



TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, October 14, 2025, at 9:00 AM

MINUTES

AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON OCTOBER 14th, 2025, AT 9:00 AM

Work Session

PRESENT

Mr. Carter Nevill, Mayor; Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Chap Petersen Town Attorney.

ABSENT

Regular Meeting

PRESENT

Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire; Mr. Frank Cassidy, Town Manager; Mr. Stephen Clough, Town Clerk; Mr. Chap Petersen Town Attorney.

ABSENT

Mr. Carter Nevill, Mayor; Ms. Michele O'Halloran.

I. WORKSESSION - 9:00 AM

Mayor Nevill called the October 14, 2025, work session of the Warrenton Town Council to order at 9:00 a.m. All members were present, a quorum was established, and business could be conducted.

A. Closed Session

Vice Mayor Semple moved that the Town Council convene in closed session pursuant to Virginia Code § 2.2-3711(A)(7) for consultation with legal counsel or briefings by staff or consultants concerning pending litigation, including the matter of Charles and Mary Gay Cross, et al. v. Town Council of the Town of Warrenton and Town of Warrenton, identified on the agenda as the Amazon case, and the General District Court action Saylers v. Town of Warrenton, where discussion in an open meeting would adversely affect the Town's negotiating or litigating posture. The motion also included consultation with legal counsel pursuant to Virginia Code § 2.2-3711(A)(8) regarding specific legal matters involving the Warrenton Commission on Open and Transparent Government.

Councilwoman O'Halloran seconded the motion.

Councilman Mooney moved to amend the closed-session motion to add a personnel matter pursuant to Virginia Code § 2.2-3711(A)(1).

Mayor Nevill asked whether Councilman Mooney had previously discussed the proposed addition with legal counsel.

Councilman Mooney responded that he had not.

Mr. Patrick Corish, Town Attorney, advised that the proposed discussion appeared to be a matter for which the Council should consult with legal counsel. He further advised that the pending closed-session motion could be amended by majority vote.

It was then clarified that the closed-session motion needed to identify the specific public officer, appointee, or employee to be discussed.

Councilman Mooney specified that the personnel matter concerned the Town Manager Mr. Frank Cassidy.

Councilman Gagnon seconded the amendment.

The votes on the amendment were as follows.

Ayes: Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney; Mr. Larry Kovalik; Mr. Roy Francis.

Nays: Mr. William Semple; Ms. Michele O'Halloran.

The amendment passed by a vote of five to two.

The Council then voted on the main motion to convene in closed session, as amended.

Ayes: Mr. William Semple; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Roy Francis.

Nays: None.

The amended motion passed unanimously, and the Council entered closed session.

The Council reconvened in open session at 11:14 a.m. Vice Mayor Semple moved to certify that, during the closed session, nothing had been discussed except the matters specifically identified in the motion to convene and matters lawfully permitted to be discussed in closed session under the cited provisions of the Virginia Freedom of Information Act.

Councilman Gagnon seconded the motion.

Ayes: Mr. William Semple; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Roy Francis.

Nays: None.

The certification motion passed unanimously.

Following certification of the closed session, Councilman Mooney made a motion to terminate the employment contract of Mr. Frank Cassidy, Town Manager.

Councilman Gagnon seconded the motion.

Councilwoman O'Halloran stated that she was completely disgusted by the motion and believed terminating Mr. Cassidy would be a significant mistake. She recalled that Mr. Cassidy and the Town Clerk had welcomed her when she was researching the responsibilities of serving on the Town Council and had allowed her to meet Town employees. She stated that employees were dedicated to Mr. Cassidy, expressed concern that other employees could leave if he were terminated, and emphasized that he had accomplished a great deal for the Town.

Vice Mayor Semple stated that his experience working with Mr. Cassidy had been professional and effective. He said Mr. Cassidy had responded effectively to matters affecting his ward and that his forthright manner was a quality he expected from a Town Manager.

Vice Mayor Semple stated that the Town had become more organized and effectively operated during Mr. Cassidy's tenure and that staff demonstrated a level of morale and unity that had not previously existed.

Vice Mayor Semple further stated that Mr. Cassidy was personally engaged in Town operations, remained in frequent communication, visited the Town's water and wastewater facilities, and worked directly with employees. He characterized Mr. Cassidy as principled and highly effective and stated that he believed criticism of the Town Manager arose in part because Mr. Cassidy spoke his mind and insisted upon following established rules. Vice Mayor Semple said he could not understand terminating a Town Manager of Mr. Cassidy's quality and caliber.

Mayor Nevill described the proposed termination as appalling, rash, irresponsible, and detrimental to the Town's residents. He stated that Mr. Cassidy was the finest Town Manager with whom he had worked and that the results of his leadership were reflected in the efficiency of Town operations and employee morale.

Mayor Nevill noted that the Town had employed several Town Managers during his time on the Council and stated that conducting another recruitment would be difficult, expensive, and disruptive. He referenced Mr. Cassidy's favorable performance evaluations and his regular presence at community events, including farmers markets, First Friday events, and Old Town After Hours.

Mayor Nevill stated that the Council should expect a strong public reaction to the decision.

Mayor Nevill announced that, should the Council vote to terminate Mr. Cassidy, he would leave the dais rather than continue chairing the meeting.

He clarified that he was not resigning his elected office. Before calling the vote, Mayor Nevill asked whether any member supporting the motion wished to state a reason for the proposed termination on the public record.

No additional comments were offered.

The Council then voted on the motion to terminate the Town Manager's contract.

Ayes: Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney; Mr. Larry Kovalik.

Nays: Mr. William Semple; Ms. Michele O'Halloran; Mr. Roy Francis.

The motion passed by a vote of four to three.

Following the vote, Mayor Nevill left the dais. The Council briefly discussed who would chair the remainder of the work session in the Mayor's absence.

Vice Mayor Semple suggested a recess and a recess of approximately 20 minutes was taken.

Upon resuming the meeting, Vice Mayor Semple stated that he would continue serving as Chair of the meeting for procedural purposes so the Council could complete the remaining work-session agenda. He announced that on the advice of the Town Attorney, the termination of Mr. Cassidy's contract required 30 days' notice and that Mr. Cassidy would remain the Town Manager until the expiration of that period unless he elected to leave sooner.

Councilman Mooney then asked to appoint Deputy Town Manager Stephanie Miller as Interim Town Manager.

Vice Mayor Semple stated that such an appointment would not be appropriate while Mr. Cassidy remained the Town Manager and deferred to legal counsel.

Legal counsel recommended that the Council first provide the required notice and comply with the terms of the Town Manager's contract. Counsel advised that the Council could consider whether an interim appointment became necessary during the notice period but recommended against making an immediate appointment before the written notice was prepared and delivered.

Councilman Mooney withdrew his motion.

B. An update on the September 16, 2025, Planning Commission Regular Meeting.

Mr. Rob Walton reported that the Planning Commission held one public hearing and conducted three work-session discussions during its September 16, 2025, regular meeting.

Mr. Walton stated that the public hearing concerned a requested subdivision ordinance waiver for the Daniels property located at 545 Old Meetze Road. The applicant was requesting a waiver to permit a cul-de-sac as part of a by-right residential subdivision. The Planning Commission deferred action on the application to allow additional investigation of potential emergency-access alternatives. The application was expected to return to the Planning Commission at its October meeting.

Mr. Walton reported that the first work-session matter involved a special use permit application submitted by Home Depot for covered outdoor storage. The application was scheduled to proceed to a public hearing during the Planning Commission's October meeting.

The second work-session matter involved continued discussion of proposed updates to the Town's zoning map and future land-use map resulting from the annexation.

The third work-session matter concerned Planning Commission training and budget issues. The Planning Commission postponed further decisions on those matters until all Commission members were present.

Mr. Walton announced that the Planning Commission's next regular meeting was scheduled for October 21, 2025.

Vice Mayor Semple asked whether the two access alternatives under consideration for the Daniels property consisted of constructing a cul-de-sac or providing emergency access through the adjoining existing subdivision.

Mr. Walton explained that the proposal under discussion would provide emergency access through the existing subdivision, with the primary access to the proposed development connecting through Warrenton Crossing.

Vice Mayor Semple asked whether the existing stub at Meadowview Lane would therefore be converted to emergency access only.

Mr. Walton confirmed that converting the Meadowview Lane stub to emergency-only access was under discussion but emphasized that the Planning Commission had not made a decision.

Councilman Kovalik then asked about information indicating that 250 feet of separation was required between Meadowview Lane and the proposed roadway connecting to Old Meetze Road. He noted that the proposed separation appeared to be approximately 245 feet and asked whether the difference would require a waiver.

Mr. Walton initially clarified that the question concerned the required separation between the two roadways. He then explained that the Town would need to address the separation through the site-plan approval process. If the site plan were approved with the reduced separation, the configuration could be permitted, although a waiver from the Town's public works requirements might be necessary.

Mr. Walton clarified that the Town would not submit the waiver request to the Virginia Department of Transportation and reiterated that the matter could be addressed as part of the site-plan review.

There were no further questions.

C. Public Utilities Update for Plants – CIP & Projects

Deputy Town Manager Stephanie Miller introduced the Public Utilities update in Mr. Cassidy's absence. Ms. Miller explained that the presentation was part of the Town's continuing series of monthly departmental updates and would address the water and sewer operating fund, related capital-improvement projects, and the stormwater-management fund. She then turned the presentation over to Mr. Stephen Friend.

Mr. Friend stated that the accompanying staff report included recently completed projects for reference, larger projects currently underway, and projects included in the Town's Capital Improvement Program. He invited the Council to ask questions concerning any specific project.

Vice Mayor Semple asked whether there were any variances between the projected and actual expenditures for the capital projects and whether any unexpected costs could affect the Town's budget.

Ms. Miller asked Ms. Brooke Campbell whether project-variance information was available.

Ms. Campbell stated that she did not have individual project figures immediately available but could provide information for any specific project. She explained that differences frequently occurred between budgeted and actual expenditures because capital projects often took an extended period to complete.

Vice Mayor Semple clarified that the question was whether the projects were generally remaining within budget and whether staff anticipated any unexpected expenditures.

Ms. Campbell reported that the projects had remained within their approved budgets. She noted that the Town had used a portion of the contingency included in the Capital Improvement Program for the primary clarifier project, but explained that the contingency was budgeted at ten percent for that purpose. She stated that the project remained within budget and that the other projects were also proceeding within their available funding.

Mr. Friend reminded the Council that an additional grant-related item would be presented during the evening session. He stated that the staff report identified grant funding associated with the projects and encouraged the Council to approve available grants so the projects could remain within budget.

Councilman Francis asked Mr. Friend how construction was progressing, whether he was satisfied with the work, whether the projects were being managed effectively, and whether construction activity was interfering with the department's regular operations.

Mr. Friend responded that construction was progressing well, although it had significantly changed normal plant operations and required frequent workarounds. He credited Mr. Wharton, the project coordinator, with keeping the work organized and on schedule and stated that Mr. Smith was also closely overseeing the project.

Mr. Friend explained that crews had encountered numerous underground conditions requiring adjustments and occasional emergency repairs. Staff regularly had to rearrange operations, reschedule work, and coordinate the availability of different personnel. Despite the complexity and size of the project, he stated that he was satisfied with the progress being made.

Councilman Kovalik asked whether the severe storms during the summer, particularly the storm described as a 100-year or 200-year event, had adversely affected the wastewater-treatment facility.

Mr. Friend responded that the storms had significantly affected the plant. He explained that major storm events required the facility to transition to 24-hour operations. Mr. Smith implemented the plant's emergency high-flow procedures, scheduled the necessary personnel, and adjusted operations to hold water in certain portions of the plant while releasing it from others.

Mr. Friend stated that extreme inflow was difficult for the plant because it washed out nutrients, carried substantial grit into the facility, and otherwise disrupted the treatment process.

Councilman Kovalik asked whether the peak flow during the storm had reached approximately eight million gallons.

Mr. Friend stated that the measurable flow was approximately six million gallons, but both recording charts had reached their maximum limits. He explained that the actual peak flow exceeded the facility's ability to record it accurately.

Councilman Kovalik asked whether the storm had damaged or otherwise adversely affected the improvements under construction at the facility.

Mr. Friend responded that the storm had not damaged the improvements or caused construction to cease. The weather and wet conditions slowed the work, but staff and the contractors were able to work around those delays, and no detrimental impact to the improvements had occurred.

There were no further questions.

D. COOP + EMD Updates

Mr. John Switzer provided an update on the Town's Continuity of Operations Plan, commonly referred to as the COOP.

Mr. Switzer stated that development of the updated plan had been discussed during the preceding year and that a more detailed presentation had been provided during the September

work session. Following that presentation, staff received comments from members of the Town Council and Town department heads.

Mr. Switzer explained that the comments resulted in several minor revisions to the plan, including changes concerning departmental operating structures, grammatical corrections, and clarifications distinguishing the Town's plans and responsibilities from those of Fauquier County. Those revisions had been incorporated into the version presented to the Council.

Mr. Switzer reported that he and the Town Clerk had prepared an accompanying resolution for Council approval. The resolution and updated COOP were expected to be added to the evening meeting agenda for consideration.

Mr. Switzer stated that the Town's COOP had last been updated on August 10, 2021, and was due for revision. He explained that the Town would also begin updating its Emergency Operations Plan during the current year, with that plan scheduled for completion the following year.

Mr. Switzer stated that staff intended to stagger the COOP and Emergency Operations Plan update schedules by one year. This would prevent the two extensive emergency-planning documents from requiring review and approval during the same year.

Mr. Switzer stated that he would collect the Council members' existing COOP binders to update them.

Mr. Switzer confirmed that he would collect the binders and provide each Council member with an updated printed copy of the complete plan.

Vice Mayor Semple asked whether the material contained in the printed binder was the same material that had been uploaded with the agenda.

Mr. Switzer explained that a public version of the COOP had been included with the agenda. Because the COOP was a security-related plan, the publicly available document did not contain the complete plan. Members of the Town Council were provided printed copies of the full version.

Councilman McGuire asked whether continuity of government planning was also included in the COOP, including provisions identifying alternate locations where the Town Council and Town government could operate if their normal facilities became unavailable.

Mr. Switzer confirmed that the Town's Continuity of Government provisions were incorporated directly into the COOP rather than maintained as a separate plan. He stated that the COOP identified alternate facilities for Town operations and addressed how and where the Town government would be reestablished following a worst-case emergency.

There were no further questions.

E. Committee Report- Finance

Vice Mayor Semple presented the Finance Committee's financial projection model, which had been developed with assistance from Ms. Brooke Campbell, Finance Director, Deputy Town Manager Stephanie Miller, and Town staff.

Vice Mayor Semple explained that the model was intended to provide the Council with a comprehensive planning tool for evaluating the Town's financial position and the policy effects of different budget assumptions. He stated that the model would allow the Council to examine matters such as revenue growth, expenditures, capital needs, borrowing, debt service, and the Town's reserve requirements earlier in the annual budget process.

Vice Mayor Semple emphasized that the model was limited to the Town's General Fund. It did not combine General Fund revenues and expenditures with the Town's enterprise funds for water, sewer, and stormwater management. He stated that separating the General Fund from the enterprise funds would allow the Council to focus more clearly on the policy decisions and reserve requirements applicable to the Town's general governmental operations.

Vice Mayor Semple reviewed the model's introductory disclaimer, which stated that it was intended for informational and planning purposes. The projections were based upon assumptions entered by the user and could differ materially from actual results because of economic conditions, legislation, inflation, and other circumstances beyond the Town's control. The model was not intended to guarantee or predict the Town's future financial performance.

Vice Mayor Semple explained that the model initially presented a high-level overview of projected General Fund revenues and expenditures through Fiscal Year 2031. The summary included projected operating revenues, possible bond proceeds, operating expenditures, debt service, capital-asset replacement expenditures, capital-improvement expenditures, and the resulting annual operating surplus or deficit.

The model also showed the projected effect of those assumptions on the Town's unassigned fund balance and whether the Town would continue meeting its policy of maintaining an unassigned fund balance equal to 50 percent of General Fund operating expenditures.

Vice Mayor Semple noted that the sample assumptions displayed in the model included approximately \$4.7 million in bond proceeds during the current fiscal year, similar levels of borrowing during Fiscal Years 2027 and 2028, and lower projected borrowing during Fiscal Years 2029 through 2031. He explained that the individual assumptions could be changed on separate revenue, bond-proceeds, expenditure, capital-asset replacement, and Capital Improvement Program tabs.

Vice Mayor Semple reviewed the operating-revenue projection tab. He explained that General Fund revenues were separated by source and that Council members could adjust the assumed growth rates for individual revenue categories. The model also allowed the user to adjust the real-estate tax rate. Changes entered on the revenue tab automatically flowed into the model's overall financial summary.

Councilman Kovalik asked whether the example for Fiscal Year 2027 assumed a three-cent real-estate tax increase and whether the model still projected the need to issue approximately \$4.6 million in bonds despite that increase.

Ms. Campbell explained that the figures displayed in the model were sample assumptions used to test how the spreadsheet functioned and were not staff recommendations or predictions. She confirmed that the three-cent tax-rate increase was included in the displayed Fiscal Year 2027 scenario and that, with all other assumptions remaining unchanged, the model still reflected approximately \$4.6 million in bond proceeds.

Ms. Campbell stated that changing the assumed tax-rate increase to zero cents, one cent, two cents, or another amount would automatically recalculate the remaining figures. She emphasized that users needed to review and adjust the entire model because changes to one assumption could affect the Town's revenues, expenditures, borrowing requirements, and reserve balance.

Councilman Kovalik observed that the model could be used to determine the broader financial effect of an individual decision, such as purchasing two sanitation trucks, rather than examining that purchase independently during the budget process.

Vice Mayor Semple agreed and stated that the model would allow Council members to adjust individual revenue and expenditure assumptions and immediately see their effect on the Town's overall financial position. He reiterated that one of the model's principal purposes was to help the Council determine whether its decisions would preserve the required unassigned fund balance.

Vice Mayor Semple next reviewed the bond-proceeds projection. He explained that projected borrowing was connected to the Town's capital-asset replacement schedule and Capital Improvement Program. The Council could use the model to examine the timing of individual projects, determine whether certain purchases or projects could be deferred, and evaluate whether the need for a project justified financing it through debt.

Vice Mayor Semple stated that the preliminary model reflected significant borrowing during the following several fiscal years. He noted that the Town had not relied upon comparable bond proceeds during Fiscal Years 2023 through 2025. He explained that a portion of the projected borrowing resulted from the Town addressing deferred capital needs and deterioration involving its fleet, public infrastructure, and other assets.

Vice Mayor Semple stated that the projected borrowing declined during the later years of the model as the Town completed its current period of catching up on deferred needs. He explained that the model would allow the Council to examine whether bond proceeds could be reduced, potentially even to zero, by adjusting project timing, revenues, expenditures, and other assumptions.

Vice Mayor Semple then reviewed the General Fund expenditure projections. He explained that expenditures were divided into personnel, operating, and capital-outlay categories. Personnel represented the largest portion of projected General Fund operating expenses, while the operating and capital-outlay categories remained comparatively stable under the assumptions then entered.

Vice Mayor Semple stated that the model could help frame future discussions with the Human Resources Department regarding employee compensation, staffing, and maintaining a strong workforce. Users could adjust the assumed annual growth rate for each expenditure category and review the resulting effect on the Town's finances.

Councilman Kovalik asked whether an annual personnel growth assumption of five percent would compound during each year of the projection period.

Ms. Campbell confirmed that the model compounded the annual percentage entered by the user. She advised that the user should enter the average annual growth assumption expected over the projection period in the applicable field.

Vice Mayor Semple reviewed the debt-service tab and explained that the Town's annual debt-service obligations increased as additional debt was issued. He stated that the model allowed the Council to see how projected debt accumulated and affected the Town's overall financial position. He acknowledged that carrying debt for necessary capital improvements was a normal practice for many local governments but emphasized that the Council should understand its long-term effects.

Councilman Kovalik asked whether the Town could eventually reach a stable position with the General Fund similar to the position anticipated for the water and wastewater enterprise funds after the completion of major infrastructure projects. The speaker asked whether replacing aging vehicles and other assets would allow General Fund capital costs to level out or whether the General Fund would inherently continue growing.

Ms. Campbell responded that the General Fund would always contain some capital component because vehicles, equipment, facilities, and infrastructure would continue to require replacement. She stated that the Town was presently addressing projects that should have been completed in prior years. Once those deferred needs were addressed, the Town should no longer face the same level of catch-up costs, although regular replacement and capital expenses would continue.

Councilman Kovalik noted that the sample personnel projections appeared to show an increase of nearly 50 percent over approximately eight years. He stated that the Council should examine whether new technology or other operational efficiencies could reduce future expenditure growth.

Ms. Campbell reiterated that the displayed assumptions were not fixed and could be modified to test different scenarios.

Vice Mayor Semple then reviewed the capital-asset replacement and Capital Improvement Program projections. He explained that the spreadsheet used the high-level figures contained in the Town's adopted plans. Individual projects and purchases could be modified to determine how deferring, advancing, removing, or adding an item would affect the Town's borrowing and overall financial position.

As an example, Vice Mayor Semple stated that changing the approximately \$722,000 projected cost of the Broadview Avenue traffic signal would automatically affect the model's broader

projections. He stated that providing the model early in the budget process would allow Council members to examine the Town's capital needs before formal budget deliberations began.

Councilmen Gagnon asked whether the model would be distributed as a spreadsheet to each Council member.

Ms. Campbell confirmed that each Council member had access to an individual copy. She stated that she had emailed the spreadsheet and an accompanying user guide to the Council that morning and had also provided printed copies of the guide. She encouraged members to consult the guide because the model contained numerous interconnected components.

Vice Mayor Semple stated that the model's ultimate purpose was to help the Council evaluate its policy requirements, preserve its rainy-day reserve, and distribute the financial burden of Town operations in a manner that maintained a healthy community and municipal organization.

Councilman McGuire asked whether the spreadsheet functioned as a calculator, with each change automatically flowing back to the main summary tab.

Ms. Campbell confirmed that every change entered in the model automatically recalculated the first tab and the related projections.

Ms. Campbell recommended that Council members preserve the original spreadsheet, create separate working copies, and make their changes only in the copies. She stated that she could provide another clean version if a member inadvertently altered or deleted information in the original model.

Councilman Francis stated that the spreadsheet displayed only five tabs on the Council member's device.

Ms. Campbell explained that the remaining tabs were likely hidden because of the smaller screen size and could be accessed through the additional-tab control. The speaker confirmed that the remaining tabs were present.

Vice Mayor Semple thanked Ms. Campbell and Ms. Miller for their work on the model and stated that he had met with them several times during its development. He said he did not believe the Council had previously had a comparable tool and that introducing it early in the budget cycle would improve the Fiscal Year 2027 budget process.

Before the Council concluded the Finance Committee report, Ms. Campbell reminded the Council that the adopted Fiscal Year 2026 budget anticipated the issuance of debt. She referenced the Council's previously adopted reimbursement resolution, which allowed the Town to reimburse eligible expenditures from future bond proceeds.

Ms. Campbell reported that staff had been working with the Town's financial advisors at Davenport. Davenport had offered to conduct individual meetings with Council members to answer questions about the proposed financing. She encouraged each Council member to participate and stated that matters raised individually could later be discussed by the full Council.

Ms. Campbell stated that staff anticipated moving forward with the debt-issuance process in approximately December 2025 or January 2026. Staff would contact the Council members regarding their availability to meet with Davenport during November.

There were no additional questions

F. Main Street Update

Mr. Michael Wharton provided an update on the Main Street improvement project. He explained that the Town Council adopted a resolution supporting the Town's application for Virginia Department of Transportation revenue-sharing funds in 2019 and authorized the Town's share of the project funding through the Fiscal Year 2026 Capital Improvement Program.

Mr. Wharton reported that the project was in the final-design phase and that the Town had completed the scoping process with VDOT, allowing the project to move toward construction. Staff had begun meeting with Main Street businesses and community groups to discuss the anticipated construction process and potential scheduling concerns.

Mr. Wharton announced that the Town would hold a public meeting on October 27, 2025, to receive input from Main Street residents, businesses, and other interested parties. Staff particularly wanted information regarding businesses' peak operating seasons so construction could be scheduled to minimize disruption.

Following the October meeting, staff planned to develop a more detailed construction schedule and conduct another public meeting by approximately mid-December to explain the schedule, construction process, and anticipated impacts. Mr. Wharton stated that construction could begin around the middle of January 2026 if the project remained on schedule, although winter weather could delay the anticipated start date.

Mr. Wharton reported that VDOT funding would cover additional Americans with Disabilities Act ramp improvements identified in the staff report. After the Main Street sidewalk improvements were completed, VDOT would also fund the repaving of the roadway.

Mr. Wharton stated that the Courthouse Square hardscape improvements were expected to begin by the end of the week. The work would include median improvements, curb modifications, an additional crosswalk between the courthouse and the County building, and ADA improvements.

Historic District Sanitation and Dumpster Discussion

Councilman Kovalik thanked Mr. Wharton and stated that the Town's previous discussion with Main Street business owners had been productive. He then asked about the sanitation information contained in the staff report and the proposed removal of the privately owned dumpster located on Town property near Denim and Pearls.

Councilman Kovalik asked why the existing dumpster needed to be removed before the Town constructed an enclosure and whether the dumpster could remain available while the enclosure was being built.

Mr. John Ward explained that the dumpster was privately owned but located on Town property and should not have been permitted there. He stated that it was the only privately owned business dumpster allowed on Town property and that the arrangement did not comply with the Town Code.

Mr. Ward reported that the business had been notified approximately six weeks to two months earlier of the Town's concerns. Staff had received pricing for constructing a code-compliant dumpster enclosure. He stated that the existing dumpster was leaking liquids, the surrounding area was not being maintained, and the conditions were attributable to the dumpster's user rather than the Town.

Mr. Ward stated that the private dumpster would be required to leave the Town property by November 1, 2025. The Town intended to install its own dumpster and construct an enclosure around it.

Councilman Kovalik asked how long the property might remain without a dumpster between the November 1 removal date and the delivery of the Town's replacement dumpster.

Mr. Ward stated that he did not know the supplier's delivery backlog. Staff expected to order the Town dumpster within approximately one to one and one-half weeks. During the interim period, the affected business could purchase trash cans and place them on the paved portion of First Street on collection days, as other businesses did.

Councilman Kovalik questioned whether requiring a busy restaurant to rely upon multiple trash cans was reasonable, given the amount of waste generated by a restaurant compared with an office or other business.

Mr. Ward responded that other restaurants used the Town's regular sanitation service. He cited Claire's at the Depot as an example, stating that the restaurant stored multiple cans in an enclosed area, placed them out on collection days, and removed them after collection.

Councilman Kovalik noted that Denim and Pearls presented different physical and logistical challenges because of its location next to a heavily used pedestrian area. He asked whether the cans would be placed on First Street rather than on the recently improved brick patio.

Mr. Ward confirmed that the cans could not be placed on the brick patio. They would need to be placed on the paved portion of First Street on collection days and removed afterward.

Councilman Kovalik stated that he had met with the restaurant owners and believed their location created challenges that might not apply to other restaurants. He asked whether the Town could identify a mutually acceptable solution, noting that the restaurant was a successful business that generated meals-tax revenue for the Town.

Mr. Ward stated that he had attempted to work with the business. He reported that the Town had installed a new concrete pad, but the dumpster continued to leak liquids and the area had not

been cleaned despite his requests. He reiterated that liquids were not permitted in the trash and that other businesses were not allowed to maintain private dumpsters on Town property.

Councilman McGuire stated that he had also visited the site and discussed the matter with the business. The speaker supported requiring the dumpster and surrounding area to comply with the Town Code but questioned whether the Town should require the immediate removal of a dumpster that the business was willing to continue paying for.

Councilman Mooney stated that the business was reportedly willing to allow other nearby businesses to use the dumpster and suggested that the Town consider allowing it to remain on the property if the business complied with cleanliness requirements and contributed to a proper enclosure.

Mr. Ward stated that the information provided to him had been different. He said the business had not offered to assist with the cost or construction of the enclosure and that the Town had paid for the concrete pad. He stated that, to his knowledge, the private dumpster had been placed on Town property without authorization from current Town staff.

Councilman Mooney acknowledged those concerns but stated that the dumpster had apparently been at the location for a number of years and was used by more than one business. The speaker suggested that an agreement might avoid having numerous trash cans placed along First Street while allowing the restaurant to continue paying for the dumpster. The agreement could require the dumpster to be enclosed, prohibit liquids, and make it available to other nearby businesses.

Mr. Ward responded that staff had provided the available information and that the Council would need to determine whether to follow and enforce the applicable Town Code requirements.

Councilman McGuire stated that property owners and businesses should follow the Town's rules. He said the Council needed to address a private dumpster located on Town property without payment or compliance and asked whether the business had been issued a ticket or other violation notice.

Mr. Ward stated that he had not issued a ticket but had emailed the business and asked that the area be cleaned. According to Mr. Ward, the business responded that the trash surrounding the dumpster was not its trash.

Councilman McGuire stated that, regardless of who placed the trash there, the dumpster belonged to the business and was located on Town property. He said the condition needed to be corrected and asked what the business would do while the Town installed the new dumpster and enclosure.

Mr. Ward reiterated that the business could purchase cans, place them on the paved portion of First Street on collection days, and remove them after collection.

Mr. Patrick Corish stated that the matter could potentially be addressed through the Town's code-enforcement process. He was uncertain that a new Council resolution was required because existing code provisions appeared to apply. Mr. Corish stated that staff could issue a

notice through the code-enforcement department and that the Town Attorney's office could send a formal demand letter or pursue court action if necessary.

Councilman Francis stated that the Town already had applicable code provisions and asked whether they could be enforced.

Mr. Corish responded that the Town could enforce the applicable requirements. He explained that enforcement could begin with a civil penalty through Fauquier County General District Court, likely by filing a warrant in debt. If the violation continued, the Town could later consider additional injunctive relief or other judicial remedies.

Councilman Francis asked whether the Town could first issue a warning directing the business to remove or correct the violation within approximately one week.

Mr. Corish confirmed that a warning could be issued.

Mr. Ward stated that enforcement notices would ordinarily be issued through Community Development rather than his department. Mr. Corish agreed that the code-enforcement department could issue the notice without the Town Attorney's signature, although his office could prepare a formal demand letter if requested.

Councilman Francis supported issuing a warning but stated that the compliance period should be brief rather than approximately one month.

Ms. Heather Jenkins, Zoning Administrator, advised the Council that a notice of violation concerning the matter had been issued more than two years earlier and remained unresolved.

Councilman McGuire asked whether the previous notice addressed only the presence of the dumpster or also the lack of an enclosure, leaking liquids, and related conditions. The staff member responded that it addressed the entire situation and agreed to provide a copy of the notice.

Councilman McGuire stated that the Council had discussed ordinance enforcement previously and that the Town needed to begin issuing violation notices when individuals and businesses failed to comply with its rules. He noted that the business had already been warned approximately two years earlier and stated that a ticket should be issued.

Councilman Mooney asked whether all nearby businesses would be permitted to use the Town's replacement dumpster after it and the enclosure were installed.

Mr. Ward confirmed that the replacement dumpster would be available to businesses and residents on that side of the historic district. He stated that staff was also examining fees charged by other communities for similar historic-district sanitation services and that the Town could eventually impose a fee to offset some of its costs.

Mr. Ward explained that Fauquier County provided the Town approximately \$200,000 to help offset disposal costs but that the payment did not include the expense of hauling commercial waste.

Councilman Kovalik asked whether the Town should be responsible for collecting commercial waste within the historic district.

Mr. Ward explained that the Town's existing regulations provided for collection from businesses, restaurants, apartments, and residences within the historic district but did not provide the same commercial collection service outside the district.

Councilman Mooney stated that the Town should not be responsible for collecting business waste and asked whether the proposed site would contain several dumpsters or one larger shared dumpster.

Mr. Ward responded that staff intended to begin with one shared dumpster serving the businesses and residents on that side of Main Street. A second dumpster would later be installed to serve the other side of the historic district.

Councilman Mooney asked whether staff was also addressing the other improper sanitation conditions previously shown to the Council.

Mr. Ward stated that staff was issuing notices, tightening its collection practices, educating customers regarding recycling requirements, and having sanitation supervisors leave notices explaining why improperly prepared trash had not been collected.

Councilman Francis asked what the restaurant occupying the site before Denim and Pearls had used for waste disposal.

Mr. Ward and Councilman Francis identified the former restaurant as Iron Bridge. Mr. Ward stated that Iron Bridge had used trash cans rather than a dumpster.

Councilman Francis asked why an immediate violation had not been issued when the dumpster was originally placed at the site.

Mr. Ward stated that the decision had been made under a previous administration and that he could not speak to how the placement had originally been permitted. Mr. Ward later apologized to Councilman Francis for having responded sharply, and Councilman Francis accepted the apology.

Councilman Mooney stated that the Town appeared to have allowed the dumpster to remain after the restaurant changed ownership and was now attempting to correct the situation several years later. The speaker asked whether the Town had an obligation to assist the business through the transition rather than immediately requiring removal or issuing a summons.

Mr. Ward responded that Community Development had attempted to obtain compliance for more than two years. He stated that the issue was not new and questioned how many additional opportunities should be provided.

Councilman Francis asked how the proposed shared dumpster would affect residents living in apartments above the Main Street businesses.

Mr. Ward stated that those residents would also be permitted to use the community dumpster designated for that portion of the historic district.

Main Street Traffic and Intersection Concerns

Councilman Kovalik asked Mr. Wharton about vehicles blocking the intersection of Main Street and Culpeper Street, particularly when drivers attempted to turn left from Culpeper Street onto Main Street. The speaker stated that vehicles frequently entered and stopped within the intersection and asked whether the Town could install “Do Not Block the Intersection” signs or roadway markings.

Mr. Wharton stated that the Town could begin by installing signs directing drivers not to block the intersection and could later consider hatched pavement markings if the problem continued.

Mr. Wharton explained that several Main Street crosswalks would be relocated as part of the project, including the crosswalk near Culpeper Street. He stated that sidewalk extensions and curb bump-outs would narrow the visual appearance of the roadway, create a funnel effect, and alert drivers that they were entering a pedestrian-oriented area.

Mr. Wharton stated that excessive signage could create aesthetic concerns within the historic district but continued to support measures preventing vehicles from blocking intersections.

Mr. Wharton also reported that staff planned to install intersection-blocking signs at Alexandria Pike and Winchester Street after the roadway was paved because vehicles turning left were increasingly obstructing that intersection during afternoon traffic.

There were no further questions,

G. Agenda Review

Deputy Town Manager Stephanie Miller reviewed the agenda for the October 14, 2025 regular meeting. She stated that the meeting would include the invocation, Pledge of Allegiance, Citizen’s Time, and approval of the agenda. No proclamations, recognitions, or public hearings were scheduled.

Ms. Miller reported that the Consent Agenda included:

Approval of the February 25, 2025 Special Town Council meeting minutes;

A request to advertise a vacancy on the Board of Zoning Appeals;

A resolution appropriating \$420,508 in Department of Conservation and Recreation grant funding for the Town’s Master Drainage Plan; and

The proposed COOP resolution discussed earlier in the work session.

Ms. Miller explained that the Master Drainage Plan was already included in the Town’s Fiscal Years 2026–2031 Capital Improvement Program and that the grant would offset a portion of the Stormwater Fund’s project costs.

Ms. Miller stated that New Business included a legal request. Mr. Patrick Corish explained that the request involved initiating a miscellaneous court action to facilitate discovery activities by the Warrenton Commission on Open and Transparent Government.

Proposed Town Email Access Resolution

Councilman Gagnon moved to add a discussion and vote concerning the proposed Town email-access resolution to New Business on the evening agenda.

The motion initially received no second. Councilman Gagnon questioned whether Robert's Rules of Order permitted discussion before a motion was seconded. Vice Mayor Semple asked Mr. Stephen Clough, Town Clerk, whether a second was required before discussion could begin.

Mr. Clough advised that, under Robert's Rules, a motion did not become the business of the Council until it was seconded and therefore could not be discussed before receiving a second. Councilman McGuire then seconded Councilman Gagnon's motion.

Councilman Gagnon provided an overview of the presentation he intended to make during the evening meeting. He stated that he would discuss the status of the Commission's request to review Town email records, where he believed the process had failed, and why the method of access then being proposed would not provide the information sought by the Commission.

Councilman Gagnon stated that he would also address the issues that had prevented the Commission from obtaining access to the email records under the authority he believed was granted to the Commission by state law. He planned to discuss state and federal documents cited in an August 14 memorandum from the former Town Manager as justification for restricting access to the emails.

Councilman Gagnon stated that the Commission's special counsel, Mr. Whit Robinson, would be invited to answer questions concerning those documents and regulations. The presentation would conclude with a review of the proposed resolution, its objectives, and the security safeguards proposed for access to Town emails.

Councilman Gagnon stated that the matter concerned whether the Town would fully investigate what had occurred in connection with Amazon and other significant land-use applications. He urged the Council to place the matter on the evening agenda so it could receive a public hearing and discussion.

Mr. Corish advised that the Town Attorney's office had not been provided an opportunity to review the proposed resolution or the materials that would be presented. He requested time to examine the materials for possible attorney-client privilege, security, and closed-session concerns. Mr. Corish emphasized that the request was not intended to obstruct the discussion but to ensure that the materials were reviewed by the Town Attorney's office.

Vice Mayor Semple proposed postponing consideration of Councilman Gagnon's motion until the Town Attorney had an opportunity to conduct the requested review. Following discussion regarding the proper parliamentary procedure, Vice Mayor Semple moved to amend the motion to postpone consideration of the proposed agenda addition until the Town Attorney had reviewed the materials. Councilman Mooney seconded the amendment.

Councilman McGuire compared the need for legal review to providing informed consent before making a decision. He asked whether Mr. Corish could complete the review before the evening meeting.

Mr. Corish responded that the answer depended upon the amount of material involved. He stated that he would also need to consult with Town Attorney Chap Petersen before advising the Council. Given the limited number of hours before the regular meeting and Mr. Petersen's unavailability, Mr. Corish could not confirm that a complete review could be performed that afternoon.

Vice Mayor Semple stated that the proposed email-access resolution implicated several resolutions previously adopted by the Council and authority those resolutions had assigned to the Town Attorney. He expressed concern that approving the new resolution without legal review could conflict with the Council's prior actions and could be viewed as arbitrary or unreasonable. Vice Mayor Semple urged the Council to allow the Town Attorney's office to complete its review.

Councilman Gagnon agreed to defer the matter but stated that he had introduced the proposed resolution more than three weeks earlier. He alleged that certain individuals had prevented it from being placed on the agenda. He stated that the underlying email-access issues were already known to the Council, the Town Attorney, and appropriate staff.

Councilman Gagnon stated that providing additional review time was unlikely to resolve the disagreement between the Town Attorney's position and those who supported broader access. He emphasized that the public was entitled to hear both sides of the issue and stated that the matter would eventually return to the Council.

Councilman Gagnon withdrew his motion to add the email-access resolution to the evening agenda. Vice Mayor Semple's amendment to postpone consideration was also withdrawn. No vote was taken on either motion.

Councilman Kovalik asked whether the Council was required to wait until the following regular meeting to reconsider the matter or whether it could schedule a special meeting within approximately two weeks.

Ms. Miller advised that the Council could hold a special meeting if it was properly advertised. She stated that a specific date would need to be selected and that the purpose and intended action of the special meeting would need to be clearly described. Councilman Kovalik discussed proposing a special meeting, but no completed motion was adopted during the work session.

Flock Safety License-Plate-Reader Cameras

Councilman McGuire moved to end further consideration of the proposed Flock Safety automated license-plate-reader cameras and to redirect the available funding to the Police Department for another purpose, with the Police Department returning to the Council with a proposed use of the funds. Councilman Kovalik seconded the motion.

Councilman Francis stated that he was confused by the motion because he understood that Police Chief Timothy Carter would return with additional information and possibly arrange a

presentation concerning the technology. He stated that he had not understood the cameras to be an action item during the agenda review.

Councilman McGuire clarified that his motion would express the Council's determination that it did not wish to continue considering the automated license-plate-reader system.

Councilman Mooney asked Chief Carter to explain the Police Department's planned next steps.

Chief Carter stated that, following the previous Council discussion, the Police Department had scheduled two community meetings to educate the public about automated license-plate readers and receive community feedback. He intended to present the results to the Public Safety Committee and then return to the Council, potentially during the November meeting.

Chief Carter emphasized that the Police Department was not committed to acquiring the technology and had presented it only as a potential law-enforcement tool. He stated that if the Council or community did not support the cameras, the Police Department would use the available funding for another purpose.

Chief Carter stated that his professional recommendation was to provide the public with accurate information concerning what the technology did and did not do before making a final decision. He believed the system could be useful to the Town but would respect the Council's decision.

Councilman McGuire stated that the prior presentation had been prepared by the vendor and that continuing the process would consume additional staff time and funds. He expressed concerns regarding privacy and stated that the public comments he had reviewed were overwhelmingly opposed to the cameras.

Councilman Gagnon stated that numerous residents had approached him to express opposition to automated license-plate readers. He also referenced public comments on articles concerning the proposal and reports of privacy-related problems involving similar systems in other jurisdictions.

Councilman Gagnon stated that the Council should exercise oversight over mass-surveillance technology and that, based upon the negative feedback already received, continuing the review would unnecessarily consume staff resources.

Councilman Kovalik referred to statistics from a previous presentation concerning the number of vehicles monitored by a similar system in Culpeper and the comparatively small number of vehicles identified. He stated that the apparent benefit was minimal compared with the volume of vehicles monitored but acknowledged not having the presentation available to verify the exact figures.

Vice Mayor Semple called a point of order and stated that the pending motion concerned ending the discussion rather than continuing a substantive debate over the merits of the camera system. He then called for the question.

The motion before the Council was restated as ending further discussion or consideration of the Flock Safety automated license-plate-reader cameras and redirecting the associated funds for another Police Department purpose.

The Votes were as follows:

Ayes: Mr. William Semple; Mr. Eric Gagnon; Mr. David McGuire; Mr. Paul Mooney; Mr. Larry Kovalik.

Nays: Mr. Roy Francis.

The motion passed by a vote of five to one.

Vice Mayor Semple adjourned the work session at 1:32 PM

II. REGULAR MEETING - 6:30 PM

The meeting was called to order by Town Clerk Stephen Clough due to the absence of both the Mayor and Vice Mayor at the start of the session.

Mr. Clough confirmed that a quorum was present and that the Council could conduct business. He stated that because Mayor Nevill was absent and Vice Mayor Semple had not yet been approved to participate electronically there was not yet a chair for the meeting and one would need to be selected. Mr. Clough requested nominations for a Chair Pro Tem.

Councilman Francis nominated Councilman Paul Mooney to serve as Chair Pro Tem for the meeting.

Councilman McGuire seconded the nomination.

There were no additional nominations.

The nomination was approved unanimously by the five members then present and participating.

Ayes: Mr. Paul Mooney; Mr. Roy Francis; Mr. Larry Kovalik; Mr. Eric Gagnon; Mr. David McGuire.

Nays: None.

Abstention: None.

Absent: Mayor Carter Nevill; Ms. Michele O'Halloran.

Not yet participating: Vice Mayor William Semple.

Councilman Mooney was elected Chair Pro Tem by a vote of 5-0 and assumed the Chair.

INVOCATION.

Chair Pro Tem Mooney welcomed those in attendance and introduced Pastor Ruiz of Warrenton Bible Fellowship. Pastor Ruiz delivered the invocation.

PLEDGE OF ALLEGIANCE.

Chair-Pro Tem Mr. Paul Mooney led the pledge of Allegiance.

PROCLAMATIONS AND RECOGNITIONS.

Deputy Town Manager Stephanie Miller presented the Town's Excellence in Action recognition slideshow, which highlighted recent new hires and employee promotions within the Department of Parks and Recreation.

Ms. Miller recognized Maddie Kruna, Tristan Bryant, and Carrie Lamas as new lifeguards. She also recognized Tracy Thomas and Kathy Schleitz as new customer service specialists.

Ms. Miller announced the promotions of Denise Roby and Melanie Salas to Manager on Duty.

Chair Pro Tem Mooney congratulated the new employees and those receiving

CITIZEN'S TIME.

Chair Pro Tem Mooney reviewed the procedures for Citizen's Time. He stated that speakers were allowed up to three minutes to address the Council regarding non-agenda matters and were asked to state their names and areas of residence. Chair Pro Tem Mooney reminded attendees that Citizen's Time was intended for comments rather than questions or debate and that Council members would listen without responding.

Mr. Trey Mettinger, a resident of Ward 1, expressed strong dissatisfaction with the Council's actions earlier that day. He thanked Mayor Nevill, Councilwoman O'Halloran, Vice Mayor Semple, and Councilman Francis for their votes opposing the termination of Town Manager Frank Cassidy's contract.

Mr. Mettinger criticized what he viewed as a lack of transparency by the Council. He also raised concerns regarding housing affordability, rising living costs, utility-rate increases, and the condition of the Town's water and sewer infrastructure.

Mr. Mettinger questioned the composition of the Warrenton Commission on Open and Transparent Government, alleging that certain Commission members had been associated with political organizations that contributed to Council candidates' campaigns. He argued that the termination of Mr. Cassidy appeared intended to remove an obstacle to the objectives of certain Council members.

Mr. Mettinger stated that he was filing a complaint as a citizen against the four Council members who supported the termination and called upon them to remove themselves from office.

Mr. John Albertella spoke on behalf of the Warrenton Preservation Alliance. Mr. Albertella initially asked whether he was entitled to five minutes as the representative of an organization. Chair Pro Tem Mooney explained that the extended speaking period applied to public hearings rather than Citizen's Time.

Mr. Albertella addressed the Town's property-maintenance enforcement actions concerning 3 Hotel Street and 46 Winchester Street. He referenced the relief requested in the Town's court complaints, including authorization for the Town to correct violations and recover the resulting costs from the property owners through available tax-collection procedures.

Mr. Albertella stated that he had also researched other possible enforcement remedies and suggested that the Town consider collection actions, garnishment, and other coercive measures rather than relying upon a single remedy. He urged the Council to examine all available enforcement options in addressing the conditions of the properties.

Ms. Robin Thompson, of 157 Pinnacle Court, thanked Mayor Nevill and Vice Mayor Semple for responding quickly to a recent concern and stated that their involvement had made a meaningful difference.

Ms. Thompson also thanked Mayor Nevill for acts of kindness shown to her late father, Robert Walker, who had lived on Fourth Street for more than 70 years. She recalled that the Mayor had quietly assisted her father by clearing snow and providing other personal support during his later years.

Ms. Thompson stated that she had been encouraged by the cooperative atmosphere at the preceding Council meeting but was troubled by the reports concerning the termination of Mr. Cassidy's contract. She described Mr. Cassidy as approachable and supportive, particularly in his relationship with her church. Ms. Thompson expressed concern for Mr. Cassidy and his family and encouraged the Council to exercise wisdom, fairness, and unity.

Mr. Raheem Ebrahim, a resident of Ward 4, expressed concerns regarding the proposed installation of Flock Safety automated license-plate-reader cameras at several entrances to the Town.

Mr. Ebrahim stated that, unlike cameras activated by a specific traffic violation, the proposed system could record the license plates of all vehicles passing the cameras. He expressed concern regarding the expansion of public and private surveillance systems and the potential use or sharing of collected information.

Mr. Ebrahim acknowledged that the proposed Warrenton system would include certain safeguards, including Town law-enforcement ownership of the data and a limited data-retention period. Nevertheless, he urged the Town to proceed cautiously. He stated that he intended to attend an upcoming Police Department community meeting to obtain additional information and further express his concerns.

Mr. Ebrahim also expressed disappointment regarding the Council's decision to terminate Mr. Cassidy's contract. He stated that his personal interactions with Mr. Cassidy had been positive and described him as an engaged public servant who supported Town employees and maintained strong community relationships.

Mr. Ebrahim thanked Mayor Nevill, Vice Mayor Semple, Councilwoman O'Halloran, and Councilman Francis for opposing the termination. He requested that the Council members who supported the action provide the public with an explanation for their decision.

Mr. Winston Watt, of 158 Winchester Street, spoke in support of Mr. Cassidy. He described Mr. Cassidy as a leader who was professional, responsive, forward-looking, and principled.

Mr. Watt stated that he had worked with Mr. Cassidy for more than two years through the Warrenton Preservation Alliance. Although Mr. Cassidy did not always agree with the organization's requests, Mr. Watt said their working relationship remained respectful and productive.

Mr. Watt credited Mr. Cassidy's leadership with improving the operation and effectiveness of the Community Development Department. He asked the Council to reconsider its decision and stated that, absent a serious cause for termination, the public deserved an explanation.

Mr. Brandon Neil stated that he had spoken before the Council approximately four months earlier and had since met with several Council members regarding potential investment in the Town.

Mr. Neil stated that he had encountered what he viewed as unnecessary administrative barriers while attempting to attract investors for a significant development project. He argued that an individual could be an effective leader but nevertheless not be the appropriate leader for a particular organization or direction.

Mr. Neil expressed support for the Council's decision concerning Mr. Cassidy. He compared the Town to a corporation whose residents were its stakeholders and stated that leadership should pursue efficiency, technology, accountability, and timely decision-making.

Mr. Neil encouraged the Council to continue making difficult decisions and identified the principles he expected from his own organization through the acronym "TEACH": transparency, efficiency, accountability, collaboration, and hospitality.

After the registered speakers had concluded, Chair Pro Tem Mooney invited additional attendees to address the Council.

Mr. Charles Hooper, of 62 Old Orchard Lane, expressed support for the Council's decision concerning Mr. Cassidy. Mr. Hooper made strongly critical allegations regarding Mr. Cassidy's conduct and management of the Town.

Mr. Hooper acknowledged that the Council's decision had likely been difficult and stated that he looked forward to the selection of a new Town Manager who would provide a new direction and serve all Town residents.

Mr. Rernard Carlos, of 54 East Shirley Avenue, expressed disappointment regarding the reports of Mr. Cassidy's termination. He acknowledged that Council members were required to make difficult decisions and stated that he did not expect any employee or official to be perfect.

Mr. Carlos stated that, after Mr. Cassidy's years of service to the Town, he would have preferred a more respectful and orderly departure in which Mr. Cassidy was thanked for his service and informed that the Town was moving in a different direction.

Mr. Carlos expressed concern that some Council members appeared to have been surprised by the action. He encouraged members to communicate directly with one another, even when they disagreed, and stated that unexpected actions and a lack of communication did not promote effective governance.

Mr. Carlos emphasized that the Town's future depended upon the Council's ability to work cooperatively. He also stated that the manner in which the Town treated its employees could affect employee retention and the Town's ability to recruit future staff.

Mr. Carlos noted that the Town continued to face significant housing, economic, and governmental challenges and that recruiting a new Town Manager would require additional time and attention that might otherwise have been directed toward those priorities.

There were no additional speakers, and Chair Pro Tem Mooney closed Citizen's Time.

APPROVAL OF THE AGENDA.

Councilman Gagnon moved to amend the agenda by adding an item under New Business concerning the scheduling of a special meeting to discuss and vote on the appointment of a new Town Attorney. Councilman Kovalik seconded the motion.

Vice Mayor Semple asked Councilman Gagnon to explain the reason for the proposed special meeting. Councilman Gagnon stated that the purpose would be to discuss and vote on the appointment of a new Town Attorney at a special meeting to be held in approximately one week.

Vice Mayor Semple questioned the need for the proposed meeting. He stated that Councilman Gagnon appeared to believe the Town Attorney had created obstacles to certain investigations, even though prior Council resolutions had assigned the Town Attorney responsibility for providing legal advice and assisting with those matters.

Vice Mayor Semple stated that the Town's attorneys were highly qualified, had provided excellent service to staff, and had represented the interests of the Town as a whole.

Councilman Gagnon stated that he was prepared to provide a more complete explanation but suggested that the substantive discussion occur under New Business if the agenda amendment were approved.

Mr. Patrick Corish advised that discussing the reasons for the proposed special meeting under New Business would be the more appropriate procedure.

Chair Pro Tem Mooney called for a roll-call vote on the motion to amend the agenda.

The vote was as follows:

Ayes: Mr. Roy Francis; Mr. Larry Kovalik; Mr. Eric Gagnon; Mr. David McGuire.

Nays: Chair Pro Tem Paul Mooney; Vice Mayor William Semple.

The motion to amend the agenda passed by a vote of 4-2.

Councilman Francis then moved to approve the agenda as amended. Councilman Kovalik seconded the motion.

There was no further discussion.

The votes were as follows:

Ayes: Chair Pro Tem Paul Mooney; Mr. Roy Francis; Mr. Larry Kovalik; Mr. Eric Gagnon; Mr. David McGuire.

Nays: Vice Mayor William Semple.

The agenda, as amended, was approved by a vote of 5–1.

PUBLIC HEARINGS.

There were no public hearings for the evening.

CONSENT AGENDA.

Approval of Town Council Meeting Minutes

February 25th, 2025, Special Town Council Meeting.

BZA Appointment Vacancy- Advertising Request

Appropriate DCR Grant Funding

COOP + EMD Updates

Councilman Francis moved to approve the Consent Agenda as submitted.

Councilman McGuire seconded the motion.

There was no discussion. The votes were as follows:

Ayes: Chair Pro Tem Paul Mooney; Vice Mayor William Semple; Mr. Roy Francis; Mr. Larry Kovalik; Mr. Eric Gagnon; Mr. David McGuire.

Nays: None.

The motion passed unanimously by a vote of 6–0, and the Consent Agenda was approved as submitted.

NEW BUSINESS.

a. Legal Requests

Mr. Patrick Corish presented a proposed resolution authorizing the Town Attorney's office to file a miscellaneous action in the Fauquier County Circuit Court in support of the Warrenton Commission on Open and Transparent Government.

Mr. Corish explained that the miscellaneous action would provide a procedural mechanism through which the Commission could obtain subpoenas for third parties. If the Commission requested that a third party appear or produce documents and the party failed to comply, the Town Attorney's office could seek a court-issued subpoena compelling the requested appearance or production of records.

Mr. Corish recommended that the Council approve the resolution as drafted.

Councilman Francis moved to approve the proposed resolution and direct the Town Attorney's office to file the miscellaneous action. Before the motion was seconded, Councilman McGuire asked whether the Council should conduct a public hearing because the resolution could ultimately compel individuals to appear or produce documents.

Mr. Corish stated that a public hearing was not legally required, although the Council could conduct one if it wished.

Councilman Mooney stated that the Council had already established the Commission and approved its responsibilities. The speaker understood the proposed resolution as implementing the Commission's existing authority by providing access to a judicial subpoena process if it became necessary.

Mr. Corish agreed and clarified that the initial court filing would not name a defendant. The miscellaneous action would establish a pending court matter through which subpoenas could later be requested if a third party failed to comply with a Commission request.

During the discussion, the Council recognized that Councilman Francis's motion had not yet received a second. Councilman Kovalik seconded the motion for purposes of discussion.

Councilman McGuire asked what consequences could result if an individual failed to comply with a Commission request or subpoena.

Mr. Corish explained that the Commission would first issue a request or demand. If the person did not respond, the Town Attorney's office could seek a subpoena through the miscellaneous court action. Failure to comply with the court-issued subpoena could result in a show-cause proceeding or a motion to quash the subpoena. Continued noncompliance could constitute contempt of court, with the consequences determined by the presiding judge.

Councilman McGuire asked whether a person appearing in response to the subpoena could invoke the Fifth Amendment. Mr. Corish confirmed that the person could assert any applicable constitutional right.

Vice Mayor Semple stated that the Council's previous resolution establishing the Commission had contemplated the possible issuance of subpoenas. He noted that the Commission had approved the proposed court filing and described the action as a procedural step necessary to advance the Commission's work after several months of delay.

Councilman Kovalik asked whether the matter had come from the Commission to the Council with the Commission's recommendation for approval. Mr. Corish confirmed that it had.

There was no further discussion. The votes were as follows:

Ayes: Chair Pro Tem Paul Mooney; Vice Mayor William Semple; Mr. Roy Francis; Mr. Larry Kovalik; Mr. Eric Gagnon; Mr. David McGuire.

Nays: None.

The motion passed unanimously by a vote of 6-0.

b. Special Meeting Concerning the Town Attorney

Councilman Gagnon moved to hold a special meeting in approximately one week to discuss and vote on the appointment of a new Town Attorney. Councilman Francis seconded the motion.

Councilman Gagnon stated that significant disagreements had developed between certain Council members and the Town's current legal counsel. He characterized those disagreements as unlikely to be resolved and stated that the Town should consider a change in legal representation.

Councilman Gagnon alleged that the Town Attorney had substituted his judgment for that of the Council, failed to follow Council instructions in at least one significant legal matter, and had not been adequately prepared for certain discussions. He stated that a special meeting would provide an opportunity to discuss those concerns and consider alternatives for retaining new legal counsel.

Vice Mayor Semple opposed the proposal. He stated that disagreement with legal advice was not sufficient reason to replace the Town Attorney. He emphasized that the Town had retained experienced legal counsel from a respected law firm and that the attorneys had provided written recommendations concerning the matters before the Council.

Vice Mayor Semple stated that attorneys advise the Council but do not control its decisions. He cautioned that disregarding professional legal advice could expose the Town to adverse consequences. He also praised the Town Attorney's work on the Town's routine legal matters and stated that counsel was obligated to provide impartial advice rather than advice designed to achieve the preferred objective of individual Council members.

Councilman Kovalik stated that he was not attempting to resolve the competing assertions made by Councilman Gagnon and Vice Mayor Semple. His concern was that several legal matters had been pending for an extended period and had not progressed as quickly as he expected after the Council provided direction months earlier.

Councilman Kovalik stated that a work session would allow the Council to discuss why the matters appeared to have stalled and determine how to proceed. He supported holding a discussion but noted that the date would need to be coordinated with existing meetings and schedules.

Vice Mayor Semple suggested that the Council could discuss the issue during the current meeting.

Councilman McGuire objected to conducting a detailed discussion while Town Attorney Chap Petersen was absent. He stated that professional courtesy and fairness required that Mr. Petersen be present and have an opportunity to respond.

Several members agreed that the substantive discussion should occur when Mr. Petersen was available.

Councilman Francis addressed the residents of Ward 1 and stated that the plaintiffs involved in the Amazon matter were located within his ward. He stated that he felt obligated to support those residents but found it difficult to evaluate the conflicting information and legal positions presented to the Council.

Councilman Francis expressed concern that the matter had not progressed and stated that the Town needed to move forward rather than continue arguing without resolution. He said he did not feel that the Ward 1 residents or the Council were receiving sufficient support in advancing the matter.

Town Clerk Stephen Clough asked Councilman Gagnon whether the phrase “approximately one week” allowed staff to select a date based upon the schedules of Council members and Mr. Petersen.

Mr. Clough noted that the Planning Commission was scheduled to meet one week later and that other events were also planned.

Councilman Gagnon confirmed that the meeting could occur a few days before or after the one-week timeframe, depending upon availability. He agreed that Mr. Petersen should be included.

Councilman McGuire noted that Mr. Petersen was expected to return on Sunday, October 19, 2025. He stated that the special meeting should occur after Mr. Petersen returned so that he could respond to the allegations and so the Council could review the evidence supporting the concerns raised.

Chair Pro Tem Mooney clarified that the proposed special meeting would include the current Town Attorney and would address the future of the Town’s legal representation. He agreed that the meeting should be scheduled after Mr. Petersen’s return.

Councilman McGuire stated that the Council would also need a transition plan and an understanding of available alternatives before terminating its current legal representation. The speaker recommended that the special meeting initially be informational, allowing the Council to hear from the Town Attorney before determining its next action.

Chair Pro Tem Mooney called for a roll-call vote.

Councilman Francis stated that he did not favor language that appeared to place a potential termination over the Town Attorney before the discussion occurred. He stated that he would rather have the discussion of what is or what is not being done and that things could be accomplished in different ways. He stated he voted aye to have the discussion down the road.

Ayes: Mr. Roy Francis; Mr. Larry Kovalik; Mr. Eric Gagnon.

Nays: Chair Pro Tem Paul Mooney; Vice Mayor William Semple.

Abstention: Mr. David McGuire.

Absent: Mayor Carter Nevill; Councilwoman Michele O'Halloran.

The motion passed by a vote of 3–2, with one abstention. Staff was directed to schedule and advertise the special meeting in coordination with the Council and legal counsel.

UNFINISHED BUSINESS.

There was no unfinished business

TOWN ATTORNEY'S REPORT.

Mr. Patrick Corish reported that the Town Attorney's office had been working with Town staff on several contractual, litigation, development, and property-related matters.

Mr. Corish stated that the agreement involving Taylor Middle School and Branch, the project contractor, had been completed and that he understood the necessary permits had been issued.

He also reported that agreements had been reached for monitoring the heating and air-conditioning equipment at the Warrenton Aquatic and Recreation Facility and for cybersecurity support to assist the Information Technology Department with identifying potentially dangerous websites and strengthening the Town's computer firewalls.

Mr. Corish provided an update on several pending court matters. Two General District Court actions involving building-code violations were scheduled for proceedings, with one matter set for the following month and another set for January.

A motion for summary judgment relating to one of the property-maintenance matters discussed during Citizen's Time was scheduled for October 24, 2025. Mr. Corish explained that the defendant had defaulted under a settlement agreement and that the requested final court order would provide the Town with the remedies sought in its complaint.

Mr. Corish reported that the trial in *Sayers v. Town of Warrenton* was scheduled for November 6, 2025. He also stated that he was continuing to work with Town Attorney Chap Petersen on the Amazon matter.

In addition, Mr. Corish had reviewed draft deeds and easements affecting properties throughout the Town and participated in preliminary discussions concerning the proposed Warrenton Village development and a proposed Comcast project.

Hotel Street and Winchester Street Properties

Councilman Kovalik asked whether the enforcement actions concerning the Hotel Street and Winchester Street properties were at the same stage of the court process.

Mr. Corish responded that both matters had previously been stayed pursuant to settlement agreements. A hearing in one matter was scheduled for October 24, 2025, and he expected to schedule the Hotel Street matter for a hearing in November. He anticipated that both cases would result in final court orders within approximately one month.

Councilman Kovalik asked when the Town would be able to enter the properties, correct the violations, and restore the buildings to a reasonable condition. The speaker characterized the continuing deterioration as demolition by neglect and asked whether the Town could recover its costs by placing a lien against the properties.

Mr. Corish explained that the requested final court orders would authorize the Town to enter the properties and perform the necessary remediation. The Town could then recover the remediation expenses by attaching the costs to the affected property through a tax lien.

Mr. Corish disagreed with the suggestion made during Citizen's Time that contempt sanctions should serve as the Town's primary remedy. He stated that the Town was following the specific statutory process provided by the General Assembly: issuing notices, pursuing enforcement actions, establishing the violations in court, correcting the conditions when the owner failed to do so, and recovering the costs from the property owner.

Mr. Corish stated that both matters were expected to proceed through motions for summary judgment rather than full trials because the underlying violations and obligations had already been incorporated into settlement agreements.

Councilman Kovalik asked whether the Town could also recover the legal expenses incurred in pursuing the cases.

Mr. Corish responded that attorney's fees associated with the newer proceedings arising from the breached settlement agreements could be recovered because the agreements contained attorney-fee provisions. He did not believe the governing statute authorized the recovery of all legal expenses incurred before the settlement agreements were breached.

Councilman McGuire asked whether the Town could issue citations for continuing building-code violations.

Mr. Corish confirmed that building-code violations could ordinarily be pursued through a warrant in debt, potentially involving penalties of approximately \$4,000 for continuing violations. He explained, however, that the Town had elected to pursue the more comprehensive Circuit Court remedy in these particular cases.

Councilman McGuire stated that the Town needed to enforce its ordinances more consistently and should consider revising its ordinances if necessary to provide clearer authority for citations and penalties. The speaker expressed concern that a lack of enforcement could encourage continued noncompliance and negatively affect surrounding properties and the Town's tax base.

TOWN MANAGER'S REPORT.

Deputy Town Manager Stephanie Miller provided the following updates:

The Communications and Emergency Management Department had launched Alert Warrenton, the Town's new emergency alert and public-information system.

The third session of the Your Town Academy was scheduled for October 15, 2025, and would feature presentations from the Parks and Recreation Department and Police Department. Ms. Miller reported that the academy continued to progress well.

The Parks and Recreation Department would host its annual Flashlight Candy Hunt at Rady Park on October 25, 2025.

Ms. Miller also reported that the Town Manager had recently provided Ignite Fauquier with information concerning the Main Street improvement project.

A public town hall concerning the Main Street project was scheduled for October 27, 2025, in the Council Chambers. The meeting would provide residents and business owners with another opportunity to receive information and ask questions regarding the planned construction.

COUNCILMEMBERS TIME.

Councilman Francis thanked the Ward 1 residents who attended the meeting and expressed appreciation for their support and participation.

He described service on the Council as difficult and stated that he needed to continue reviewing the issues before the Council so that he could make informed decisions.

Councilman Francis also commented that the anticipated opening of the Sheetz location did not appear likely to occur in November, although that remained the announced schedule. He thanked everyone for attending.

Vice Mayor Semple described the day as one of the most disappointing of his service on the Town Council.

He stated that he had hoped Council members would act in good faith and work collaboratively. He explained that the Warrenton Commission on Open and Transparent Government had been established to examine development-review procedures, identify practices that limited meaningful public participation, review significant applications from the preceding six years, and recommend changes that would make the Town government more open and transparent.

Vice Mayor Semple stated that the Commission's final report was intended to provide the Council with findings, supporting documentation, and recommendations for improving Town procedures.

He characterized the Council's earlier action concerning the Town Manager as one of the least transparent actions he had witnessed during his Council service. He objected that the action occurred without a public explanation and without involving three members of the Council in advance.

Vice Mayor Semple stated that the manner in which the decision was made had undermined the moral authority of the Commission and was inconsistent with the Council's stated goals of collaboration, communication, and transparency.

Councilman Kovalik thanked the residents who attended the meeting and those who spoke during Citizen's Time. He encouraged residents to continue communicating with Council members by attending meetings, sending correspondence, and sharing their concerns and ideas.

Councilman Kovalik stated that serving on the Council was rewarding but also difficult because members were required to consider extensive information and make decisions on which the community might not reach complete agreement.

He stated that he looked forward to receiving the final report of the Warrenton Commission on Open and Transparent Government and did not want to interfere with the Commission's work.

Councilman Kovalik rejected the suggestion that Council members were acting secretly or without regard for their constituents. He stated that the Council was examining prior land-use decisions that he believed had been harmful to the Town and had not adequately reflected substantial public opposition.

He expressed concern about decisions affecting significant transportation corridors and stated that he had requested transportation-impact information concerning Lee Highway, Culpeper Street, Shirley Avenue, Falmouth Street, and Meetze Road.

Councilman Kovalik also discussed his review of County records concerning development proposals and later rezoning applications involving potential incorporation into the Town. He stated that reviewing the history of those matters required substantial research and that the Council was attempting to ensure that no relevant information was overlooked.

He expressed disappointment that the Commission's work had not advanced more quickly and stated that any obstruction preventing access to information should be addressed. He emphasized that the information being sought belonged to the public and was necessary for the Council to conduct a thorough review.

Councilman Kovalik stated that the Council's decisions were not made casually or arbitrarily. He said Council members were attempting to understand questionable events that could have long-term effects on the community and to provide residents with the answers they deserved.

Chair Pro Tem Mooney thanked the residents who attended, contacted Council members, and provided feedback. He congratulated the employees recognized earlier in the meeting and

thanked Deputy Town Manager Stephanie Miller for her professionalism and leadership during the day.

Chair Pro Tem Mooney thanked Vice Mayor Semple, Ms. Miller, and Ms. Brooke Campbell for developing the financial-projection tool presented during the work session. He stated that the tool would allow Council members to test budget assumptions, evaluate personnel and expenditure scenarios, and better understand the long-term financial effects of Council decisions.

He expressed concern that current projections could require the Town to incur debt to support its operations. He stated that routinely borrowing to operate was not a sound financial practice and praised the Finance Committee and staff for creating a tool to help the Council address that concern.

Chair Pro Tem Mooney encouraged residents and Main Street stakeholders to attend the October 27, 2025 town hall concerning the Main Street construction project. He emphasized that the meeting would provide an opportunity to learn how construction would affect businesses, residents, and visitors.

Chair Pro Tem Mooney then addressed his vote earlier that day concerning Town Manager Frank Cassidy. He stated that the decision had not been made lightly and acknowledged the respect and admiration many employees had for Mr. Cassidy. He expressed appreciation for Mr. Cassidy's dedication and professionalism.

Chair Pro Tem Mooney stated that his responsibility as an elected representative was to act in the best interests of Town residents. He said he had spoken with staff members following the work session and explained his reasoning.

He stated that he lived, worked, and participated in the Warrenton community and regularly received feedback from residents. He acknowledged that Council decisions frequently produced both criticism and support, including from friends and family.

Chair Pro Tem Mooney stated that he made each decision independently, based upon his conscience, his work, and the residents he represented. He said that he accepted responsibility for his vote and was prepared to discuss it directly with Mr. Cassidy, Town employees, and members of the public.

He encouraged Town staff, the Council, and residents to remain focused on their shared goals and continue the Town's work.

Councilman Gagnon reported that the Council had voted during the work session to end further consideration of the proposed Flock Safety automated license-plate-reader cameras.

He stated that his position was based upon comments he had received from residents and the overwhelmingly negative public response he had observed. He characterized the technology as a form of mass surveillance with potentially harmful future consequences and stated that he would oppose similar proposals while serving on the Council.

Councilman Gagnon also discussed the work of the Warrenton Commission on Open and Transparent Government. He stated that the Commission had reached a critical point concerning access to Town email records and that decisions made during the following weeks would determine whether its final report satisfied the goals established by the Council.

He asserted that the Town's elected representatives and the Commission should be able to review Town email records, subject to appropriate privacy and security safeguards. He stated that restrictions on access could prevent the Commission from adequately examining the Amazon, Warrenton Village, and Arrington development matters.

Councilman Gagnon stated that he would continue advocating for access to the records because he believed it was necessary to complete the Commission's work and fulfill the expectations of the residents who elected him.

Councilman McGuire

Councilman McGuire thanked everyone for attending the meeting and wished those present a good evening.

ADJOURNMENT.

With no further business, this meeting was adjourned at 8:02 P.M. on Tuesday, October 14th, 2025.

I hereby certify that this is a true and exact record of actions taken by the Town Council of the Town of Warrenton on October 14th, 2025.

Stephen M. Clough
Town Recorder

Attachments:

- 1) Handouts to Council from Citizen's time. October 14th, 2025.
- 2) Citizen Comment Emails and form submissions.
- 3) Signed legislation.



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

October 14th, 2025, Regular Town Council Meeting Minutes

Attachment 1: Citizen Comment emails and form submissions.

From: "jim walther" [REDACTED]
Sent: Tue, 9 Sep 2025 10:25:38 -0400
To: "" <citizencomment@warrentonva.gov>
Subject: Timely updates.....Broadview ave.

You don't often get email from [REDACTED] [Learn why this is important](#)

Re: Broadview ave. construction

Is the project currently on schedule?

Has the change from night work to day work resulted in any measurable impacts—positive or negative—on cost, safety, or progress? Is the bike lane still required?

(https://virginiamercury.com/2023/10/02/as-va-officials-review-smart-scale-some-regional-planners-worry-about-shifting-priorities/?utm_source=chatgpt.com)

Has the projected cost savings been confirmed?

Why are traffic lanes not reopened during non-working hours to improve flow?

Has there been consideration of using middle lanes for through-traffic instead of blocking a lane 24/7?

Have local businesses been asked about the impact this project is having on their operations?

Does the Town anticipate that meals tax revenue may come in under budget as a result of business disruption?

I appreciate your time and any information you can provide to help residents and businesses better understand the status and impacts of this important project.

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: Tue, 9 Sep 2025 14:27:56 +0000
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Public Comment

Name	jim walther
Address	34 broadview ave
City	warrenton
State	va
Zip Code	20186
Email Address	
Phone Number	
Committee, Board, or Commission Type	Field not completed.
Agenda Item	broadview construction. Update requested.
Comment	Re: Broadview ave. construction: Is the project currently on schedule? Has the change from night work to day work resulted in any measurable impacts—positive or negative—on cost, safety, or progress? Is the bike lane still required? (https://virginiamercury.com/2023/10/02/as-va-officials-review-smart-scale-some-regional-planners-worry-about-shifting-priorities/?utm_source=chatgpt.com) Has the projected cost savings been confirmed? Why are traffic lanes not reopened during non-working hours to improve flow? Has there been consideration of using middle lanes for through-traffic instead of blocking a lane 24/7?

Have local businesses been asked about the impact this project is having on their operations?

Does the Town anticipate that meals tax revenue may come in under budget as a result of business disruption?

I appreciate your time and any information you can provide to help residents and businesses better understand the status and impacts of this important project.

Email not displaying correctly? [View it in your browser.](#)

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: Wed, 17 Sep 2025 15:25:17 +0000
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

Public Comment

Name	Barbara Burden
Address	106 Meadowview Lane
City	Warrenton
State	va
Zip Code	20186
Email Address	[REDACTED]
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Planning Commission
Agenda Item	LWAV-25-2
Comment	Retaining wall...who will maintain its integrity. Drainage .. Who will provide and maintain accurate draining. Would like to see an appropriate easement in front of retaining wall to maintain its integrity.

Email not displaying correctly? [View it in your browser.](#)

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: Sat, 27 Sep 2025 13:21:59 +0000
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Public Comment

Name	Declan McArdle
Address	8452 Turnbull Rd
City	Warrenton
State	Virginia
Zip Code	20186
Email Address	[REDACTED]
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Town Council
Agenda Item	Warrenton Contract with Flock Safety
Comment	I have some serious concerns with the plan to contract with Flock Safety and install "license plate reader" cameras on our streets. First of all, these are not plate readers. Also, contrary to Chief Carter's comments, Flock Safety not only shares all the data it collects, but it sells it to other law enforcement and federal agencies. Any good cop will admit that kind of info (often collected on private property, like 7-11 Flock cameras) cannot legally be collected without a warrant. But Flock deceptively makes its customers agree to make all data their property, so they sell it to anyone who wants it.

This is not acceptable, and the people of Warrenton deserve much more information before this change. I, for one, will not let my town sink into the surveillance state sludge.

Ask the question: why Flock's overpriced AI powered system?
Why not any other actual plate reader??

Email not displaying correctly? [View it in your browser.](#)

From: "NA Farmer" [REDACTED]
Sent: Mon, 6 Oct 2025 10:57:24 -0400
To: "" <citizencomment@warrentonva.gov>
Subject: FLOCK license plate reader

You don't often get email from [REDACTED] [Learn why this is important](#)

Hello,

I wanted to comment on the FLOCK license plate reader.

I understand we want to do whatever is necessary to reduce crime, but I do not feel the FLOCK cameras are the way to go.

Law enforcement officials claim they are using these cameras solely to identify lawbreakers. However, at the same time, law enforcement is reviewing the license plates of thousands of innocent people and retaining this information on file for thirty days.

I am not a criminal and should not have my license plate number checked to see if I am a criminal, because I am driving in town for whatever reason.

These cameras will not be effective. Some criminals are not stupid. Those who are not will avoid going into town, along with innocent people who feel their privacy rights are being violated, will stop going into town to shop.

Please rethink the use of these cameras and find a more effective way of reducing crime.

Thank you,
Naomi Farmer
Fauquier County Resident

Draft

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: Thu, 9 Oct 2025 13:20:40 +0000
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

Public Comment

Name	R. Palmer
Address	200 Winchester St.
City	Warrenton
State	Va
Zip Code	20186
Email Address	[REDACTED]
Phone Number	[REDACTED]
Committee, Board, or Commission Type	Town Council
Agenda Item	FLOCK: BIG BROTHER
Comment	To the Warrenton Town Council, I'm writing to voice my STRONG OPPOSITION to the proposed installation of Flock cameras in our town. While the police chief may frame this as a public safety measure, I see it for what it is: a dangerous step toward a surveillance state that erodes our fundamental rights and privacy. This isn't about solving crime; it's about building a database that allows for the tracking of every single one of us, regardless of whether we've done anything wrong. Privacy Invasions - "BIG BROTHER" Flock cameras are not like a traditional red-light or speed camera that only activates when a violation occurs. They are constantly on, capturing a "snapshot" of every vehicle that passes by. This isn't just a license plate number; the system captures a detailed VEHICLE FINGERPRINT, including the car's make, model, color, and even unique characteristics like

bumper stickers or roof racks.

This data is then uploaded to a central, searchable database. This means that a person's entire travel history can be looked up...where they go to work, who they visit, where their kid's school is, and more. This isn't limited to active criminal investigations. Authorities can use this database to track a specific vehicle's location history WITHOUT NEEDING A WARRANT, as noted in a lawsuit against the City of Norfolk, Virginia, that is challenging the constitutionality of this practice.

The idea that our daily movements can be logged and stored without our knowledge or consent is the very definition of a "Big Brother" surveillance system, and it flies in the face of our 4th Amendment rights. A federal court has even found that the long term location tracking capabilities of these systems are "notably similar" to the cell phone tracking found to be unconstitutional in the Supreme Court case *Carpenter v. United States*.

AMAZON: A slap in the face for residents

Let's not forget how this town got to this point. The last Town Council was voted out of office in large part because they approved the town's first data center, the Amazon Web Services data center. Now this new council is considering approving a surveillance platform that stores its data on... you guessed it, AMAZON WEB SERVICES!!

It's a HUGE insult to the community to even consider storing this sensitive surveillance data on the very same company's servers that fueled our last political firestorm. While Flock claims that this data is encrypted and secure, the fact remains that it is a privately-owned company that has a contract with another private corporation (Amazon) to store the information. This creates a troubling public-private partnership where our most sensitive personal information is held by corporations with a history of secrecy and a primary interest in profits, not public good.

PROTECT the 1st Amendment

We are at one of the most divisive times in our nation's history. Our First Amendment rights (freedom of speech, assembly, and protest) are under attack from all sides. Now you want to approve a system that could be used to TRACK and MONITOR citizens who are exercising those rights?! A system that will be

used to create a digital record of WHO attended a political rally, a protest or even a town council meeting? This is the EXACT kind of overreach that makes us afraid to speak our minds and get involved in the community. Keep in mind, the same police chief pushing this surveillance is the same one who kicked BLM protestors off Main street to silence their first amendment rights to assembly and free speech. Do we live in a police state, or a free state?

Passing this proposal would be a profound BETRAYAL of the trust the community placed in you. It would tell us that you value corporate surveillance over the constitutional freedoms and privacy of the very people you were elected to represent. It would tell us that you had no interest in the platform you ran on, that you used a legitimate group of concerned citizens to gain their vote, and then spat in their faces while taking away their rights. We demand that you REJECT THIS PROPOSAL and stand on the side of individual liberty, not corporate surveillance.

Email not displaying correctly? [View it in your browser.](#)

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: Tue, 14 Oct 2025 17:55:39 +0000
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

Public Comment

Name	Brittany Burgess
Address	123 Main St
City	Warrenton
State	VA
Zip Code	20186-3423
Email Address	
Phone Number	
Committee, Board, or Commission Type	Town Council
Agenda Item	Church/Municipal parking lot on 5th street
Comment	As the director of Warrenton Baptist Tiny Tots, I have rising concerns about our shared parking lot on 5th street. We understand there is an agreement with the church that parking in this lot on Sundays is for church use only. We are encountering a shortage of parking options for our families of Tiny Tots Monday-Friday causing our parents who pay for our services to have to walk through side streets or around the block because there is no parking for them to pick up their children at the rear of our building. While we do have a small lot off of 6th street, we are unable to navigate 75 children safely through that small lot in an hour drop off or 2 hour pick up window. In addition, my 15 staff park in this lot during their shift, leaving no parking spots to return to from their lunch break. The closest street parking is only 2 hour parking. There are trailers, trucks, and a man living in his van that park in this lot 24/7. This directly impacts our center and the safety of our children. Tiny Tots is requesting to amend the restrictions on this lot to help our center remain safe. Thank you!

Email not displaying correctly? [View it in your browser.](#)

Draft

From: "Beth Tessandori" [REDACTED]
Sent: Mon, 13 Oct 2025 08:08:17 -0400
To: "" <citizencomment@warrentonva.gov>
Subject: Daniels Property Exception

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

You don't often get email from [REDACTED] [Learn why this is important](#)

Dear Town Council, I am writing as a concerned resident of Monroe Estates to express my opposition to the proposed entrance of the Daniel property on Meadowview Lane. The proposed entrance would increase traffic and noise for our community. There is already an entrance being made at the 3 way stop that will connect to the property.

Beth and Paul Tessandori
96 Meadowview Lane



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

October 14th, 2025, Regular Town Council Meeting Minutes

Attachment 2: Signed Documents- Resolutions, Ordinances, Closed Session Motions



Motion for Convening a Closed Session

Council Meeting Date:

Agenda Title:

I move that the Council convene in closed session to discuss the following:

- ☒ As permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving:
Discussion, consideration or interviews of prospective candidates for employment or appointment; OR
assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with Mr. Frank Cassidy, Town Manger.
- ☐ As permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving:
discussion or consideration of the acquisition of real property for a public purpose; OR
disposition of publicly held real property
specifically involving _____ [Give location of property], because discussion in an open meeting would adversely affect the City's bargaining position or negotiating strategy.
- ☐ As permitted by Virginia Code § 2.2-3711 (A)(4), a matter requiring the protection of the privacy of individuals in personal matters not involving the public business.
- ☒ As permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to:
☒ the pending case the matter of CHARLES AND MARYGAY CROSS, ET. AL., PLAINTIFFS- PETITIONERS VS. THE TOWN COUNCIL OF THE TOWN OF WARRENTON AND THE TOWN OF WARRENTON, DEFENDANTS & GDC Action - *Sayers v. Town of Warrenton*, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the City.
- ☒ As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to **The Town of Warrenton Commission on Open and Transparent Government**
- ☐ As permitted by Virginia Code § 2.2-3711 (A)(29), discussion of the award of a public contract for _____ [Give nature of the contract] involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City Council.
- ☐ As permitted by Virginia Code § _____, a matter involving: _____.

[IDENTIFY THE APPLICABLE PARAGRAPH OF § 2.2-3711(A) OR OTHER LAW AND GIVE THE SUBJECT MATTER AND PURPOSE FOR THE CLOSED SESSION.]

Votes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire

Ayes:

Nays:

Absent from Vote: None

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:
(requires a recorded roll call vote)

I move that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion.

Votes: Mr. Roy Francis; Mr. William Semple; Mr. Larry Kovalik; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire

Nays:

Absent from Vote: None

For Information:
Town Clerk

Effective date: 10/14/25

Stephen Clough, Town Recorder

A handwritten signature in black ink, appearing to read "Stephen Clough", is written over a horizontal line.

October 14, 2025
Town Council
Regular Meeting
RES-25-10-01

A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE VIRGINIA DEPARTMENT CONSERVATION AND RECREATION GRANT FUNDING IN THE AMOUNT OF \$420,508 TO FUND THE MASTER DRAINAGE PLAN

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 10, 2025, the Town Council adopted the Town of Warrenton Fiscal Year 2025 Budget; and

WHEREAS, during the fiscal year, certain events occur that necessitate amending the budget; and

WHEREAS, the Virginia Department of Conservation and Recreation (DCR) funds the Virginia Community Flood Preparedness Fund (CFPF) Grant 25-05-69 to provide support for localities to reduce the impacts of flooding and to empower communities to complete vulnerability assessments, and development action-oriented approaches to bolster flood preparedness and increase resilience.

WHEREAS, the Master Drainage Plan project is part of the FY 2026-2031 Capital Improvement Plan adopted by the Town Council on June 10, 2025

WHEREAS, the Town has been approved by the Department of Conservation and Recreation to receive \$420,508 of reimbursable grant revenue funds for the implementation of the Master Drainage Plan to address drainage concerns

WHEREAS, the Town Council directed the Town Manager to sign the agreement for grant number CFPF-25-05-69 upon receipt in order to accept the reimbursable grant funding via RES-25-07-01; and

NOW, THEREFORE, BE IT RESOLVED, that the Warrenton Town Council Hereby amends the Fiscal Year 2026 Adopted Budget to appropriate \$420,508 of grant revenue to implement the master drainage plan.

Votes:

Ayes: Mr. Roy Francis, Mr. William Semple, Mr. Larry Kovalik, Mr. Eric Gagnon, Mr. David McGuire, Mr. Paul Mooney.

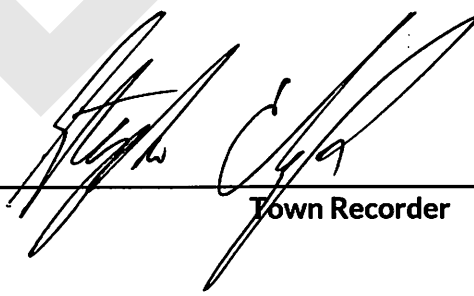
Nays:

Absent from Vote:

Absent from Meeting: Ms. Michele O'Halloran.

For Information:
Budget Manager

ATTEST: _____


Town Recorder

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, APPROVING THE UPDATED
CONTINUITY OF OPERATIONS PLAN (COOP)**

WHEREAS, the Town of Warrenton is committed to ensuring the delivery of essential services, the protection of its employees, facilities, records, and assets, and the execution of its fundamental governmental functions under all threats and hazardous conditions; and

WHEREAS, effective governmental preparedness is a critical responsibility of the Town Council and Warrenton Emergency Management Agency to maintain public confidence, safety, and operational resilience in the face of emergencies, including but not limited to natural disasters, technological failures, or public health crises; and

WHEREAS, a comprehensive Continuity of Operations Plan (COOP) is an essential planning document for a local government, providing a framework for identifying Mission Essential Functions (MEFs), defining command and control structures, establishing alert and notification procedures, and facilitating rapid recovery and reconstitution; and

WHEREAS, the Town Council formally approved the previous version of the Town of Warrenton COOP on August 10th, 2021; and

WHEREAS, the Town Office of Emergency Management, through dedicated internal efforts, has completed a comprehensive review and update of the COOP over the past year to reflect current organizational structures, resource availability, technological dependencies, and best practices in emergency management and continuity planning; and

WHEREAS, the updated COOP ensures that the Town is optimally prepared to continue its essential operations with minimal disruption, demonstrating due diligence in protecting the interests of the citizens of Warrenton;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton, Virginia, that the updated Continuity of Operations Plan (COOP), presented to the Town Council October 14th, 2025, is hereby **APPROVED AND ADOPTED**, superseding the plan approved on August 10th, 2021.

BE IT FURTHER RESOLVED that the Town Manager and the Office of Emergency Management are authorized and directed to ensure that the updated COOP is communicated, trained, and exercised regularly by all relevant departments and personnel to maintain a high state of operational readiness.

BE IT FURTHER RESOLVED that this resolution shall take effect upon its adoption.

ATTACHMENT: None

Votes:

Ayes: Mr. Roy Francis, Mr. William Semple, Mr. Larry Kovalik, Mr. Eric Gagnon, Mr. David McGuire, Mr. Paul Mooney.

Nays:

Absent from Vote:

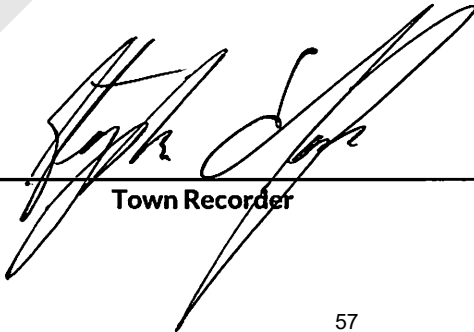
Absent from Meeting: Ms. Michele O'Halloran.

For Information:

Town Manager

Town Emergency Coordinator

ATTEST: _____


Town Recorder

October 14th, 2025
Town Council
Regular Meeting
RES-25-10-03

**A RESOLUTION AUTHORIZING THE TOWN ATTORNEY TO FILE A MISALLENIOUS ACTION AND
BEGING TO SUBPOENA INDIVIDUALS OR ENTITIES BASED ON THE WORK OF THE WARRENTON
COMMISSION ON OPEN AND TRANSPARENT GOVERNMENT**

WHEREAS, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

WHEREAS, the Town of Warrenton is a corporate entity with those powers authorized within its own charter and by Title 15.2 of the Virginia Code; and

WHEREAS, the Virginia Code, per Section 15.2-1409, empowers localities, such as the Town, to form a commission which can investigate matters relating to the Town and its governance; and

WHEREAS, the Town Council on January 14, 2025 voted to authorize such a commission which it named "The Town of Warrenton Commission for Transparent and Open Government"; and

WHEREAS, the function of the "Commission" is to focus on the land use application process and find ways to make it more open and transparent for citizens and applicants alike; and

WHEREAS, the Town Council on March 10, 2025, appropriated \$60,000 in funds for the Commission to further its work and further authorized it to hire Whitson Robinson, Esq., as its Special Counsel; and

WHEREAS, the Commission held its first meeting on March 27th, 2025, at which it decided to focus on three land use applications which had been considered and approved by the Council over the past five years; and

WHEREAS, the Commission members and Special Counsel have been working with Town staff over the past six months to obtain and review internal Town records which are relevant to the Commission's business; and

WHEREAS, the Commission has adopted a discovery plan which permitted the Town Attorney to decide any disputes relating to methods of gathering and reviewing Town records that might be deemed confidential; and

WHEREAS, since August 23, 2025, the Town staff has been producing, and the Commission members reviewing, Town records pursuant to a 4-point agreement drafted by the Town Attorney which addresses both cost concerns and the non-disclosure of confidential information; and

WHEREAS, the Commission now seeks to obtain information from outside parties, per Section 15.2-1409, and has voted to authorize the Town Attorney to issue subpoenas for relevant information;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Warrenton that the Town Attorney is authorized to issue and enforce subpoenas, pursuant to the guidance in Section 15.2-1409, on behalf of the Commission.

ATTACHMENT:

Votes:

Ayes: Mr. Roy Francis, Mr. William Semple, Mr. Larry Kovalik, Mr. Eric Gagnon, Mr. David McGuire, Mr. Paul Mooney.

Nays:

Absent from Vote:

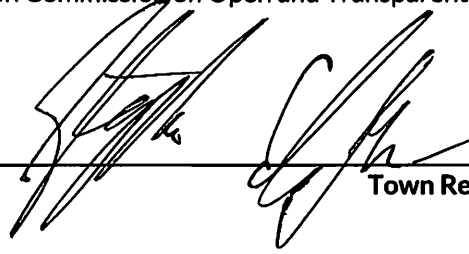
Absent from Meeting: Ms. Michele O'Halloran.

For Information:

Town Attorney

Warrenton Commission on Open and Transparent Government ,Chair

ATTEST:



Town Recorder