 degrees…."* for water. Mr. Wilson advised that it was the Virginia State Code language and he did not know the process behind it. He also stated that two employees in the Finance Department spoke Spanish. Mr. Waltz advised that during the legislative process the Virginia Municipal League (VML) and the Municpal Electrical Power Association of Virginia (MEPAV) lobbied against these changes to no avail, noting that a majority welcomed the change to protect those who could not pay in the dead of winter. He advised that the Town would adapt. It was noted that the amendments were not negotiable. Council agreed to advertise for a public hearing on December 9th.

G. Special Use Permit for Short Term Rental at 132 W. Criser Road – Theresa Roberson – Director of Planning Lauren Kopishke explained that the applicant intended to rent the whole house with three bedrooms and no more that six occupants. She advised that there was adequate parking. It was noted that there were no plans for the applicant to live there. Mayor Cockrell fully disclosed that she knows the owner of the property. Vice Mayor Sealock asked that the emergency number on the application be changed to the Sheriff's Department number since no one would answer the number listed. Council agreed to advertise for a public hearing on December 9th.

H. Special Use Permit to Construct Multi-family Apartments Consisting of Up to 90 Apartments in Two Separate 3-story Buildings on E. Criser Road – Surber Development & Consulting LLC – Ms. Kopishke explained that the request was for a Special Use Permit (SUP) for multi-family apartments because it was in the C-1 District and Council was to decide whether it was an appropriate use for the parcel. She stated that this was not a rezoning and was in line with the Comprehensive Plan. Deputy Zoning Administrator/Planner I John Ware showed renderings of the apartments and how it was in close proximity to the library, elementary school, Happy Creek Trail and Royal Plaza Shopping Center. The entrance would be from Criser Road. He explained that there would be (90) apartments with two separate three-story structures with a maximum of 45 feet. There would be (18) two-bedroom units and (27) three-bedroom units. There would be five fully ADA accessible units per building. Mr. Ware explained the Low-Income Housing Tax Credit and how the prices for half of the apartments would be set by percentage of Warren County's median income (5/30%, 19/50%, 5/60%, 16/80%). Mr. Ware advised that the buildings would be brick with hardy plank with no vinyl siding, noting that this was a well-planned use for the property. He reiterated that the request was only for a SUP for proper use of the property with no rezoning. It was confirmed the apartments were not visible from the road. There was some discussion on the floodplain

DRAFT

and existing trail. It was mentioned that the applicant was aware of an issue with the elementary school that included an encroachment on their property. Mr. Ware and Ms. Kopishe explained the R-3 zoning was for the entrance only known as split zoning.

Mr. Ware advised that traffic analysis was not required by VDOT for thresholds under 1,000; however, the applicant did one anyway. He showed Council an ITE Trip Generation Summary Table for the estimated vehicle trips. Additional entrances to the property were discussed and explained. There was concern that the property would not be maintained. Mr. Ware advised that property management would receive a violation like anyone else if not properly maintained. The estimated groundbreaking would be 2026. He also confirmed that it was proposed to have management onsite but suggested Council ask the applicant these and other questions at the public hearing for better clarity and confirmation. Council agreed to advertise for a public hearing on December 9th. Council suggested that the PowerPoint shown tonight be included in the December 9th agenda packet.

I. Request for Town Public Water and Sewer in the Corridor for Industrial Use – Town Manager Joe Waltz reminded Council that they approved two industrial water requests at their last meeting. While these requests were similar, he explained there was more water usage being requested. He explained that while a water chart showing where the Town currently was as water users were being approved was achievable, sewer was different since there was no capacity left for sewer. Town Attorney George Sonnett reminded Council of the Andy Guest statue in state code that clearly states that approving one does not mean approval of anyone else. Discussion ensued about water customers outside Town limits and the ability to require conservation during a drought situation. Mr. Sonnet advised that something could be written in the contracts with the industrial users, but the Town could not require the County to adopt an ordinance specific to this situation.

1. Equus Development LP (Executive Land Holdings IV, LLC) - Baugh Drive – Mr. Waltz advised that the request was designated as industrial that required approximately 4,200 gallons of water per day and employee approximately 210 employees.
2. Toray Plastics Inc (TC MidAtlantic Development V Inc.) – Toray Dr (Tax Map 12G, 1-2-5,7,8 A) - Council did not discuss this request.

Council asked Mr. Waltz to gather more information regarding standards as they related to toilets, urinals and sinks as well as a proposed upgrade to Riverton Pump Station and bring back to the December 2nd work session for further discussion.

J. Downtown Front Royal Inc (DFRi) Main Street Sign Request – Mr. Waltz advised that DFRi has requested permission for the installation of a "Downtown Front Royal" sign at the intersection of Main Street and Commerce Avenue. He reminded Council of a sign that was there from 1999 – 2018 but was removed due to maintenance issues. He noted that the new sign would be permanent and not require a lot of maintenance. DFRi was looking for permission so that they could spend the money on a design. There was a consensus for DFRi to proceed. Mr. Waltz advised he would bring back to Council at a later time.

Discussion - FY25 Council Retreat (No Coversheet) – Mayor Cockrell asked Council to select dates for their retreat after the first of the year. After much discussion it was concluded that it would be scheduled for February 11th and February 18th from 6:00p – 9:00p. Mr. Waltz advised that he was exploring a few facilitators, and he would select one that would accommodate their schedule.

DRAFT

CLOSED MEETING

Councilwoman Morris moved seconded by Councilman Rappaport moved seconded by that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purposes: 1) pursuant to §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, more specifically the Board of Architectural Review (BAR); Board of Zoning Appeals, Local Board of Building Code Appeals (LBBCA); Front Royal Economic Development Authority (FREDA) and Advisory Committee For Environmental Sustainability (ACES), and, 2)pursuant to §2.2-3711(A)(8) of the Code of Virginia, consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the insolvency and dissolution of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia.

Vote: Yes – Councilmembers Sealock, Ingram, Morris, Rappaport, DeDomenico-Payne
No – N/A
Absent – Councilman Wood
Abstain – N/A

ROLL CALL

Councilman Ingram moved seconded by Vice Mayor Sealock 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 – Councilmembers Sealock Ingram, Morris, Rappaport, DeDomenico-Payne
No – N/A
Absent – Councilman Wood
Abstain – N/A

ROLL CALL

Adjourned approximately 9:25pm

Approved by Town Council

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

DRAFT

RECOGNITION OF SERVICE AND APPRECIATION

Presented to

HOLLY RHODENHIZER
BOARD OF ARCHITECTURAL REVIEW

August 23, 2021 – November 13, 2024

Recognized for over three (3) years of service and dedication assisting and advising on the preservation of historic buildings and sites within the Historic District Overlay Areas of our community.

MAYOR AND TOWN COUNCIL
TOWN OF FRONT ROYAL, VIRGINIA

Presented this 25th day of November 2024

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 25, 2024 Item# 10A

Agenda Item: Task Order for Additional Dam Evaluation Tasks and To Acquire an Operation/Maintenance Certificate

Summary: Council is requested to approve a task order for Potesta Engineering in the amount of $101,100.00 to perform additional dam evaluation tasks and to acquire an Operation and Maintenance Certificate with the Virginia Department of Conservation & Recreation (VDCR). The Town's 9,100,000-gallon Water Treatment Plant reservoir falls under the state dam regulations because the height on one side exceeds 25 feet. Potesta Engineering was awarded a contract with the Town for Environmental Engineering Services by Council on June 27, 2022

Budget/Funding: Funds were previously budgeted for the Water Treatment Plant reservoir repairs and were set aside on purchase order# 27546 in the amount of $123,495.00 under the following line item:

9601-R47009 Water Treatment Plant Professional Services $101,100.00

Meetings: Work Session held November 12, 2024

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 task order for Potesta Engineering in the amount of $101,100.00 to perform additional dam evaluation tasks and to acquire an Operation and Maintenance Certificate with the Virginia Department of Conservation & Recreation.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Veitenthal*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____

Town of Front Royal
Public Works

MEMORANDUM

TO: Michelle Campbell, Manager of Purchasing

CC: B.J. Wilson, Director of Finance

FROM: Robert B Boyer, Public Works Director

DATE: November 1, 2024

SUBJECT: Recommendation to Proceed with Potesta's Task Order for Dam Evaluation Tasks, operation and Maintenance Certificate.

Public Works received a task order from Potesta Engineering out of Winchester, VA for a dam evaluation, operation and maintenance certificate in the amount of $101,100.00. The town's 9,100,000-gallon water treatment plant reservoir falls under the state dam regulations now because the height on the one side exceeds 25' in height. There's currently funding set aside for this project on PO#27546, this project will require further phases down the road to meet the federal requirements needed. We recommend moving forward with awarding this task order to Potesta to keep this moving forward.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.

POTESTA
Engineers and Environmental Consultants
15 South Braddock Street, Winchester, VA 22601 • (540) 450-0180 • www.potesta.com

VIA EMAIL ONLY

October 15, 2024

Mr. Robert Boyer
Director of Public Works
Town of Front Royal
102 East Main Street
Front Royal, Virginia 22630

RE: Revised Proposal for Additional Dam Evaluation Tasks and
Operation and Maintenance Certificate
Dam at Water Treatment Plant
Town of Front Royal, Virginia
POTESTA Project No. 0101-22-0102-020

Dear Mr. Boyer:

On June 6, 2023, Potesta & Associates, Inc. (POTESTA) forwarded a Dam Inspection report of your water treatment plant dam located at Aqueduct Lane of US Route 522 in Front Royal, Virginia (TOWN). The conclusions of this report were to perform routine maintenance and repairs on the embankment, to conduct further investigations on the embankments and spillways, and to register the dam with the Virginia Department of Conservation & Recreation (VDCR) since it was determined that the height and volume of the dam require this dam to be subject to Virginia's Dam Safety Act and Dam Safety Regulations.

Since the dam is subject to the Dam Safety Act and Dam Safety Regulations, an Operation and Maintenance Certificate is required for registration. POTESTA is pleased to submit this proposal to initiate the application, engineering, design and assistance to the TOWN to acquire an Operation and Maintenance Certificate.

SCOPE OF SERVICES

The following scope of services has been developed.

Task 1 - Application for an Operations and Maintenance Certificate

Since the most recent and 2016 Dam Inspection Reports found deficiencies with this impoundment, POTESTA understands that the first step will be to apply for a "Conditional" Operations and

COPY

Maintenance Certificate with the VDCR to register the dam. The dam will be required to make an application to access the Virginia Dam Safety Inventory System (DSIS) with POTSETA as a "participant" and "Engineer." DSIS allows users to access information about all dams in Virginia that DCR tracks. As "Owner" and a "Participant/Engineer," we will have a level of access to view, edit, download, upload, and enter information related to the dam, such as inspection forms, studies, etc. POTESTA will develop the DSIS Access Form with assistance from the TOWN to submit to DSIS. This dam will receive an Inventory Number and be logged into DSIS, and the TOWN will receive a Conditional Operation & Maintenance Certificate letter stating the items and studies required for the Dam to receive a final Operation & Maintenance Certificate. POTESTA understands from discussions with the Regional Dam Safety Engineer that initially an Inspection Report and Dam Break Inundation Zone Study will be required to determine the deficiencies and the classification of the Dam. POTESTA assumes that the dam may not be considered a Low Hazard Dam due to the high traffic volume of roadway US Route 522 down slope of the dam.

Task 1a – Inspection Report

POTESTA will develop an online Inspection Report in DSIS using the most recent, June 6, 2023, current Inspection Report. It is not expected that POTSETA staff will need to make another site visit for completing this online form. This form will be submitted, and the June 6, 2023 Dam Inspection report will be uploaded as well.

Task 1b - Develop a Dam Break Inundation Zone Study

With consultation with the Regional Dam Safety Engineer, POTESTA will develop a Dam Break Inundation Zone Study for possible areas downstream that would be inundated or otherwise be directly affected by the failure of this dam. This exercise will be required to accurately determine the Hazard Classification of the dam, the spillway designs, and what type of Emergency Plan will be required - Emergency Preparedness or Emergency Action Plan. POTESTA will conduct the Dam Break Inundation Zone Modeling and Mapping per Virginia Code 4VAC50-20-54 and DCR Guidance Documents. The hydrologic / hydraulic modeling used will result in the worst-case inundation limits when conducting this dam break analysis. POTESTA will use in-house HEC RAS modeling software to develop a dam break inundation zone map for this study and for the Emergency Plan. The PMP Evaluation GIS Tool and Virginia PMP 2015 Watershed Calculations Spreadsheet will be used to determine the appropriate 6-hour, 12-hour, and 24-hour rainfall values for the dam. Sufficient documentation will be provided to justify the chosen storm durations utilized in the analysis for the modeled watersheds. The land use for inundation will be considered when conducting a dam break analysis. Existing online mapping of at least 5-foot contour intervals will be used for this modeling. No field survey is expected or included in this proposal, other than site visits by POTESTA staff to verify some structures that can't be readily estimated from online tools and online FEMA Flood Insurance Study reports and cross-sections. POTESTA will submit (upload) the required data utilized to complete the hydrologic / hydraulic calculations / mapping for the analysis in question to DSIS.

COPY

Task 2 – Dam Embankment Evaluation

Since the June 6, 2023 Inspection Report highlighted the deficiencies of the embankment, a geologic and geotechnical evaluation is proposed at this time. The following task narrative provides a description of the geologic and geotechnical considerations for the study and evaluation of the existing dam embankment which appeared to have possible stability issues. It is recommended that the downstream slope of the west leg of the embankment be upgraded to achieve a minimum 2:1 slope. In addition to the hydrologic and hydraulic considerations for the existing dam and impoundment, specific geologic and geotechnical considerations should be sampled, studied, and addressed. The considerations to be addressed include the following:

- Geotechnical Exploration and Sample Collection
- Laboratory Soil/Rock Testing
- Internal Seepage Conditions within the Dam Embankment
- Dam Embankment Foundation Stability
- Dam Embankment Upstream/Downstream Slope Stability

Task 2a – Geotechnical Exploration and Sample Collection

The geotechnical exploration of this site will include the advancement of direct-push and rotary borings within and immediately below the existing dam embankment structure.

This proposal assumes a total of three direct-push subsurface borings and three rotary borings to be advanced at the site. Three of the planned borings will be advanced through the dam embankment at the crest, and three additional borings will be located along the toe of the downstream slope. Boring locations will be staked in the field by POTESTA staff prior to completing the subsurface exploration work. Each stake will be labeled with the boring number and ground surface elevation. Two of the borings will be fitted with permanent solid wall riser casings and screens to allow for the long-term collection of water level data within the dam embankment. The following Table 1 provides a summary of the drilling footage quantities associated with each of the planned borings.

Table 1: Summary of Proposed Exploratory Borings

Boring No.	Surface Elevation (ft)	Depth to Rock (ft)**	Location
B-1*	804	35	Dam on Crest - North
B-2	784	25	DS Slope Toe – North
B-3*	803	40	Dam on Crest - Center
B-4	776	25	DS Slope Toe – Center
B-5*	805	40	Dam at Crest - South
B-6	780	25	DS Slope Toe – South

* *Boring to be fitted with piezometer casing following completion for future water level measurements.*
** *These depths are estimated based on existing dam and geological information.*

COPY

Soil samples will be collected continuously in each of the borings from the ground surface to refusal on the underlying bedrock surface. The recovered soil samples will be retrieved in continuous lengths during advancement and will be contained in 1.5-inch acetate liners. A POTESTA field technician will be onsite to provide full-time observation during the operations and collection of soil samples. The exploratory borings will be logged onsite during their advancement with details and notes being documented on POTESTA's standard field boring log forms. These log forms will also include additional information, such as noted static water levels, depth to changes in strata and location of soil samples collected during the drilling process. Miss Utility will be notified to allow for 48-hour minimum notification prior to mobilization to the site.

Following refusal of each of the borings on the underlying bedrock surface, three of the borings will be backfilled with a full-depth bentonite grout. The remaining three borings will be fitted with 1-inch diameter solid PVC riser casing and a 10- to 15-foot section of slotted PVC screen near the base. These borings will be finished at the ground surface with a locking manhole cover at grade, preventing obstruction to mowing equipment. These piezometer borings will then be utilized to monitor seepage levels (phreatic surface) within the dam embankment.

Following completion of the field exploration activities, the collected soil samples will be returned to POTESTA's office for further examination, sample collection, and testing. POTESTA will retain the samples for a period of 90 days unless the TOWN desires to retain the samples for a longer period; a written notice should then be provided to POTESTA.

Task 2b – Laboratory Testing

The dam safety rule requires that a sufficient number of laboratory tests be conducted on rock and soil samples obtained from the foundation and dam embankment materials to provide an accurate representation of the site conditions. The testing results will also be utilized to provide input parameters related to the characterization and engineering properties of the various foundation and embankment materials in engineering calculations during the evaluation study.

Following receipt of the recovered soil samples at POTESTA's office, a project geotechnical engineer will review the boring log forms and recovered samples. Representative soil samples from various borings and depths will be selected for laboratory testing. These samples will be transported to the soil laboratory under proper chain-of-custody forms for various characteristic and strength tests. For the purposes of preparing this proposal, POTESTA has assumed that the following laboratory tests will be conducted on samples collected during the exploration activities: Atterburg limits, visual soil classification, grain size analysis/hydrometer, direct shear tests, and hydraulic permeability.

Additional soil testing of disturbed samples may also include Standard Proctor density tests which will indicate the moisture density relationship of materials which may be utilized as compacted fill during upgrades or alteration of the dam and/or hydraulic spillway structure(s). Following

COPY

completion of laboratory tests, the results will be reported to POTESTA's engineers on laboratory summary forms.

Task 2c – Geotechnical Evaluation

This task will include the development of a geotechnical evaluation and study of the existing dam embankment structure. This study will be based on the results and findings from the subsurface exploration field work, as well as the laboratory testing results. A summary will be provided of geotechnical data, as well as an analysis of seepage and potential detrimental effects on the structural integrity of the dam embankment, an evaluation of the dam foundation stability, and a stability analysis of the dam embankment slopes under various design scenarios.

The seepage analysis will be developed from a surveyed cross section through the centerline of the dam embankment. This cross section will then be prepared based on the results of the various material types encountered during the subsurface exploration work. Each of the material types encountered will be assigned a hydraulic permeability based on the laboratory testing results. Following development of the seepage analysis cross section, a subsurface flow model will be utilized to estimate seepage flow rates, quantities, and associated flow velocities through the dam embankment. These results will then be utilized by POTESTA engineers to determine the potential for detrimental effects on the internal structure of the embankment soils from excessive flow velocities and internal erosion.

The geotechnical evaluation will include an evaluation and study of the existing dam embankment foundation. This evaluation will also include a study of historic geologic maps to determine the type of subsurface rock strata supporting the dam embankment fill. Results of the subsurface exploration work will also be reviewed to determine the elevation and type of the underlying bedrock units. The strength, type, and degree of weathering/fracturing of the bedrock will be considered to determine the potential for subsidence and settlement to the embankment soils. Since this dam has existed for an extended period of time with good performance throughout its history, the potential for additional future settlement and/or foundation bearing capacity failure is unlikely.

The final item to be addressed in the geotechnical study and evaluation of the existing dam embankment will be the overall global stability of both the upstream and downstream embankment slopes. The stability analysis will be evaluated using a single critical cross section through the approximate center of the dam embankment. This cross section will be developed from POTESTA ground survey information using equal X and Y axes scales. The cross sections will show the embankment limits, foundation zones, soil zones, phreatic line, assumed reservoir elevation, stability arcs or failure planes through the dam, and resulting safety factors for each critical arc or failure plane.

A listing of soil zone unit weights, angles of internal friction, and cohesion values for each soil shown on the cross section will be provided in the plan package. If an alternative analysis is utilized, assumed soil values of the analysis will be indicated.

COPY

This stability evaluation will be completed using a PC-based computer program allowing for the evaluation of the following series of scenarios to achieve the minimum corresponding factor of safety (FOS):

- End of Construction (upstream/downstream slopes) FOS > 1.5 (static condition)
- Upstream Slope (rapid drawdown) FOS > 1.2
- Earthquake Loading (steady-state seepage) FOS > 1.2

Following completion of the aforementioned evaluation studies, POTESTA will prepare a written engineering evaluation report concerning the dam embankment. The report will include a narrative explanation of the completed analyses, assumptions, and results related to the various geotechnical evaluation items required by code. The report will include various appendices presenting site plans, cross sections, analysis results, borings logs, and laboratory testing summary sheet. The report will be signed by a professional engineer registered in the State of Virginia. In the event that certain deficiencies are determined during the course of this study, the report will include general recommendations related to remedial activities for the existing dam embankment. It should be noted that should extensive remedial activities be required, additional costs may be incurred based on the study findings. POTESTA will provide an additional proposal for these additional design services once the various factors contributing to deficiencies are better understood.

SCHEDULE AND COST

Task 1 and Task 2 of this proposal will be required to be conducted first to determine Hazard Classification and the extent of the Emergency Action Plan development and possible alteration of the principle and emergency spillways and embankment; therefore, cost for these items are not included in this proposal. Also, this proposal does not cover the cost of other items that may be listed in the Conditional Operation & Maintenance Certificate letter mentioned in Task 1 that are not outlined in this proposal. POTESTA will forward another proposal to the TOWN for these additional services.

We are prepared to commence work on this project upon receipt of written notice to proceed. The proposed dates of completion are noted in the following table. POTESTA proposes to perform these services on a lump-sum basis in accordance with our July 13, 2022 “Contract for Services,” which is considered a part of this proposal.

Estimated costs are summarized below. No additional costs will be incurred without your prior approval.

COPY

Table 2: Cost of Tasks

Task Description	Cost
Task 1 –Application for an Operations and Maintenance Certificate	$ 2,700
Task 1a –Inspection Report	$ 900
Task 1b – Develop a Dam Break Inundation Zone Study	$ 43,500
Task 2 –Dam Embankment Evaluation	$ 54,000
Total:	***$ 101,100***

CLOSING

Please indicate your acceptance by signing in the space provided at the bottom of this proposal and returning to POTESTA to serve as our formal notice to proceed on this project. Please complete the invoice routing information below to include the name and address to whom the invoice should be sent and any individuals that should receive copies.

We appreciate this opportunity to submit a proposal and look forward to working with you on this project.

Sincerely,

POTESTA & ASSOCIATES, INC.

K. Joe Knechtel, P.E.
Branch Manager

KJK/mh

COPY

AUTHORIZATION (Signature Required to Proceed)

_____ _____

Signature **Date**

POTESTA Invoice Routing Information (Client to Complete)	
Name:	Title:
Mailing Address:	
Telephone:	Email:
Copies to:	
❑ Check here if invoice addressee/address is same as proposal.	

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 25, 2024 Item# 10B

Agenda Item: Task Order for the Performance of the Sanitary Sewer Flow Monitoring Program for FY2025

Summary: Council is requested to approve a task order for CHA Engineering in the amount of $272,700.00 for the performance of the Sanitary Sewer Flow Monitoring Program for FY2025. In January, February, and March 2024, the Wastewater Treatment Plant exceeded 95% of the facility design capacity, triggering a need for a reopener plan of action in accordance with the Town's associated Virginia Pollutant Discharge Elimination System (VPDES) Permit. Public Works has directed CHA to prepare a system-wide Sanitary Sewer Collection System Flow Monitoring Plan that accommodates the VPDES permit requirements and supports documentation of the Town's Infiltration Mitigation Program. Furthermore, the Town hopes that this Sanitary Sewer Flow Monitoring will assist the Town in having the Department of Environmental Quality's (DEQ) consent order removed from the Town. CHA Engineering was awarded a contract for Environmental Engineering Services by Council on June 27, 2022, and has subsequently been renewed.

Budget/Funding: Funds were previously budgeted for I & I Abatement Projects and were set aside on Town purchase order # 30801 in the amount of $407,968.00 under the following line item:

9802-R47998 Sewer Maintenance I & I Abatement $272,700.00

Meetings: Work Session held November 12, 2024

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 task order for CHA Engineering in the amount of $272,700.00 for the performance of the Sanitary Sewer Flow Monitoring Program for FY2025.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Veitenthal*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____

Town of Front Royal
Public Works

MEMORANDUM

TO: Michelle Campbell, Manager of Purchasing

CC: B.J. Wilson, Director of Finance

FROM: Robert B Boyer, Public Works Director

DATE: November 4, 2024

SUBJECT: Recommendation to Approve Sewer Flow Metering Task Order

Public Works received a task order from CHA Engineering to perform sewer flow metering of the town's sanitary sewer system due to exceeding 95% of the wastewater treatment capacity for three constative months during January, February and March of 2024. This project will also help with the DEQ Consent order agreement, with this flow metering project the town can see which basin areas should be focused on next. The cost for this project is $272,700.00, we recommend proceeding to stay in compliance with State regulations and help work towards getting out of the DEQ consent order.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.

TASK ORDER NO. 5-2024
PROFESSIONAL ENGINEERING SERVICES
BETWEEN
OWNER AND ENGINEER

2025 SANITARY SEWER COLLECTION SYSTEM FLOW MONITORING

This Task Order 5-2024 supplements the August 2, 2022, Master Services Agreement (AGREEMENT) for Professional Environmental Engineering Services by and between Town of Front Royal (Town or OWNER) and CHA Consulting, Inc. (CHA or ENGINEER).

PART 1.0 – PROJECT DESCRIPTION

The Town of Front Royal Wastewater Treatment Plant exceeded 95% of the facility design capacity for the three consecutive month period of January, February and March 2024, triggering the need for a reopener plan of action in accordance with the Town's associated VPDES permit. The action plan submitted to DEQ includes sanitary sewer collection system flow monitoring in the February – April 2025 timeframe. The Town directed CHA to prepare a system-wide sanitary sewer collection system flow monitoring plan that accommodates the VPDES permit requirements and supports documentation of the Town's inflow and infiltration mitigation program. CHA recommended the installation of 11 permanent flow meters and four rain gauges owned by the Town and monitored by CHA along with seven temporary flow meters (3 +/- months of data collection) owned and monitored by CHA to address these complementary data collection goals.

PART 2.0 – SCOPE OF SERVICES TO BE PERFORMED BY CHA ON THE PROJECT

Our engineering services will include the following Tasks:

Task 1 – Permanent Flow Meter and Rain Gauge Purchase
Task 2 – Permanent Flow Monitoring
Task 3 – Temporary Flow Monitoring

The detailed scope of work for each Task is outlined below.

Task 1 – Permanent Flow Meter and Rain Gauge Purchase
CHA will provide 11 new Hach FL901 flow meters and mounting bands. CHA will also provide four new Hobo tipping bucket rain gauges with associated Point Orange remote telemetry units for wireless communications. Manufacturer literature is attached.

Task 2 – Permanent Flow Monitoring

- *Select Flow Meter and Rain Gauge Sites*: CHA will install 11 flow meters and four rain gauges at mutually agreed upon locations.

- *Install and Operate Flow Monitors and Rain Gauges:* CHA will install 11 flow meters in the selected locations. Flow meters with submerged area-velocity (AV) sensors will be used. CHA will calibrate the meters at installation. The meters will be set up to record flow data (depth, velocity, and flow) at 5-minute intervals.

  CHA will maintain the flow meters throughout the 12-month metering period. CHA will visit the meters monthly to perform any necessary maintenance (such as scrubbing the sensor) and to calibrate the meters. Any problems will be immediately addressed. The rain gauges will also be visited to perform any necessary maintenance.

COPY

- *Monthly Data Delivery:* CHA will analyze the data monthly and submit detailed spreadsheets to the Town to summarize all of the data collected (dry-weather and wet-weather). CHA will review our standard meter analysis and reporting spreadsheets with the Town at the start of the work and will adjust data summaries to meet any Town requests. The spreadsheets will be the same as CHA uses for other utilities in the region.

Task 3 – Temporary Flow Monitoring

- *Select Temporary Flow Meter Sites*: CHA will install seven flow meters at mutually agreed upon locations.

- *Install and Operate Flow Monitors:* CHA will install seven flow meters in the selected locations. Flow meters with submerged area-velocity (AV) sensors will be used. CHA will calibrate the meters at installation. The meters will be set up to record flow data (depth, velocity, and flow) at 5-minute intervals.

  CHA will maintain the flow meters throughout the metering period. CHA will visit the meters as needed to perform any necessary maintenance (such as scrubbing the sensor) and to calibrate the meters. Any problems will be immediately addressed.

- *Review Data and Develop a Summary Report:* At the completion of the project, CHA will perform data analyses to determine typical average flows (flows, velocities, and depths), to estimate I/I quantities (depending on rainfall during the metering period), and to estimate pipe capacity. The data analyses and report will also include data from the permanent flow meters and rain gauges installed under Task 2. Data from the rain gauges will be utilized when evaluating I/I quantities and rates.

- *Metering Period:* The metering period will be approximately 90 days to collect data for determining average dry-weather flows and wet-weather I/I volumes and rates. The metering period may be extended as requested to obtain additional flow information (such as additional rain events if limited rain falls during the first 90 days). An Extra Work Authorization (EWA) or a new Task Order will be provided for Town approval for this additional work.

PART 3.0 – PERIODS OF SERVICE

We are prepared to begin work on this project within six weeks of an authorization to proceed from the Town. We estimate Task 1 can be completed within six weeks and Task 3 within six months of an authorization to proceed. Task 2 will be an on-going, year-round task after the flow meters and rain gauges are installed.

PART 4.0 – PAYMENTS TO CHA

The proposed fees for the tasks described above are outlined below. All tasks will be lump sum and we will submit invoices for our services on a monthly basis.

Task 1 – Permanent Flow Meter and Rain Gauge Purchase:	
Flow Meters (11)	$111,400
Rain Gauges (4)	$8,600
Task 2 – Permanent Flow Monitoring	
11 Meters X $800/meter/month X 12 months	$105,600
4 Rain Gauges X $150/gauge/month X 12 months	$7,200
Task 3 – Temporary Flow Monitoring	
7 Meters X $1,900/meter/month X 3 months	$39,900
Total Fee Estimate	$272,700

COPY

PART 5.0 – OTHER

This Task Order is executed this _____ day of _____, 2024.

TOWN OF FRONT ROYAL, VIRGINIA	**CHA CONSULTING, INC.**
By: _____	By: R. Lawrence Hoffman _____
Name: B.J. Wilson	Name: R. Lawrence Hoffman
Title: Finance Director	Title: Associate Vice President
Date: _____	Date: November 1, 2024 _____

COPY

Hach FL900 Series Flow Logger

Applications
- Wastewater
- Collection Systems
- Industrial Water



Hach FL900 Series Flow Logger with broad array of sensor options.

COPY

The Hach FL900 Series Flow Logger revolutionizes open channel flow monitoring by providing reliable, innovative solutions for any sewer flow measurement challenge.

From a wireless communication option† with free data hosting to longer battery life, the FL900 is designed to reduce monitoring costs, increase efficiency, and provide better data 24/7 with less hassle than you ever thought possible. When combined with any of our full array of smart sensors, the FL900 flow monitoring system will provide reliable flow data for any wastewater flow monitoring application. Plus, the FL900 includes two powerful, free software tools, FSDATA Desktop Instrument Manager for fast and simple set-up and FSDATA® Online Data Manager for data review and analysis. The result is a dramatic reduction in necessary site visits, allowing for increased time for data analysis and proactive actions for solving any flow-related issue.

Plug and Play Sensor Ports

The FL900 is available with 1, 2 or 4 sensor ports. The sensor ports are "plug and play"; the logger auto detects the type of sensor connected to allow customers maximum flexibility for their Hach flow sensor inventories.

Compatible FL900 Flow Logger sensors include:
- FLO-DAR® AV Sensor with optional Surcharge Velocity Sensor
- FLO-TOTE® 3 AV Sensor
- Hach Submerged AV Sensor (with AV9000 Analyzer Module)
- Hach US9001 Down-Looking Ultrasonic Sensor
- Hach US9003 In-Pipe Ultrasonic Sensor

Quick Installation/On-Site Confirmation

The FL900 is built for quick installation, reducing required time on site and improving safety for your installation and maintenance crews. The logger can be quickly attached to a wall, pole or manhole ladder in minutes. And not only is the FL900 easy to install, it also includes an LED status light so that you know it's fully functional before leaving the site.

The Power of Wireless

Eliminate risk by using wirelessly transmitted flow data to make smarter, real-time decisions regarding your collection system. With wireless-enabled models, you'll receive alarms, via email or text, alerting you to any concerns at your monitoring sites. Plus, using FSDATA Online Data Manager, you'll have secure 24/7 access to your flow data and wireless meter from the comfort of the internet. With FSDATA, site visits to collect flow data or to adjust meter settings are eliminated, decreasing maintenance costs. And you can set alarms and view sensor diagnostics remotely to maximize uptime. That's the power of wireless.

†Wireless option only available in the USA and Canada

HACH®
Be Right™

Specifications*

Portable DC Powered Electronics (Includes Models FL901, FL902 & FL904)

Dimensions (W x D x H)	25.4 x 22 x 40 cm (10.0 x 8.7 x 16.0 in.)
Enclosure	PC/ABS structural foam
Environmental Rating	NEMA 6P (IP68)
Weight (Using Model FL900)	4.5 kg (10 lb)—no batteries; 6.3 kg (14 lb)—2 batteries; 8.2 kg (18 lb)—4 batteries
Operating Temperature	-18 to 60ºC (0 to 140ºF) at 95% RH
Storage Temperature	-40 to 60ºC (-40 to 140ºF)
Power Requirements	8 to18 Vdc from batteries or external power source, 2.5W max.

Battery Life

Varies with sensor type, logging intervals, telemetry and environment.

For a 15-minute logging interval, 60 minute call frequency, four 6 V lantern batteries at room temperature:

130 days with 4 lantern batteries and a FLO-DAR sensor
180 days with 4 lantern batteries and a FLO-TOTE 3 sensor
160 days with 4 lantern batteries and a Sigma Submerged AV sensor with AV9000 Analyzer

200 days with 4 lantern batteries and Ultrasonic Down-Looking or In-Pipe sensor

The optional long life alkaline battery pack can be used to extend battery life in all models except the base FL900.

LED Status Indicator

- Green Flashes every 3 seconds during normal operation. Flashes every 15 seconds during sleep mode.
- Red Flashes when an attached sensor does not agree with the logger program, when an expected sensor is not found or the sensor is not working properly.

Sensor Ports	1, 2 or 4 ports
Connectors	Stainless steel connectors
Datalog Channels	16 maximum
Alarms	Maximum of 16 channel alarms including high/high, high, low, low/low and system alarms including low battery, low RTC battery, low slate memory, slate memory full, sensor timeout, sensor ID error.
Alarm Actions	Send an e-mail, or send text message (SMS) (requires wireless logger and active wireless service), trigger sampler, change logging interval, change call interval
Logging Intervals	1, 2, 3, 4, 5, 6, 10, 12, 15, 20, 30 or 60 minutes Primary and secondary intervals for dynamic logging.
Data Storage	Datalog: 325,000 sensor measurement data points; 1128 days for 3 channels at 15-minute log intervals Event Log: 1,000 events maximum in non-volatile flash memory Sample History: 2,000 sample events maximum in non-volatile flash memory
Local Communication	USB RS232 (Baud rates: 9600, 19200, 38400, 57600, 115200)
Protocols	Local Modbus RTU
Timebase Accuracy	±0.002%, synchronized every 24 hours with server software and modem
Supported Sensors	FLO-TOTE 3, FLO-DAR, FLO-DAR with Surcharge Velocity Sensor (SVS), Submerged Area Velocity Sensor (requires AV9000 Analyzer Module), Rain Gauge, Sigma 950 Flow Meter (requires IM9001), US9001, US9003
Sampler Interface	Compatible with Hach AS950 Automatic Sampler and all Hach legacy samplers. When paired with a Hach sampler, successful or failed sample, as well as bottle number, are stored in sample history. Sample history can be included in reports generated by FSDATA. Also compatible with most non-Hach samplers capable of being triggered by 5 V dc pulse lasting 50 milliseconds
Desktop Software	FSDATA Desktop Instrument Manager software is required for programming the logger and can be used for data management and report generation. It is compatible with desktop/lap top computers utilizing Windows operating system. Minimum resolution needed is 1024x768.
Internet Application Software	FSDATA web-based software for flow meter programming, data management and report generation for wireless flow meters.
Certifications	Logger: CE; optional AC power supply: UL/CSA/CE
Warranty	1 year

**Subject to change without notice.*

CE The Hach FL900 Series Flow Logger meets CE requirements.

Specifications Explicit to Wireless FL900 Series Flow Loggers:

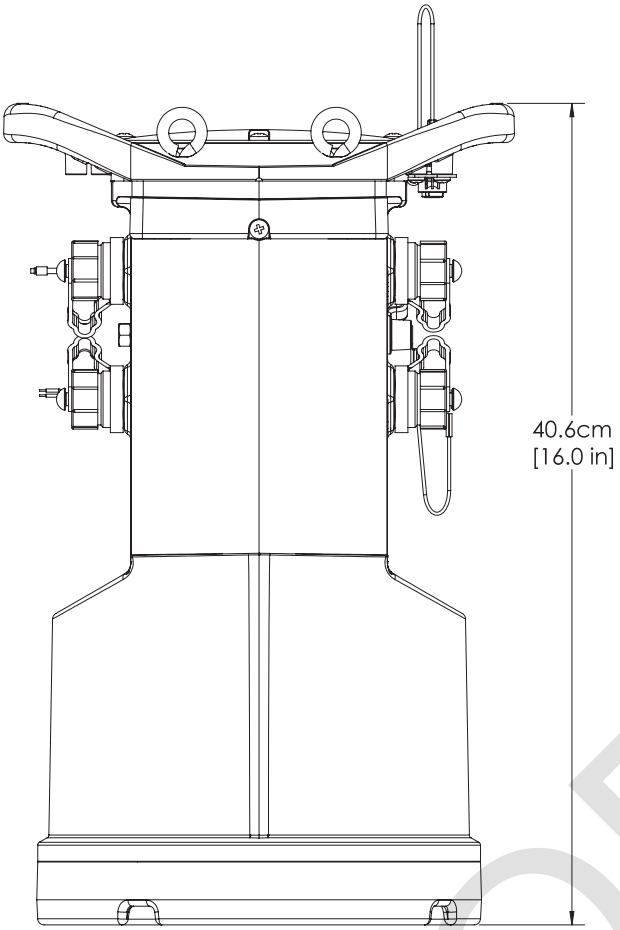
LED Modem Indicator

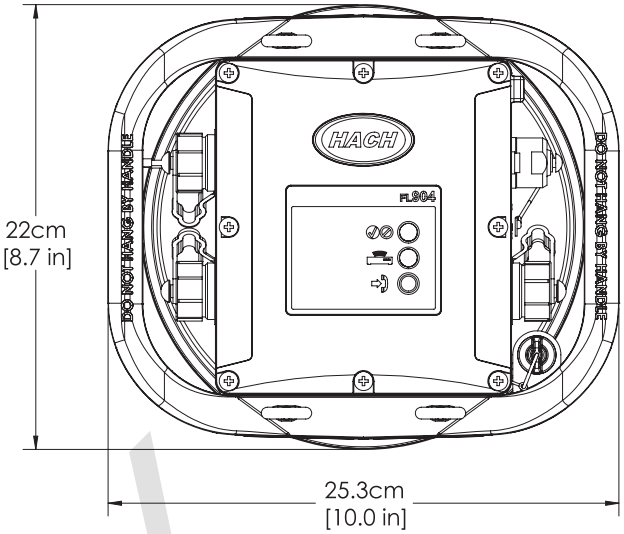
- Stays green during a call to the server. Goes blank after the call is successfully completed and terminated.
- Flashes red if the call to the server failed.

Remote Communication	Wireless modem; 3G and 4G LTE technology with a mobile provider.

COPY

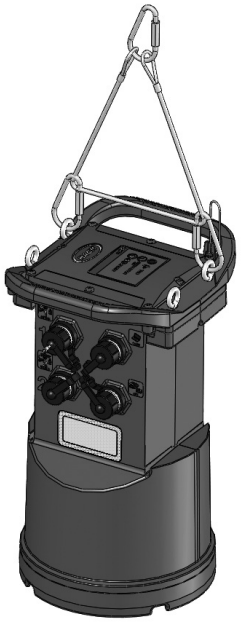
FL900 Series Flow Logger Dimensions



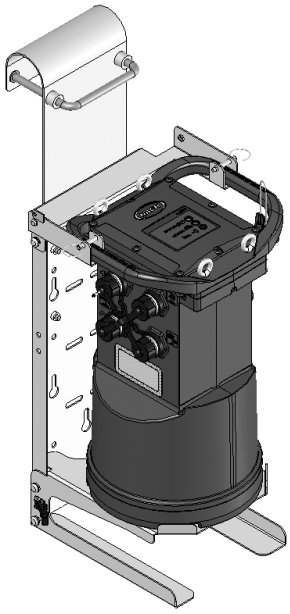


COPY

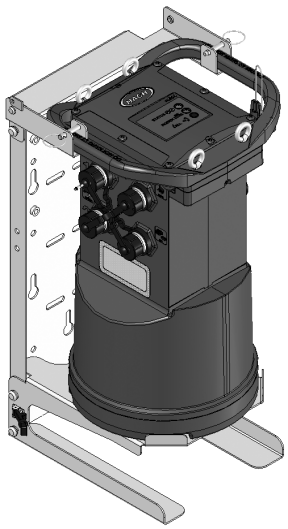
FL900 Series Flow Logger Installation/Mounting Options



Flow Logger Suspension Cable with Carabiner (Standard)



Flow Logger Ladder Rung Mount Prod. No. 8544500 (Optional)



Flow Logger Wall Mount Prod. No. 8542700 (Optional)

Ordering Information

		Sensor Connector(s)	Country Code	Modem	Rain Gauge
FL90X Electronics (Flow Logger)	**Model FL90**	**—**	**USA – 97 EU - 98**		
1 Sensor Connector		1			
2 Sensor Connectors		2			
4 Sensor Connectors		4			
None				X	
AT&T (Activated)				A	
PTCRB no SIM				G	
Verizon (Inactive) no SIM				U	
Verizon (Activated)				V	
No Rain Gauge Connector					X
With Rain Gauge Connector					R

FL900 Series Flow Logger

FL900.97 in USA, FL900.98 in EU FL900 Flow Logger, 1 sensor port

FL900AV.97 in USA, FL900AV.98 in EU FL900 Flow Logger with AV9000 analyzer module, 1 sensor port

External Modules

8531300 AV9000 Area Velocity Analyzer module (required to attach a Submerged AV sensor)

8549800 IM9001 Interface module (required to attach a Sigma 950 flow meter)

Cables

8528700 Cable, External power, 2 wire, 9 ft.

8528200 Cable, Communication, RS232, 9 ft.

8528300 Cable, Communication, USB, 9 ft.

9500700 Cable, Aux, 7pin MIL 5015 (Connect to Hach AS950 Sampler*), 9 ft.

9500701 Cable, Aux, 7pin MIL 5015 (Connect to Hach AS950 Sampler*), 25 ft.

8322800 Cable assembly, power input Aux, AS950-FL900 with power adapter

**Cables for obsolete sampler models are also available. Contact technical support for more information.*

Antennas†

8623800 Blade, 3G/4G LTE, 3 dBi

8624000 Mini-wing, 2G/3G/4G LTE, 2.5 Meter Cable, 5.5 dBi

8624200 Burial, 3G/4G LTE, 3 Meter Cable, 3 dBi

8624400 Manhole Lid, 3G/4G LTE, 3 Meter Cable, 3 dBi

†Wireless option only available in the USA and Canada

Software

FSDATA Desktop Instrument Manager Desktop free download at: **www.hachflow.com**

Mounting Hardware

8543800 Wall mount bracket (304 Stainless)

8545600 Wall mount bracket with ladder hanger (304 Stainless)

8542700 Wall mount bracket with AC Power Supply shelf (304 Stainless)

8544500 Wall mount bracket with AC Power Supply Shelf with ladder hanger (304 Stainless)

Replacement Parts

8755500 Desiccant refill beads, Bulk 1.5 lb

11013M Battery, 6V lantern

8542900 Battery, long-life alkaline

8542800 Rain Gauge with 100 ft. cable

COPY

For additional information on products mentioned in this data sheet, download the following data sheets at: www.hachflow.com

FSDATA Desktop Instrument Manager (LIT2832)

FSDATA Online Data Manager (LIT2707)

FLO-DAR AV Sensor (LIT2708)

FLO-TOTE® 3 AV Sensor (LIT2712)

Hach US9000 Ultrasonic Sensors (LIT2804)

Hach Redundant Flow Monitoring System (LIT2805)

Hach Wireless Level Alarming System (LIT2806)

DOC053.53.35081.Jan19

Hach World Headquarters: Loveland, Colorado USA

United States: 800-368-2723 tel 970-669-5150 fax hachflowsales@hach.com
Outside United States: 970-622-7120 tel
hachflow.com

Printed in U.S.A. ©Hach 2019. All rights reserved.
In the interest of improving and updating its equipment, Hach reserves the right to alter specifications to equipment at any time.

HACH® Be Right™

Point Orange 3G

IP68 rated, low powered Remote Telemetry Unit with software configurable I/O



SALES FLYER

sensor collection storage processing interaction

Point Orange 3G is a compact Logger/RTU device with integrated battery, a 3G modem with GPRS fallback, internal and/or external antenna, flexible I/O options, Modbus and SDI-12 master capability and a submersion sensor.

Point Orange 3G provides remote monitoring of up to 5 programmable sensors. It has software programmable I/O functionality for hundreds of configurable combinations and includes support for analogue, digital and counter inputs. The Point Orange can also communicate with third-party serial devices over Modbus (using RS232 and RS485) or SDI-12. In addition to the multiple configuration options Point Orange 3G offers local monitoring of battery voltage, cellular signal strength and ambient temperature.

The RTU offers a plug and play solution that minimises the need for additional site visits, with remote management functions including remote firmware upgrade enabling associated cost-savings. It can store thousands of records in memory for later retrieval by SCADA systems.

Point Orange 3G was designed from the outset as a self-contained, low cost fit-and-forget unit for use in harsh and hazardous environments in remote locations. Its design exploits mainstream technologies which help to minimise costs whilst at the same time ensuring reliability and a long product life. The latest developments in low power technology are used, allowing Point Orange 3G to derive all the power it needs (including sensor power, if required) from an internal lithium battery pack. This, together with an integral 3G modem, ensures a long service life with low infrastructure costs.

COPY



KEY FEATURES:

- Remote monitoring of up to 5 sensors
- Software configurable I/O; supports AI, CI and DI
- Powers external current loop and active voltage sensors
- Tri-band 3G modem with quad band GSM/GPRS fallback with auto switching internal and external antenna
- Lithium battery with an expected life of 5+ years
- IP68 enclosure is submersible to 4 metres for 4 days
- Connects to Medina, DNP3 or WITS DNP3 Masters
- Can operate in isolation uploading data to FTP/S servers
- Modbus master communicating over RS232 and RS485
- SDI-12 interface for third party serial devices
- Remote firmware upgrade
- Remote configuration
- Patented integral submersion sensor
- Rich telemetry functionality including dynamic trending/logging and intelligent alarm reporting
- Flexible integrated installation bracket
- Automatic external power source detection
- ATEX compliant variant available – Point Blue

metasphere
make data count

Technical Specification

Analogue Inputs	Up to 4 channels Type: Active current, passive current, active voltage, passive voltage Current range: 0-20mA, Voltage range: 0-2V Active AI power supply (12V DC, 80mA) Input impedance: 10.2kΩ Accuracy typically: ±0.5% (Max ±2%) Absolute maximum ratings: ±5VDC Resolution: 16-bits
Counter inputs	Up to 4 channels Volt free, Impedance: 50kΩ 32-bit counter support up to 100Hz
Digital inputs	Up to 5 channels Volt free, Impedance: 50kΩ
Power	Internal lithium battery pack Optional external battery pack DC power input (5-8V DC)
WAN Protocols	Medina DNP3 (Level 2+ elements of level 3 and 4) WITS DNP3 v1.1 FTP and FTPS
Serial Protocols	Modbus master (RS232, RS485 full and half duplex) SDI-12 master (up to 10 sensors) Mainstream
Memory	256MB flash memory and 512kB static RAM
Comms	Internal Tri-band 3G modem (850, 900, 2100 MHz) with quad band GPRS fallback (850, 900, 1800, 1900 MHz) Auto switching internal and external antenna
Local monitoring	Ambient temperature sensor (± 1˚C) Integrated submersion sensor Battery, loop, and external supply voltages (± 2%) Automatic external power source detection and switching Antenna selection and performance
Remote management	Remote firmware upgrade Remote configuration
Dimensions	170mm × 110mm × 115mm (excluding mating cables) 0.6 Kg (fully assembled)
Environmental	Operating temperature -20˚C to +80˚C (95% humidity non-condensing) Protection classification: IP68 4m for 4 days

COPY

metasphere
make data count

Metasphere provides robust asset monitoring of time critical remote operations for operators to gain competitive advantage and meet regulatory compliance.

Metasphere Ltd Millfield Dorking Road
Tadworth KT20 7TD t: +44 (0)1737 846 100
info@metasphere.co.uk
www.metasphere.co.uk

Metasphere Australia Pty Ltd Terrace 3 1-7 Napier Street
North Sydney NSW 2060 t: +61 (0)299 567407
info@metasphere.net.au
www.metasphere.net.au

HOBO® RG3 Rain Gauge

Rainfall data logging system

The HOBO RG3 data logging rain gauge is a self-contained device that includes an integrated data logger with a high-quality tipping-bucket rain gauge. The RG3's logger has a built-in temperature sensor and is on a cable so it can be used in an optional radiation shield for logging air temperature.



Supported Measurements: Rainfall, Temperature

Key Advantages:

- Aluminum housing and 15.4 cm (6.06 in) collector ring
- Field-proven design
- Logger can be moved into an optional radiation shield for logging air temperature
- Three mounting feet to use on flat, level surfaces
- Side bracket for mast mounting (hose clamps included)
- Self-emptying for continuous rainfall logging

Minimum System Requirements:

Software Base Station*

COPY

*HOBO Base Station or HOBO Waterproof Shuttle required.

For complete information and accessories, please visit: **www.onsetcomp.com**

Part numbers	RG3-M, RG3
Memory	Events only: 16K to 23K events Events and temperature: 25K to 30K data points
Measurement range	Up to 320 cm (RG3-M), up to 160 in (RG3)
Resolution	0.2 mm (RG3-M), 0.01 in (RG3)
Time stamp resolution	1 second
Maximum Rainfall rate	12.7 cm (5 in) per hour
Battery life	1 year typical, user-replaceable, CR2032
	Temperature
Measurement range	-20° to 70°C (-4° to 158°F)
Accuracy	± 0.53°C from 0° to 50°C (± 0.95°F from 32° to 122°F); a solar radiation shield is required for temperature measurements in sunlight
Resolution	0.14°C at 25°C (0.25°F at 77°F)
Sample rate	1 second to 18 hours, user-selectable
Dimensions	15.2 cm diameter x 25.7 cm high (6 x 10 in) 1.2 kg (2.5 lbs)
CE compliant	Yes

COPY

Contact Us

Sales (8am to 5pm ET, Monday through Friday)
- Email sales@onsetcomp.com
- Call 1-508-759-9500
- In U.S. toll free 1-800-564-4377
- Fax 1-508-759-9100

Technical Support (8am to 8pm ET, Monday through Friday)
- Contact Product Support onsetcomp.com/support/contact
- Call 1-508-759-9500
- In U.S. toll free 1-877-564-4377

Onset Computer Corporation
470 MacArthur Boulevard
Bourne, MA 02532

Copyright© 2016 Onset Computer Corporation. All rights reserved. Onset, HOBO, HOBOware are registered trademarks of Onset Computer Corporation. Other products and brand names may be trademarks or registered trademarks of their respective owners. Patented technology (U.S. Patent 6,826,664) MKT1145-0229

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 25, 2024 Item# 10C

Agenda Item: FY25 Budget Amendment to Receive Funds from Clinton, South Carolina and Bristol, Virginia for Helene Storm Recovery Mutual Aid Reimbursement

Summary: Council is requested to a approve a FY25 Budget Amendment in the amount of $55,226.50 to receive funds from Clinton, South Carolina and Bristol, Virginia to reimburse the Town's Department of Energy Services for costs associated with labor and equipment providing assistance for Helene Storm Recovery efforts.

Budget/Funding:

Revenue		
9401-3410209	Energy Services Reimbursement	$55,226.50
Expenditure		
9401-41002	Energy Services Overtime	$29,718.89
9401-42001	Energy Services FICA	$ 2,461.83
9401-45402	Energy Services Auto Maintenance	$20,463.75
9401-45408	Energy Services Petroleum Oil & Lubricants	$ 1,454.58
9401-45504	Energy Services Travel	$ 1,127.45

Meetings: Work Session held November 12, 2024

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 FY25 Budget Amendment in the amount of $55,226.50 to receive funds from Clinton, South Carolina and Bristol, Virginia to reimburse the Town's Department of Energy Services for costs associated with labor and equipment providing assistance for Helene Storm Recovery efforts.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Veitenthal*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____

TOWN OF FRONT ROYAL ENERGY SERVICES

P.O. Box 1560, Front Royal, VA 22630

Mutual Aid to BVUA for Hurricane Helene Storm Recovery
September 28th, 2024 - October 1st, 2024

Labor	Hours		Rate	OT Hours	Rate		Total
Lineman 1	20.0	$	52.81	45.0	$ 79.22	$	4,620.88
Lineman 2	20.0	$	43.31	45.0	$ 64.97	$	3,789.63
Lineman 3	20.0	$	43.31	45.0	$ 64.97	$	3,789.63
Lineman 4	20.0	$	22.58	39.0	$ 33.87	$	1,772.53
Labor Total						**$**	**13,972.66**

Equipment	Hours		Rate		Total
367 Line Truck	13.0	$	51.04	$	663.52
368 Bucket Truck	26.0	$	152.76	$	3,971.76
346 Bucket Truck	24.0	$	57.99	$	1,391.76
365 Pick-up	20.0	$	31.81	$	636.20
Equipment Total				**$**	**6,663.24**

Travel Costs	Quantity		Rate		
Gas/Diesel	1.0	$	250.42	$	250.42
Food/Beverage	1.0	$	303.91	$	303.91
Material Total				**$**	**554.33**

Invoice Total	**$**	**21,190.23**

Send Invoice To:
Donald L. Bowman, P.E.
BVU Authority
P.O. Box 8100
Bristol VA 24202

COPY

TOWN OF FRONT ROYAL ENERGY SERVICES

P.O. Box 1560, Front Royal, VA 22630

Mutual Aid to Clinton for Hurricane Helene Storm Recovery
October 2nd 2024 - October 6th 2024

Labor	Hours		Rate	OT Hours	Rate		Total
Lineman 1	30.0	$	52.81	62.5	$ 79.22	$	6,535.24
Lineman 2	20.0	$	43.31	55.0	$ 64.97	$	4,439.28
Lineman 3	20.0	$	43.31	55.0	$ 64.97	$	4,439.28
Lineman 4	30.0	$	22.58	62.5	$ 33.87	$	2,794.28
Labor Total						**$**	**18,208.06**

Equipment	Hours		Rate		Total
367 Line Truck	45.0	$	51.04	$	2,296.80
368 Bucket Truck	52.0	$	152.76	$	7,943.52
346 Bucket Truck	40.0	$	57.99	$	2,319.60
365 Pick-up	39.0	$	31.81	$	1,240.59
Equipment Total				**$**	**13,800.51**

Travel Costs	Quantity		Rate		
Gas/Diesel	1.0	$	1,204.16	$	1,204.16
Food/Beverage	1.0	$	823.54	$	823.54
Material Total				**$**	**2,027.70**

Invoice Total	**$**	**34,036.27**

Send Invoice To:
City of Clinton DPW Electrical Division
P.O. Box 748
Clinton SC 29325

COPY

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 25, 2024 Item# 10D

Agenda Item: FY25 Budget Amendment to Receive Funds from Virginia Risk Sharing Association (VRSA) for Reimbursement of a Pedestrian Project and Camera/GPS System for Solid Waste Department

Summary: Council is requested to a approve a FY25 Budget Amendment in the amount of $5,000.00 to receive funds from Virginia Risk Sharing Association (VRSA) to reimburse the Town for a pedestrian project in the amount of $2,000.00 and $3,000.00 for a camera/G.P.S. system for the Department of Solid Waste.

Grant funding of $2,000 will be used to partially offset an invoice totaling $2,688.00 from Traffic Systems & Technology in the amount of $2, 688.00 for a pedestrian pole and associated hardware.

Grant funding of $3,000 will be used to partially offset the purchase of a camera/G.P.S. system from Samsara totaling $18,919.50 broken down as follows:

Provision Hardware -	$ 5,525.00
1st Year License -	$ 4,499.50
2nd Year License -	$ 4,447.50
3rd Year License -	$ 4,447.50
Total -	$18,919.50

Budget/Funding:

Revenue		
4203-3310010	Solid Waste Grant Proceeds	$3,000.00
9401-3310010	Energy Services Grant Proceeds	$2,000.00
Expenditure		
4203-43053	Solid Waste Computer Licensing	$3,000.00
9401-47910	Energy Services Traffic Signalization	$2,000.00

Meetings: Work Session held November 12, 2024

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 FY25 Budget Amendment in the amount of $5,000.00 to receive funds from Virginia Risk Sharing Association (VRSA) to reimburse the Town for a pedestrian project in the amount of $2,000.00 and $3,000.00 for a camera/G.P.S. system for the Department of Solid Waste.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Veitenthal*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____

Hello Jose,

This e-mail serves as approval of your Risk Management Grant application to purchase the item(s) listed below in your grant application. Please read the following carefully:

- If you have not already done so, please submit proof of purchase consistent with the options offered in the Risk Management Grant FAQ document, which can be referenced on our website at www.vrsa.us;
- Proof of purchase must arrive by December 23, 2024. If you find that you will have difficulty meeting the deadline, please contact me as soon as possible. Otherwise, any grant funding on hold will be released back to the general grant fund after the deadline.

Grant checks are processed approximately 30 days after receipts are received and are mailed to the attention of the grant applicant. VRSA uses Bill.com for grant check processing. Bill.com will send you an email when the check is ready to be issued. No action is required unless you wish to receive the payment electronically (email contains details for electronic payments). Please call me at (804) 237-7365 or e-mail me at tbullock@vrsa.us with any questions. Thank you for allowing us to enhance your risk management program efforts through grant funding.

Regards,

Thomas C Bullock, III

Virginia Risk Sharing Association

COPY

Below is a brief summary of the recently submitted Grant Request. View the application on the VRSA website here.

Member Info

Member Name: **Town of Front Royal**

Applicant Info

Department requesting funds: **Human Resources & Risk Management**
Applicant name: **Jose Rivera**
Applicant title: **Risk and Safety Coordinator**
Applicant email: jrivera@frontroyalva.com
Applicant phone: **540-631-2720**
Mailing address:

102 E. Main St.
PO Box 1560
Front Royal, VA 22630

Request Details

Provide a brief description of this grant request: **Pedestrian Pole & Quad Cams For Solid Waste Trucks**
How will this grant be used to help reduce the probability of claims and enhance your risk management effort? **The Town of Front Royal is looking to install a Pedestrian Crossing Signal at the intersection of Westminster Drive and John Marshall Highway to help enhance motorist visibility and a designated signal for pedestrians, thereby mitigating the risk of accidents. Our Solid Waste division is looking to install Quad Cams on their refuse trucks that will increase driver safety, help source training material by downloading recorded footage, and also significantly reduce liability by keeping archived footage of their daily routes. Even though these projects will cost more than the funds available for the Risk Management Grant, we would like to ask for the grants to help reimburse some of the costs.**
Coverages: **General Liability**

Requested Items / Services

Total Cost: $5,000.00

Item / Service #1

Description: **Pedestrian Pole Project - Energy Services**
Estimated Cost: **$2,000.00**

Item / Service #2

Description: **Solid Waste Quad Cams Project - Public Works**
Estimated Cost: **$3,000.00**

CAO Info

CAO name: **Joseph Waltz**

COPY

CAO title: **Town Manager**
CAO email: jwaltz@frontroyalva.com
CAO phone: **540-635-8007**

Please send an e-mail to grants@vrsa.us if you have any questions about the grant process. A VRSA representative will respond as soon as possible within the business hours of 8 a.m. to 4:30 p.m. Monday through Friday.

Thank you,
Your VRSA Service Team
www.vrsa.us
800-963-6800

COPY



VRSA
Virginia Risk Sharing Association

Follow VRSA on:

Thomas Bullock, ARM-E
Director of Education and Training
800-963-6800 (Toll Free)
804-237-7365 (Direct)
804-273-0560 (Fax)
www.vrsa.us

TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE
102 E. MAIN STREET
P.O. BOX 1560
Front Royal, Va. 22630

B.J. Wilson
Director of Finance
bwilson@frontroyalva.com

(540) 635-7799
(540) 635-2298 fax

November 5, 2024

To: Michelle Campbell, Manager of Purchasing

CC: Jose Rivera, Risk & Safety Coordinator
Robbie Boyer, Director of Public Works
Don McPaters, Director of Fleet Services

From: B.J. Wilson, Assistant Town Manager/Director of Finance

Re: Samsara Inc. Camera System

The Department of Fleet Services received a request from the Department of Public Works and Department of Risk Assessment to procure a camera and G.P.S. system for solid waste trucks.

The Department of Risk Assessment obtained three quotes for camera and G.P.S. systems determining that Samsara Inc. was the lowest reasonable and responsible respondent. Testing equipment from Samsara Inc was installed in one of the Town's solid waste trucks and performed to the Town's expectations.

Procurement policy and procedures have been followed and testing of the equipment has been performed to ensure that the hardware will perform as required.

Sincerely,

B.J. Wilson
Assistant Town Manager/Director of Finance

Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

QUOTE #Q-1390238

Issued 10-02-2024

Expires 12-01-2024

Sourcewell Contract #: 020221-SAM

Prepared For:
Town of Front Royal
, Virginia

Prepared By:
Mackenzie Krebs
mackenzie.krebs@samsara.com

COPY

Quote Summary

	Subtotal
Hardware and Accessories	USD $0.00
Licenses License Term – 36 Months	
Shipping and Handling	USD $52.00
Upfront Hardware Sales Tax	USD $0.00
Annual License Sales Tax	USD $0.00
First Year Payment	USD $4,499.50
Payments Beginning Year Two	USD $4,447.50

If shipping is "Pending" - Amount is pending due to size of order; Shipping and Handling subject to change.
If Sales tax is "Pending" – Final amount will be provided prior to payment
*3% fee
charged on non-ACH charges (Canada Exempt)
*Sales tax subject to change

Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

SHIP TO Jose Rivera
103 E Main Street
Front Royal, Virginia, 22630
United States

Hardware and Accessories	Quantity	Net Unit Price	Total Price
AHD Camera Connector (1 camera) HW-CM-AHD1	5	$0.00	$0.00
Extension Cable for Camera Connector CBL-CM-B3AU	5	$0.00	$0.00
Dual-facing dash-camera, series 4 HW-CM34	5	$0.00	$0.00
Enhanced VG Series J1939 or J1708 (9-pin) CBL-VG-CJ1939	5	$0.00	$0.00
		Hardware Due	USD$0.00

Licenses	Quantity	Annual Unit Price	Total Annual Price
License for HD Camera Connector (1 camera) LIC-CM-AHD1	5	$300.00	$1,500.00
License for Dual-Facing Camera LIC-CM2-ENT	5	$540.00	$2,700.00
Live Streaming LIC-CM-STRM	5	$49.50	$247.50
		Annual License Due	USD $4,447.50

COPY

Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

Thank you for considering Samsara

Samsara's mission is to increase the safety, efficiency, and sustainability of the operations that power the global economy. We are the pioneer of the Connected Operations Cloud, which allows businesses that depend on physical operations to harness IoT data to develop actionable business insights and improve their operations. We are pleased to offer you the Samsara products and services included in this Order Form.

What is included?

Samsara's connected operations solution includes the Products listed in this Order Form. Licenses provide all features included in the respective license, including access to the following as applicable:

- Access to the Samsara Hosted Software dashboard and as applicable mobile App features
- Samsara Software updates
- API access for integration with third party systems as applicable to your licenses
- Support and maintenance for Samsara Products as applicable
- Access to learning resources

Payment Terms

This order form includes a license fee for the Samsara Software associated with the Hardware to be paid annually beginning on the License Start Date and, if applicable, a one-time Hardware cost to be paid upfront as of the license start date. The annual fees are payable by recurring wire transfer. All transfers made by credit card are subject to a processing fee up to 3%, subject to applicable law. Late payments are subject to a 1.5% per month late fee. If license payments are delinquent by 30 days, Samsara may suspend the Service until late payments are remitted.

License Term

The license term for the Samsara Software licenses purchased under this Order Form begins on the day Samsara activates the applicable Samsara Software license by providing you a claim number and access to the Hosted Software ("License Start Date"). If Hardware associated with a then-unactivated Samsara Software license will be shipped to you under this Order Form, such Samsara Software license will be activated on the day the Samsara Hardware ships. Notwithstanding the foregoing, if you are renewing the license term for a previously-activated Samsara Software license under this Order Form, the License Start Date for the renewal license term shall be the day that Samsara extends your access to the Hosted Software for the renewal license term. Samsara Hardware requires a valid license to function.

Samsara may ship Hardware under this Order Form subject to a schedule as mutually agreed between the Parties or as determined by Samsara. By signing this Order Form, you confirm that each "Ship To" delivery address set forth herein is accurate and that any individual accepting delivery at that address is authorized to do so on your behalf. To the extent such Hardware is associated with then-unactivated Samsara Software licenses, the Samsara Software license term for each such Hardware device will start on the day that device ships regardless of the shipment schedule for the other such Hardware devices. If all such Hardware is shipped in one shipment,

COPY

the license term for all such Hardware will be the full license term under this Order Form. If such Hardware is shipped in multiple shipments, only the license term of such Hardware in the initial shipment will be such full license term. The license term of the remaining such Hardware shipped after the initial shipment will be set to match the then-remaining license term of the initial shipment, so that the license term for all such Hardware under this Order Form expires on the same date. The total cost of the licenses for such Hardware shipped after the initial shipment will be pro-rated based on their actual license term, rounded up to the nearest month, as compared to the full license term under this Order Form. Certain payment amounts under this Order Form assume that the entire order is fulfilled at the same time and are subject to potential reduction based on the actual schedule of order fulfillment.

You agree that you will only use the Samsara Software licenses purchased under this Order Form in accordance with the applicable license scope ("Licensed Scope"). Samsara reserves the right to audit usage of Samsara Software and to remove your access to such features beyond the Licensed Scope (for example, the licensed feature scope or licensed user count, as applicable) at any time. If you would like to use features beyond the Licensed Scope, you are required to purchase the applicable Samsara Software licenses and if applicable install the applicable Hardware that include such scope. If Samsara becomes aware that you are using features beyond the Licensed Scope, Samsara reserves the right to charge you for the applicable Samsara Software licenses that include such Licensed Scope at list price, and you agree to immediately pay such amounts. Samsara further reserves the right to change, discontinue, or remove features included in a Samsara Software license at any time.

You acknowledge and agree that, during your license term, you may not downgrade your Samsara Software license plan to a lower Samsara Software license plan (e.g., downgrading your "Enterprise" license to a "Premier" license).

Support and Warranty

Samsara stands behind its Products. During the applicable warranty period, defective Hardware will be remedied pursuant to our Hardware Warranty Policy at www.samsara.com/support/hardware-warranty. Additional support information can be found at www.samsara.com/support.

Terms

Unless otherwise set forth herein, your use and access of the Hardware, Products, and Services specified herein are governed by Samsara's standard terms of service found at https://www.samsara.com/legal/public-sector-customers-platform-terms-of-service, unless the Parties have entered into a separate terms of service agreement and/or a separate terms of service agreement is attached to the Order Form, in which case such separate terms of service agreement shall govern (the 'Terms of Service') provided that notwithstanding anything stated in the Terms of Service to the contrary, Customer agrees the following sections from Samsara's standard terms of service found at https://www.samsara.com/legal/public-sector-customers-platform-terms-of-service shall apply: License (Section 4), Product Updates (Section 7), Data Protection Addendum (Section 10.3), Non-Samsara Products (Section 14), and Hardware Warranty (Section 17.1). You agree to be bound by the Terms of Service, and any capitalized terms not defined herein shall have the meaning set forth in the Terms of Service. The terms and conditions of the Terms of Service and this Order Form are the exclusive agreement of the parties with respect to the subject matter hereof and no other terms or conditions, including those associated with any Customer payment portal or onboarding of Samsara as a Customer vendor, shall be binding upon Samsara or otherwise have any force or effect.

To the extent Samsara allows you to make subsequent purchases of Products via Purchase Order without a corresponding Quote, you agree that (i) such Purchase Order shall be subject to

Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

the terms and conditions of this Order Form, including with respect to payment and license terms, as well as the applicable Terms of Service; and (ii) to the extent there is a conflict between such Purchase Order and this Order Form, including with respect to payment and license terms, as well as the applicable Terms of Service, the terms of this Order Form shall prevail, and no additional terms included in such Purchase Order that are not included in this Order Form shall apply. You acknowledge and agree that any reference to a Purchase Order in this Order Form is solely for your convenience in record keeping, and the existence of a Purchase Order or any delivery of Products to you following receipt of any Purchase Order shall not be deemed an acknowledgement of or agreement to any terms or conditions associated with any such Purchase Order or in any way be deemed to modify, alter, supersede or supplement the Terms of Service or this Order Form.

Notwithstanding anything to the contrary, Samsara acknowledges that Customer is not waiving their right to file a class action.

COPY

Samsara Inc.
1 De Haro Street
San Francisco, CA 94107
www.samsara.com

This Order Form is a legally binding agreement between you ("Customer") and Samsara Inc. ("Samsara"). IN WITNESS WHEREOF, Customer has caused this Order Form to be executed by its duly authorized representative.

I confirm acceptance of this Order Form on behalf of the Customer identified herein and represent and warrant that I have full and complete authority to bind the Customer to this Order Form, including all terms and conditions herein." "Please confirm acceptance of this Order Form by signing below:

COPY

Signature _____

Print Name: _____

Date: _____

Invoice

PS-INV105040

Job No: 20613CS

Project/Contract ID: Ped Pole

Job City: Front Royal

Project Location

Traffic Systems & Technology

Town of Front Royal
Accounts Payable
P.O. Box 1560
Front Royal, VA 22630

7390 Merritt Park Dr
Suite 160
Manassas, VA 20109

Order By	Customer P.O. NO.
FRONT ROYA	3789

TS&T Employee Delivered

Document Date	Payment Terms
September 24, 2024	Net 30

Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
Ped Pole w/ped base, a bolts & cap, SCH 80 Alum, 12ft MH	2	Each	830.00	1,660.00
SP-8 Pedestrian Signal Yellow, Countdown, Hand/Man, SOP, Piezo Passport Button, Ped Sign R10-3E	2	Each	514.00	1,028.00

Subtotal		**2,688.00**
Total Tax	EXEMPT	0.00
Total $ Incl. Tax		**2,688.00**

COPY

Home Page

Phone No.
703-530-9655

Email

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 25, 2024 Item# 10E

Agenda Item: Appointment to the Board of Architectural Review (BAR)

Summary: Council is requested to appoint a member to the Board of Architectural Review (BAR) to a 4-year term ending November 13, 2028.

Budget/Funding: None

Meetings: Closed Meetings held October 28 and November 12, 2024

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 appoint Dede Nash to the Board of Architectural Review (BAR) to a 4-year term ending November 13, 2028.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Veitenthal*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 25, 2024 Item# 10F

Agenda Item: Appointment to the Advisory Committee on Environmental Sustainability (ACES)

Summary: Council is requested to appoint a member to the Advisory Committee of Environmental Sustainability (ACES) to a 4-year term beginning December 13, 2024 and ending December 13, 2028.

Budget/Funding: None

Meetings: Closed Meeting held November 12, 2024

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 appoint Celeste Horton to the Advisory Committee of Environmental Sustainability (ACES) to a 4-year term beginning December 13, 2024 and ending December 13, 2028.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Veitenthal*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 25, 2024 Item# 10G

Agenda Item: Reappointment to the Front Royal Economic Development Authority (FREDA)

Summary: Council is requested to reappoint a member to the Front Royal Economic Development Authority (FREDA) to a 4- year term beginning December 13, 2024 and ending December 13, 2028.

Budget/Funding: None

Meetings: Closed Meeting held November 12, 2024

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 reappoint C. Frank Stankiewicz to the Front Royal Economic Development Authority (FREDA) to a 4- year term beginning December 13, 2024 and ending December 13, 2028.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Veitenthal*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____

REGULAR COUNCIL MEETING
CONSENT AGENDA STATEMENT

Meeting Date: November 25, 2024 Item# 10H

Agenda Item: Recommendation to the Judge of the Circuit Court for Appointment on Board of Zoning Appeals (BZA)

Summary: Council is requested to recommend a member to the Judge of the Circuit Court for appointment on the Board of Zoning Appeals (BZA) to an unexpired term ending May 1, 2028.

Budget/Funding: None

Meetings: Closed Meetings held October 28 and November 12, 2024

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 recommend James V. Jackson to the Judge of the Circuit Court for appointment to the Board of Zoning Appeals (BZA) to an unexpired term ending May 1, 2028.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Veitenthal*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____

REGULAR COUNCIL MEETING
AGENDA STATEMENT

Meeting Date: November 25, 2024 Item# 11A

Agenda Item: Viability of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, a political subdivision of the Commonwealth of Virginia.

Summary: With the recent loan defaults, insolvency, and continuing noncompliance with the Industrial Development and Revenue Bond Act by the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (WCEDA), Town Council questions the viability of WCEDA, a political subdivision of the Commonwealth of Virginia, and seeks the assistance of the Office of the Attorney General of Virginia.

Budget/Funding: N/A

Meetings: Closed Session held November 12, 2024

Proposed Motion: I move that Council direct the Town Attorney to refer the matter of the viability of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia, a political subdivision of the Commonwealth of Virginia, to the Office of the Attorney General of Virginia for consideration.

Moved _____ ***Seconded*** _____

VM Sealock _____ ***Ingram*** _____ ***Veitenthal*** _____ ***Rappaport*** _____ ***DeDomenico-Payne*** _____ ***Wood*** _____