

August 20 2013 Clarke County Board Of Supervisors
 Regular Meeting 1:00 p.m.
 Main Meeting Room

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia on Tuesday, August 20, 2013.

Board Members Present

Barbara Byrd; J. Michael Hobert; Bev McKay; John Staelin; David Weiss

Board Members Absent

None

Staff Present

David Ash; Tom Judge; Jesse Russell; Brandon Stidham; Lora B. Walburn

Others Present

Robina Rich Bouffault; Ed Carter; Philip Shenk; Mark Shenk; Roger Riggins; Val Van Meter and other citizens

1) Call to Order

Chairman Hobert called the afternoon session to order at 1:06 p.m.

2) Adoption of Agenda

- Remove: School Board Update
- Add: Miscellaneous - Questions for the School Board

By consensus, the Board adopted the agenda as modified.

3) Citizens Comment Period

No citizens appeared to address the Board.

4) VDOT

Ed Carter, Assistant Residency Administrator, appeared before

Maintenance – July:

- Completed second round of mowing on primary's;
- Completed shoulder work and grading under guardrail on Route 7 mountain;
- Performed asphalt patching on Route 604 and 606;
- Graded various non-hard surfaced routes throughout the county;
- Continued with District-wide program to cut brush (daylight) around all signs.

Maintenance – August:

- Continue with second round mowing of secondary's;
- Complete day lighting of all signs;
- Continue grading and shoulder work under guardrail on all primary's;
- Perform skin patching on various secondary routes throughout the County;
- Address Customer Service Center Requests as they come in.

Projects:

- Stream bank repair Route 606: Currently evaluating the contractor's estimate, which is high. Considering advertising.
- Route 636, Westwood Road: Ron Tabor has been assigned as project manager and Design Engineer. Have had preliminary scoping discussions with County Administration.
- Turning Lane Route 340/657: HSIP funding [federal highway safety funding], awaiting authorization. Objective is to advertise by the end of 2013.
- Intersection by Lockes Store [Route 723 and Route 255]: Delineators were installed along the edge in an effort to provide greater protection for the grinder pump located near the intersection. No feedback has been provided. Supervisor Staelin commented that the Clarke County Sanitary Authority was thankful for VDOT's efforts.

Supervisor Comments:

Supervisor Barbara Byrd:

- Westwood Road:
 - Ed Carter advised that curb and guttering was in the initial plan; however, VDOT would like to move away from curb and guttering and go with a multi-use trail continuing the extension for pedestrian and bicycle facilities down Westwood Road.
 - Ed Carter will follow up on reports of large potholes in the shoulder near the sharp turn past the Joint Administrative Services Office.
 - There are trash trees located on private property on the west side of the road that are obscuring sight distance.
- John Friant's Triangle at Route 7: Compliments extended for VDOT's efforts to have this area well-manicured in time for the fair.
- Median Strips: Compliments extended for the median strips along the primary roads.
- Milkweed: A constituent has complained that VDOT is mowing the milkweed, which is disruptive to monarch butterflies.
- Summit Point Road: Large trucks are making 75 to 100 trips per day to the Jefferson County landfill. Constituents are worried that these large trucks will harm the roadway. Ed Carter will investigate further.
- Johnson Grass: Commented on the need to better control Johnson Grass.

Supervisor McKay:

- Route 624: He has received positive comments from constituents on the improvements.

Vice Chairman Weiss:

- Johnson Grass: He has received complaints from constituents. Side roads are in terrible shape. Ed Carter suggested that affected constituents call into the Customer Service Center.
- Route 621 Lockes Mill Road:
 - Constituents have expressed concern about the need to gravel the boat landing parking lot. Ed Carter will check to see if the parking lot is under VDOT's jurisdiction.
 - Speed limit is 35 MPH but there is another 25 MPH cautionary sign. Mr. Weiss asked VDOT to follow up and make recommendation. He noted that some constituents in the area would like the speed limit changed to 25 MPH.

Ed Carter offered to have traffic conduct a cursory look and provide recommendation.

Chairman Hobert:

- Intersection of Buckmarsh and Main Street [Route 7 and Route 340] in Berryville: Ed Carter spoke with the traffic division and this item will be added to the contractor's schedule.

5) Clarke County Public Schools Update

Due to illness, Dr. Michael Murphy, CCPS Superintendent, was unable to provide the monthly update.

6) Approval of Minutes

Supervisor Byrd requested the following change: Book 21 Page 512 - add that the trash trees are located on the west side of the road.

Supervisor Staelin moved to approve the minutes for the July 16, 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) Special Event Permit Application: Wayside Farm Fun Corn Maze; Weekends September 21 thru November 3, 2013; Medium Event with 6 or more event days

To: Board of Supervisors

Date: August 20, 2013

Special Event Permit Application: Wayside Farm Fun Corn Maze

Applicant: Philip Shenk, Wayside Farm Fun LLC

Medium Event: 150-499 persons attending with 6 or more event days

Date: 7 Weekends, September 21 thru November 3, 2013

Recommendation: This application is the first of its type received in County Administration and appears to support the Economic Development Advisory Committee’s goal of promoting agri-tourism in the County. Approval is recommended for this medium event application contingent upon receipt / completion of outstanding items below.

Responses Received from:	Outstanding Items:
<ul style="list-style-type: none"> ✓ Building Official ✓ Health Department ✓ John H. Enders ✓ Sheriff’s Office ✓ Virginia State Police ✓ VDOT 	<ul style="list-style-type: none"> ✓ Insurance Endorsement Naming County as Additional Insured ✓ VDOT – Entrance Requirements

David Ash reviewed the application from Wayside Farm for a medium-size event. At the request of the Chair, Mr. Ash provided an explanation of the difference between the two types of medium events with the first being an event with 150 to 499 persons attending over six or more days in a calendar year and the second type an event with 500 to 999 persons in attending.

Applicants Philip and Mark Shenk attended the meeting. Philip Shenk expressed excitement about bringing some economic development to the County. He said that he and his brother, Mark, hoped to produce a quality, family-oriented event where people could learn about agriculture. He provided updates on the two outstanding items.

- VDOT Entrance Requirements:
 - He has had two meetings with Bobby Boyce, VDOT Land Development Engineer, who has been very cooperative and provided good suggestions.
 - He is waiting on the contractor’s estimate. Anticipated cost to improve the entrance is estimated to be \$10,000 to \$12,000.

- Insurance Endorsement
 - He has found an underwriter specializing in agri-tourism events.
 - The underwriter will conduct a site inspection prior to the event.

Supervisor Staelin asked if the improved entrance would help year round and whether Mr. Shenk felt that VDOT was being unreasonable.

Philip Shenk responded that the improved entrance would help the farm year round. He further stated that the improved entrance, while expensive, was reasonable.

David Ash advised that for a medium special event conducting a public hearing would be at the discretion of the Board.

Supervisor McKay moved to approve the medium event application contingent upon receipt of insurance endorsement and entrance and land use permit.

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) Special Event Permit Application: Hunt Country Cluster at Historic Long Branch September 27, 28, 29, 2013; Large Event; 3-Year Application 2013, 2014, 2015

To: Board of Supervisors

Date: August 20, 2013

Special Event Permit Application: The Hunt Country Cluster

Applicant: Roger K. Riggins, HCC Director of Show Operations for Warrenton Kennel Club, Inc., and Old Dominion Kennel Club of Northern VA., Inc.

Large Event: 7,130 persons attending over 3 days

Date: Multi-year - September 27, 28, and 29, 2013; 2014 and 2015

History:

- Initial approval January 17, 2006.
- Public Hearing PH 09-05 held June 16, 2009 for a large, single-year event.
- Public Hearing PH 10-16 conducted on June 15, 2010 for large, multi-year event for 2010, 2011, 2012
- 2013 marks the 8th year at Historic Long Branch.

Recommendation: Approve multi-year application.

Responses Received from:	Outstanding Items:
✓ Building Official	✓ None

<ul style="list-style-type: none"> ✓ Sheriff's Office ✓ Virginia State Police ✓ VDOT <p>Written Notice Sent April 5; Email Notice Sent July 30: § 57.6. Action on applications. Failure to respond within 45 calendar days shall be deemed approval by the agency.</p> <ul style="list-style-type: none"> ✓ Boyce Volunteer Fire & Rescue Company ✓ Virginia Department of Health – Clarke County 	
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David Ash reviewed the special event permit application noting that 2013 would be the eighth year the Hunt Country Cluster would be held at Historic Long Branch.

Roger K. Riggins, HCC Director of Show Operations for Warrenton Kennel Club, Inc., and Old Dominion Kennel Club of Northern VA., Inc., attended the meeting.

Supervisor McKay, an adjoining property owner of Historic Long Branch – event location, advised that he had received notice of the event; and he had not received any negative comment. He informed the Board that he had attended the Dog Show last year and that he had found it to be a great event.

Supervisor McKay moved to set the matter for public hearing Tuesday, September 17, 2013 at 6:30 pm or as soon thereafter as the matter may be heard. 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 |

9) Set Public Hearing SUP-13-01/SP-13-07, Blue Ridge Wildlife Center

Case Summary

Applicant(s):

- Blue Ridge Wildlife Center
- Belinda Burwell, Agent

Location:

- 930 Tilthammer Mill Road
- Millwood Election District (Staelin – Board of Supervisors)

Parcel Size: 239.00 acres

Site Size: 17.552

Request:

Approval of a Special Use and Site Plan for Veterinarian Services and Community Services (Educational) per §3-A-1-a-3(g) and (u) of the Zoning Ordinance. The property is identified as Tax Map 31-A-3, located at 930 Tilthammer Mill Road in the Millwood Election District, and is zoned Agricultural Open-Space Conservation (AOC).

Recommendation

Recommend setting public hearing for the proposed special use permit and site plan to the Board of Supervisors for the Blue Ridge Wildlife Center Veterinary Clinic and Visitor Center on condition that:

- 1) The Veterinary Clinic shall not be open to the public for household pets or farm animals.
- 2) The clinic shall be used specifically for the Blue Ridge Wildlife Center and the special use permit shall not transferable to another entity without prior approval of the Board of Supervisors.

Waiver

The subject site is heavily wooded and currently exceeds the county landscaping requirements. The proposed clinic and required parking area is not visible to adjacent properties. The Planning Commission has recommended to the Board of Supervisors to waive all landscaping requirements.

Jesse Russell briefed the Board on the Special Use and Site Plan application by Blue Ridge Wildlife Center.

Supervisor Staelin moved to set the matter for public hearing Tuesday, September 17, 2013 at 6:30 pm or as soon thereafter as the matter may be heard. 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) FY2014 Board of Supervisors Goals

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
BCCGC: Resolve dispute with Architect and Engineer in connection with	Ash, Dalton, Mitchell		December 31, 2013

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
government building.			
Building automation: evaluate system implemented by School District and continue planning and action for conservation and energy management in the County.	Ash, Levi, Teetor		June 30, 2014
Comprehensive Plan: finalize adoption of update.	Stidham, Planning Commission and Board		January 31, 2014
Economic Development Strategic Plan: Complete and adopt.	Stidham, Planning Commission and Board		May 31, 2014
Emergency Operations Plan: Mandatory four-year revision by September 17, 2013; Development and inclusion of ESF's documents and complete annex revision to meet revised federal standards by August 2014.	Ash, Walburn		September 17, 2013 August 2014
Enterprise Resource Planning (ongoing): Monitor and initiate implementation of core financial modules.	Ash, Judge		July 1, 2014
Fee for services or "revenue recovery" from individuals requiring public medical support and transport to hospital.	Stidham, Workgroup and Board		June 30, 2014
Fire and Emergency Services Workgroup Report and Communications Study Receive and review by January 31, 2014; adopt plans for implementation of solutions by May 1, 2014.	Stidham, Ash, Workgroup and Board		January 31, 2014 May 1, 2014

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
Mental health and related human services: Participate in regional dialogue and support area response to need for affordable treatment and support.			December 31, 2013
Personnel Policy Update: Complete comprehensive update and obtain agreement of constitutional officers and departments to extension of policies and record keeping policies to all employees. by March 31, 2014 for integration into ERP.	Ash and Board		March 31, 2014
Sheriff's Office: Complete renovation.	Ash, Judge, Levi		June 30, 2014

Chairman Hobert reviewed the FY2014 Board of Supervisors Goals.

There was discussion regarding fee for service including challenges faced by other jurisdictions in their attempts to implement such a program.

Supervisor McKay moved to adopt the FY2014 Board of Supervisors Goals with future review of goals by the Board. 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

11) Personnel

A. Closed Session re: §2.2-3711-A1 Specific individual under consideration for appointments and positions.

08/12/2013 Summary: **Supervisor Byrd moved to convene into Closed Session pursuant to §2.2-3711-A1. The motion carried as follows:**

Barbara J. Byrd - Aye
J. Michael Hobert - Aye

The members of the Board of Supervisors Personnel Committee being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Byrd moved to reconvene in open session. The motion carried as follows:**

Barbara J. Byrd - Aye
J. Michael Hobert - Aye

Supervisor Byrd further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

Barbara J. Byrd - Aye
J. Michael Hobert - Aye

No action was taken on matters discussed in Closed Session.

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

8/12/2013 Summary: The Personnel Committee asked staff to verify the willingness of potential appointees to serve.

08/20/2013 Action: Supervisor Byrd indicated that Tamara Myer was willing to continue to serve on the Handley Regional Library Board.

David Ash advised that Julie Wagaman, now Julie Corbin, has moved out of the county [Gore Virginia]; therefore, she must be replaced on the Lord Fairfax Emergency Medical Services Council

Supervisor Byrd moved to approve the appointment of Tamara Myer to serve an additional four-year term on the Handley Regional Library Board expiring November 30, 2017. 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

C. Status Update Personnel Policy

8/12/2013 Summary: The Personnel Committee discussed the current status and asked the County Administrator to provide them with a current copy of the working draft.

8/20/2013 Summary: No action taken at the Regular Meeting.

D. BCCGC Flag Status and Mourning Drape Usage

8/12/2013 Summary: The Personnel Committee requested a copy of the flag status and mourning drape usage policy for the BCCGC.

8/20/2013 Summary: No action taken at the Regular Meeting.

12) Finance Committee Items

1. FY2014 Salary Discussion

8/12/2013 Summary: The Finance Committee heard from three agencies regarding salary needs. In general, agencies receiving state funding were designated to receive 2-3% salary increases. However, the actual revenue received must be discounted by various factors:

- a) The effective date of the Commonwealth increase (August 1).
- b) The fact that the Commonwealth increase applies only to the state existing share, rather than the entire salary.
- c) The fact that the Commonwealth no longer reimburses for the increased cost of benefits driven by the salary increases.

- d) The fact that increases are subject to the Commonwealth meeting revenue expectations. This is an option similar to the "Aid to Locality Reductions" whereby the money is approved, but is not guaranteed for the future. For FY 14, it is now clear that the Commonwealth will make this funding available, but it cannot be counted on for FY 15.

Although localities have been given to understand that the Department of Education revenue for salary increases, based on Commonwealth's share of the SOQ benchmark, was contingent on School Boards granting a 2% increase on the total salary, it is not true for other Commonwealth funded agencies that this Commonwealth funding be passed on in the form of actual salary increases where localities are already paying the required minimum salary. Several agencies brought forward to the Finance Committee their concerns regarding salaries:

- a) Social Services. This agency participated in the study that led to the 2009 Pay and Compensation Plan. However, in the one year that the plan was funded this agency did not implement the pay increases in accordance with the established plan, instead giving a simple percentage increase to current pay as had been traditionally done. Since then this agency has received the bonus and subsequent 2% increase. The Director was on hand to answer questions regarding the additional Commonwealth revenue for the salary increase, which was not budgeted.
- b) Clerk of the Circuit Court. This agency did not participate in the 2009 Pay and Compensation Plan. However, the Board of Supervisors later supplemented the salaries of this agency, leaving the distribution decision to the Clerk. In addition, this agency has received the bonus and subsequent 2% increase. This agency began receiving their payroll processing from JAS in FY 13 and had expected the Commonwealth increase to take effect.
- c) Sheriff This agency participated in the 2009 Pay and Compensation Plan, and has received the subsequent bonus and 2% increase, but has undergone structural changes that it believes justify a reestablishment of the benchmark salaries. An analysis performed by the Sheriff of these salaries is attached. The Sheriff was on hand to explain his study of departmental salaries.

After considering the matter, the Finance Committee:

- a) Restated the Board of Supervisors position of maintaining the salaries established in the FY 14 budget process.
- b) Requested an estimate of the cost of updating the 2009 Classification and Compensation Study (should have this by board meeting).
- c) Recommended that the Board of Supervisors adopt a resolution as follows:

**Clarke County Board of Supervisors FY2014 Salary Funding Policy re
Commonwealth Revenue Related to Salary Increases
2013-14R**

Whereas the FY 14 Budget was adopted with early estimates of Commonwealth revenue for State funded agencies including Social Services, Compensation Board departments, and Public Schools, and

Whereas, the Commonwealth may have increased these amounts in subsequent actions to provide funding for their share of salary increases for positions they partially fund, and

Whereas, the County of Clarke does not intend to increase salaries in FY 14 despite this additional revenue where legally permissible,

Now, therefore, be it resolved, that during FY 14, it shall, where permissible by law, be the policy of the Board of Supervisors to accept additional Commonwealth revenue related to salary increases, but not to grant requests to increase budgeted expenditures related to salary increases, thereby reducing local tax funding required to fund the FY2014 budget.

Adopted this 20th day of August 2013.

Attest:

J. Michael Hobert, Chair

08/20/2013 Action: Tom Judge reviewed the Finance Committee’s recommendation.

The Board discussed salary supplements, Comp Board payments, and mandatory raises for constitutional officers.

Vice Chairman Weiss moved to adopt 2013-14R Clarke County Board of Supervisors FY2014 Salary Funding Policy re Commonwealth Revenue Related to Salary Increases. 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. National Fish and Wildlife Grant (FYI only).

8/12/2013 Summary: The County was awarded a grant in 2012, which requires appropriation. There are several issues that must be addressed, and the matter will be brought forward in September for resolution.

8/20/2013 Summary: No action taken at the Regular Meeting.

3. Acceptance of Bills and Claims

08/20/2013 Action: Vice Chairman Weiss moved to accept the recommendation of the Finance Committee to approve the July 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

Reconciliation of Appropriations. General Government Expenditure

8/12/2013 Summary. The FY 13 General Government Expenditure Summary will be presented in September; along with explanations for departmental overages where necessary.

8/20/2013 Summary: No action taken at the Regular Meeting.

13) Government Projects Update

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

- 100 North Church Street
 - o Waiting on recommendations from the engineer & architect including recommendations of electrical loads from electrical engineer.
 - o Upon receipt of the recommendations, Bobby Levi, Director of Maintenance, will develop the schedule.
- 101 Chalmers Court – HVAC Retrofit
 - o Insulators must finish repair of the vapor barrier.
 - o A final air balance of system is required.

14) Miscellaneous Items

School Issues

Supervisor Byrd put forth the following issues for Board discussion:

- Today, the *Winchester Star* reported the following comment: *“It was an outstanding day,” said Superintendent Mike Murphy, who credits the drop in enrollment to absenteeism and a lack of housing and jobs in the area. “Things were calm.”*
 - Ask Dr. Murphy provide the source for his statement. It was noted:
 - Clarke has one of the lowest unemployment rates in the area.
 - Housing for all strata is available throughout the county.

- \$531,000 in funds left over from the new high school and from the new contract to renovate the old high school to an elementary school. With these funds, the School Board wants to upgrade the existing bathrooms because they are not properly sized and not ADA compliant. It also wants to upgrade the food service area.
 - Why were these upgrades not included in the quote?
 - Tom Judge put forth that Dr. Murphy had received this question from a number of citizens. Last night, Dr. Murphy explained that there was concern that the money in the budget was not going to be enough to cover even some of the basic things one would expect to occur. With the left over funds, the Schools are in a position of being able to add back some of those fundamental things like the bathroom renovations and possibly the foodservice area.
 - The bathrooms and foodservice were left out of the specifications for the contract.
 - Bathroom renovations are estimated at \$110,000. Flooring is estimated at \$50,000.
 - The gymnasium, several offices, and classrooms were not included in the proposed renovation.
 - Funds spent on renovations not included in the original quote will reduce funds available to renovate Primary.

Supervisor Staelin put forth that it was his understanding that should a child go through the food service line and find out that their card had insufficient funds it was the Schools policy to take the food and throw it away and give the child a ham sandwich.

- Tom Judge responded that Dr. Murphy was trying to find a way to ensure that this type of situation does not happen. Dr. Murphy believes that the Schools could set up a separate fund to draw on to pay for the child’s lunch.
- Tom Judge added that the foodservice fund was still trying to make it into the “black” and these situations represent a loss.

Supervisor McKay put forth that many in the community feel as if the School Board is blundering on towards doing away totally with D.G. Cooley as a school so that the facility could be used for administrative offices.

- Tom Judge provided:
 - The School Board’s short-term plan is to leave grades 4 and 5 in Cooley.
 - The School Board discussed Primary last night.
 - Dr. Murphy indicated that he was going to try to look at whether, in the short term, it made sense for Administration to occupy Primary.
 - Dr. Murphy believes that the Schools can save money by vacating the Education Foundation space, the Annex, the current School Board space and consolidating those operations in Primary.
 - Sale of the properties is at the discretion of the Board of Supervisors. The School Board must relinquish the properties for it cannot dispose of them. The Board of Supervisors also has discretion as to where the money from the sale goes.
- Chairman Hobert opined that at this time it was appropriate to let the School Board explore options and to give the Supervisors its recommendation.

In conclusion, the Supervisors instructed David Ash to draft a letter to the Superintendent asking Dr. Murphy to provide during his next presentation:

- The source[s] for his quote in the *Winchester Star*.
- What changes are anticipated.
- SOL results.

15) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Modify and process 7/16/2013 BoS Regular Meeting Minutes.	Lora B. Walburn

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
2.	Provide notice of approval to applicant and adjoining property owners for Special Event Permit Application: Wayside Farm Fun Corn Maze; Weekends September 21 thru November 3, 2013; Medium Event with 6 or more event days	Lora B. Walburn
3.	Develop notice and advertise public hearing for Special Event Application – Hunt Country Cluster.	Lora B. Walburn
4.	Provide notice of public hearing to applicant and adjoining property owners for Special Event Application – Hunt Country Cluster.	Lora B. Walburn
5.	Develop notice and advertise public hearing for Blue Ridge Wildlife Center SUP-13-01/SP-13-07.	Lora B. Walburn
6.	Create Zimbra calendar and enter FY2014 goals by proposed review dates.	Lora B. Walburn
7.	Update appointment database and send notice of appointment.	Lora B. Walburn
8.	Process 2013-14R Clarke County Board of Supervisors FY2014 Salary Funding Policy re Commonwealth Revenue Related to Salary Increases.	Lora B. Walburn
9.	Execute 2013-14R.	J. Michael Hobert
10.	Draft a letter to the School Superintendent.	David Ash

16) Board Member Committee Status Reports

Supervisor Beverly McKay

- NSVRC: Unable to attend the meeting; however, Brandon Stidham did attend. Mr. Stidham informed the Board that a presentation was given by a representative of the Virginia Rural Council followed by discussion of minor business items.

Planning Director Brandon Stidham

- Comprehensive Plan:
 - Staff has just finished assembling the final draft of the Comp Plan.
 - Staff has attempted to create a plan that meets VDOT requirements. Via email, VDOT has notified Mr. Stidham that it has identified a few minor edits.

- Review of the final draft is scheduled for the September 3 Planning Commission meeting.
- Staff recommendation is to set public hearing on the final draft in October separate from the Planning Commission's regular meeting.
- Targeted date for public hearing is between the Supervisors' October Work Session and Regular Meeting.
- Economic Development Strategic Plan:
 - Plan to begin discussion of how to set up the drafting project during the October Planning Commission work session.
 - Effort will begin after the Comp Plan is completed.
 - Need to determine what group should develop the plan, the Economic Development Advisory Committee, the Planning Commission or should a smaller group be selected from these groups.
 - Chairman Hobert suggested that the planning group keep in mind that the Right to Farm amendment is anticipated to be in the General Assembly again. A working group from agricultural and consumer services was created to try come to consensus on conflicting opinions.
- Shenandoah Farms / Company No. 6 Open House August 3.
 - Open house was well attended.
 - Several Warren County Board members attended the event.
 - The building looks outstanding after being cleaned inside and out and repainted.
 - There was an area dedicated to encouraging volunteers to sign up.
 - On August 14, Judge Wetsel made permanent his injunctive declaratory judgments regarding the fire station. There is no further pending action. The station now operates as Warren County Company No. 6 and all funds, assets, and liabilities have been permanently transferred to Warren County.

Supervisor Barbara J. Byrd

- Board of Social Services: Meets tomorrow at 8:30 am.

Supervisor John R. Staelin:

- Sanitary Authority:
 - Met this morning.
 - Discussed water and sewer for a proposed 26-lot subdivision in Boyce.

- A certain amount of equipment failure has been blamed on fluctuations in power levels.

17) Closed Session

A closed session was not convened.

18) Adjournment

There being no further business to be brought before the Board at 2:37 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, September 17, 2013 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: August 20, 2013

J. Michael Hobert, Chair

David L. Ash, County Administrator

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