TOWN COUNCIL REGULAR WORK SESSION
MONDAY, April 14, 2025 @ 7:00PM
Town Hall Conference Room

View meeting online LIVE at https://www.frontroyalva.com/673/Town-Hall-Live

1. Roll Call

2. AMP 2025/2026 Power Cost Projection Presentation – *Carey Saffelle*

3. FY25-26 Proposed Budget Additional Discussion– *BJ Wilson*

4. NEW BUSINESS
   A. Purchase of Outdoor Circuit Breakers for Happy Creek Substation Expansion Project – *Michelle Campbell*
   B. Purchase of Truck Chassis and Dump Bed for Horticulture Department – *Michelle Campbell*
   C. Purchase of Truck Chassis and Service Body for Energy Services Department - *Michelle Campbell*
   D. Purchase of Truck Chassis with Utility Bed and Crane for Fleet Maintenance Department – *Michelle Campbell*
   E. FY25 Budget Amendment for 2025 Local Law Enforcement Grant for Police Department – *Chief Whited*
   F. 4-H and Jamestown Pump Stations Engineering Design Services – *BJ Wilson*
   G. 2025 Virginia Municipal League (VML) Policy Committee Nominations – *Mayor Cockrell*

5. Proclamations – *Mayor Cockrell*
   - National Public Safety Telecommunicator's Week (April 13 -19)
   - National Administrative Professionals Day (April 23)
   - Arbor Day (April 25)

6. CLOSED MEETING

7. ADJOURN

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 7, 2025 **Item# 02**

Agenda Item: AMP 2025/2026 Power Cost Projection

Summary: Bring the Council up to date on the increase in the Forecasted Power Purchase Projection, TFR Transmission Rates, PJM Auction and the Impact. We will have a comprehensive overview of Front Royal's Wholesale Power Purchasing Portfolio moving forward with Craig Klienhenz, Assistant Vice President of Power Supply Planning, with American Municipal Power (AMP) will provide Council with the overview.

Budget/Funding: N/A

Staff Recommendation: Staff will have Craig Klienhenz give PowerPoint Presentation and be available for discussion.

Town of Front Royal Power Supply Update April 14, 2025

Craig Kleinhenz - Asst. VP of Power Supply Planning



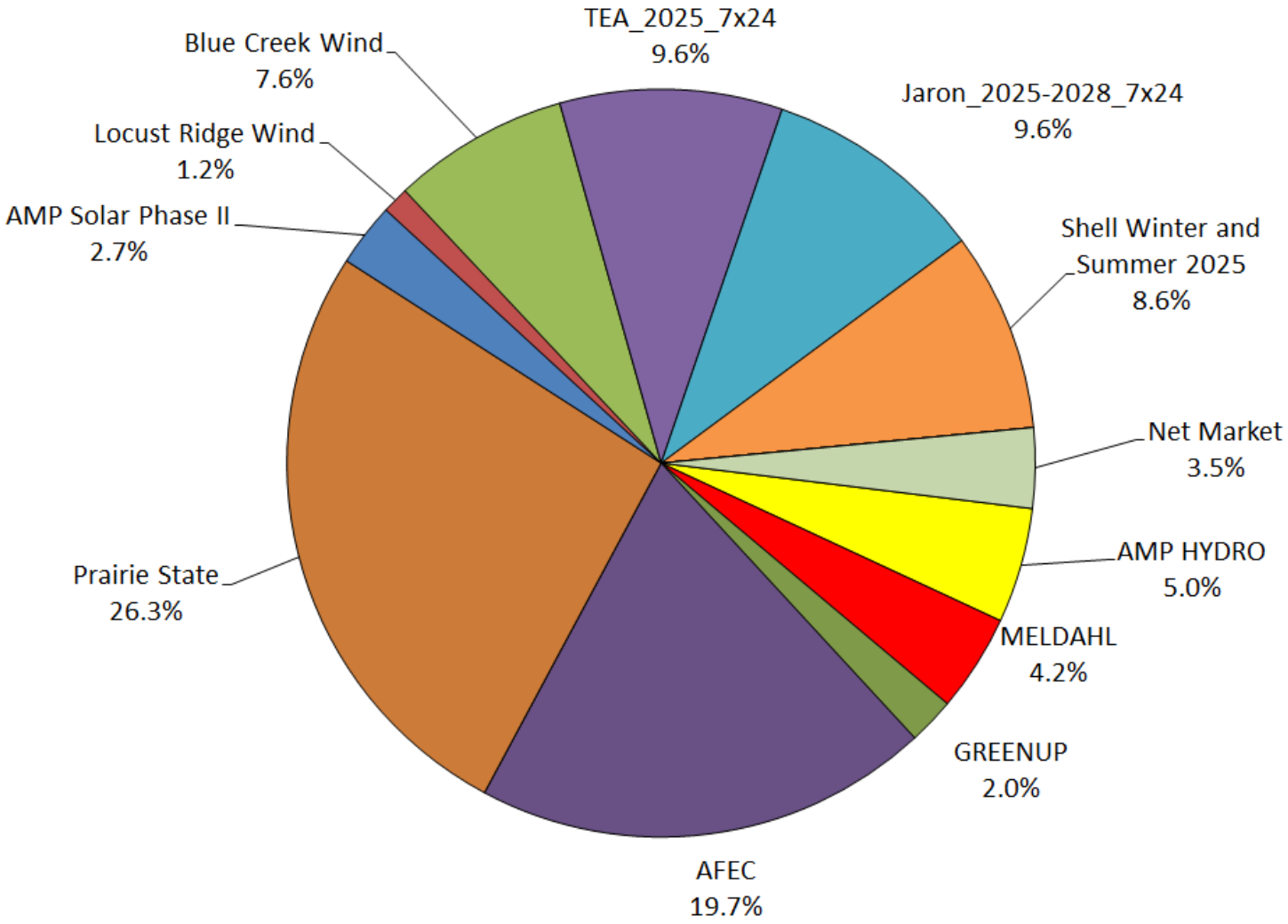
AMP™
PUBLIC POWER PARTNERS

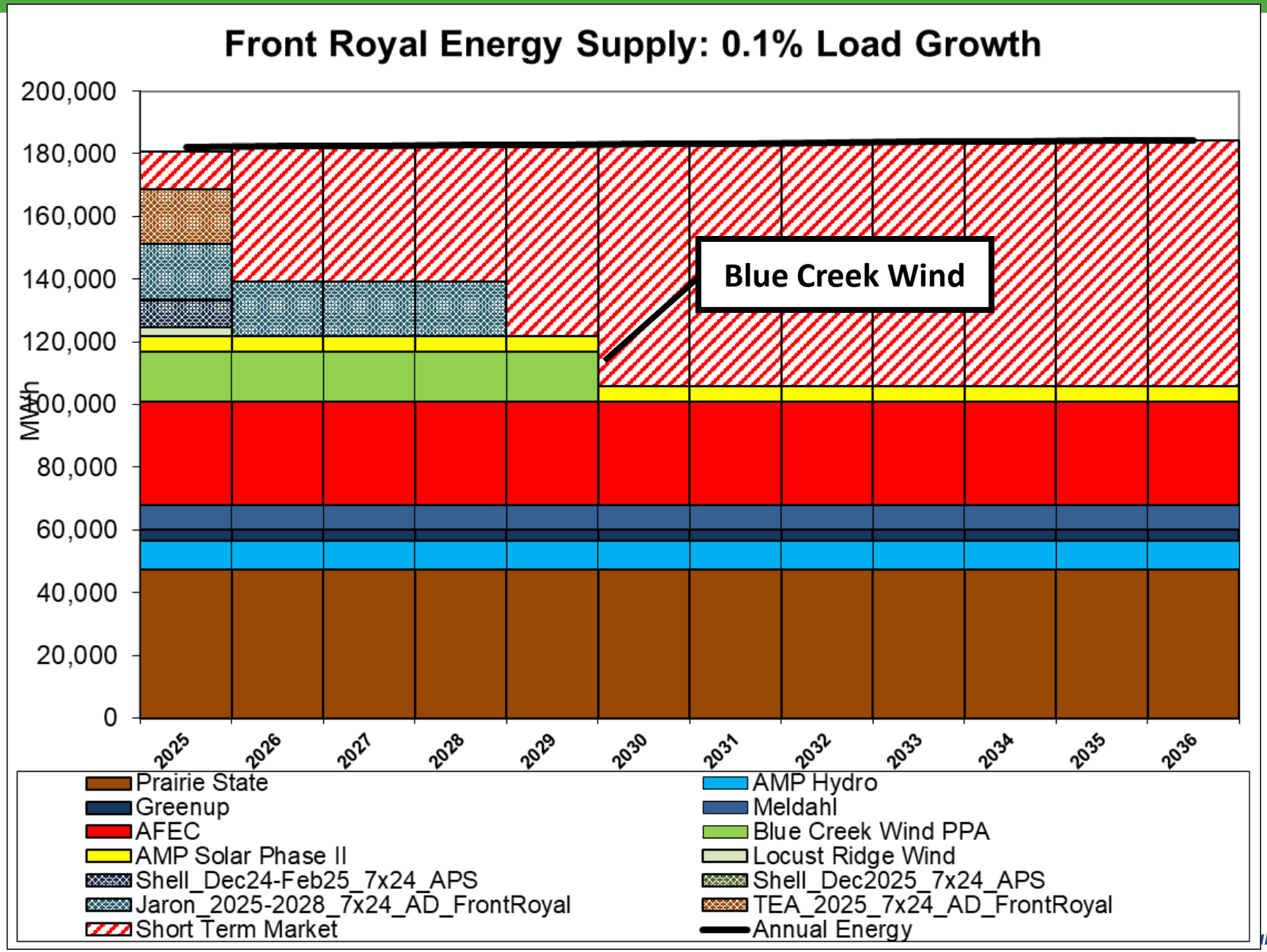
Delivery of Power (3 types of charges)

- Energy
  - Kilowatt-hours consumed by customers and produced by generators
    - Variable cost ($ / MWh, cents / kWh)
    - 75% of Total Cost
- Transmission
  - High Voltage (typically ≥ 69 kV) electric lines connecting generators to municipal system
    - Fixed cost ($/ kW-mo)
    - 10% of Total Cost
- Installed Capacity
  - Ensuring that there is enough generation in place to supply customers during period of maximum usage
    - Fixed cost ($/ kW-mo)
    - 15% of Total Cost

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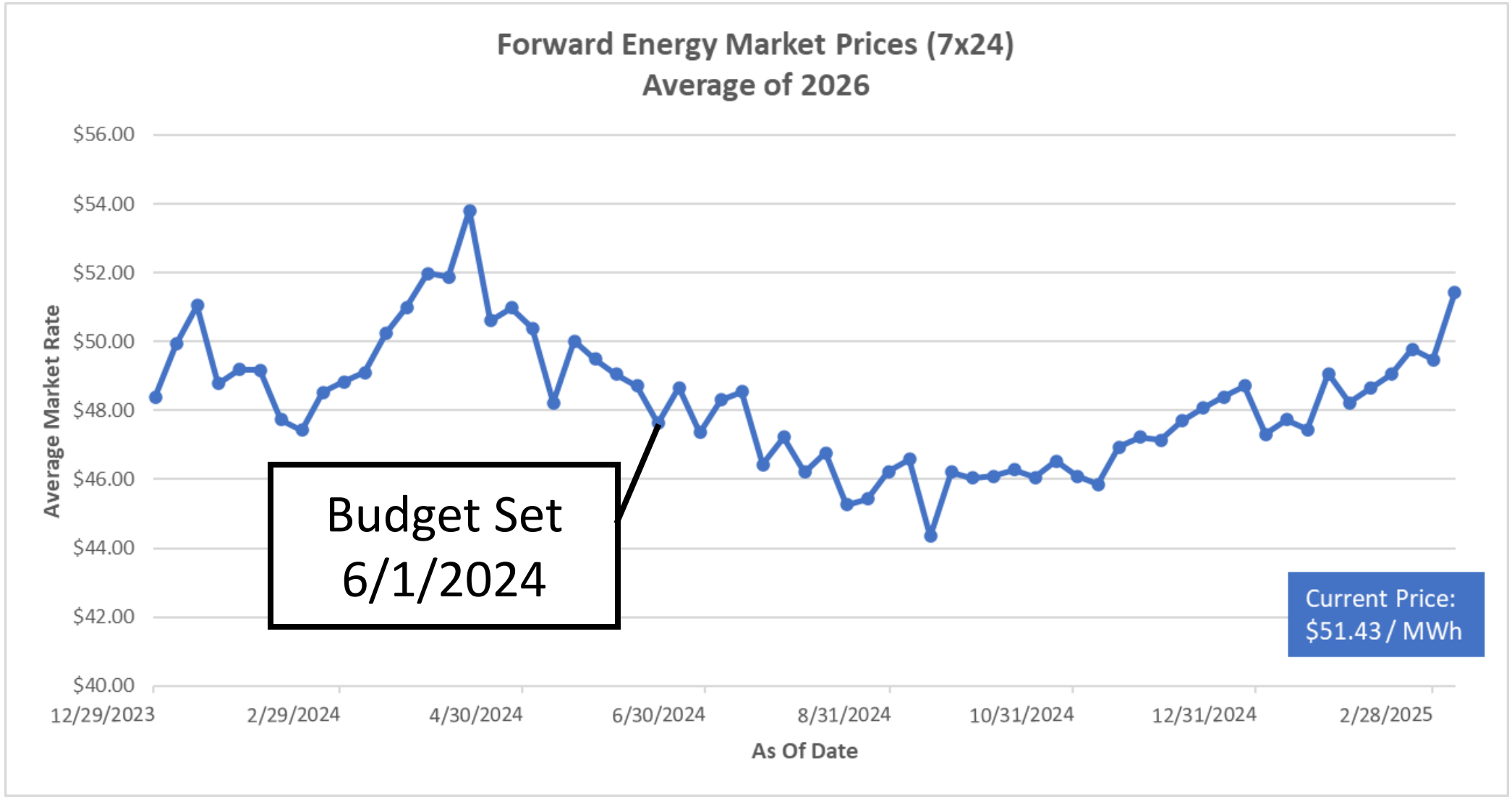
Front Royal 2025 Energy Sources





Will look at 2026 Monthly Blocks later in 2025

Currently Prices for 2026 are Up (Below is Calander year 2026)



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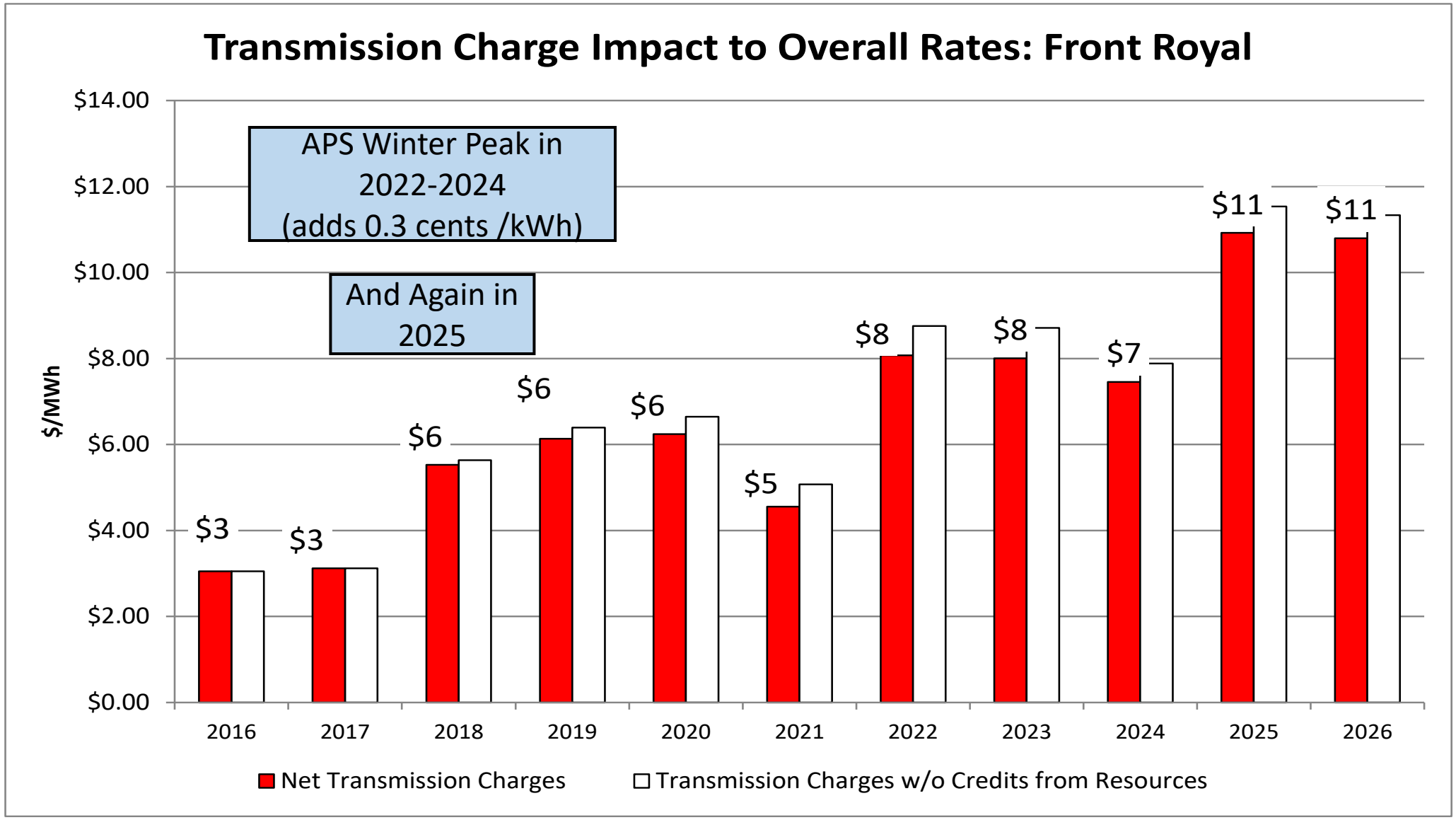
2026 Monthly Purchases

- 6 MW of Winter 7x24 Power
  - January-February + December
- 4 MW of Summer 5x16 Power
  - July-August
- Same amounts as 2025
- Look to purchase later this year
  - Prices are currently slightly elevated
  - Does not require additional legislation

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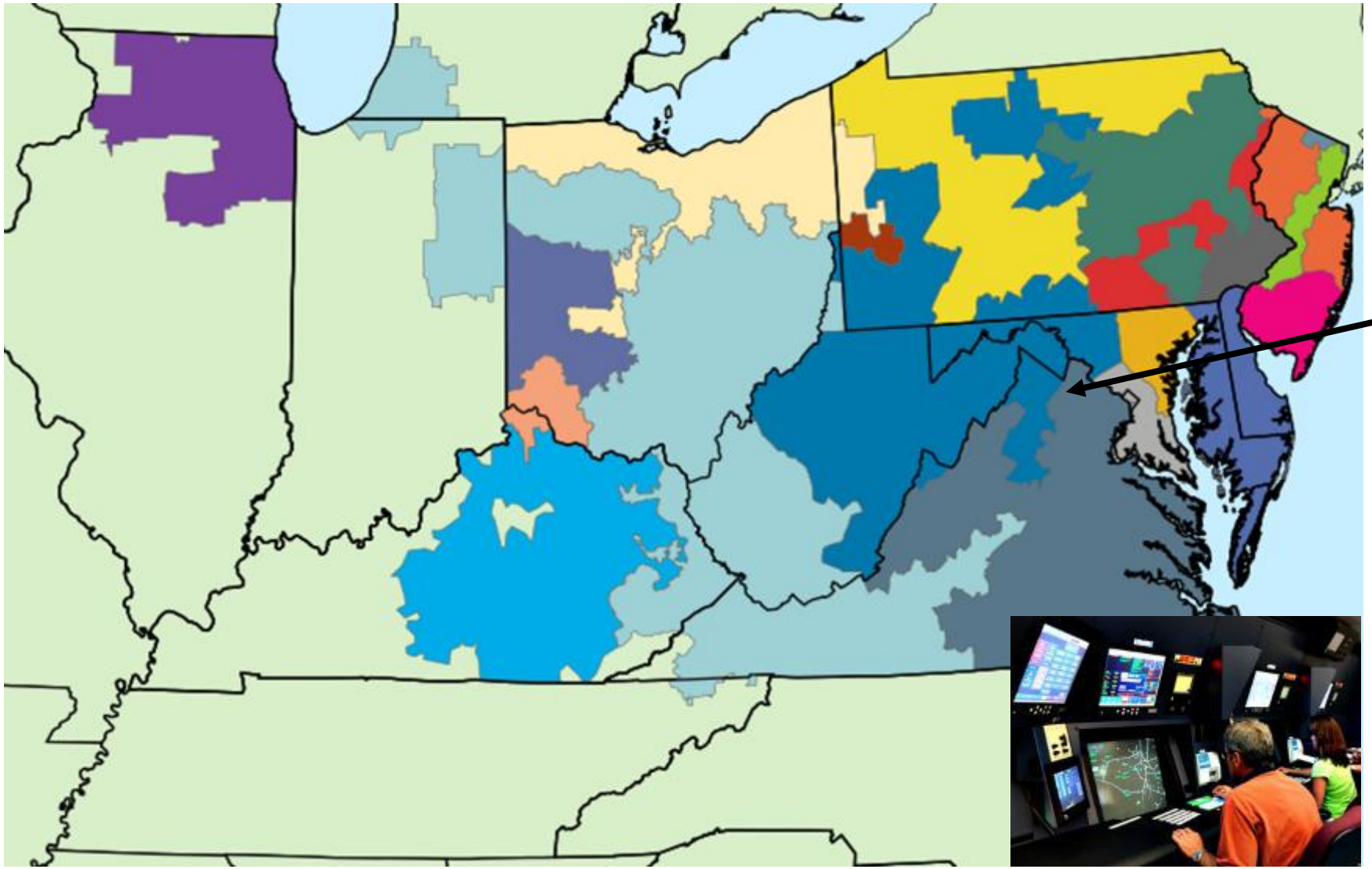
TRANSMISSION and INSTALLED CAPACITY





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PJM Zones



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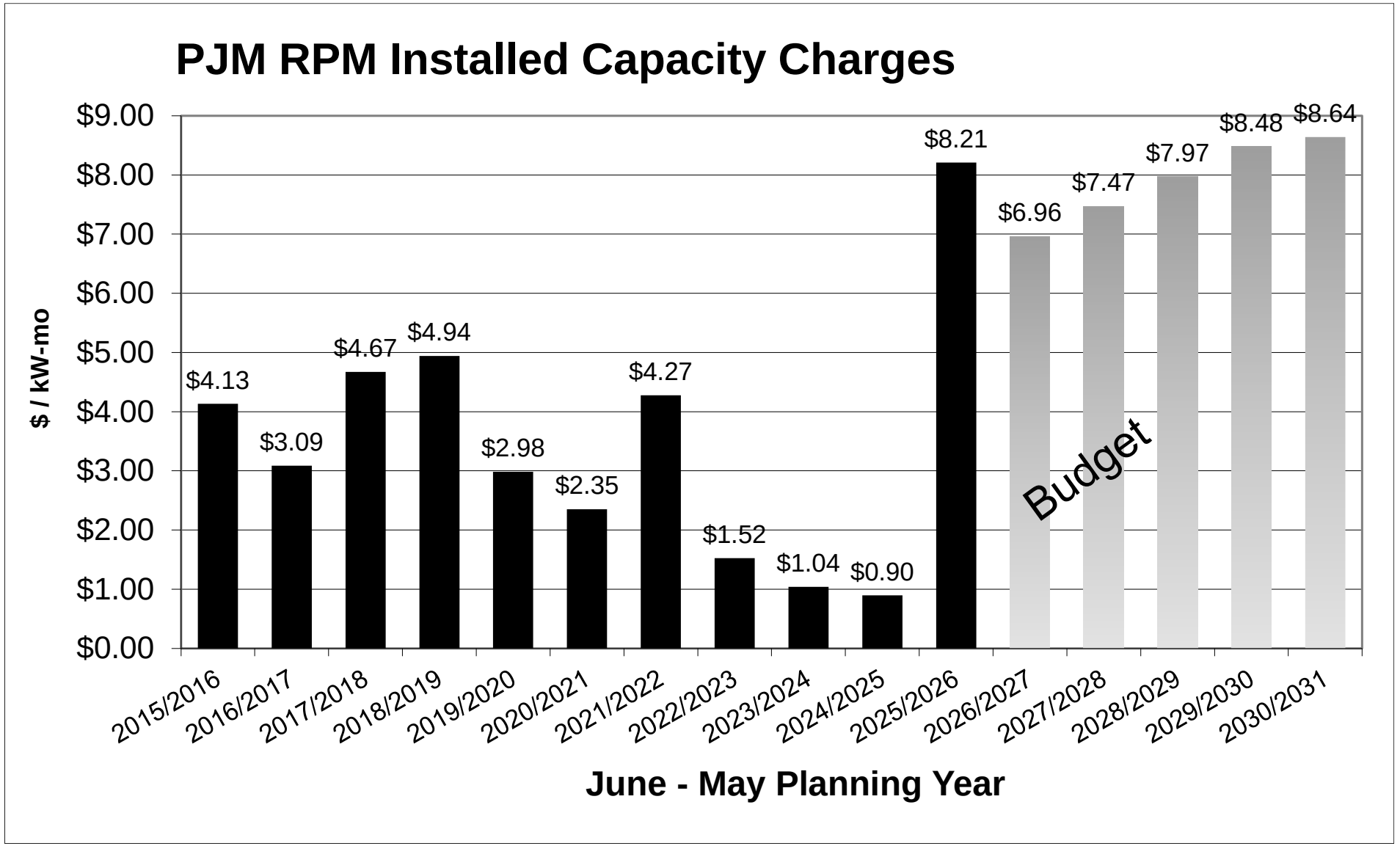
PJM and Installed Capacity

- PJM's job is to keep the lights on
  - Pay generators to be available for emergency performance
  - Costs billed to loads
  - *Price set by annual auction*
    - *2025/2026 auction cleared at highest rate yet in July 2024*
    - *2026/2027 auction planned for late July 2025*
    - *2027/2028 auction planned for December 2025*

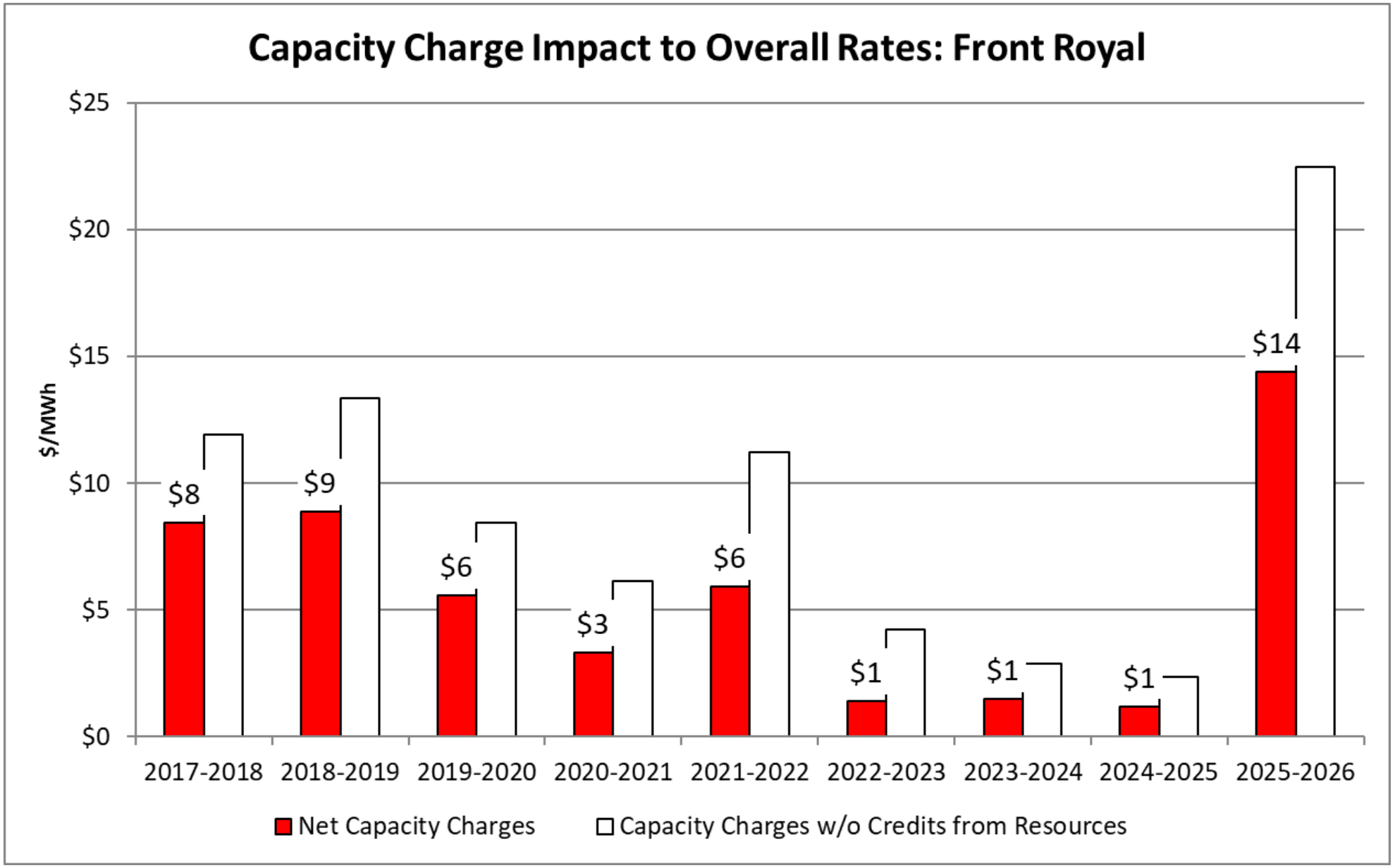
- Members receive capacity credit for:
  - Generation Resources (Ownership or Power Purchase)
  - Peak Shaving



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Capacity Impact to Front Royal
1.4 cents / kWh

(would have been 2.3 cents if not for generation project participation)

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2025/2026 Year Impacts

- $14.7 Billion in Costs for PJM
  - Previous Auction was $2.3 Billion
- Average Rate Impact of $26.00 / MWh (2.6 cents / kWh)
  - Last Year was $5.00 / MWh (0.5 cents / kWh)
  - $310 / Year for Average House
    - Total cost based on 1,000 kWh per month
- IOU and Co-op Rates will have same impact
- Generation in Portfolio Helps to Protect Against These Costs
  - Most AMP Members will see less of an impact

Reasons for Change (PJM Peak 155,000 MW)

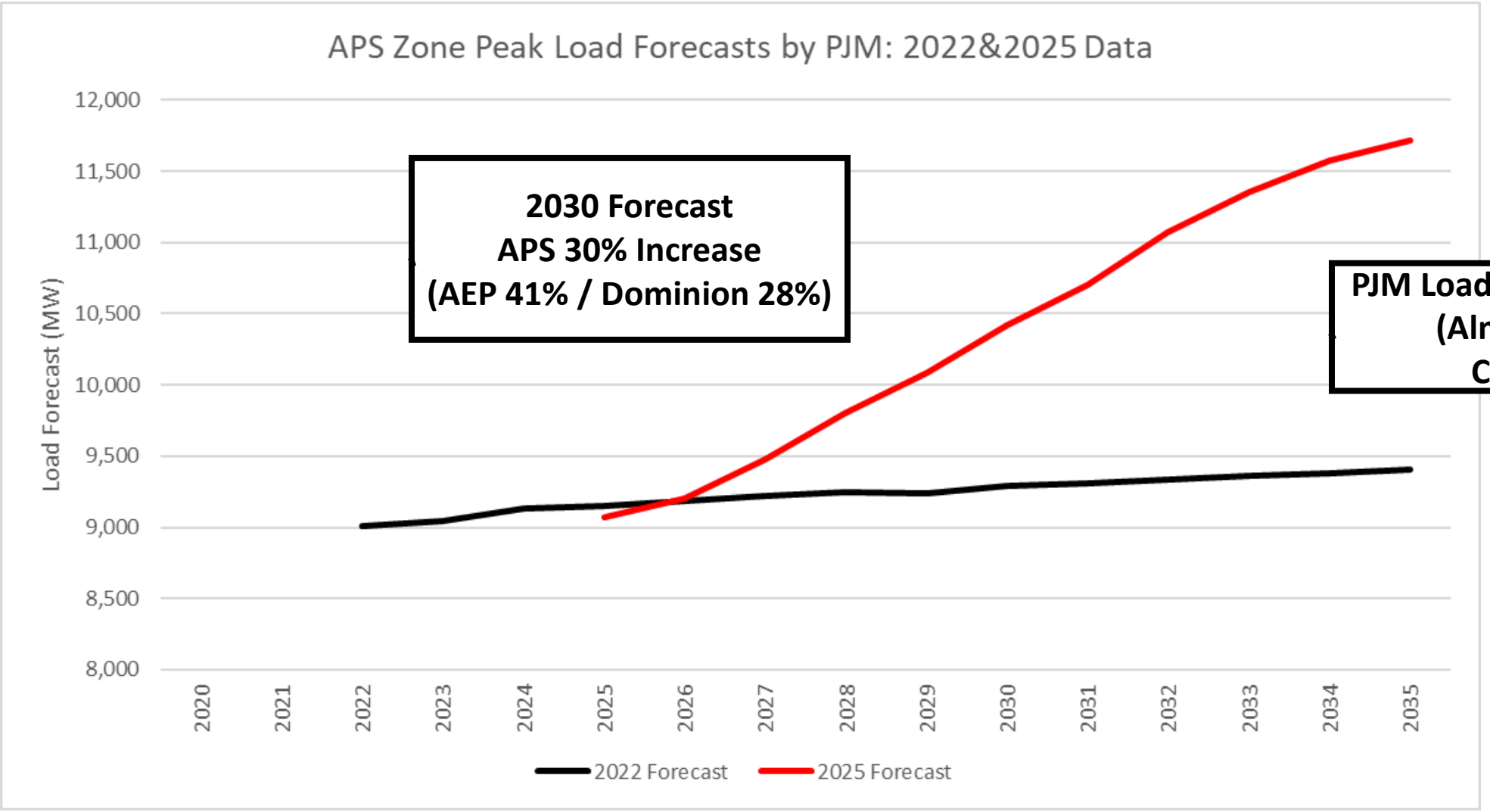
- Increased Load Forecast = 3,243 MW
- Increased Reserve Margin from 14.8% to 17.8%
  - 4,179 MW Additional Supply Needed
- Generation Impacts
  - Retirements = 6,523 MW
  - New Generation = 110 MW
  - ELCC / Effective Load Carrying Capability
    - Derates Generation based on Perceived Peak Availability Risk
      - Winter Peaks / Winter Storm Elliott Gas Issues
    - 2,682 MW Additional Supply Needed
- Total Impact = 15,000 MW Decrease

10% Decrease in one year!

Future Auctions

- Next Auctions Occurring Before 2025/26 Auction Increase
  - 2026/2027 – July of 2025 (was December 2024)
  - 2027/2028 – December of 2025
- 2026/2027 Auction
  - Targeted Reserve Margin from 17.6 % to 18.6% (up 4.5%)
  - Load Forecast Up 2.2%
  - Need 2,796 MW of Additional Resources
- Prices to stay flat we would need:
  - 25,000 MW of Solar
  - 5,000 MW of Battery
  - 3,500 MW of Natural Gas Plants (5 AFEC size plants)
- PA Governor Negotiated Price Cap
  - Old Cap - $15.21 kW-mo
  - New Celling - $9.88 kW-mo
  - New Floor - $5.32 / kW-mo

Bid Jump in Load Forecast in Last 3 Years



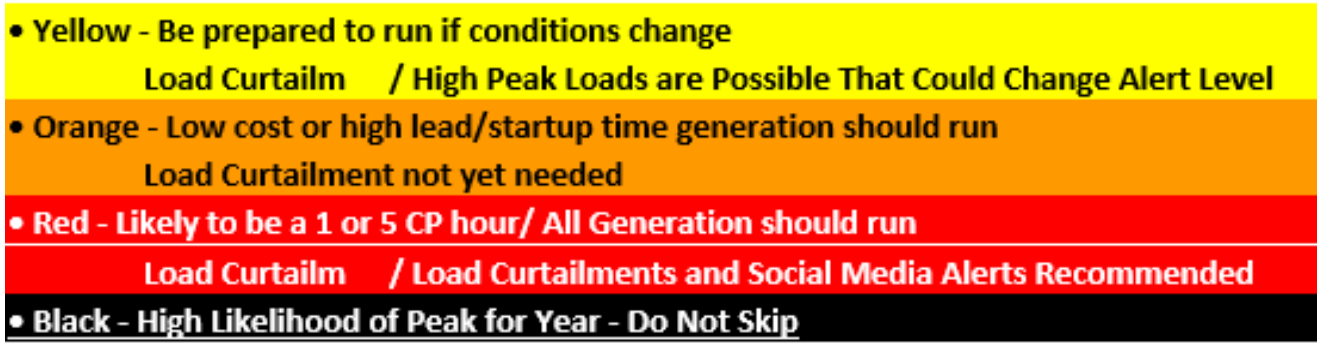
2030 Forecast
APS 30% Increase
(AEP 41% / Dominion 28%)

PJM Load Up 30,000 MW in 2030
(Almost 50 Combined Cycle Gas Plants)

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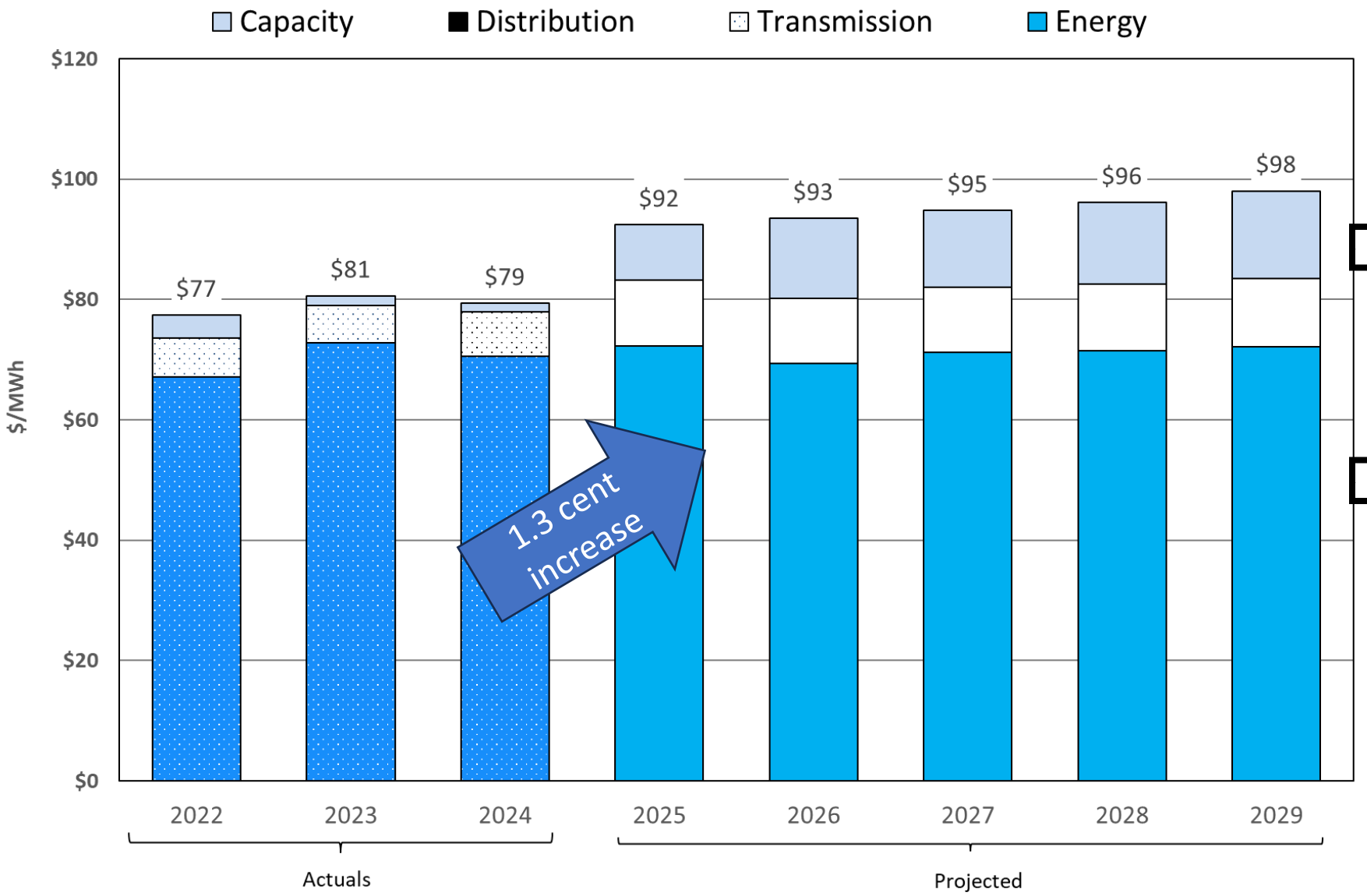
Peak Shaving

- Peak Shaving Notifications:
- AMP sends out notices via email notifying members of predicted 1CP and 5CPs



- Transmission Peak Shaving Savings 100 kW = $13,000 / Year
- Capacity Peak Shaving Savings 100 kW = $10,000 / Year
- 1 kW EV charger during peak hour = $230 / Year
- 100 W Light Bulb during peak hour = $23 / Year

Front Royal Annual Power Rates ($/MWh)



Capacity Prices Up

Energy Prices Flat

VA Investor-Owned Utility Rates Going Up

- Total **Dominion** residential rate
  - 2024/2025 – 14.3 cents / kWh
  - 2025/2026 – 16.5 cents / kWh (Forecast)



- Total **Rappahannock Elec Co-Op** residential rate
  - Jun 2024 – Dec 2024: 14.7 cents / kWh
  - Jan 2025 – May 2025: 15.5 cents / kWh
  - Jun 2025 – Dec 2025: 17.5 cents / kWh (Forecast)

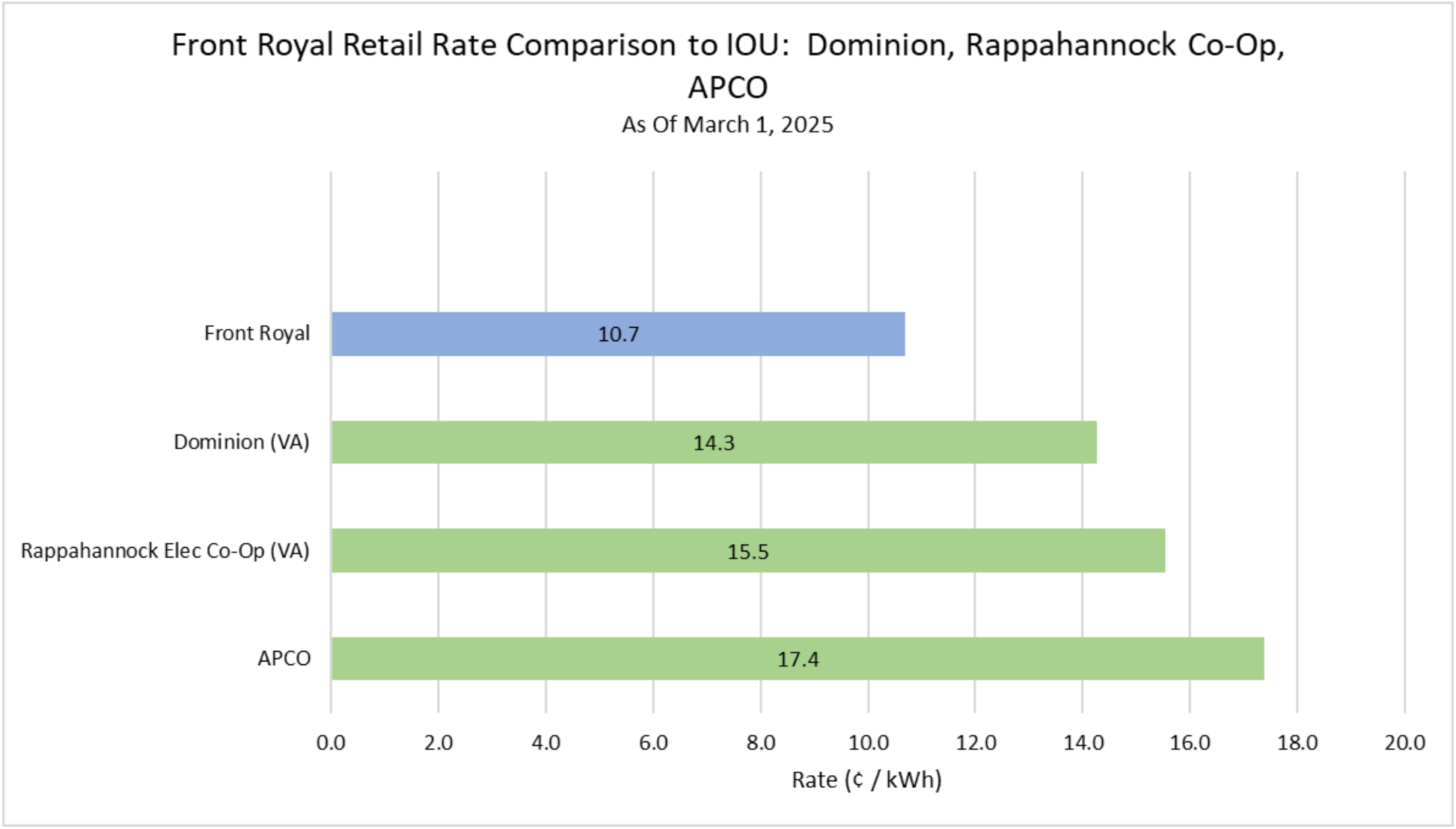


- Total **Appalachian Power VA** residential rate
  - Jan 2022 – Aug 2022: 13.0 cents / kWh
  - Sep 2022 – Oct 2022: 13.9 cents / kWh
  - Nov 2022 – Dec 2022: 15.9 cents / kWh
  - Jan 2023 – May 2023: 15.7 cents / kWh
  - Jun 2023 – Dec 2023: 15.8 cents / kWh
  - Jan 2024 – May 2025: 17.4 cents / kWh
  - Jun 2025 – Dec 2025: 20 cents / kWh (Forecast)



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Retail Rate Comparison



Monthly Rate Difference

Front Royal 2024 - 2025 Actual / Forecast

	Forecasted Energy	Forecasted Rate	Forecasted Dollars	
Jul	17,142	$74.88	$1,283,561	Actual
Aug	15,762	$74.80	$1,179,074	Actual
Sep	12,133	$82.28	$998,334	Actual
Oct	12,016	$85.60	$1,028,589	Actual
Nov	13,270	$79.61	$1,056,395	Actual
Dec	19,681	$81.79	$1,609,665	Actual
Jan	24,106	$91.73	$2,211,208	Actual
Feb	18,213	$92.89	$1,691,828	Actual
Mar	15,767	$77.73	$1,225,582	
Apr	12,066	$87.01	$1,049,870	
May	12,338	$84.72	$1,045,245	
Jun	13,635	$94.55	$1,289,183	
	186,128	$84.18	$15,668,535	

Front Royal 2025 - 2026 Forecast

	Forecasted Energy	Forecasted Rate	Forecasted Dollars
Jul	16,053	$92.34	$1,482,407
Aug	15,699	$92.79	$1,456,605
Sep	12,796	$105.77	$1,353,361
Oct	11,887	$110.91	$1,318,339
Nov	14,684	$96.68	$1,419,717
Dec	18,870	$95.47	$1,801,457
Jan	21,045	$92.09	$1,938,033
Feb	17,450	$93.48	$1,631,270
Mar	15,782	$89.72	$1,415,957
Apr	12,078	$99.14	$1,197,459
May	12,350	$97.32	$1,201,975
Jun	13,648	$89.40	$1,220,143
	182,343	$95.63	$17,436,722

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Contacts

- Mike Migliore – VP Power Supply
  - mmigliore@amppartners.org
  - 614-540-0921
- Craig Kleinhenz – Asst. VP of Power Supply Planning
  - ckleinhenz@amppartners.org
  - 614-623-7553
- Charlie Cicci - Power Supply Analyst
  - ccicci@amppartners.org
  - 614-540-1016
- Alexa Ray – Power Supply Analyst
  - aray@amppartners.org
  - 614-540-6412
- Ari Kok – Power Supply Analyst
  - akok@amppartners.org
  - 614-540-0920
- Jerry Willman – VP Energy Marketing
  - jwillman@amppartners.org
  - 614-540-6419

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 14, 2025 Item#03

Agenda Item: FY25-26 Proposed Budget Additional Discussion

Summary: Staff will provide additional information to help answer some questions and see if Council has any additional questions or concerns regarding the FY25-26 Proposed Budget.

Budget/Funding: N/A

Staff Recommendation: Staff recommends to discuss any questions or concerns related to the Town's FY25-26 Proposed Budget.

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 14, 2025 **Item# 04A**

Agenda Item: Purchase of Outdoor Circuit Breakers for Happy Creek Substation Expansion Project

Summary: Council will be requested to approve the purchase two (2) each, 38kV Outdoor Circuit Breakers, for the Happy Creek Substation Expansion Project, at the April 28th, 2025, regular meeting.

Purchasing received a request from the Department of Energy Services to solicit an invitation for bid for the circuit breakers and received four (4) responses. Staff is requesting that Council award the bid to the lowest responsive and responsible bidder, Ceeus, Inc. (Line Equipment Sales), of Glen Allen, Va., in the amount of $95,624.18. All guidelines for competitive sealed bidding as set forth in the Virginia Public Procurement Act have been followed.

Budget/Funding: Funding has been budgeted and is available for FY25 as follows:

9401-47929	Electric – Happy Creek Substation	$95,624.18

Staff Recommendation: Staff recommends approving the purchase under the Consent Agenda on April 28th.

Town of Front Royal
Department of Energy Services
P.O. Box 1560
Front Royal, Virginia 22630-1560
(540) 635-3027 Fax: (540) 631-3620
"Powering the community since 1894"

Memo

To:	The Purchasing Department
From:	Carey Saffelle, Director of Energy Services
Date:	March 27, 2025
Re:	38 kV Circuit Breaker Purchase Recommendations

The Department of Energy Services received 4 bids for 2 – 38 kV, 1200A Outdoor Circuit Breakers for the Happy Creek Substation Expansion Project ranging from $95,624.18 to $196,570.00.

We recommend awarding the bid to Ceeus, Inc (Line Equipment Sales) for $95,624.18.

Funds for this purchase are available in 9401-47929 Happy Creek Substation Expansion.

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal

Town of Front Royal, VA

BID TABULATION

IFB #5-2025 Substation 38 kV Circuit Breakers

BID OPENING DATE: 3/20/2025

BID OPENING TIME: 4:00 PM

			Ceeus, Inc (Line Equipment Sales) Glen Allen, VA	Myers Controlled Power LLC North Canton, OH	Mitsubishi Electric Warrendale, PA	Irby Utilities Fredericksburg, VA
Description	**QTY**	**UOM**	**Total Bid Price**	**Total Bid Price**	**Total Bid Price**	**Total Bid Price**
38 KV, 1200A Outdoor Circuit Breakers	2	EA	$ 47,812.09	$ 56,872.00	$ 71,232.00	$ 98,285.00
	TOTAL BID PRICE		$ 95,624.18	$ 113,744.00	$ 142,464.00	$ 196,570.00

The VENDOR SPREAD SHEET is generated from the initial, raw information collected. No award decision has been made.

Prepared By: Michelle Campbell, VCA, VCO

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 14, 2024 Item# 04B

Agenda Item: Purchase of Truck Chassis and Dump Bed for Horticulture Department

Summary: Council will be requested to approve the purchase of a Dump Truck Chassis and Dump Bed for the Department of Horticulture, to replace a 2008 Ford F250 4x4 crew cab pickup with a six-foot bed, vehicle #731.

The method of procurement is Cooperative Contracting.

Staff received a quote from Hall Automotive – Fleet Team of Virginia Beach, VA, on March 11, 2025, in the amount of $61,604.80 for a complete Ford F-450 4x4 Crew Cab Chassis, utilizing York County Cooperative Contract #Y-10216-VR.

Staff also received a quote from Godwin Manufacturing of Dunn, NC, on March 14, 2025, in the amount of $24,550.00, for the purchase of the 11' stainless steel dump body, with hoist and accessories, utilizing a Virginia Sherriff's Association, Contract #24-05-0713R.

Staff is requesting Council to approve the purchases for a total amount of $86,154.80, during the regular scheduled meeting on April 28, 2025.

Budget/Funding: Funds totaling $87,000.00 to purchase the dump truck were set aside in previous budgets and are included in the current FY25 budget under the following line items:

4305-47005	Horticulture	$37,000.00
4305-R47005	Horticulture	$50,000.00

Staff Recommendation: **Staff recommends approving the purchase under the Consent Agenda on April 28th.**

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of a 2025 F450 chassis and an 11’ dump bed and accessories.

DATE: January 23, 2025

Public Works have in their budget to purchase a crew cab 1 ton dump truck. The Sheriffs Association Contracts has an account for the dump bed and hydraulic system from Godwin Manufacturing contract # 24-05-0713R item 248 103U11/18SS 11’ stainless steel dump body and hoist at a price of $24,550.00. The chassis will be F450 with 203” wheelbase from Halls Automotive which is on the York County contract #IFB U-10216-VR at a price of $61,604.80.

The truck will be replacing a 2008 F250 crew cab pickup with a six-foot bed and it is a 4x4. It pickup has 100,643 miles on it.

Hall Automotive - Fleet Team

Proposal

More Cars. Great People.

(a MileOne company)

3148 Virginia Beach Blvd
Virginia Beach, VA 23452
Phone 757.498.2303 Fax 757.498.2310

DATE:
4/9/2025

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke	Don McPaters	Town of Front Royal	Hall Automotive	Front Royal	Net, 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
York County IFB Y-10216-VR			
Item 4.105-2025 Ford F-450 Crew Cab 4x4 203" WB XL	1	$ 59,940.00	$ 59,940.00
Options to Include:			
> Z1 - Oxford White Exterior	1	INCL	INCL
> 3S - Medium Dark Slate 40/20/40 Cloth Interior	1	INCL	INCL
> 99N - 7.3L V8 Engine	1	INCL	INCL
> 44G - 10-Speed Automatic Transmission	1	INCL	INCL
> 18B - Black Platform Running Boards	1	$ 320.00	$ 320.00
> 52B - Trailer Brake Controller	1	$ 300.00	$ 300.00
> 872 - Rearview Camera & Prep Kit	1	$ 415.00	$ 415.00
> 473 - Snow Plow Prep Package	1	$ 250.00	$ 250.00
> Delivery to Godwin Mfg (211 miles x $1.80/mi)	1	$ 379.80	$ 379.80
		Total	**$ 61,604.80**

Proposal Accepted by:
Printed name:
Date :

Make all POs to HALL AUTOMOTIVE
If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!

Quote

MAILING
P. O. BOX 1147 DUNN, NC 28335
910 892-0141

Godwin Manufacturing Co., Inc.
800 892-0181

LOCATION
17665 HWY 421S. DUNN, NC 28334
FAX: 910 892-7402

Building Truck Equipment Since 1966

QUOTE NUMBER 0155271 QUOTE DATE 3/14/2025

Customer Number: 04-TWNFRON **Salesperson:** Steve Pantis

Quote Valid for:

spantis@godwin-group.net

Sold To:
TOWN OF FRONT ROYAL
PO BOX 1560
FRONT ROYAL, VA 22630-0033

Ship To:
TOWN OF FRONT ROYAL
800 CROSBY RD
FRONT ROYAL, VA 22630-3496

ATTENTION:

F.O.B.	Delivery Terms	Ship VIA	Payment Terms
		UPS	NET 30

Item Code	Description	Ordered	List Price
VSA	PRICED USING VSA CONTRACT	0.00	
	24-05-0713R ITEM 248		
103U11/18SS	11' STAINLESS STEEL BODY	1.00	
	BASIC BODY, NO TARP, LIGHT HOLES, HOIST, ETC. - ALL PRICED BELOW		
820SFDA-11 P22	HOIST 820SF DA 11 FT P22	1.00	
MISC CABPROTECT	MISCELLANEOUS CAB PROTECTOR	1.00	
	STAINLESS QUARTER CAB PROTECTOR		
P11529EZ-GODWIN	ALUMINUM 4 SPRING TARP SYSTEM	1.00	
LIGHTHOLE	LIGHT HOLES IN CP, RA, RCP	6.00	
	FACE AND SIDES OF CAB PROTECTOR FOR STROBES - REAR CORNER POST FOR COMBO STT/BACKUP LIGHT		
GHOSTLIGHT	HIDDEN MINI LED	2.00	
	MINI STROBES FOR REAR OF BODY		
INS4HEAD	INSTALL 4-HEAD FLASHING LED	1.00	
	OVAL STROBES FOR CAB PROTECTOR		
INSSINGLE	INSTALL SNGL AXLE BDY UP/DOWN	1.00	
INSBH82000	HITCH COMBO 8 TON 2 BALL	1.00	
PC18424	LICENSE PLATE BRACKET GLOVE	1.00	
INS6PIN	INSTALL 6-PIN ELECTRIC PLUG	1.00	
P88594	HARNESS 88 REAR LED STT B/U AN	1.00	
P89903	HARNESS MAIN POWERFEED WITH M/	1.00	
REINSTALLSTT	REINSTALL SST &/OR BACKUP LGTS	1.00	
97DB BUALARM	97db BACK UP ALARM - STANDARD	1.00	
PTOFORD	PTO FORD AUTOMATIC	1.00	
DELIVERY325	DELIVERY CHRG 300-349 MILES	1.00	

continued

Quote

MAILING
P. O. BOX 1147 DUNN, NC 28335
910 892-0141

Godwin Manufacturing Co., Inc.
800 892-0181

LOCATION
17665 HWY 421S. DUNN, NC 28334
FAX: 910 892-7402

Building Truck Equipment Since 1966

QUOTE NUMBER 0155271
QUOTE DATE 3/14/2025

Customer Number: 04-TWNFRON
Salesperson: Steve Pantis

Quote Valid for:

spantis@godwin-group.net

Sold To:
TOWN OF FRONT ROYAL
PO BOX 1560
FRONT ROYAL, VA 22630-0033

Ship To:
TOWN OF FRONT ROYAL
800 CROSBY RD
FRONT ROYAL, VA 22630-3496

ATTENTION:

F.O.B.	Delivery Terms	Ship VIA	Payment Terms
		UPS	NET 30

Item Code	Description	Ordered	List Price
	TO BE INSTALLED ON CUSTOMER SUPPLIED CHASSIS WITH 84" CA, FLAT FRAME RAILS, AND AUTOMATIC TRANSMISSION CAPABLE OF LIVE PTO		

QUOTE PRICE 24,550.00

Quote prepared by:
Jash Cumbie
910 591-5220
jcumbie@godwinmfg.com

On installations involving more than 1 unit, Godwin Manufacturing reserves the right to only start the installation process after all the chassis' are on hand and group them together for completion, regardless of the spacing of chassis arrival. This allows us to provide the customer with a more consistent product and run our facility more efficiently. We are not responsible for floor plan accumulated while the chassis are at our facility.

Total: 24,550.00

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 14, 2024 **Item# 04C**

Agenda Item: Purchase of Truck Chassis and Service Body for the Department of Energy Services

Summary: Council will be requested to approve the purchase of a Utility Truck Chassis and Service Body, for the Department of Energy Services, to replace a 2001 Chevrolet 4x4 pickup, vehicle #342.

The method of procurement is Cooperative Contracting.

Staff received a quote from Hall Automotive – Fleet Team of Virginia Beach, VA on February 3, 2025, in the amount of $77,178.20 for a complete Ford F-350 4x4 Regular Cab Chassis and Utility Bed, utilizing York County Cooperative Contract #Y-10216-VR.

Staff is requesting Council to approve the purchases for a total amount of $77,178.20, during the regular scheduled meeting on April 28, 2025.

Budget/Funding: Funds to purchase the truck are included in the current FY25 budget under the following line item:

9401-47005	Electric – Motor Vehicles	$77,178.20

Staff Recommendation: Staff recommends approving the purchase under the Consent Agenda on April 28th.

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of a 2025 F350 chassis and Utility body.

DATE: March 26, 2025

The Electric Department has a pickup being replaced #342 a 2002 Chevy 2500HD 4x4. The pickup is 23 years old and has 106045 miles on it. We are looking to replace it with a 2025 F350 with a utility bed. Hall automotive has the chassis and body on the York County IFB Y-10216-VR contract at a price of $77,178.20.

Town of Front Royal
Department of Energy Services
P.O. Box 1560
Front Royal, Virginia 22630-1560
(540) 635-3027 Fax: (540) 631-3620
"Powering the community since 1894"

Memo

To:	The Purchasing Department
From:	Carey Saffelle, Director of Energy Services
Date:	March 27, 2025
Re:	Pickup Truck #342 Replacement

The Department of Energy Services has a pickup truck, #342, that is due for replacement as part of our Capital Improvement Plan.

As outlined and recommended in the memorandum from the Town's Director of Fleet Maintenance, Don McPaters, the total cost for the replacement is $77,178.20.

Funds for this purchase are available as follows:

- **9401-47005 Motor Vehicles**: $66,909.00
- **9401-45402 Auto Maintenance**: $10,269.20

Thank you,

Carey Saffelle
Director of Energy Services
Town of Front Royal

Hall Automotive - Fleet Team

Proposal

More Cars. Great People.

(a MileOne company)

3148 Virginia Beach Blvd
Virginia Beach, VA 23452
Phone 757.498.2303 Fax 757.498.2310

DATE:
4/9/2025

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke	Don McPaters	Town of Front Royal	Hall Automotive	Front Royal	Net, 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
York County IFB Y-10216-VR			
Item 4.32-2025 Ford F-350 Reg Cab 4x4 DRW 145" WB XL	1	$ 53,748.00	$ 53,748.00
Options to Include:			
> Z1 - Oxford White Exterior	1	INCL	INCL
> 3S - Medium Dark Slate 40/20/40 Cloth Interior	1	INCL	INCL
> 99N - 7.3L V8 Engine	1	INCL	INCL
> 44G - 10-Speed Automatic Transmission	1	INCL	INCL
> 18B - Black Platform Running Boards	1	$ 320.00	$ 320.00
> 52B - Trailer Brake Controller	1	$ 300.00	$ 300.00
> 872 - Rearview Camera & Prep Kit	1	$ 415.00	$ 415.00
> 91S - 360-Degree Amber Strobes	1	$ 650.00	$ 650.00
> Dejana Utility Body	1	$ 21,351.00	$ 21,351.00
> Delivery to Rustburg (219 miles x $1.80/mi)	1	$ 394.20	$ 394.20
		Total	**$ 77,178.20**

Proposal Accepted by:
Printed name:
Date :

Make all POs to HALL AUTOMOTIVE
If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 14, 2024 **Item# 04D**

Agenda Item: Purchase of Truck Chassis with Utility Bed and Crane for the Fleet Maintenance Department

Summary: Council will be requested to approve the purchase of a 2025 F350 Chevrolet 4x4 Truck Chassis with a Utility Body and 4000lb Crane, for the Fleet Maintenance Department, to replace a 2002 Chevrolet 4x4 Utility Truck with crane, vehicle #342.

The method of procurement is Cooperative Contracting.

Staff received a quote from Hall Automotive – Fleet Team of Virginia Beach, VA on February 3, 2025, in the amount of $112,120.80, utilizing a York County Cooperative Contract #Y-10216-VR.

Staff is requesting Council to approve the purchases for a total amount of $112,120.80, during the regular scheduled meeting on April 28, 2025.

Budget/Funding: Funds to purchase the truck are included in the current FY25 budget under the following line item:

1203-47005	Fleet Maintenance – Motor Vehicles	$68,000
1203-R47005	Fleet Maintenance – Motor Vehicles	$45,000

Staff Recommendation: Staff recommends approving the purchase under the Consent Agenda on April 28th.

MEMORANDUM

TO: BJ Wilson, Director of Financing

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase of a 2025 F350 chassis, utility body, and 4000lb crane.

DATE: March 24, 2025

Fleet Maintenance Department has a New Shop truck in the budget to replace #542 a 2002 3500 chevy chassis 4x4with a utility body and a 5000lb crane. The truck has 33844 and is 23 years old. We are looking to replace it with a 2025 F350 with a utility bed and a 4000lb crane. Hall automotive has the chassis and body on the York County IFB Y-10216-VR contract at a price of $112,120.80.

Hall Automotive - Fleet Team

Proposal

More Cars. Great People.

(a MileOne company)

3148 Virginia Beach Blvd
Virginia Beach, VA 23452
Phone 757.498.2303 Fax 757.498.2310

DATE:
4/9/2025

SALESPERSON	CONTACT	CUSTOMER	SHIPPED VIA	F.O.B. POINT	TERMS
Jake Clarke	Don McPaters	Town of Front Royal	Hall Automotive	Front Royal	Net, 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
York County IFB Y-10216-VR			
Item 4.32-2025 Ford F-350 Reg Cab 4x4 DRW 145" WB XL	1	$ 53,748.00	$ 53,748.00
Options to Include:			
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> 3S - Medium Dark Slate 40/20/40 Cloth Interior	1	INCL	INCL
> 99N - 7.3L V8 Engine	1	INCL	INCL
> 44G - 10-Speed Automatic Transmission	1	INCL	INCL
> 18B - Black Platform Running Boards	1	$ 320.00	$ 320.00
> 52B - Trailer Brake Controller	1	$ 300.00	$ 300.00
> 872 - Rearview Camera & Prep Kit	1	$ 415.00	$ 415.00
> 91S - 360-Degree Amber Strobes	1	$ 650.00	$ 650.00
> Dejana Crane Body	1	$ 56,293.60	$ 56,293.60
> Delivery to Rustburg (219 miles x $1.80/mi)	1	$ 394.20	$ 394.20
Proposal Accepted by:		**Total**	**$ 112,120.80**
Printed name:			
Date :			

Make all POs to HALL AUTOMOTIVE
If you have any questions, contact Jake Clarke, Fleet Sales, 757.498.2303, jake.clarke@hallauto.com

THANK YOU FOR YOUR BUSINESS!

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 14, 2025 **Item# 04E**

Agenda Item: FY25 Budget Amendment for 2025 Local Law Enforcement Grant for Police Department

Summary: The Front Royal Police Department requests authorization to accept a $3,200 Local Law Enforcement (LOLE) Grant from the Department of Criminal Justice Services (DCJS). This grant requires no matching funds and will be used to purchase a Night Vision Monocular to enhance officer safety and effectiveness during low-light and no-light operations.

Budget/Funding: The department requests authorization to utilize $3,200 from Patrol's budget for expenses related to this grant. These funds will be fully reimbursed by the grant, ensuring no impact on the Town's current or proposed fiscal budgets.

Revenue
1000-3310010 General Fund Grant Proceeds $3200

Expenditure
3102-45409 Police Patrol – Police Supplies 43200

Staff Recommendation: Staff recommends approving the amendment under the Consent Agenda on April 28th.

Commonwealth of Virginia
Virginia Department of Criminal Justice Services

Statement of Grant Award (SOGA) Instructions

The Statement of Grant Award is included within the Award Package. It include the DCJS, federal, and/or state grant information, the three contact persons of record, and the approved budget. Please have this document signed by the County Administrator or City Manager. A Signature Power form will need to be submitted if someone other than the assigned person signs the SOGA. For more information, please contact grantsmgmt@dcjs.virginia.gov.

- **Project Director, Project Administrator, and Finance Officer**
  - **Project Director –** The person who will have day-to-day responsibility for managing the project.
  - **Project Administrator –** The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. *If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.*
  - **Finance Officer –** The person who will be responsible for fiscal management of funds.

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

VOCA

Subgrantee: ABCOneTwoThree
DUNS Number: 123456789 — DCJS Grant Number: 20-A1234VP18
Grant Start Date: 07/01/2019 — Grant End Date: 06/30/2020

Federal Grant Number:	2016-VA-GX-0039, 2017-VA-GX-0018, and/or 2018-V2-GX-0011
Federal Awardee:	OVC
Federal Catalog Number:	16.575
Project Description:	To provide direct services for crime victims.

Federal Funds:	**$960,000**	Indirect Cost Rate: _____%
State General Funds:	**$54,000**	***If applicable**
State Special Funds:	**$0**	
Local Match:	**$186,000**	
Total Budget:	**$1,200,000**	

Project Director	Project Administrator	Finance Officer
Ms. Jane Doe Executive Director ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 jane@ABCOneTwoThree.com	Ms. Elizabeth Doe Board President ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 elizabeth@ABCOneTwoThree.com	Mr. John Doee Director of Finance ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 john@ABCOneTwoThree.com

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

COPY

COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

March 6, 2025

Billy Wilson
Interim Town Manager
102 E. Main Street
Front Royal,Virginia 22630

RE: 544417-Local Law Enforcement (LOLE) Grant Program

Dear Billy Wilson:

The Virginia Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality **$3,200**, funded through federal grant **2019-MU-BX-0026, 2020-MU-BX-0035, 15PBJA-21-GG-00258-MUMU and 15PBJA-22-GG-00616-MUMU.** Your DCJS grant award number is **548815** for project period **3/1/2025** through **8/30/2025**.

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), Special Conditions, Reporting Requirements, and Projected Due Dates. In addition, there may be "Action Item" related to your grant award called *Encumbrances* that require your immediate attention. If there are any, please submit those documents via the On-line Grants Management System (OGMS) at https://ogms.dcjs.virginia.gov. Additionally, if you cannot access your grant in OGMS, your application may be under negotiation. Please check your email and/or spam for OGMS correspondence and follow up with your DCJS Grant Monitor.

If you have not previously done so, you must register to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here www.dcjs.virginia.gov/grants/ogms-training-resources along with other resources and training videos. All registrants will be approved within 3–5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact your DCJS Grant Monitor **Nicole Phelps** at **804-786-1577** or via email at **nicole.phelps@dcjs.virginia.gov**.

Sincerely,

Jackson Miller
Director

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, VA 23219

544417-Local Law Enforcement (LOLE) Grant Program

Subgrantee:	Front Royal, Town		
DCJS Grant Number:	548815	UEI Number:	N7VQXJM58JP6
Grant Start Date:	3/1/2025	Grant End Date:	8/30/2025
Federal Grant Number:	2019-MU-BX-0026, 2020-MU-BX-0035, 15PBJA-21-GG-00258-MUMU and 15PBJA-22-GG-00616-MUMU	Indirect Cost Rate*:	_____%
Federal Awardee:	BJAG		
Federal Catalog Number:	16.738		
Federal Start Date:	10/1/2018, 10/01/2019, 10/01/2020, 10/01/2021		
Project Description:	To strengthen Crime Control.		
Federal Funds:	**$3,200**		
Total Budget:	**$3,200**		

Project Director	Project Administrator	Finance Officer
Zachary King Major 900 Monroe Avenue Front Royal, Virginia 22630 540-635-2111 zking@frontroyalva.com	Billy Wilson Interim Town Manager 102 E. Main Street Front Royal, Virginia 22630 540-635-8007 bwilson@frontroyalva.com	Billy Wilson Finance Director 102 E. Main Street Front Royal, Virginia 22630 540-635-9877 bwilson@frontroyalva.com

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

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COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 14, 2025 **Item# 04F**

Agenda Item: 4H and Jamestown Pump Stations Engineering Design Services

Summary: Council is requested to approve a task order for CHA Consulting Inc in the amount of $150,000 to move forward with a portion of final designs for the 4H and Jamestown Water Pump Stations. Additional engineering services in the amount of $240,000 will be required to complete final designs for the projects, when future funding is available.

The equipment at the 4-H Water Pump Station was installed in the 1980's and parts are no longer available for the equipment. The Jamestown Water Pump Station equipment needs to be upgraded for additional capacity and due to aging equipment.

The FY26 Proposed Budget includes funding for debt service on these projects. In April 2025, the Town will be making application to the Virginia Department of Health Clean Water Revolving Fund to apply for potential financing to complete the projects; with potential closing of the financing in fall 2025.

Staff's goal is to use the available funds, in the amount of $150,000, to keep the projects moving forward and return to Town Council for additional approval of engineering task orders for final engineering when funding is available; then eventually solicit an invitation for bid for actual construction of the projects. Funding for completion of final engineering and construction will be contingent on financing and approval from Town Council.

Budget/Funding: 9601-R47009 Water Treatment Plant $150,000 PO#30828

Staff Recommendation: Staff recommends approving the task order under the Consent Agenda on April 28th.

TOWN OF FRONT ROYAL
TASK ORDER 2-2025

4H AND JAMESTOWN PUMP STATIONS
ENGINEERING DESIGN SERVICES

This Task Order 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 provides potable water and wastewater services to the residential, commercial and industrial users in and around Front Royal. The Town's water infrastructure includes water withdrawal facilities, a water treatment plant, water distribution lines, water pump stations, pressure reducing valves, meter boxes, water storage tanks, and associated facilities and equipment. The wastewater system includes gravity sewer lines and force mains, manholes, sanitary sewer pump stations, a wastewater treatment plant and other appurtenances. These water and wastewater systems are operated by Town staff in compliance with various federal, state, and local regulations and permits.

The Town's 4H and Jamestown potable water pump stations require needed improvements for continued reliable operation and sustainable maintenance. CHA will recommend improvements and provide design engineering services for upgrades to the 4H pump station and Jamestown Pump Station.

Part 2.0 – Scope of Work

The parties hereto agree that CHA shall provide the following services:

Task 1 – Finalize Recommended Sizing for Jamestown Pump Station

CHA will perform additional water distribution system modeling as needed to recommend final Jamestown pump sizing to the Town for approval. CHA will coordinate with Town staff to obtain relevant water use and planning data needed for the modeling. Model runs will be performed on average day, peak day, and fire flow demand scenarios to determine recommended Jamestown pump sizing for the upgrade. Recommended pump sizing will be included PER finalized in Task 2 of this scope of services.

Task 2 – Finalize and Submit Preliminary Engineering Reports for the 4H and Jamestown Pump Stations

CHA has prepared draft Preliminary Engineering Reports (PERs) for both the 4H and Jamestown Pump Station upgrade projects. Under this scope of services, draft PERs will be finalized with updated, including updated opinions of probable construction costs, and submitted to the Town for review and comments. A PER review work session will be conducted with Town staff. Based on review comments received and final pump sizing in the case of Jamestown Pump Station, the PERs will be finalized and submitted to VDH for review and approval. The approved PERs for the two pump stations will then be the basis for the design engineering scope of services, tasks 3 and 4 as follows.

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Task 3 – Design of Upgrades for the 4H Pump Station and Jamestown Pump Station

- *Task 3A – Design scope of services as described below to a 30-percent design completion level.*

- *Task 3B – Finalize Design: Design scope of services as described below from 30-percent, through a 60% and 90% design completion level, VDH approval, and to final bid package. Task 3B will proceed upon separate Owner authorization pending funding approval.*

CHA will conduct a project initiation meeting with Town staff for the 4H pump station and Jamestown pump station improvements. After this meeting, CHA will prepare Contract Documents for the construction of the proposed improvements in accordance with local, state, and federal codes, standards, and regulations and in accordance with applicable law. Erosion and sedimentation control documents will also be developed. The scope of the upgrades/improvements will be based on the Preliminary Engineering Reports to be finalized in Task 2 of this scope of services document.

The recommended improvements for the 4H Pump Station are generally described as follows:

- Replace Two Vertical Turbine Pumps and Motors
- Replace pump isolation valves, control valves, and pressure reducing valves
- Add pressure relief and surge anticipator valve and magnetic flow meter
- Replace internal pump station piping
- Upgrade of pump station controls for remote monitoring and control from the Water Plant SCADA system
- Replace pump station roof, hatches, exhaust fan, and louvers
- New 12-ft. x 16-ft. Electrical and Controls Building
- New 230-V, 3-phase Electrical Equipment including distribution panel, variable frequency drives, and control panel.
- New Access Drive to the Pump Station from Aqueduct Lane
- New Concrete Walkways and Stair Access from Aqueduct Lane

The recommended improvements for the Jamestown Pump Station are generally described as follows:

- Replace existing pumps with two Horizontal Split Case Pumps and Motors
- Replace pump isolation valves, control valves, and air release valves
- Add pressure relief and surge anticipator valve and replace magnetic flow meter
- Replace internal, above-grade pump station piping
- Upgrade of pump station controls for remote monitoring and control from the Water Plant SCADA system
- New 10-ft. x 12-ft. Electrical and Controls Building
- New Electrical Equipment including distribution panel, variable frequency drives with bypass contactors, and control panel.
- Pump station HVAC improvements, replacement roof, and driveway re-paving

Site survey and Geotechnical Engineering borings and report will be included for the new Electrical Buildings, access drive, and site improvements. CHA will submit three (3) sets of 30%, 60% and 90% plans and specifications (at 90% design) for the 4H and Jamestown Pump Station Upgrades to Front Royal for review. After time for Town staff to review the submittals, CHA will conduct a work session with Front Royal to review the submittal. CHA will modify the documents based upon both written and verbal comments received at each stage.

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After review and approval of the 90% submittal by Front Royal, CHA will submit plans and specifications to the Virginia Department of Health (VDH) for review and approval. Once approval is obtained from VDH, CHA shall prepare 100% Contract Documents suitable for project bidding. CHA will finalize the Contract Documents based upon review comments from regulatory agencies and prepare a final bid package including all Contract Documents, drawings, and specifications.

Part 3.0 - Schedule

The following schedule is based on Task Order acceptance and notice-to-proceed (NTP) in early March 2025:

Tasks 1, 2, and 3A:	
Complete Modeling and Pump Sizing	March-April 2025
Finalize PERs and Submit to VDH for Review/Approval	April 2025
30-Percent Design Completion and Review Workshop	May 2025
Task 3B (pending authorization in May 2025) :	
Finalize 90% Design and Submit to VDH for Approval	August 2025
Finalize Design for Bidding (subject to VDH review/approval)	September 2025

Part 4.0 – Payments to the Engineer

CHA proposes to be compensated as follows:

Task 1, 2, and 3A (Progress to 30%)	$150,000 Lump Sum *(authorized at this time)*
Task 3B (Finalize Design)	$240,000 Lump Sum

CHA will be authorized by the OWNER to proceed with Task 3B (Finalize Design) at a later date pending funding for the remaining balance of $240,000.

The total fee shall not exceed the proposed lump sum amount without further approval from the OWNER. Invoicing and payment provisions for this Work shall be as set forth in the AGREEMENT.

Part 5.0 - Signatory

This TASK ORDER No. 2-2025 is executed this ____day of March 2025.

Town of Front Royal	**CHA Consulting, Inc.**
By: _____ (Signature)	By: _____ (Signature)
Name: B.J. Wilson	Name: Eric Anderson
Title: Finance Director	Title: Senior Project Manager
Date: _____	Date: 03/06/2025

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COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 14, 2025 Item# 04G

Agenda Item: 2025 Virginia Municipal League (VML) Policy Committee Nominations

Summary: Council is requested to nominate councilmembers and staff to the following committees:

Community and Economic Development
Finance
General Laws
Human Development and Education
Infrastructure (Transportation and Environmental/Natural Resources)

Budget/Funding: N/A

Staff Recommendation: Council appoints to various committees and places under April 28th Consent Agenda

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2024 Nominations – Terms expired December 31, 2024.
Community and Economic Development: Vice Mayor Veitenthal and Lizi Lewis
Finance – Councilman Wood and Finance Director BJ Wilson
General Laws – Councilman Sealock and Town Attorney George Sonnett
Human Development and Education – Councilwoman DeDomenico-Payne and Town Manager Joe Waltz
Infrastructure (Transportation and Environmental/Natural Resources) – Councilman Rappaport and Director of Public Works Robbie Boyer

VML's Policy Committee Process

Each year the Virginia Municipal League convenes policy committees to involve members in the development of policy statements to guide the League staff and members through the coming year.

Policy committees give members an opportunity to hear from subject matter experts on issues of interest and to talk with colleagues from VML's member localities about issues of common concern.

Policy committees also help develop potential positions for inclusion in VML's Legislative Program by looking at issues referred to the committee by the Legislative Committee and providing input to that Committee.

The policy committees meet once during the year, typically in late July. Meetings will be held on Zoom.

FAQs about policy committees

What is the role of the policy committees?
Policy committees receive briefings on select statewide issues, consider additions and updates to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?
Policy committee membership consists of elected and appointed officials of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials will be nominated for each of the five policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be an elected official.

What are the benefits of serving on a policy committee?
VML policy committees offer members an opportunity to learn about current and emerging statewide issues affecting local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?
There are five policy committees: 1) community and economic development; 2) finance; 3) general laws; 4) human development and education; and 5) infrastructure (comprised of transportation and natural resources issues).

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of local governments to manage a full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.

- **Finance**: Powers, organization, and administration of local government financing, including taxing authority, debt financing, state aid to local governments and federal policies affecting local finance issues.
- **General Laws**: Powers, duties, responsibilities, organization, and administration of local governments, including state-local and inter-local relations, conflicts-of-interest, freedom-of-information, information management and personnel, telecommunications, utilities, and law and courts issues.
- **Human Development and Education**: Management and funding of social services, prek-12 education, health, behavioral health, juvenile justice and jails, recreation, and aging.
- **Infrastructure**: Development, management, maintenance, and funding of environmental programs including water resources and quality, air quality, and waste management as well as transportation system management and funding.

What is a policy statement?
Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the agreement of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, philosophical positions. The VML membership approves the policy statements at its annual meeting.

How do policy statements differ from VML's legislative program?
Policy statements are general in nature. They reflect local governments' positions on a range of issues. The Legislative Program is more specific and immediate. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.

COUNCIL REGULAR WORK SESSION
AGENDA STATEMENT

Meeting Date: April 14, 2025 Item# 05

Agenda Item: Recognition of Proclamations

Summary: The Mayor will recognize three Proclamations

- National Public Safety Telecommunicator's Week (April 13 -18)
- National Administrative Professional's Day (April 23)
- Arbor Day (April 25)

Budget/Funding: N/A

Staff Recommendation: None



PROCLAMATION

National Public Safety Telecommunicators Week

April 13-19, 2025

WHEREAS, National Public Safety Telecommunications Week (NPSTW) is held annually to honor public safety telecommunicators for their commitment, service, and sacrifice; and,

WHEREAS, NPSTW initially started in 1981 by Patricia Anderson of the Contra Costa County Sheriff's Office in California. In 1994, President William J. Clinton signed a Presidential Proclamation declaring the first week in April as a time to celebrate and thank telecommunications personnel across the nation for serving our communities, citizens, and public safety personnel 24 hours a day, seven days a week; and,

NOW THEREFORE, the Mayor and Town Council proclaim April 13-19, 2025, as National Public Safety Telecommunications Week in the Town of Front Royal recognizing our own telecommunications personnel at the Front Royal Police Department and thank them for dedicating their lives to serving the public.

- Samarah Burroughs
- Pam Cardaro
- Cassie Courtney
- John Dever
- Brittini Dennis
- Robin Dodson
- Brittany Seal
- Erica Umbel
- Alicia Wines

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on April 14, 2025

DRAFT

PROCLAMATION

National Administrative Professionals Day
April 23, 2025

WHEREAS, during World War II the need for skilled administrative professionals increased significantly, particularly in the United States and to acknowledge their contributions the National Secretaries Association was formed, and;

WHEREAS, over time the International Association of Administrative Professionals (IAAP) was formed emphasizing education, training and excellence in administrative work thus promoting National Administrative Professionals Day with the first observance launched in 1952 highlighting the crucial role of administrative professionals across various sectors of the modern economy and local government worldwide; and,

WHEREAS, National Administrative Professionals Day, recognizes the work of all administrative professionals including but not limited to secretaries, executive assistants, office managers, receptionists, and other administrative support staff who play essential roles in keeping the office running smoothly and efficiently every day; and,

WHEREAS, organization, flexibility and ability to handle the unexpected are key to the administrative professionals' success requiring advanced knowledge and expertise in communications, office technology, project management, time management and customer service to name a few, and;

NOW, THEREFORE, the Mayor and Town Council hereby recognize and proclaim April 23, 2025 as **Administrative Professionals Day** in the Town of Front Royal, saluting the valuable contributions of all administrative professionals on the Town's staff and encourage all employers to support continued training and development for administrative professionals, recognizing that a well-trained workforce is essential for success.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley Clerk of Council

This proclamation was proclaimed at the Front Royal Town Council Meeting on April 14, 2025.

DRAFT

TREE CITY USA®
An Arbor Day Foundation Program

★★★ OFFICIAL PROCLAMATION ★★★

WHEREAS In 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS Trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS Trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, the Mayor and Town Council of the Town of Front Royal, do hereby proclaim Friday April 25, 2025, as **ARBOR DAY** In the Town of Front Royal, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 14th day of April 2025, Mayor Lori Cockrell

APPROVED:

_____
Lori A. Cockrell, Mayor

ATTEST:

_____
Tina L. Presley, Clerk of Council

DRAFT

Arbor Day Foundation®

CLOSED MEETING
AGENDA STATEMENT

Meeting Date: April 14, 2025 Item# 06

MOTION ON TO GO INTO CLOSED MEETING

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes. Council may take action in open session following closed meeting].

I move 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 §2.2-3711(A)(1) of the Code of Virginia, for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, more specifically, Town Attorney; and,

2) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for 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, a) stormwater issue on W. Commonwealth Drive and b) the insolvency and disposition of assets including the Avtex Property of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia.

Motion to Certify Closed Meeting at its Conclusion

[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]

I move that 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.

Moved _____ ***Seconded*** _____

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