

Beverly B. McKay - Aye
John R. Staelin - Aye
David S. Weiss - Aye

3) Citizens Comment Period

No citizens appeared to address the Board.

Supervisor Byrd joined the meeting at 1:08 pm.

4) VDOT

Ed Carter, Assistant Residency Administrator, provided the following update:

Maintenance – June:

- Completed mowing of secondary routes;
- Replaced several pipes along Route 606 (Mt. Carmel Road);
- Completed minor road repair on Route 604;
- Replaced pipe on Route 624 (Red Gate Road);
- Performed brush cutting around signs and various other locations throughout the County for sight distance;
- Performed ditch repair along Route 608 at the river.

Maintenance – July:

- Begin second round of mowing on primary and secondary routes;
- Begin patching operations on Route 606 (Mt. Carmel Road) and other various secondary routes in preparation for surface treatment;
- Grade non-hard surfaced roads as needed;
- Remove hazardous trees at various locations;
- Perform shoulder work under the guardrail on Route 7 on the mountain;
- Clean up debris from recent storms.

Projects:

- Stream bank repair Route 606 – Met with contractor and environmental specialist to begin scheduling.

- Route 636 Westwood Rd. – Waiting on District to assign Project Manager for PE.
- Turning Lane Route 340/657 – On schedule.
- Secondary Six-Year Plan:
 - Westwood Road:
 - Remains on the plan because there is project money left over.
 - The amount showing will change once the project is re-scoped.
 - Current project will extend to the bus shop.
 - Curb and gutter is included in the current estimate.
 - Westwood Road was first introduced in the plan in 2002.
 - Chairman Hobert expressed concern about the inaccuracies in the document. Mr. Carter put forth that at the time VDOT prepared the document it used the best information available.
 - Millwood Road – Bridge at Powhatan:
 - Money remaining on this project is only eligible for bridges and VDOT is looking for a project to transfer the funds.
 - Ebenezer Road:
 - This is a misprint and should be River Road.
 - This project is proposed to perform stream bank repair.
 - The Board of Supervisors approved and authorized VDOT to move these funds for stream bank repair and to put the turning land on westbound Route 7 at Shepherds Mill Road. The turn lane project is in the plan but unfunded.
 - \$125,000 of the remaining funds was programmed for stream bank repair.
 - \$203,000 of the remaining funds can only be used on unpaved roads and remains on this project. The Board of Supervisors must provide VDOT direction on where it would like to see the funds transferred.
 - Allen Road:
 - Two-day traffic count totals:
 - End toward Route 611 – 254 vehicle trips per day;
 - End toward Route 632 – 355 vehicle trips per day.
 - Because of these most recent traffic counts, Allen Road is now eligible for CTB funds [250 vehicle trips per day or more].

Supervisor Comments:

Supervisor McKay: has received several positive comments from constituents about work on Route 624.

Vice Chairman Weiss: has received positive comments from constituents about Johnson Grass treatments.

Supervisor Staelin:

- Johnson Grass on Route 255. Charlie Monroe stated that treatment was to begin next week.
- Norfolk Southern crossing: Charlie Monroe has looked at the crossing and is waiting on a return call from Mo at Norfolk Southern.
- Sanitary Authority:
 - Intersection by Lockes Store [Route 723 and Route 255] there is a problem with larger vehicles running over and damaging the grinder pump at this intersection across from Post Office.
 - CCSA has several ideas:
 - Option 1: transportation friendly but costs \$25,000.
 - Option 2: addition of a painted line at the corner or bollards. Note: bollards previously located at this site were knocked down.
 - Option 3: addition of a thin picket fence to act as a visual barrier.
 - Mike Legge, staff representative for CCSA, is seeking ideas.
 - Ed Carter will look at this trouble spot.

Supervisor Barbara Byrd:

- Westwood Road: two large potholes on shoulder; and trash trees are obscuring the view at the first sharp turn on the west side of the road.
- Thistles in Median Strips on Primary Highways: Master Sergeant Jerry Bosserman sent her photographs taken at business 7 and by-pass 7 near Enders Funeral Home of thistles that have gone to seed and are obstructing the view.
- Trash Trees: Charlie Monroe stated that VDOT just changed the mowing standards allowing crews to perform a complete edge-to-edge mow of any median strip under 70 feet. The new standard will be used beginning with the next mowing cycle.
- John Friant's Triangle at Route 7: thistles are growing up through ground cover and the area needs to be mown down including shrubbery.
- Route 340 at off ramp of Route 7 by light: expressed her thanks for repairing the large pothole in that area.

- Large equipment on Opequon Bridge: Ed Carter explained that VDOT was washing the bridge removing the salt from the girders underneath.

Chairman Hobert:

- Intersection of Buckmarsh and Main Street [Route 7 and Route 340] in Berryville:
 - VDOT is not working on this intersection.
 - Primary roads are still VDOT's responsibility.
 - Chairman Hobert opined that the crosswalks are not well painted and the signalization is not properly working.
 - Keith Dalton added that when he did the "walk about" with the Schools and VDOT this area was identified for improvements in markings and signalization.

Speed Limit Signs at the Round-about at the Clarke County High School:

- Ed Carter advised that the traffic engineers were reviewing this area today.
- Chairman Hobert put forth that he had received many complaints about the number of signs in that general area.

5) Clarke County Public Schools Update

Dr. Michael Murphy, CCPS Superintendent, provided advance notice that neither he nor Rick Catlett, CCPS Assistant Superintendent, would be available to provide an update at the July Regular Meeting.

6) Approval of Minutes

Supervisor Staelin noted a change to page 491 paragraph 7 should read: "*Supervisor Staelin added that it could be beneficial to the Towns of Berryville and Boyce.*"

Supervisor Staelin moved to approve the minutes for the June 18, 2013 Regular Meeting as modified. The motion carried by the following vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

7) Consent Agenda

2013-13R Resolution Commemorating 100 Years of Service by Handley Regional Library

**Resolution Commemorating 100 Years of Service by Handley Regional Library
2013-13R**

WHEREAS, Handley Regional Library, then Handley Library, opened in August 1913 as a result of a \$250,000 endowment left by Judge John Handley; and, became a regional library when Frederick County joined the public library system in 1979 and Clarke County joined the system in 1981; and,

WHEREAS, the library's total collection provides over 302,000 books, magazines and digital materials serving a population of nearly 120,000 with annual attendance of more than 357,000 visits; and,

WHEREAS, Handley Regional Library continues to serve as a model for cooperation between private citizens and local government as evidenced by private contributions of area residents and businesses, the outstanding volunteer work of the Friends of Handley Regional Library, and funding from public sources.

NOW THEREFORE BE IT RESOLVED that on the occasion of its 100th anniversary, Handley Regional Library be commended for providing exceptional public facilities and services to the community.

APPROVED and ORDERED ENTERED in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled in regular session on the 16th day of July 2013.

Attest:

J. Michael Hobert, Chairman

Application for Donation – Richard Dimmel Tax Map# 29-((A))-18A

TO: Board of Supervisors, David Ash
FROM: Conservation Easement Authority, Alison Teetor
DATE: July 8, 2013
SUBJECT: Item for Consent Agenda
Application for Donation – Richard Dimmel
Tax Map# 29-((A))-18A

The Clarke County Easement Authority has approved the following easement for donation. The Authority requests the Board of Supervisors to authorize the Chairman of the Board of Supervisors to execute deeds, easements, and other documents necessary to the transactions, subject to the property owners and lenders signing the Deed prior to the Chair.

Richard Dimmel has applied to the easement authority for approval of an easement donation. The property located on the north side of Route 50 across from Blandly. The property has an existing house built in 1965 and 1 additional DUR.

If the parcel is zoned AOC and is currently in or eligible for use value taxation, in accord with the Commissioner of Revenue's requirements, then a donation may be considered if at least two of the following four guidelines are met:

- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The parcel meets 3 of the 4 criteria. The property resource score was 62.11, points were given for being adjacent to an existing easement (Mohler, Dunning), being adjacent to Blandy, and having frontage on a primary highway (Route 50). It is over 40 acres and next to an existing easement.

Following brief discussion on the matter of DUR's, Chairman Hobert requested that staff following up with the Conservation Easement Authority. Alison Teeter informed the Board that the CEA had met with Bob Mitchell, County Attorney; and a text amendment was in process.

Salary Increases Compensation Board Employees, Constitutional Officers, Voter Registrar

David Ash reviewed the salary increase request. He advised that the Sheriff's deputies affected by the increase were below state minimums even with the County's supplement and the Comp Board would be funding the proposed increase. Of further note, based on statutory requirements, some Constitutional Officers will receive increases on July 1 and August 1.

Sheriff Roper:	7/01/13 - increase of \$6,788 to an annual salary of \$83,426 8/01/13 - add'l increase of \$2,194 to an annual salary of \$85,620
Gregory Voorhees:	8/01/13 - increase of \$1,133 to annual salary of \$44,408
Jason Hough:	8/01/13 increase of \$1,163 to annual salary of \$39,623
James Herron:	8/01/13 increase of \$1,101 to annual salary of \$43,142
Donna Peake:	8/01/13 - increase of \$1,782 to annual salary of \$69,854
Sharon Keeler:	7/01/13 - increase of \$6,029 to an annual salary of \$74,101 8/01/13 - add'l increase of \$1,948 to an annual salary of \$76,049
Suzanne Mackall:	8/01/13 - increase of \$3,129 to an annual salary of \$122,577
Helen Butts:	8/01/13 - increase of \$2,484 to an annual salary of \$97,326

7/12/2013

TO: CLARKE Fiscal Officer
FROM: Sharon V. Woo, Business Manager State Board of Elections
SUBJECT: 2013-2014 Authorized Salaries of General Registrar and Local Electoral Board Members

The Code of Virginia (§ 24.2-108 and § 24.2-111) mandates the governing body of each county or city to pay compensation to their general registrar and electoral board members in accordance with the compensation expense plan established in the 2013 Appropriations Act. This correspondence sets the authorized compensation to be paid to your general registrar and electoral board members effective July 1, 2013 through June 30, 2014. The authorized salary rates were computed using the latest population estimates from the University of Virginia's Weldon Cooper Center for Public Service, Demographics & Workforce.

Important Note: Chapter 806, 2013 Acts of Assembly, authorizes a three percent salary increase effective August 1, 2013 for General Registrars and members of local electoral boards, contingent upon there being no downward adjustment in the revenue forecast. The following authorized salary tables reflect this increase.

Compensation for General Registrar

The table below sets forth the authorized "days of service" per week and the authorized salary rates for your local general registrar from July 1, 2013 through June 30, 2014. Your local governing body will be reimbursed by the State Board of Elections for these authorized salary payments to the extent of funds provided in the 2013 Appropriations Act.

**General Registrar's Authorized Salary Table
 July 1, 2013- June 30, 2014**

General Registrar's Authorized Salary Table July 1, 2013 – June 30, 2014						
Pay Period	Days of Service per week	Salary Rates				
		Annual	Monthly	Semi-Monthly	Biweekly	Weekly
7/1/2013 – 7/31/2013	5	\$43,363.00	\$ 3,613.58	\$ 1,806.79	\$ 1,667.81	\$ 833.90
8/1/2013 – 6/30/2014	5	\$44,664.00	\$ 3,722.00	\$ 1,861.00	\$ 1,717.85	\$ 858.92

Your local governing body is also required to provide benefits to the general registrar, assistant registrars and the registrar's staff as provided to other employees of your locality. Local governments are also required to pay the reasonable expenses of the general registrar, including reimbursement for mileage at the rate payable to members of the General Assembly. Reasonable expenses include, but are not limited to, costs for: (i) an adequately trained registrar's staff, including training in the use of computers and technology to the extent provided to other local employees with similar job responsibilities, and reasonable costs for the general registrar or at least one member of the registrar's staff to attend the annual training offered by the State Board; (ii) adequate training for officers of election; (iii) conducting elections; and (iv) voter education. Local governing bodies may supplement the annual salary

of the general registrar. However, the supplement, expenses and mileage of the general registrar, are not reimbursable from the State Treasury.

Electoral Board Authorized Compensation

The following table sets forth the authorized **annual** and **monthly** salary rates for your electoral board members. These amounts are to be paid by your local government during the period of July 1, 2013 through June 30, 2014.

**ELECTORAL BOARD AUTHORIZED SALARY
Jul 1, 2013- June 30, 2014**

ELECTORAL BOARD AUTHORIZED SALARY July 1, 2013 - June 30, 2014				
	Annual Rates 7/1/2013 - 7/30/2013	Monthly Rates 7/1/2013 - 7/30/2013	Annual Rates 8/1/2013 - 6/30/2014	Monthly Rates 8/1/2013 - 6/30/2014
Secretary	\$3,007.00	\$ 250.58	\$3,097.00	\$ 258.08
Chairman	\$1,503.50	\$ 125.29	\$1,548.50	\$ 129.04
Vice-Chair	\$1,503.50	\$ 125.29	\$1,548.50	\$ 129.04

Mileage & Expenses

The governing body of any county or city may pay the secretary of its electoral board additional allowance for expenses as it deems appropriate but there shall be no reimbursement out of the State Treasury for such expenses.

The authorized mileage rate for general registrars, their staff and local electoral board members is to be paid at the rate listed by the federal government at the GSA website at the time of *travel*, <http://www.gsa.gov/PortaVcontent/1 00715>

Effective January 1, 2013 the published mileage rate is 56.5¢ per mile.

Round-trip mileage traveled routinely and directly by the employee between his residence and base point incurred on a scheduled workday is considered commuting mileage. An employee can have only one assigned base point. Commuting mileage and other commuting costs incurred on normal workdays are considered a personal expense and are not reimbursable.

Counties and cities shall not be reimbursed from State Treasury for mileage paid to general registrars or members of electoral boards.

Reimbursements from State Treasury

Annually, the State Board of Elections reimburses your local government for the authorized amounts paid for salary for the general registrar and your local electoral board members. As stated earlier, the reimbursements will not include local supplements, mileage and expenses of the general registrar or local electoral board.

The Appropriations Act permits the governing body of any county or city to pay the secretary of its electoral board additional allowance for expenses as it deems appropriate. However, the State Board of Elections will not reimburse you for the additional allowances.

If you have any questions regarding the above information, please contact the SBE Fiscal staff at 804-864-8933 or send an email to fiscal@sbe.virginia.gov.

Supervisor Staelin moved to adopt the items on the Consent Agenda as presented. The motion carried by the following vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

8) Personnel

A. Expiration of Term for appointments expiring through October 2013.

07/08/2013 Summary: The Personnel Committee recommended the appointment of:

Robina Rich Bouffault to the Shenandoah Area Agency on Aging, Inc. Board to serve the remainder of the unexpired term of John Hudson. Term expires 09/30/2014.

07/16/2013 Action: David Ash advised that Robert J. Hobbs had agreed to serve the unexpired term on the Clarke County Industrial Development Authority. Term expires 10/30/2014.

Supervisor Byrd moved to approve the appointments. The motion carried by the following vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

B. Status Update Personnel Policy

07/08/2013 Summary: The County Attorney provided the Personnel Committee an update on the status of personnel policy provisions for each of the Constitutional Officers and

discussed the implication of the Fair Labor Standards Act and the impact and proper management of compensatory time.

No action taken at the July 16, 2013 Regular Meeting.

9) Board of Supervisors Work Session

A. White Post Dairy Update

07/08/2013 Summary: The Board discussed the current status of the compliance activities at the White Post Dairy with Gary Flory, DEQ, and Scott Donnelly, White Post Dairy Farm Manager.

No action taken at the July 16, 2013 Regular Meeting.

B. Revised SSYP 2013-14 through 2018-19 review

07/08/2013 Summary: The Board generally agreed that the SSYP was correctly presented but questioned the continued inclusion of several completed projects.

Supervisor Staelin moved to authorize the County Administrator to sign off on the Secondary System Construction Program provided satisfactory answers were given regarding the inclusion of completed projects. The motion carried by the following vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Absent
John R. Staelin	- Aye
David S. Weiss	- Aye

No action taken at the July 16, 2013 Regular Meeting.

C. Help With Housing Lease Agreement – 36 East Main Street

07/08/2013 Summary: The Board asked that the draft amendment be revised to clarify that Help With Housing would be responsible for payment of all water and sewer bills and that the County would not be responsible for billing errors, mistakes, or malfunctions.

07/16/2013 Summary: David Ash reviewed the proposed amendment to the lease agreement:

1. WATER AND SEWER:

During the term of this Lease Agreement, Lessee shall reimburse Lessor for costs of water and sewer service. Lessor shall provide payment within ___ days of receiving a copy of the invoice for the water and sewer bill.

2. DEFAULT:

If reimbursement for water and sewer service shall be due or unpaid for a period of twenty (20) days, or if default shall be made in any of the conditions or covenants herein contained, and if such a default should continue for thirty (30) days after written notification thereof is given to Lessee, Lessor shall have the right to terminate this lease and to recover any amounts due and owing by Lessee upon termination.

Mr. Ash further noted that the Finance Committee, at its July 8 meeting, recommended that the sewer and water account be kept in the name of the County, but that the estimated usage be added to the annual rent billing, and further that copies of the water and sewer bills be shared with that organization so they can monitor their own usage.

Tom Judge commented that upon reflection he felt that the best solution was to keep the sewer and water account in the County’s name but that the address be changed to that location making Help With Housing responsible for paying the monthly bill. He opined that this method should ensure that the lessor is aware of water usage; and if there were issues where they fail to pay, Help With Housing would have to face any fees or termination charges.

David Ash put forth that given Mr. Judge’s explanation the adoption of the draft amendment to the lease was sufficient and adding: “. . . *payment within 30 days.* . . .”

Vice Chairman Weiss moved to approve the proposed amendment to the Help With Housing Lease Agreement for 36 East Main Street as modified with a beginning date of July 1, 2013. The motion carried by the following vote:

- | | | |
|-------------------|---|------|
| Barbara J. Byrd | - | Aye. |
| J. Michael Hobert | - | Aye |
| Beverly B. McKay | - | Aye |
| John R. Staelin | - | Aye |
| David S. Weiss | - | Aye |

10) Finance Committee Items

1. FY 14 Supplemental Appropriation Requests.

07/08/2013 Summary: The Finance Committee recommends approval of the following two actions:

a) School Carryover for Building Automation.

The School Board requests that the remainder of unspent funds from prior fiscal years (\$53,143) be appropriated to the FY 14 Capital Projects Fund for the purpose of purchasing a building automation system for the renovation 240 Westwood Road. Purchase of this system is recommended by the Joint Administrative Services Board in fulfillment of their Joint Technology function. The system is built on open standards and will control the environment inside 240 Westwood; and, in time most other buildings used by the Government and Schools. The following supporting documents are attached:

- JAS Minutes.
- Targeted investments worksheet.
- Software Framework description.

"Be it resolved that the FY 14 School Capital Projects fund budgeted expenditure be increased by \$53,143, and the same appropriated, and be it further resolved that the fund balance designation for school carryover be reduced in the same amount, all for the purpose of purchasing a building automation system for the old high school at 240 Westwood Road. "

07/16/2013 Action: Tom Judge put forth that it had been determined that the expenditure was justified even if it were only for 240 Westwood Road building; however, this building automation system can be extended immediately to certain other buildings and, in time, all other County buildings. The BACNet computer system and software program will be located in the Maintenance Department to help the Director of Maintenance maximize and improve the amount of energy used in County buildings for HVAC, lights and security. Mr. Judge said that help further reduce cost the hire of an HVAC technician was being considered.

Robina Rich Bouffault, former School Board member, reminded the Board of the School's TAC System, that required a long-term contract and cost \$1.5 million, had never been functional.

Tom Judge advised that the overall problem with the TAC system had not been resolved; further TAC was not compatible with the new system. He did note that the Schools were no longer paying for the energy management monitoring from TAC. He further explained that a good portion of the \$1.5 million was replacing for replacing ballasts and lights that had provided some benefit.

Vice Chairman Weiss commented that the Finance Committee had received a thorough explanation and he believed that the system would

require additional government funds in the future as other government buildings are brought on line.

Vice Chairman Weiss moved to accept the recommendation of the Finance Committee: "Be it resolved that the FY 14 School Capital Projects fund budgeted expenditure be increased by \$53,143, and the same appropriated, and be it further resolved that the fund balance designation for school carryover be reduced in the same amount, all for the purpose of purchasing a building automation system for the old high school at 240 Westwood Road. "

The motion carried by the following vote:

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

b) Circuit Court Technology.

This action was approved for FY 13, and is now requested for FY 14 as well:

"Be it resolved that the FY 14 General Fund budgeted expenditure and appropriation be increased \$10,700, and revenue from the Commonwealth recognized in the amount of \$5,666, and revenue from user fees recognized in the amount of \$5,034, all for the purpose of purchasing technology for remote access of court documents."

07/16/2013 Action: Tom Judge reviewed the Committee's recommendation. He advised that the equipment would most likely be located in the Maintenance Department.

Vice Chairman Weiss moved to accept the recommendation of the Finance Committee. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

2. Utility Billing for FISH/Help with Housing.

07/08/2013 Summary: The lease agreement with FISH/Help with Housing requires the tenant to pay utilities. The sewer and water utility is currently in the name of the County, and statute requires that a deposit be paid by any new customer (in this case \$800). A request was made by the Town to keep the water and sewer account in the County's name to avoid requiring these charities to post the deposit. After some discussion, the Finance Committee recommended that the sewer and water account be kept in the name of the County, but that the estimated usage be added to the annual rent billing, and further that copies of the water and sewer bills be shared with that organization so they can monitor their own usage.

07/16/2013 Action: See Work Session Item C.

3. Acceptance of Bills and Claims

07/16/2013 Action: **Supervisor Byrd moved to accept the recommendation of the Finance Committee to approve the June 2013 General Government Bills and Claims as presented. The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

4. Standing Reports

General Fund Balance. Reconciliation of Appropriations. Capital Projects Status. General Government Expenditure

07/08/2013 Summary. On this last report [General Government Expenditure] the Committee noted that several agencies had exceeded their budget authority. The Committee requested an explanation for each of these cases, and a communication to the agencies that budget adjustments are to be sought in advance to prevent these situations.

11) Joint Administrative Services Board Update

Highlights of Tom Judge's update are as follows:

- The Monday, July 22 meeting may be cancelled due to scheduling conflicts.

- Conducting series of meetings with staff on ERP implementation.
- Employees seem enthusiastic about upcoming changes.
- Assistance on the ERP project has been offered by Delegate Joe May and Karen Jackson, Deputy Secretary of Technology, as well as the past CIO for Roanoke County, and another person from Delegate May's office. This group has offered to
 - o Review the County's draft RFP and provide comments.
 - o Help evaluate proposals.
 - o Provide advice on contractual language.
- Delegate May will research the issue of cloud-based computing versus a local server.

12) Government Projects Update

The monthly project update was provided by David Ash. Highlights include:

- 100 North Church Street
 - o ARB approved the installation of exterior storm windows.
 - o The architect promised to have plans and specifications for review by the first week August.
- 101 Chalmers Court
 - o HVAC repair construction is drawing to a close.
 - o Set points may need tweaking but construction work very nearly finished.
 - o Filters were replaced yesterday.
 - o Some of the repairs necessitated undoing previous system fixes / changes.
 - o Insulation in the meeting room wing must be resealed.
 - o Air balancing of the system is to be scheduled.

13) Miscellaneous Items

No items were identified.

14) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process approved minutes.	Lora B. Walburn

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
2.	Execute 2013-13R.	J. Michael Hobert
3.	Process 2013-13R.	Lora B. Walburn
4.	Execute easement.	J. Michael Hobert
5.	Sign and forward salary increase.	David Ash
6.	Process appointments and update database.	Lora B. Walburn
7.	Sign letters of appointment.	J. Michael Hobert
8.	Process amendment to Help With Housing Lease Agreement.	David Ash
9.	Follow up by letter with Mike Murphy requesting promised tuition policy and data, as well a migration in and out report.	David Ash

15) Board Member Committee Status Reports

Supervisor Barbara J. Byrd

- Humane Foundation: meeting this week
- Board of Social Services: meeting this week
- Northwestern Juvenile Detention Center: A new director has been selected.
- Towns / Villages: very short meeting

Planning Director Brandon Stidham

- 340 Cigarette Store Renovation: Owner is working on obtaining VDOT permits.
- Double Tollgate Solar Project: Mr. Stidham will seek an update from the engineering firm.
- Comprehensive Plan:
 - Planning Commission debriefed on comments received on the initial draft.
 - VDOT has advised that the transportation plan will not meet state requirements.
 - The transportation plan will be developed as a component plan.
 - The final draft of the Comp Plan and the transportation plan will be presented to the Planning Commission in September, which is the earliest possible date to consider setting public hearing.

Supervisor Beverly McKay

- NSVRC:
 - Bill Lightly, speaker at a recent NSVRC dinner, spoke about helping citizens see the “big picture.”
 - For any who would like to attend, a biosolids workshop will be held Thursday, July 18, at 6 pm at the Front Royal office of NSVRC.

Brandon Stidham:

- Comp Plan Update
 - Conducted a debriefing session with the Planning Commission on citizen comments received from initial draft.
 - VDOT has indicated that the transportation plan will not meet state requirements.
 - Initial draft proposed having a stand-alone transportation document that the Board could use on an annual basis until the Six-Year Plan update but the justification put forth was not convincing to VDOT.
 - Planning is refocusing the transportation plan and will develop as a component plan for presentation, with the final Comprehensive Plan, to the Planning Commission in September.

Supervisor John R. Staelin:

- Economic Development Advisory Committee:
 - Chairman Hobert and he went to Shenandoah University last Friday for a regional economic development summit.
 - Session was interesting but there were few action items.
 - Majority of attendees want a regional economic development effort.
- Sanitary Authority:
 - CCSA made it mandatory to hook up to water.
 - Sewer hook-up requires a closer look for the County owns the sewer but is not allowed to require hook up.
 - CCSA will seek advice from Bob Mitchell.

Vice Chairman Weiss:

- BCCGC Joint Building Committee: Hope to close out the interior design project by the end of September.

Chairman Hobert:

- Fire and Emergency Services [Public Safety] Study Committee:
 - Responded to John H. Enders Volunteer Fire and Rescue Company Chief Harold Rohde's June 13, 2013 letter.
 - Working on formation with Brandon Stidham and David Ash.
 - Looking at a seven-member committee and hoping to select membership with diverse abilities from various locations in the County.

16) Closed Session

A closed session was not convened.

17) Adjournment

There being no further business to be brought before the Board at 2:36 pm Chairman Hobert adjourned the Board of Supervisors meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, August 20, 2013 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: July 16, 2013

J. Michael Hobert, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by:
Lora B. Walburn
Deputy Clerk, Board of Supervisors