



TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, September 09, 2025 at 9:00 AM

MINUTES

AN OPEN MEETING OF THE TOWN COUNCIL OF THE TOWN OF WARRENTON, VIRGINIA, WAS HELD ON JANUARY 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. 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

I. WORKSESSION - 9:00 AM

Mayor Nevill stated that the agenda would be amended to move the Closed Session to the first order of business and the Taylor Middle School Update to the second. No objection was raised.

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 briefing by staff members or consultants regarding the pending cases of Citizens for Fauquier County v. Town of Warrenton, involving exemptions under the Virginia Freedom of Information Act, and Charles and Mary Gay Cross, et al. v. Town Council of the Town of Warrenton and Town of Warrenton, where discussion in an open meeting would adversely affect the Town's negotiating or litigating posture.

The motion also cited Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel regarding specific legal matters requiring legal advice related to the Warrenton Commission on Open and Transparent Government and the Taylor Middle School contracts and bonds.

Councilman Kovalik seconded the motion.

Councilman Gagnon moved to amend the motion to excuse the Town Manager and Town staff from the portion of the closed session involving confidential and attorney-client privileged information. He further moved that special counsel to the Warrenton Commission on Open and

Transparent Government attend the entire closed session because both matters were relevant to the Commission's work.

Councilman Kovalik seconded the amendment.

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 amendment passed unanimously.

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

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 motion passed unanimously, and the Council convened in closed session.

The Council reconvened in open session at 10:43 a.m. Vice Mayor Semple moved to certify that only those matters specifically identified in the motion to convene and lawfully permitted under the Virginia Freedom of Information Act had been discussed. He noted that the Town Manager participated only in the discussion concerning Taylor Middle School. Councilman Kovalik 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.

Abstention: None.

The certification motion passed unanimously.

B. Taylor Middle School Update

Mr. Patrick Corish, an attorney with the Town Attorney's firm, provided an update regarding the Taylor Middle School expansion project.

He explained that the project involved an approximately 10,000-square-foot addition and required several Town permits before construction could proceed.

Mr. Corish reported that there had been miscommunication among the Town, the Fauquier County School Board, and its contractor, Branch, regarding the required permits and associated surety documents. He stated that many of those issues had been resolved within the preceding 24 hours.

Mr. Corish explained that he would continue working with the School Board and Branch to revise and approve the contract accompanying the erosion and sediment-control bond. The contract and bond were necessary for continued approval of the conditional site-development plan and issuance of permits, including the land-disturbance permit. He anticipated that the remaining issues could be resolved within approximately one week.

In response to Councilman Mooney, Mr. Corish stated that the parties appeared to have reached an understanding regarding the remaining contract language.

He explained that the Town's standard performance-bond agreement generally contemplated private residential development and required revisions to account for the size and nature of the school construction project. The provisions authorizing the Town to address defects and ensure compliance with applicable ordinances and specifications would remain in the agreement.

Mr. Webb Moore, an attorney with Sands Anderson representing the Fauquier County School Board, confirmed that the outstanding issues had been narrowed considerably.

He stated that he and Mr. Corish would work together to revise the contract language accompanying the bond already posted by Branch. The revised agreement would then require Branch's signature.

Mr. Moore thanked the Council for placing the matter on the agenda and emphasized the School Board's desire to begin construction on the project as soon as possible.

C. Flock Cameras and VSP H.E.A.T. Grant

Chief of Police Timothy Carter presented information regarding the potential use of Flock Safety automated license-plate-reader cameras by the Warrenton Police Department and funding available through the Virginia State Police Help Eliminate Auto Theft, or H.E.A.T., Grant Program.

Chief Carter explained that license-plate readers had traditionally been mounted on police vehicles. The proposed Flock Falcon cameras would instead be mounted at fixed locations and operate continuously as a force multiplier for the Police Department, particularly given the shortage of law-enforcement officers and qualified applicants.

He explained that the Falcon system would not record video or use facial-recognition technology. The cameras would photograph the rear of passing vehicles and collect license-plate information and general vehicle characteristics, including the make, model, body style, color, decals, racks, and bumper stickers. This additional information could assist investigators when a license plate was missing, obstructed, or only partially legible.

Chief Carter stated that the cameras could photograph vehicles traveling at speeds of up to 80 miles per hour across two lanes. The cameras would likely be placed at strategic points of ingress and egress to the Town and could provide real-time alerts when a photographed vehicle matched information entered into the system regarding a criminal investigation, missing or endangered person, human-trafficking investigation, stolen vehicle, or other qualifying matter.

Any alert generated by the system would have to be independently verified by an officer before enforcement action could be taken. An officer would locate the vehicle, confirm the license-plate information through the appropriate law-enforcement database, and establish reasonable suspicion or probable cause before initiating a stop.

Chief Carter explained that Virginia law limited retention of the vehicle-image data to no more than 21 days, although the Town could adopt a shorter retention period. An audit record showing that data had been collected and deleted could be retained for up to two years. The Town would control its data and determine which Virginia law-enforcement agencies, if any, could access it. The data could not be shared with law-enforcement agencies outside the Commonwealth of Virginia.

Chief Carter proposed initially considering five cameras at major entrances to the Town. Each camera would cost approximately \$3,000 annually, resulting in an estimated annual cost of \$15,000. The fee would include installation under the current vendor proposal, maintenance, training, software updates, and replacement or repair services.

The Police Department had received a \$10,000 Virginia State Police H.E.A.T. Grant. The grant application identified license-plate-reader cameras as the proposed use, but Chief Carter stated that the application could be amended to support another initiative addressing motor-vehicle or motor-vehicle-parts theft if the Town decided not to proceed with the cameras. The Department was also pursuing additional grant opportunities of approximately \$5,000 and \$6,000. Future Town funding could be required if annual grant funding was unavailable or insufficient.

Chief Carter stated that implementation would require a departmental policy governing the use, access, sharing, and retention of the data. Flock Safety could also provide a public transparency portal identifying the Department's objectives, applicable policies, number of cameras, data-retention period, number of vehicles photographed, alerts received, and searches conducted.

Chief Carter emphasized that the presentation was informational and that the Town had not entered into a contract or committed to purchasing the cameras. Before any decision, he recommended a public-information campaign consisting of an in-person and virtual public forum, participation by a Flock representative, social-media outreach, and opportunities for community feedback.

Chief Carter reviewed several regional examples in which Flock-camera information had assisted law enforcement. These included identifying a vehicle involved in a hit-and-run in Remington, locating stolen vehicles, identifying suspects connected to organized retail theft, locating a missing and endangered adult experiencing dementia, and identifying a suspect vehicle associated with a residential robbery and abduction.

Councilman Kovalik questioned whether the cameras would meaningfully deter crime and noted the number of ordinary vehicles photographed compared with the number producing alerts.

Chief Carter responded that deterrence was not the system's primary purpose. Its principal value would be as an investigative tool providing continuous coverage and helping officers identify suspect vehicles, solve crimes more quickly, and respond to urgent situations such as abductions, missing persons, and human trafficking.

Councilman Kovalik requested information concerning the effectiveness of Amber and Silver Alerts.

Councilman Francis asked whether the cameras could be relocated, how the data could be shared, and whether the annual fee included technology and software updates.

Chief Carter stated that fixed cameras could be relocated for an additional installation cost, although they were generally intended to remain at the selected locations. He confirmed that the annual fee included maintenance and updates. He further stated that the Department would comply with Virginia's restrictions on sharing information outside the Commonwealth, including requests from federal agencies, unless disclosure was legally compelled.

Vice Mayor Semple questioned whether criminals could evade the system by changing or removing license plates and expressed concern that photographing every vehicle entering the Town could intrude upon personal privacy.

Chief Carter explained that the system would be intended primarily to identify vehicles used by individuals entering the Town to commit crimes, rather than the vehicles being stolen. Vehicles with no connection to an alert or investigation would not generate a notification, although the image would remain in the database for the established retention period.

Councilman McGuire asked about the time required to receive and independently verify an alert through the Flock and National Crime Information Center systems.

Chief Carter stated that an alert based upon information already entered into the Flock network would be nearly instantaneous, while independent verification through other databases could take additional time.

Councilman McGuire also emphasized that vehicles should not be targeted merely because they displayed out-of-state license plates.

Chief Carter confirmed that the system would not generate an alert based upon the state issuing the plate.

Councilman Gagnon requested a copy of the proposed Flock user agreement and described the proposal as a potential mass-surveillance system because cameras would photograph vehicles at each major entrance to the Town. He expressed concerns regarding privacy, civil liberties, long-term expansion of the technology, collection of information such as bumper stickers, vendor control, and how the system might be used by future governments. He supported allowing substantial time for public review and comment.

Other Council members expressed concerns regarding duplication with cameras already operated by Fauquier County, passive collection of data from innocent motorists, possible future increases in subscription costs, and whether the H.E.A.T. Grant could be used more effectively for overtime or another crime-prevention initiative.

Councilwoman O'Halloran stated that she understood the privacy concerns but believed the technology could be valuable in locating an abducted child or another endangered person. She recommended that the Public Safety Committee continue working with Chief Carter to obtain additional information, gather community input, and report its findings to the Council.

The Council requested additional information regarding the vendor agreement, historical pricing, overlap with existing cameras, Amber and Silver Alert effectiveness, potential future expansion into other surveillance technologies, and feedback from community organizations involved in human-trafficking prevention, missing-person cases, and public safety.

By a show of hands, four Council members indicated support for continuing the research and public-engagement process. The matter was referred to the Public Safety Committee for further review and a future recommendation. No contract was authorized, and no formal action was taken.

D. Emergency Management Agency Designation, COOP, & Updates

Mr. Johnny Switzer, Emergency Management Coordinator, n overview of the Town's emergency-management program, its designation as an independent emergency-management agency, the updated Continuity of Operations Plan, and recent emergency-response activities.

Mr. Switzer explained that the Town established an emergency-management function during the COVID-19 pandemic in 2020. The program was formally created through the adoption of Ordinance 2022-11 in 2022 and operated under Chapter 20 of the Town Code, the Virginia Emergency Services and Disaster Law, and applicable federal requirements.

Under Virginia law, the Town Manager served as the Director of Emergency Management.

Mr. Switzer had been designated to administer the program following the departure of the previous emergency-management coordinator.

At the direction of Mr. Frank Cassidy, Town Manager, the Town applied for recognition as an independent emergency-management agency on February 4, 2025. The Commonwealth confirmed the designation on April 22, 2025, after determining that the Town had satisfied applicable local, state, and federal requirements. The Town also received a letter from the state emergency-management coordinator commending the Council and Town for their commitment to emergency preparedness.

Mr. Switzer explained that independent-agency status allowed the Town to coordinate directly with state and federal emergency-management partners and apply for disaster assistance based upon impacts within the Town rather than the per-capita threshold for Fauquier County as a

whole. The designation also provided the Town with direct access to Virginia Department of Emergency Management systems, including WebEOC, through which requests for personnel, equipment, supplies, and other assistance could be transmitted directly to the Commonwealth and, when applicable, the Federal Emergency Management Agency.

The Town had also implemented the Crisis Track system during the recent flooding. Staff used the system to collect information from residents and conduct damage assessments of public property and, upon request, private property. The independent designation also provided access to emergency-management grants and state assistance for tabletop and full-scale exercises involving infrastructure failures, cybersecurity incidents, active-shooter events, and other emergencies.

Mr. Switzer announced that the Alert Warrenton notification system had been established and was operational. A public-launch event was being planned. Because Alert Warrenton and Alert Fauquier both operated through the Smart911 platform, residents would be able to register for Town and County alerts through the same system.

Mr. Switzer reported that the Town's Continuity of Operations Plan, or COOP, had originally been adopted in 2022. The plan had been reviewed and updated in 2025 to reflect the Town's independent emergency-management designation and current operations. The revised plan would be submitted for legal review, and Council members were asked to provide comments within two weeks. Staff anticipated returning the plan to the Council at the following month's work session before presenting it for formal adoption.

Regarding the Columbia Gas incident, Mr. Switzer stated that the Town continued working with the Town Manager's Office and legal counsel to recover the costs of its response. Columbia Gas had requested an after-action review led by the company. The Town and Columbia Gas had reached an understanding concerning the scope of that review, and the Town submitted a revised reimbursement request on August 29 that excluded the cost of the after-action process.

Legal counsel stated that if Columbia Gas did not respond within a reasonable time, the next step could include issuing a formal demand and preparing potential litigation, including a possible public-nuisance claim.

Mr. Switzer reported that the July flash-flood event caused approximately \$109,000 in damage to Town infrastructure. The Town had begun the state public-assistance application process, although he cautioned that determining eligibility and receiving reimbursement could take a year or longer.

Staff was also working to prepare the Warrenton Aquatic and Recreation Facility as a potential temporary emergency shelter. Supplies were available to accommodate approximately 25 people. Representatives from the American Red Cross, Fauquier County Department of Social Services, and the County's emergency-management program had toured the facility.

Mr. Switzer explained that hotels would generally be considered before opening a community shelter. However, the WARF could provide a local post-disaster sheltering option and offered advantages such as public showers. A proposed facility-use agreement would be presented for

Council review. If approved, the Town would seek Red Cross training so Town employees could operate the shelter when County or state personnel were unavailable.

Mr. Switzer also reviewed the Town's response to the severe-weather event that occurred during the preceding weekend. Approximately 15 incidents involving fallen trees, limbs, utility lines, and power disruptions occurred along a relatively direct path through the Town. The National Weather Service preliminarily characterized the event as straight-line winds.

The Police Department, Public Works and Utilities Department, Emergency Management Office, and Fauquier County fire and emergency-management personnel responded. Although the volume of calls temporarily strained available resources, conditions were stabilized within approximately one hour, and electrical service was restored by the following morning.

Mr. John Ward, Public Works Director, explained that brush and debris removal would continue throughout the week and would affect routine landscaping, mowing, and street-sweeping operations. He noted that the material had to be transported to Elkwood because the local landfill did not accept that type of debris.

Council members commended staff for the speed and coordination of the response and cleanup.

Staff clarified that Dominion Energy was responsible for addressing fallen trees or debris involving energized power lines. The Town would then remove remaining debris located within the public right-of-way, while debris located on private property remained the property owner's responsibility.

Mayor Nevill observed that the Town's recent responses demonstrated the value of its emergency-management program. He stated that coordination, communication, recovery, and access to potential reimbursement had improved substantially compared with the Town's responses to previous major weather events.

E. Emergency Management Appointment Confirmations

Mr. Johnny H. Switzer explained that the Town's designation as an independent emergency-management agency required the Town Council to formally confirm the officials responsible for administering the program.

Staff prepared resolutions confirming Mr. Frank Cassidy, Town Manager, as the Town's Director of Emergency Management and Mr. Switzer as the Town's Coordinator of Emergency Management.

Following the presentation, Mayor Nevill asked whether the Council had any concerns with placing the two appointment resolutions on the Consent Agenda for the evening regular

meeting. No objections were raised, and the Council agreed to add the resolutions to the Consent Agenda.

No formal action was taken during the work session.

F. Police Department Overview

Chief Timothy Carter presented an overview of the Warrenton Police Department's staffing, recruitment and retention efforts, community-engagement programs, enforcement statistics, and parking-ticket collection procedures.

Chief Carter stated that the Department's mission was to protect the safety and security of the Town while maintaining strong engagement with the community. The Department had an authorized strength of 28 sworn officers and currently employed 24, leaving four vacancies, including one corporal position. Several qualified candidates were progressing through the recruitment process.

Chief Carter reported that approximately 22 percent of the Department's sworn officers were women and that the Department continued working toward the national 30x30 Initiative goal of increasing the representation of women in policing to 30 percent. He also noted that the Department included African American, Hispanic, and Pacific Islander officers.

During the preceding year, the Department's recruitment team had processed approximately 297 police-officer applications and nearly 40 applications for a vacant police-sergeant position. The team consisted primarily of the senior administrative assistant, the Support Services Bureau lieutenant, and two detectives responsible for background investigations, with assistance from volunteers and other Police Department personnel during applicant interviews.

Chief Carter announced the hiring of Sergeant Lucas Johnson, a retired out-of-state police sergeant with approximately 22 years of law-enforcement experience. Sergeant Johnson would complete the training necessary for Virginia certification before beginning his full duties with the Department.

The Department was also reviewing its organizational structure to improve efficiency and strengthen professional development.

Chief Carter planned to separate the training-officer and property-and-evidence responsibilities, which had previously been assigned to a single position. He stated that both functions required greater attention because of the increasing complexity of training requirements and evidence management.

Chief Carter reported that the Department was developing a nonsupervisory career track for sworn officers. Previously, officers seeking advancement generally had to enter a supervisory position, even when supervision did not align with their interests or strengths. The proposed structure would provide additional professional-development and advancement

opportunities for sworn and civilian employees without requiring them to become supervisors.

Chief Carter thanked the Council for funding educational and foreign-language incentives in the adopted budget. He stated that these incentives helped the Department remain competitive with surrounding law-enforcement agencies. Three current officers spoke Spanish fluently, which provided an important resource for both the Department and the community.

Regarding community engagement, Chief Carter stated that the Department continued participating in the joint community academy with the Fauquier County Sheriff's Office. The spring academy had been canceled because of low enrollment, and the participating agencies planned to reassess the program before offering it again. He noted that the program also competed for participants with the Town's successful Your Town Academy.

The Department was reviewing and refocusing its Community Action Team because of declining interest from prospective members. The team's purpose was to strengthen communication between the Police Department and the community, provide residents with information concerning police operations, and help the Department better understand community concerns.

The Department also continued participating in the TRIAD program to protect older residents and maintained its church-coalition partnerships. New engagement efforts would include assigning officers to particular neighborhoods for extended periods, conducting neighborhood meetings and walks, and holding public forums concerning specific proposals and general community concerns. Chief Carter stated that these ongoing activities would help residents develop direct relationships with officers assigned to their neighborhoods.

Chief Carter reported that traffic-enforcement activity had increased by approximately 58 percent compared with the same period of the preceding year. Parking enforcement had increased by approximately 41 percent, and written warnings had increased by approximately 66 percent. Collectively, Part I offenses, which included the most serious categories of crime, had decreased by approximately seven percent.

The Department had recorded 77 larcenies year to date, compared with 82 during the same period of the preceding year, representing a decrease of approximately six percent. Chief Carter noted that a significant number of the Town's larceny reports originated from Walmart.

Offenses against family members totaled approximately 50, compared with 51 during the same period of the preceding year. Assault reports had increased from 37 to 51. Chief Carter explained that a portion of the increase resulted from mandatory reporting by memory-care facilities. Such incidents were required to be documented as assaults even when a resident's cognitive condition affected the individual's awareness and criminal charges were not appropriate.

Chief Carter also discussed parking enforcement and the collection of unpaid parking fines. Although the Town had a strong parking-enforcement program, it had lacked an effective

method for collecting unpaid tickets. Approximately 568 parking tickets remained unpaid, representing nearly \$20,000 in outstanding fines based upon an average ticket amount of approximately \$35.

The Town had entered into an agreement with UPSafety, the vendor already used for electronic parking citations, to provide collection services at no cost to the Town. A \$5 late fee would be added when a ticket became 30 days delinquent. Collection efforts would begin after 60 days, providing additional time for residents to make payment.

UPSafety would send a separate notice for each outstanding violation and add a collection fee equal to 30 percent of the outstanding amount. The collection fee would be paid by the violator rather than the Town. The company would be required to follow accepted collection practices concerning the timing and manner of communications.

Chief Carter stated that the process for disputing parking tickets would remain unchanged. A person wishing to contest a citation could contact the Police Department and receive a court date to present the matter to a judge.

Legal counsel was reviewing revised language for the parking citations. Once that review was complete, the Town would print the revised tickets and conduct a public-information campaign. The Department anticipated beginning the new collection process no later than November 1, 2025.

Chief Carter explained that the Town had historically collected unpaid parking fines by obtaining summonses through the magistrate's office. The chief magistrate had subsequently determined that the process was no longer an appropriate collection method, requiring the Town to develop an alternative procedure.

Vice Mayor Semple commented on differences between the Department's budgeted and actual personnel expenditures during recent fiscal years. He also noted that the Department's capital-improvement plan included approximately \$2 million in projected expenses through Fiscal Year 2031, including approximately \$820,000 for vehicle replacements and \$623,000 for public-safety radio replacements. He requested that the Department be prepared to explain those expenditures during the upcoming budget process.

Council members also discussed the parking of recreational vehicles, boats, and commercial vehicles on Town streets. Chief Carter explained that the Department enforced applicable provisions of the Town Code and definitions contained in state law. Officers generally began by educating the vehicle owner and requesting voluntary compliance before issuing a citation. He clarified that the Police Department did not enforce homeowners' association covenants or deed restrictions.

Councilman Mooney stated that he had additional financial questions that could be addressed through the Finance Committee.

G. Planning Commission August 19, 2025 Regular Meeting Update

Ms. Denise Harris, Planning Manager, provided an update concerning the Planning Commission's August 19, 2025 regular meeting. She reported that the Commission conducted three work sessions.

The first work session concerned a legislative waiver request for the Daniels property located at 545 Old Meetze Road. The applicant sought a waiver from the subdivision ordinance to permit a cul-de-sac within a by-right residential subdivision.

The second work session involved parcels annexed into the Town effective June 1, 2025, which were not addressed through the court-ordered zoning classification associated with the annexation. The Planning Commission planned to conduct an additional work session on the matter at its September 16 meeting.

The third work session concerned the Planning Commission's training budget. Ms. Harris stated that Commission members had previously participated in certified planning-commissioner training, field trips to other jurisdictions, meetings with other planning commissioners, and professional conferences. The Commission was considering how to use its training funds during the upcoming year.

Ms. Harris advised that the draft minutes from the August meeting were included in the Council's agenda packet and that a video recording of the meeting was available online.

Vice Mayor Semple asked when the Planning Commission would conduct the five-year review of the Town's Comprehensive Plan.

Ms. Harris stated that the five-year review point would occur in April 2026. She explained that the Commission was required to review the plan but was not necessarily required to amend it. The Commission would also review portions of the plan as part of the annexation process because the future land-use map would need to be updated to include the newly annexed properties.

Councilman Kovalik discussed the Daniels property waiver request and expressed broader concerns regarding street connectivity within Warrenton Crossing. He referenced the subdivision-ordinance requirement that streets connect with existing streets and provide access to adjoining subdivisions. He questioned whether the existing pattern of cul-de-sacs was consistent with the Town's goals for interconnected neighborhoods and recalled earlier expectations that Walker Drive or another connecting roadway would provide an alternative route between Falmouth Street, Blackwell Road, and the commercial area near Walmart.

Councilman Kovalik stated that the existing development pattern appeared more similar to a conventional suburban subdivision than an interconnected street grid. He questioned whether the Town had lost an opportunity to improve connectivity and create a stronger sense of community.

Ms. Harris explained that the original development approvals predated her tenure and that staff would need to review historical meeting records to determine the reasoning of the Council serving at that time. It was also noted that the subdivision plans had been approved more than a

decade earlier and that the current owners retained the right to develop under those approved plans.

Staff clarified that the immediate issue before the Planning Commission was limited to the requested waiver permitting one additional cul-de-sac within an eight-lot subdivision. The applicant had evaluated multiple configurations and attempted to design the subdivision in a manner compatible with the adjoining neighborhoods. One alternative would involve a parallel roadway connecting to Old Meetze Road, while the cul-de-sac option could reduce traffic traveling through the existing Meadowview Lane neighborhood.

The Council acknowledged that the Planning Commission would evaluate the proposed layouts and return a recommendation based upon the specific circumstances of the property.

H. VDOT SGR FUNDS (Broadview Avenue)

Mr. Michael Wharton, Project Manager, reported that the Town applied in October 2024 for funding through the Virginia Department of Transportation's State of Good Repair, or SGR, Program. The program provides funding for eligible bridge, primary-roadway, and paving projects based upon pavement-condition ratings, without requiring additional Town funding.

The Town was awarded approximately \$57,000 for a small section of Broadview Avenue located across from Highland School. Mr. Wharton noted that VDOT awarded less funding through the program than in the preceding year, when the Town received approximately \$700,000 for work on Main Street.

Mr. Wharton clarified that the Broadview Avenue project was limited to the roadway and would consist of painting and overlay work. The Town's contractor would perform the work.

He added that the Council's agenda packet included a resolution amending the budget to accept the funds and authorization for the Town to execute the required VDOT agreement.

The Council agreed to place the resolution on the Consent Agenda for the evening regular meeting.

Agenda Review

The Council reviewed the agenda for the evening regular meeting. The Emergency Management appointment-confirmation resolutions and the resolution accepting the VDOT State of Good Repair funding for Broadview Avenue would be added to the Consent Agenda. The Town Council meeting minutes would also remain on the Consent Agenda.

Staff advised that a continued public hearing was scheduled for the evening meeting and that the applicant had requested that action on the matter be deferred. The Council would still be required to open the public hearing and then vote on the applicant's deferral request.

Mayor Nevill asked whether the public hearing should be closed before the Council deferred the matter or remain open until the matter returned for consideration. Mr. Patrick Corish stated that, based upon his experience, the public hearing could remain open to allow additional public input but that he would review the issue and provide definitive guidance before the evening meeting.

With no further action, Mayor Nevill adjourned the work session at 1:00 p.m. The Council would reconvene that evening for its regular meeting.

II. REGULAR MEETING - 6:30 PM

Mayor Nevill called the September 9th, 2025 regular meeting of the Warrenton Town Council to order at 6:30 p.m. All members were present, a quorum was established, and business could be conducted.

INVOCATION.

Deaconess Yvonne Dade of First Baptist Church provided the invocation.

PLEDGE OF ALLEGIANCE.

Mayor Nevill led the pledge of allegiance.

PROCLAMATIONS AND RECOGNITIONS.

Mr. Frank Cassidy, Town Manager, recognized recent Town employee appointments, promotions, and achievements through the Excellence in Action program.

Mr. Cassidy welcomed Ryann Luthi as the new Permit Technician in the Community Development Department.

In the Public Utilities Department, Mr. Cassidy welcomed Daniel Alexander as the new Stormwater Inspector and Matthew Cropp as a new Water Treatment Operator.

In the Parks and Recreation Department, Mr. Cassidy welcomed Patrick Pearce and Atswain Kraiwan as new lifeguards at the Warrenton Aquatic and Recreation Facility. He also recognized Melanie Salas on her promotion to Manager on Duty.

Mr. Cassidy announced that the Town's Fleet and Facilities Management team had received the 2025 Green Fleet Award from the NAFA Fleet Management Association for the third consecutive year. He stated that the award demonstrated the team's commitment to environmentally responsible fleet maintenance and purchasing practices and to reducing the Town's carbon footprint.

Mr. Cassidy also recognized Officer Olivia Garner, who graduated from the Rappahannock Regional Criminal Justice Academy's Law Enforcement Basic Class 172 on August 21, 2025. Officer Garner received third place for the Top Academic Achievement Award, the Director's Award for Physical Excellence, and the Charles E. Murray, Jr. Top Performance Achievement Award. The latter award was presented in honor of Sergeant Charles Ebert Murray, Jr. of the Fauquier County Sheriff's Office, who was killed in the line of duty.

Mayor Nevill congratulated all employees who were recognized and specifically commended Officer Garner for her accomplishments at the academy.

CITIZEN'S TIME.

Mayor Nevill opened Citizen's Time and advised that speakers could address the Council for up to three minutes regarding matters not otherwise listed on the agenda. He asked anyone wishing to comment on the Ville Nova Subdivision public hearing to reserve those remarks for the public-hearing portion of the meeting.

Mayor Nevill reminded speakers to state their name and area of residence, direct their comments to the Chair and Council, and provide the Town Clerk with copies of any written materials. He explained that Citizen's Time was intended for public comment rather than questions or debate and that Council members would listen and take notes but would not respond during the comment period.

Josephine Gilbert, Scott District: Ms. Gilbert discussed the PATH Foundation and expressed concern that its grantmaking priorities had shifted away from community health and wellness toward diversity, equity, and inclusion initiatives. She referenced prior PATH-funded educational and nonprofit programs, including a workshop concerning white supremacy, and questioned whether the Town of Warrenton had received grants from the Foundation. Ms. Gilbert urged the Town to scrutinize or reject funding that she believed was connected to ideological programming.

Dr. John Hardy, Alexandria Pike: Dr. Hardy stated that he and his wife had lived on Alexandria Pike for approximately 41 years. He described the street as a narrow, quiet residential roadway with approximately 12 existing homes and expressed concern about proposed residential development in the area, including an eight-home subdivision and a potential development of approximately 50 homes known as Cobbs Hill.

Dr. Hardy stated that Alexandria Pike and its intersection with Blackwell Road were not currently adequate to accommodate the anticipated increase in traffic. He noted that the roadway had an approximately 80-foot right-of-way but only about 24 feet of paved surface. He recommended that the Town consider widening the roadway and adding curb, gutter, and sidewalks to improve safety and accommodate future development.

There being no additional speakers, Mayor Nevill closed Citizen's Time.

APPROVAL OF THE AGENDA.

Councilman McGuire moved to approve the agenda as submitted. Councilman Francis 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 motion passed unanimously.

PUBLIC HEARINGS.

Ville Nova Subdivision Temporary Construction Easement

Mayor Nevill stated that the public hearing concerning the Ville Nova Subdivision Temporary Construction Easement had been continued from the previous month. The applicant had requested that consideration of the matter be deferred until the applicant was prepared to return to the Council.

The Council discussed whether the public hearing should remain open during the deferral.

Mr. Patrick Corish advised that the hearing should be closed after receiving any public comments and that the application could be returned to the agenda when the applicant was prepared to proceed.

Mayor Nevill initially announced the closing of the public hearing at 6:44 p.m. Staff then advised that one speaker had signed up to address the matter. The public hearing remained open to receive the speaker's comments.

Nancy Evert, 249 Sapphire Court, The Villas: Ms. Evert stated that her property backed up to Academy Hill and addressed the Council's decision during the preceding month to postpone action on the temporary construction easement. She stated that citizens had previously raised questions concerning whether wetlands existed on the Ville Nova property, although those questions were unrelated to the temporary construction easement under consideration.

Ms. Evert questioned why action on the easement had been postponed to allow additional time for citizens to review an issue that had previously been addressed. She expressed concern that postponing what she considered a straightforward easement request could contribute to a perception that it was difficult for applicants and developers to work with the Town.

There being no additional speakers, Mayor Nevill closed the public hearing at 6:48 p.m.

Councilman Mooney moved to defer consideration of the Ville Nova Subdivision Temporary Construction Easement until the applicant was prepared to return to the Council. Councilwoman O'Halloran 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 motion passed unanimously.

CONSENT AGENDA.

Town Council Meeting Minutes Approval

Draft September 10th, 2024, Regular Town Council meeting.

Draft October 8th, 2024, Regular Town Council meeting.

Draft November 12th, 2024, Regular Town Council meeting.

Draft December 10th, 2024, Regular Town Council meeting.

Draft January 14th, 2025, Regular Town Council meeting.

Draft February 11th, 2025, Regular Town Council Meeting.

Confirmation of the Appointment of the Director and Coordinator of Emergency Management to the

Warrenton Emergency Management Agency

VDOT SGR FUNDS (Broadview Avenue)

Councilwoman O'Halloran moved to approve the Consent Agenda as submitted. Vice Mayor Semple 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 motion passed unanimously.

NEW BUSINESS.

The Mayor confirmed there was no new business to discuss.

UNFINISHED BUSINESS.

The Mayor confirmed there was no unfinished business to discuss.

TOWN ATTORNEY'S REPORT.

Mr. Patrick Corish provided the Town Attorney's Report.

Mr. Corish reported that the Town Attorney's office had devoted considerable time to the public-improvements contract and permitting matters associated with the Taylor Middle School expansion. He explained that the contract established the terms governing the bond posted by Branch, the contractor retained by the Fauquier County School Board for the expansion and site improvements.

Mr. Corish stated that delays had occurred while the parties negotiated and finalized the public-improvements contract required before the applicable permits could be issued. Significant progress had been made, and the parties anticipated completing the agreement by the end of the week.

The Town Attorney's office was also working with Town staff and private property owners on several deeds of dedication within the Town, including deeds conveying sanitary-sewer and stormwater easements in the Warrenton Crossing area.

Regarding building-code enforcement, Mr. Corish reported that new demand letters were being prepared for approximately two properties requiring compliance.

Mr. Corish also provided an update concerning properties associated with Mr. McDonald. Bridian Hall, LLC had defaulted on an agreement incorporated into a court judgment. The Town had filed a motion for summary judgment, and a hearing was expected to be scheduled for October 22, 2025.

Other properties associated with Mr. McDonald had not yet reached their applicable compliance deadlines.

Mr. Corish stated that if the required milestones were not met, the Town would pursue summary judgment and request the remedies identified in its complaint.

Regarding the Amazon litigation, Mr. Corish reported that the Town planned to file a miscellaneous action in Fauquier County Circuit Court seeking authority for the Commission on Open and Transparent Government to issue subpoenas to third parties. The list of potential subpoena recipients had not yet been finalized. Trial in the underlying matter was scheduled for March 2026.

Mr. Corish also reported that the Town had recently been named as a defendant in a public-negligence action filed in Fauquier County General District Court. The Town had received a bill of particulars, and its responsive pleadings were due October 1, 2025. The Town Attorney's office was working with staff to review the facts and prepare an answer and defenses.

Finally, the Town Attorney's office continued reviewing agreements and renewals involving private vendors and utility providers, including the parking-ticket collection program discussed during the morning work session.

There were no questions from the Council.

TOWN MANAGER'S REPORT.

Mr. Frank Cassidy, Town Manager, announced that the fall session of the Your Town Academy would begin on September 24, 2025. Registration remained open, and interested residents were encouraged to participate.

Mr. Cassidy reported that the Parks and Recreation Master Plan survey remained available to the public through Sunday, September 14. He stated that the Town had received a number of responses and encouraged additional community participation before the survey closed.

Mr. Cassidy also advised that the annual outside-agency funding application process was scheduled to begin later in September. Applications were generally distributed in September and returned to the Town in December. Staff had requested Council feedback concerning possible changes to the process but had not yet received any recommendations.

Mayor Nevill asked whether the Finance Committee could review the outside-agency funding policy and procedures and provide additional guidance before the applications were distributed. Vice Mayor Semple stated that he had already discussed reviewing the policy and process with staff and agreed that the Finance Committee could expedite its review.

With no objection from the Council, staff agreed to delay distributing the outside-agency funding applications while the Finance Committee worked with the Finance Department to develop possible criteria and guidance.

COUNCILMEMBERS TIME.

Councilman Mooney thanked the residents attending the meeting and encouraged continued public participation. He thanked the Town's emergency-management personnel and utility crews for their rapid response to the recent straight-line wind event, noting that power had been restored within approximately 24 hours despite multiple damaged utility lines near his home.

Councilman Mooney also recognized the work of the Finance Committee and encouraged residents to communicate with Council members and committees regarding matters of concern, including public-safety issues, financial matters, and the Town's parklet program.

Councilman Francis welcomed residents from Ward 1 and thanked them for attending. He commended the Town's emergency response to the recent storm and encouraged Ward 1 residents to contact him with questions, concerns, or ideas. He also invited residents to subscribe to his Ward 1 newsletter.

Vice Mayor Semple discussed a recent town hall held for residents of Falmouth Street and Oliver City regarding a previously approved 135-home development near East Street and the bypass. He noted that the development had been conceived and substantially approved approximately 14 years earlier.

Vice Mayor Semple emphasized the importance of residents participating in current planning and zoning discussions because decisions made today would influence the Town's development for many years. He thanked the residents who attended the town hall and stated that the developer had been cooperative. Additional follow-up concerning remaining neighborhood concerns was anticipated.

Councilman Kovalik addressed recent public statements suggesting that the Town had been neglectful in connection with the Taylor Middle School project. He thanked Town staff for working to resolve the remaining issues and stated that the project appeared to be moving in the proper direction.

Councilman Kovalik emphasized the importance of ensuring that the contractor delivered a project that fit appropriately within the surrounding community and did not impose an unnecessary additional burden on Town residents, who were also Fauquier County taxpayers. He expressed hope that the completed project would be an asset to the community.

Councilwoman O'Halloran thanked the residents who attended the meeting and expressed appreciation for the recent First Friday event. She announced that O'Brien's Irish Pub would sponsor a charity golf tournament on September 19, 2025, at Fauquier Springs Country Club to raise funds for the Transitions Program located on Main Street in the Odd Fellows Building.

Councilman Gagnon discussed the automated license-plate-reader camera proposal presented during the morning work session. He emphasized that no decision had been made and that the proposal remained in its preliminary stages.

Councilman Gagnon stated that although the technology could assist with locating stolen vehicles, abducted children, and individuals involved in human trafficking, it also raised concerns regarding mass surveillance, the collection and use of data, and the potential expansion of the technology in future years. He specifically noted that the system could collect vehicle characteristics such as bumper stickers.

Councilman Gagnon encouraged residents to learn about the proposed Flock Safety system and participate in future opportunities for public input before the Council made a decision.

Councilman McGuire thanked his colleagues and the residents attending the meeting. He reflected upon the invocation and emphasized the importance of treating others with dignity and respect, maintaining order, and consistently enforcing laws and ordinances when necessary.

Councilman McGuire also recognized the approaching anniversary of the September 11, 2001 terrorist attacks and encouraged the community to remember the unity demonstrated following those events. He thanked veterans, law-enforcement officers, firefighters, military personnel, and others engaged in public service.

Councilman McGuire congratulated Officer Olivia Garner on her academy achievements and noted that the Charles E. Murray, Jr. Top Performance Achievement Award was selected by the members of her academy class, making the recognition particularly meaningful.

Mayor Nevill encouraged residents to register for the Your Town Academy. He stated that the program offered residents an opportunity to understand Town operations, the responsibilities of staff and Council, and the difficult long-term decisions involved in local government. He expressed hope that the academy would encourage additional residents to seek public office and produce more contested Town elections.

Mayor Nevill clarified that Allegro Community School of the Arts organized the Town's First Friday events and stated that Allegro deserved recognition for the program.

Mayor Nevill thanked emergency responders and Town personnel for their response to the recent storm and praised the Town's emergency-management agency as a significant improvement for the community. He also announced that Heroes Bridge would hold a chili and cornbread cook-off on September 27, 2025, to support the proposed Heroes Bridge Village.

Mayor Nevill concluded by reaffirming the Town's commitment to the Taylor Middle School project. He stated that the Town supported completing the project as quickly as possible while consistently applying the legal, permitting, and public-safety requirements applicable to all construction projects. He emphasized that the Town was not attempting to obstruct the project and wanted the school expansion to succeed and open as soon as practicable.

ADJOURNMENT.

With no further business, this meeting was adjourned at 7:16 PM on Tuesday, September 9th, 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 September 9th, 2025.

Stephen M. Clough
Town Recorder

Attachments:

- 1) Handouts to Council from Citizen's time. September 9th, 2025.

- 2) Citizen Comment Emails and form submissions.
- 3) Signed legislation.

Draft



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

September 9th, 2025, Regular Town Council Meeting Minutes

Attachment 1: Handouts to Council.

Warrenton Town Council Comments

Nancy Evert. 249 Sapphire Ct.

I have comments directed to the Town Council regarding your actions at the meeting last month on August 12, 2025.

The item on the agenda had to do with the subdivision along Academy Hill Road named Ville Nova, and the temporary construction easement.

Citizen's time came first in the meeting, before formal discussions about the temporary easement. Two citizens in the audience asked questions about the land for Ville Nova: wasn't that a wetlands?

Most Council members and the Mayor and staff were quick to point out that years and years ago, the Army Corps of Engineers decreed there was no wetlands on this property. They were making an attempt to answer the citizens' questions.

After the discussion, the Town Clerk even came out to the audience to personally chat with the citizens who raised the question.

The citizen's obviously didn't do their homework.

But, what I don't understand, is WHY this Council, made a motion, and voted on the action to postpone the vote on the temporary construction easement.

The reason given for the postponement was to provide the citizens in the audience time to get up to speed on the topic.

THE TOPIC OF THE EASEMENT HAD NOTHING TO DO WITH WETLANDS!

I would have hated to be the individual who reported the postponement to the Developer of Ville Nova. What reason could have been given?

And now the Council will vote on this topic again tonight. A month later. The rumor must be true that outsiders find it hard to work with our Town: we pull some silly stunts like this without consideration for anyone else.

The question about Wetlands: asked and answered YEARS ago!

If an easy, SLAM DUNK easement (my words) for town property can't get through this council, what happens when real issues come up and need to be voted on?

Thanks for listening.



The Town of Warrenton
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September 9th, 2025, Regular Town Council Meeting Minutes

Attachment 2: Citizen Comment emails and form submissions.

From: "EDGAR TIPACTI" [REDACTED]
Sent: Tue, 12 Aug 2025 09:23:25 +0000
To: "citizencomment@warrentonva.gov"
<citizencomment@warrentonva.gov>
Subject: trash can

[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](#)

hi , is there something i dont know why your trash pick up guys are not taking
cardboards as a trash which are inside my trash can ?
thank you .

From: "EDGAR TIPACTI" [REDACTED]
Sent: Tue, 12 Aug 2025 09:23:25 +0000
To: "citizencomment@warrentonva.gov"
<citizencomment@warrentonva.gov>
Subject: trash can

[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](#)

hi , is there something i dont know why your trash pick up guys are not taking
cardboards as a trash which are inside my trash can ?
thank you .

From: "noreply@civicplus.com" on behalf of "noreply@civicplus.com"
<noreply@civicplus.com>
Sent: Wed, 20 Aug 2025 20:36:39 +0000
To: "" <citizencomment@warrentonva.gov>
Subject: Online Form Submittal: Public Comment

Public Comment

Name	Kevin O'Neill
Address	7382 Hope Lane
City	Warrenton
State	Va
Zip Code	20187
Email Address	[REDACTED]
Phone Number	5404548827
Committee, Board, or Commission Type	Town Council
Agenda Item	Red arrow light at traffic light at Shirley and Frost
Comment	I am not a town resident, buttoday I was on Shirley at the turn onto Frost going toward Harbor Freight. The arrow was red - meaning no turn is allowed until it turns green - but a sign next to it says "Only far right lane may turn right on red." A right turn on a red arrow is not allowed - it was confusing, what are drivers supposed to do at this turn?

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

From: "Nate Weber" [REDACTED]
Sent: Wed, 20 Aug 2025 18:20:48 -0400
To: "" <citizencomment@warrentonva.gov>
Cc: "Family Shared Email" <nsjnaw@gmail.com>
Subject: Follow-Up Public Comment - Ordinance 2025-11 (Easement Plat ESMT#24-5, Academy Hill Park)

[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](#)

Greetings,

I am writing again as a resident of 226 Hidden Creek Lane regarding the proposed sanitary sewer easement through Academy Hill Park, identified as Easement Plat ESMT#24-5 (Parcel #6984-23-2742-000).

My initial written comment was submitted prior to the August 12 hearing and entered into the meeting minutes. To date, I have not received a response. With the upcoming hearing, I respectfully request that the following specific questions be addressed on the record:

1. Project Location and Scope – Provide the detailed easement plat showing the exact location, length, and width of the easement, including its proximity to adjoining properties such as ours.
2. Timeline – Specify the anticipated start date, construction duration, and sequencing of work.
3. Restoration – Confirm what measures will be taken to restore the areas impacted by this work, including requirements for replanting trees, reseeding grass, and replacing disturbed vegetation.
4. Vegetation Preservation and Restoration – Identify how the Town plans to minimize the removal of mature trees and wooded buffers near residential property lines. Identify how the impacted area will be restored after the work has been completed.
5. Communications Plan – Outline the Town's communications plan for this project, including:
 - Whether advance written notice will be provided to nearby residents,

- The methods of dissemination (e.g., mailed letters, email, website updates, public signage), and
 - The frequency of updates before and during construction.
6. Construction Impact – Clarify whether limitations on work hours will be established to reduce disruption from noise, dust, and truck traffic, particularly during evenings and weekends.
 7. Post-Construction Access – Describe what future activities and vehicle access rights the easement grants, particularly where this may affect areas adjacent to residential boundaries.

As nearby homeowners, we recognize the need for infrastructure improvements but require clear and complete answers to these questions to understand the project's impact on both neighborhood quality of life and the natural character of Academy Hill Park.

I request that this follow-up comment be entered into the record of the upcoming hearing and that the Town provide written responses to the above questions.

Thank you for your attention to these matters.

Sincerely,
Nathan & Sarah Weber
226 Hidden Creek Lane
Warrenton, VA 20186

From: "Amber Heflin" <aheflin@warrentonva.gov>
Sent: Thu, 28 Aug 2025 14:27:35 +0000
To: "citizencomment" <citizencomment@warrentonva.gov>
Subject: FW: Follow-Up Public Comment - Ordinance 2025-11
(Easement Plat ESMT#24-5, Academy Hill Park)
Attachments: Ville Nova- Proposed Town Property TCE.pdf, Ville Nova-
Proposed offsite easement- Villas at the Ridges.pdf, Ville Nova- Landscape Plan.pdf

As requested!

From: Amber Heflin
Sent: Thursday, August 28, 2025 10:16 AM
To: na.weber@gmail.com; [REDACTED]
Cc: Heather Jenkins <hjenkins@warrentonva.gov>
Subject: RE: Follow-Up Public Comment – Ordinance 2025-11 (Easement Plat ESMT#24-5, Academy Hill Park)

Good morning, Mr. and Mrs. Weber,

Your questions were passed along to me by Mr. Clough to answer. For your awareness, the applicant for the easement has requested a deferral from the Town Council on the easement through the park property until an easement on the Villas at the Ridges property is obtained from the HOA for a final connection point into an existing manhole for sanitary sewer. I've copied and pasted your questions with my responses in **green** below:

1. Project Location and Scope – Provide the detailed easement plat showing the exact location, length, and width of the easement, including its proximity to adjoining properties such as ours.
 - **Please see the attached easement plats for both the Town-owned park property as well as the proposed easement through the Villas. The easement request going before the Town Council is only for the property owned by the Town. The separate easement that is needed to connect the proposed sanitary sewer line to the existing sanitary manhole within the Villas is a private easement between the property owner and the HOA for the Villas at the Ridges. This easement has not been granted yet by the Villas HOA, to my knowledge. The Town has limited involvement in the private easement process, other than verifying deed language with the Town Attorney and reviewing notes/references on the proposed plat. The Site Development Plan cannot be released for construction until all required off-site easements are obtained.**
2. Timeline – Specify the anticipated start date, construction duration, and sequencing of work.
 - **I have requested this information from the Engineer. I will provide an additional update to you if this information is provided by the Engineer.**
3. Restoration – Confirm what measures will be taken to restore the areas impacted by this work, including requirements for replanting trees, reseeding grass, and replacing disturbed vegetation.

- The park property will be re-seeded with grass as needed in order to construct the sewer line. Grading changes may occur as a result of the construction of the sanitary sewer line.
4. Vegetation Preservation and Restoration – Identify how the Town plans to minimize the removal of mature trees and wooded buffers near residential property lines. Identify how the impacted area will be restored after the work has been completed.
- The areas will be re-seeded and strawed once construction of the line has been completed. I have included the landscaping plan from the Ville Nova Subdivision's Site Development Plan to show proposed landscaping areas.
5. Communications Plan – Outline the Town's communications plan for this project, including:
- Whether advance written notice will be provided to nearby residents,
 - The methods of dissemination (e.g., mailed letters, email, website updates, public signage), and
 - The frequency of updates before and during construction.
1. The project is considered by-right and any notice requirements are only for parts of the project that require a public hearing process, such as the easement across the Town-owned park property. Notification for public hearings must conform to Zoning Ordinance Section 11-3.2.1, as required by Code of Virginia Section §15.2-2204. The Town may notify residents via social media and website updates should a road require partial or full closure to complete the work required for the subdivision as part of a right-of-way and building permit process. The developer is required to post building permits and Stormwater Pollution Prevention Plans on the job site at all times for inspection.
6. Construction Impact – Clarify whether limitations on work hours will be established to reduce disruption from noise, dust, and truck traffic, particularly during evenings and weekends.
- Town Code Section 11-19(a) (7) requires that construction take place between the hours of 8:00am and 7:00pm seven days a week. Staff encourages residents to report unauthorized work so this can be addressed promptly with the contractor on site. The contractors are notified of this requirement at the time the permits are issued for construction. For convenience, I've copied and pasted the section below:
 - Sec. 11-19. - Noise.
 - (a) The following acts, are declared to be a violation of this section:
 - (7) Building operations. The erection, including excavation, demolition, alteration or repair, of any building in a residential or business district other than between the hours of 8:00 a.m. and 7:00 p.m. seven (7) days a week, except in cases of urgent necessity in the interest of public safety, and then only with a permit from the proper town officials;
7. Post-Construction Access – Describe what future activities and vehicle access rights the easement grants, particularly where this may affect areas adjacent to residential boundaries.
- The Temporary construction easement in the park will terminate at the conclusion of construction of the project, and the Town would then begin

maintaining the sewer line at the completion of the project provided the lines have been installed to meet minimum standards. The developer would be responsible for the maintenance of the sewer lines until the Town has accepted them into the maintenance system. The temporary construction easement does not grant any additional ingress/egress or vehicular access through the park. The private sanitary sewer easement that is proposed through the Villas property will allow the Town the right to inspect the lines, maintain them, and repair, if necessary, once construction is completed and the lines have been installed to meet the Town's minimum standards. Please note, the easement with the Villas property has not yet been submitted or reviewed by staff to verify what additional rights or language is present within the deed. However, the information provided previously is standard process for the sanitary sewer easement they have proposed.

Please let me know if you have any additional questions.

Thank you,

Amber N. Heflin, CZA, COSS

Zoning Official

Community Development Department



21 Main Street
Warrenton, VA 20186
(540) 347-1101 x142
warrentonva.gov

See the progress on the Town's Zoning Ordinance update here:

<https://www.warrentonzoningordinanceupdate.com/>

From: Nate Weber [REDACTED]

Sent: Monday, August 25, 2025 5:22 PM

To: Stephen Clough <sclough@warrentonva.gov>

Cc: Family Shared Email [REDACTED]

Subject: Fwd: Follow-Up Public Comment – Ordinance 2025-11 (Easement Plat ESMT#24-5, Academy Hill Park)

[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](#)

Mr. Clough,

I am writing to follow up on two prior submissions I made via the Town's citizen comment email distribution regarding the proposed easement for sanitary sewer construction at Academy Hill Park. While the initial submission was acknowledge via auto-reply from the citizen comments email distro, I have not yet received any response addressing the specific questions and requests for information contained in them.

As these questions relate directly to potential impacts on my property and the surrounding community, a response is not only reasonable, but the right thing to do. If you are unable to provide the information directly, I kindly request a clear timeframe for when the Town will provide answers to the requested information.

For clarity and convenience, I have included my most recent follow-up submission in full below:

Greetings,

I am writing again as a resident of 226 Hidden Creek Lane regarding the proposed sanitary sewer easement through Academy Hill Park, identified as Easement Plat ESMT#24-5 (Parcel #6984-23-2742-000).

My initial written comment was submitted prior to the August 12 hearing and entered into the meeting minutes. To date, I have not received a response. With the upcoming hearing, I respectfully request that the following specific questions be addressed on the record:

1. Project Location and Scope – Provide the detailed easement plat showing the exact location, length, and width of the easement, including its proximity to adjoining properties such as ours.
2. Timeline – Specify the anticipated start date, construction duration, and sequencing of work.
3. Restoration – Confirm what measures will be taken to restore the areas impacted by this work, including requirements for replanting trees, reseeding grass, and replacing disturbed vegetation.
4. Vegetation Preservation and Restoration – Identify how the Town plans to minimize the removal of mature trees and wooded buffers near residential property lines. Identify how the impacted area will be restored after the work has been completed.
5. Communications Plan – Outline the Town's communications plan for this project, including:
 - Whether advance written notice will be provided to nearby residents,
 - The methods of dissemination (e.g., mailed letters, email, website updates, public signage), and
 - The frequency of updates before and during construction.

6. Construction Impact – Clarify whether limitations on work hours will be established to reduce disruption from noise, dust, and truck traffic, particularly during evenings and weekends.
7. Post-Construction Access – Describe what future activities and vehicle access rights the easement grants, particularly where this may affect areas adjacent to residential boundaries.

As nearby homeowners, we recognize the need for infrastructure improvements but require clear and complete answers to these questions to understand the project's impact on both neighborhood quality of life and the natural character of Academy Hill Park.

I request that this follow-up comment be entered into the record of the upcoming hearing and that the Town provide written responses to the above questions.

Thank you for your attention to these matters.

Sincerely,
Nathan & Sarah Weber
226 Hidden Creek Lane
Warrenton, VA 20186

Thank you for your time investigating this matter and diligence in providing a response. Please reach out either via email or voice (719-359-9220) if you'd like to chat further on this matter.

Nathan

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

[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](#)

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

Public Comment

Name	jim walther
Address	34 broadview ave
City	warrenton
State	va
Zip Code	20186
Email Address	
Phone Number	5403479673
Committee, Board, or Commission Type	<i>Field not completed.</i>
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.](#)

DRAFT



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

September 9th, 2025 Regular Town Council Meeting Minutes

Attachment 3: Signed Documents- Resolutions, Ordinances, Closed Session Motions



Motion for Convening a Closed Session

Council Meeting Date: September 9th, 2025.

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 _____ [Give department, job title(s), or job category].
- ☐ 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 of **Citizens for Fauquier County v. the Town regarding exemptions under the Virginia Freedom of Information Act & 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** 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 & Taylor Middle School Contracts and Bonds.**
- ☐ 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.]

The Motion was amended to include: to excuse the Town Manager and Town staff from attendance at this part of the closed session. And due to the relevancy of both closed-session agenda items to the work of the Warrenton Commission for Open and Transparent Government, I also move to ask that the Commission's

special counsel attend the closed session for its entirety.”

Votes:

Ayes: 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

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.

Ayes:

Nays:

Absent from Vote: None

For Information:

Town Clerk

Effective date:

Stephen Clough, Town Recorder

A handwritten signature in black ink, appearing to read 'Stephen Clough', is written over a horizontal line. The signature is stylized and cursive.

**A RESOLUTION CONFIRMING THE APPOINTMENT OF FRANCIS CASSIDY AS THE DIRECTOR OF EMERGENCY
MANAGEMENT FOR THE TOWN OF WARRENTON**

WHEREAS, on July 11th, 2022, the Town Council of the Town of Warrenton affirmed that pursuant to the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, § 44-146.13 et seq., Code of Virginia, the Town Code was thereby amended by the addition of Chapter 20 - Emergency Management; and

WHEREAS, in accordance with Code of Virginia, § 44-146.19, the office of emergency management was therefore created on July 11th, 2022, and serves as the agency of emergency management for the Town of Warrenton; and

WHEREAS, the Town of Warrenton, Virginia, has been designated by the Virginia Department of Emergency Management as an independent political subdivision solely for the purposes of emergency management as defined in § 44-146.16 of the Code of Virginia; and

WHEREAS, Va. Code §44-146.19 requires each political subdivision to establish that the position of Director of Emergency Management, the Town appointed this role to the Town Manager, per Town of Warrenton Code of Ordinances, Chapter 20, Section 20-3; and

WHEREAS, the Town Council desires that Mr. Cassidy, as Town Manager, be appointed to the Warrenton Emergency Management Agency as the Director of Emergency Management, and Mr. Cassidy consent and agrees to the responsibilities incumbent on that office; and

WHEREAS, the Town Council of the Town of Warrenton deems it necessary and appropriate to formally confirm the appointment of Francis Cassidy to the aforementioned role.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Warrenton, Virginia, that the appointment of Francis Cassidy as the Director of Emergency Management is hereby confirmed.

BE IT FURTHER RESOLVED, that this appointment shall be effective as of December 12, 2023, the date of Mr. Cassidy's appointment as Town Manager, and shall remain in effect until a new appointment is made or until otherwise directed by the Town Council.

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; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire.

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Town Manager

Town Emergency Coordinator

ATTEST: _____


Town Recorder

**A RESOLUTION CONFIRMING THE APPOINTMENT OF JOHNNY H. SWITZER AS THE COORDINATOR OF
EMERGENCY MANAGEMENT FOR THE TOWN OF WARRENTON**

WHEREAS, on July 11th 2022, the Town Council of the Town of Warrenton affirmed that pursuant to the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, § 44-146.13 et seq., Code of Virginia, the Town Code was thereby amended by the addition of Chapter 20 - Emergency Management; and

WHEREAS, in accordance with Code of Virginia, § 44-146.19, the office of emergency management was therefore created on July 11th 2022, and serves as the agency of emergency management for the Town of Warrenton; and

WHEREAS, the Town of Warrenton, Virginia, has been designated by the Virginia Department of Emergency Management as an independent political subdivision solely for the purposes of emergency management as defined in § 44-146.16 of the Code of Virginia; and

WHEREAS, Va. Code §44-146.19 requires each political subdivision to establish that the position of Director of Emergency Management, the Town appointed this role to the Town Manager, per Town of Warrenton Code of Ordinances, Chapter 20, Section 20-3; and

WHEREAS, pursuant to Va. Code §44-146.19(B)(4), the Town Manager, Frank Cassidy, assigned Johnny H. Switzer as the Coordinator of Emergency Management on August 20, 2024; and

WHEREAS, in accordance with that subsection, Mr. Switzer's role officially requires the consent of the Town Council, and the Town Council desires that Mr. Switzer be appointed to the Warrenton Emergency Management Agency as the Coordinator of Emergency Management; and

WHEREAS, the Town Council of the Town of Warrenton deems it necessary and appropriate to formally confirm the appointment of Johnny H. Switzer to the aforementioned role.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Warrenton, Virginia, that the appointment of Johnny H. Switzer as the Coordinator of Emergency Management is hereby confirmed.

BE IT FURTHER RESOLVED, that this appointment shall be effective as of August 20, 2024, the date of the Town Manager's assignment of the role, and shall remain in effect until a new appointment is made or until otherwise directed by the Town Council.

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; Ms. Michele O'Halloran; Mr. Eric Gagnon; Mr. Paul Mooney; Mr. David McGuire.

Nays:

Absent from Vote:

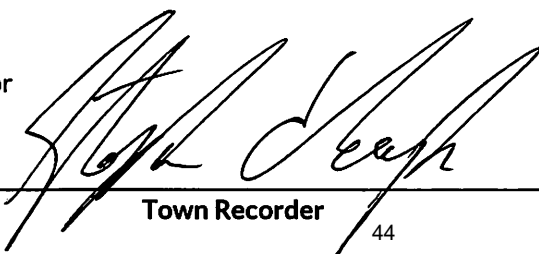
Absent from Meeting:

For Information:

Town Manager

Town Emergency Coordinator

ATTEST: _____


Town Recorder

September 9, 2025
Town Council
Regular Meeting
RES-25-09-03

**A RESOLUTION TO AMEND THE FISCAL YEAR 2026 ADOPTED BUDGET TO APPROPRIATE VIRGINIA
DEPARTMENT OF TRANSPORTATION GRANT FUNDING IN THE AMOUNT OF \$57,995 TO FUND
RESURFACING OF ROADWAYS WITHIN TOWN LIMITS**

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 September 9, 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 Town has been approved by the Department of Transportation to receive \$57,995 of State of Good Repair funds for the resurfacing of northbound lane of Broadview Avenue from town limits to 0.015 miles South of town limits and southbound lane of Broadview Avenue from town limits to 0.033 miles South of town limits; and

NOW, THEREFORE, BE IT RESOLVED, that the Warrenton Town Council Hereby amends the Fiscal Year 2025 Adopted Budget to appropriate \$57,995 of grant revenue to implement the resurfacing of roadways within Town limits and grants authority for the Town Manager to execute project administration agreements for this approved State of Good Repair projects.

Votes:

Ayes: 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 Meeting:

For Information:
Project Coordinator

ATTEST: _____


Town Recorder