

December 17, 2013

Clarke County Board Of Supervisors
Regular Meeting
Main Meeting Room

1:00 p.m.

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, December 17, 2013.

Board Members Present

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

Board Members Absent

Bev McKay

Staff Present

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

Others Present

Clif Balderson; Charlie Monroe; Cathy Galvin; Jim Edwards; Robina Rich Bouffault; Gina Schaecher; Gem Bingol; Val Van Meter

1) Call to Order

Chairman Hobert called the afternoon session to order at 1:05 p.m.

2) Adoption of Agenda

Add to Miscellaneous:

- Governor-elect Transition Team Meeting Update by John Staelin
- Legislative Luncheon Alternatives
- School Board Report by Barbara Byrd

Add to Item 10 Finance Committee:

- Swim Team Request
- Little League Light Project

Add to Item 19 Closed Session A7 Probable Litigation

By consensus, the Board adopted the agenda as modified.

3) Citizens Comment Period

No citizens appeared to address the Board.

4) VDOT

Clif Balderson, Residency Administrator, with Charlie Monroe, appeared before the Board of Supervisors to present the monthly report.

Maintenance – November:

- Completed full width mowing on Rt. 7 and started on Rt. 50 (90% complete);
- Conducted grading operations on non-hard surfaced roads;
- Removed hazardous trees;
- Mobilized and responded to three winter weather events

Maintenance – December:

- Conduct brush trimming operations on routes 621, 340 and 7;
- Brush removal contractor will be working on routes 603, 617 and 652.

Projects:

- Stream bank repair on Rt. 606 – Will commence as soon as weather permits.
- Turning Lane Rt. 340/657 – Ad date January 2014.
- Rt. 636, Westwood Rd. – In design.

Board Issues:

- Advisory signs for thru trucks on Rt. 255 will be placed as soon as weather permits.
- Exploring viability of entering into agreement with White Post Home Owners Association for maintenance of the post.

Supervisor Comments:

Supervisor John Staelin

- GPS Registry: Central Office is working with companies providing GPS services. Also, additional signage in some areas is under consideration

Supervisor Barbara Byrd

- Beautiful job on median strips in the primary roads.
- Thank you for work on Summit Point Road.
- Thank you for picking up deer carcasses.
- Triple J Road: During a recent monitoring period, Sheriff Roper found no glaring speeding issues; however, with the growing commuter traffic on this road, could VDOT consider of speed bumps or additional fines areas.

Clif Balderson indicated that VDOT could consider speed humps and reminded that VDOT had previously provided information on designation of additional fine areas.

Vice Chairman Weiss stated that he did not support additional fine areas in his district.

Supervisor Staelin, providing an example from the Millwood District, commented that when constituents in that area were polled they did not want additional fines.

Supervisor Barbara asked VDOT to explore the matter further with Russell District constituents.

- 5) Shenandoah Area Agency on Aging, Inc.: Introduction of and Presentation by Catherine Galvin, Director

Catherine Galvin, recently re-hired Director – Shenandoah Area Agency on Aging, Inc., addressed the Supervisors. She distributed the following document:

Older Adults Living in the Northern Shenandoah Valley

The chart below shows the total number of adults age 60+ projected to live in the northern Shenandoah Valley in 2020 and 2030. These projections include the percent of older adults in relation to the total population of the jurisdiction in which they reside. Other than in Winchester where the proportion of older adults to the population remains the same, there is growth in actual individuals as well as older adults in relation to the total population.

Population Projections for Adults Age 60 and Older in the Northern Shenandoah Valley*		
Jurisdiction	2020 (% of the total jurisdiction population)	2030 (% of total jurisdiction population)
Clarke	4,500 (30%)	5,598 (35%)
Frederick	21,710 (22%)	29,730 (25%)
Page	7,136 (29%)	8,326 (32%)
Shenandoah	13,262 (29%)	15,462 (32%)
Warren	9,386 (22%)	11,752 (26%)
Winchester	5,837 (21%)	6,049 (21%)
Total Adults Age 60+	55,994	76,917

*Data provided by the Weldon Cooper Center

Services Provided to Older Residents of Clarke County

Service	Year Ending Sept. 30, 2013	October-November 2013 (Rate to Equal Fiscal 2013)
Meals at the Clarke Active Living Ctr. (ALC)	4,468 meals	1,014 (744) meals
Meals on Wheels	4,214 meals	1,027 (702) meals
Well Tran (Medical Transportation)	794 rides	176 (132) rides
In-Home Care (bathing, grooming, housekeeping)	48 hours	32 (8) hours
Transportation to Support Clarke ALC	3,312 trips	606 (552) trips
Respite for Families / Victims of Dementia	688 hours	205 (115) hours
Information and Referral	134 unduplicated persons	29 unduplicated persons
Ombudsman Counseling NH Complaint Investigation/Family Counseling	18 consultations	6 (3) consultations
In-Home Assessments	41 individuals/families	8 (7) individuals/families
Insurance Counseling (help with Medicare)	12 individuals	3 individuals

Highlights of Ms. Galvin's presentation include:

- The number of meals served at the Clarke Active Living Center and Meals on Wheel are higher than the same period last year reflecting the increased demand and may also be attributable to the relatively new Active Living Center.
- Overall, services in the current fiscal year are exceeding those provided in the prior year.
- Services have increased in Clarke, Frederick and Shenandoah.
- While there are other organizations providing meals in some surrounding jurisdictions, SAAA is the only organization serving Clarke.
- Well Tran:
 - Program provides medical transportation and other types of transportation to adults 18 years and older that are seniors or disabled.
 - To meet the increasing need for transportation, SAAA will be asking to expand the fleet by two new vehicles, with ramps and lifts; and will be asking the Department of Rails and Public Transportation for assistance with the purchase, as well as the additional labor.
 - SAAA is a member of the transportation consortium. Services are coordinated with other agencies to prevent duplication.
- SAAA will be increasing its caregiver package.
- SAAA is currently addressing the increased demands with the current budget; however, to sustain current services, increased funding will be necessary. Reallocating assets may be considered.
- SAAA is not using any current funding to address past debt.
- Jim Edwards, Clarke County appointee to the SAAA board, added that SAAA has gotten by with providing these increased services due to a significant reduction in staff. He remarked that the remaining staff assumed additional duties.

Supervisor Byrd commented that Ms. Galvin was a welcome fresh breeze of fresh air.

Supervisor Staelin thanked SAAA Board members Robina Rich Bouffault and Jim Edwards for their efforts, and expressed appreciation for what they have done, and continue to do for this agency.

Chairman Hobert asked Ms. Galvin if SAAA had received the annual budget solicitation notice. Ms. Galvin replied in the affirmative advising that the budget was well underway.

- 6) Set Public Hearing: SUP-13-02/SP-13-08, Gina Schaecher (Happy Tails Development LLC)

Brandon Stidham briefly summarized SUP-13-02/SP-13-08.

Supervisor Staelin moved to set public hearing on SUP-13-02/SP-13-08 for Tuesday, January 21, 2014 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	- Absent
John R. Staelin	- Aye
David S. Weiss	- Aye

- 7) SUP Revocation Request: Virginia National Golf Revocation of Special Use Permit - Virginia National Golf Course/Shenandoah University

Brandon Stidham reviewed the special use revocation request from Shenandoah University for the special use granted to Virginia National Golf. He reminded the Supervisors that the Civil War Trust had purchased the site to preserve the Cool Springs battlefield. Subsequently, the Trust gave the land to Shenandoah University; and under the terms of their contract, no commercial use is allowed on the land.

Following discussion, the Supervisors asked Mr. Stidham to modify for clarification the draft resolution title from: *Resolution to Revoke the Special Use Permit for the Former Virginia National Golf Course Zoned Rural Residential (RR), Tax Map Parcels 17A1A1B and 17A1A1C*; to: *Resolution to Forward the Request to Resolution to Forward the Request to Revoke the Special Use Permit for the Former Virginia National Golf Course Zoned Rural Residential (RR), Tax Map Parcels 17A1A18 and 17A1A1C to the Planning Commission.*

Supervisor Staelin moved to approve the resolution as modified. 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

Resolution to Forward the Request to Revoke the Special Use Permit for the Former Virginia National Golf Course Zoned Rural Residential (RR), Tax Map Parcels 17A1A18 and 17A1A1C to the Planning Commission
2013-17R

Whereas, the properties identified as Tax Map Parcels 17A1A1B and 17A1A1C were used as a golf course and was approved by a special use permit; and,

Whereas, the golf course is no longer in operation and has been discontinued for over one year; and,

Whereas, County Zoning Ordinance section 5-C allows for the Board of Supervisors to revoke a special use permit if it has been discontinued for one year; and,

Whereas, the properties have been purchased by the National Civil War Battlefield Trust and gifted to Shenandoah University; and,

Whereas, Shenandoah University desires that the special use permit allowing for a golf course be revoked.

Therefore, it is hereby determined by the Board that the revocation of the special use permit for a golf course on the subject property be referred to the Planning Commission for a recommendation.

Unanimously adopted this 17th day of December, 2013.

Attest

David L. Ash – Clerk, Board of Supervisors of
Clarke County, Virginia

8) Special Event Permit Application: Blue Ridge Hunt Point to Point, Medium Event, 3-Year 2014, 2015, 2016

David Ash reviewed the multi-year special event permit application provided by the Blue Ridge Hunt for the spring Point to Point.

Supervisor Byrd recommended approval of the Multi-year Medium Event Permit Application for the Blue Ridge Hunt Point to Point 2014, 2015, 2016 with the following conditions:

1. **Annual communication to County Administration of the event date, as well as notice of the event date if rescheduled.**
2. **Annual communication to County Administration of the Event coordinator contact name, telephone number and email address.**
3. **Posting a copy of the Conditional Approval Letter permitting the event at the Main Entrance at each event.**

The motion carried as follows:

- | | |
|-------------------|----------|
| Barbara J. Byrd | - Aye |
| J. Michael Hobert | - Aye |
| Beverly B. McKay | - Absent |

John R. Staelin - Aye
David S. Weiss - Aye

9) January 2014 Organizational, January Committee Meetings, and Regular Meeting Dates, Time, and Location

Supervisor Staelin stated that he would not be available on Monday, January 13, the standard committee date.

By consensus, the Supervisors set the following schedule:

Wednesday, January 15, 2014, Main Meeting Room

- Personnel Committee: 9:30 am
- Organizational Meeting and Work Session: 10:00 am;
- Finance Committee: Immediately following the organizational meeting and work session.

Tuesday, January 21, 2014, Main Meeting Room

- Regular Meeting – Afternoon Session 1:00 pm
- Regular Meeting – Evening Session 6:30 pm

10) Approval of Minutes

Supervisor Staelin moved to approve the minutes for the November 19, 2013 Regular Meeting as presented. 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

11) Consent Agenda

A. Lord Fairfax Health District 2013-2014 Locality Agreement

Vice Chairman Weiss commented that the Finance Committee had discussed the agreement during the FY2013 budget season.

David Ash advised that the dollar amount remained the same but the services broadened.

Supervisor Byrd moved to approve Item A on the Consent Agenda. 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

12) Personnel Committee Items

A. Expiration of Term for appointments expiring through February 2014.

12/09/2013 Summary: The Personnel Committee recommends to Circuit Court, Judge Wetsel, appointment of an at-large alternate to the Board of Zoning Appeals – Pat McKelvy to serve a five-year term expiring February 15, 2019.

12/17/2013 Summary: **Supervisor Byrd moved to approve the recommend of the Personnel Committee as presented. 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

13) Finance Committee Items

1. FY2014 Transfer

12/17/2013 Summary: Tom Judge informed the Supervisors that the multifunction machine at the Park ceased functioning and was beyond its useful life. A replacement has been ordered and the following action is requested: *"Be it resolved that \$8,250 be transferred from the minor capital contingency to the Parks Administration budget. "*

Vice Chairman Weiss moved to approve ""Be it resolved that \$8,250 be transferred from the minor capital contingency to the Parks Administration budget. 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

2. Fiscal Policy Amendment

12/17/2013 Summary: Tom Judge reviewed the proposed policy change. In "Expenditure Polices" Section C "Expenditure Accountability" add a new section 9 "Donations" to read *"The County may accept donations of cash, materials, and labor from individuals or groups for purposes it deems to be in the best interest of the County. Once formally accepted, the documented purpose for which the donation was given shall be respected because the scope and components of projects can be modified subsequent to donation acceptance, a general statement of purpose is encouraged to permit efficient management of the project."*

Following discussion about the merits of board versus donor restricted options, the Board instructed Tom Judge to further review the proposed policy and to consult with other jurisdictions.

Supervisor Byrd moved to further research the matter and bring it back to the Board at its January meeting. 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

3. Acceptance of Bills and Claims

12/17/2013 Summary: **Supervisor Staelin moved to accept the November bills and claims. 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

4. Standing Reports

FY2014 General Fund Balance, Reconciliation of Appropriations FY2014; General Government Expenditure Summary, General Government Capital Projects

Additional Finance Items Added to the December 17, 2013 Agenda

Swim Team

Tom Judge read the following request from Lisa Cooke, Director Parks and Recreation.

Memorandum

TO: Tom Judge
FROM: Lisa Cooke
SUBJECT: Swim Team Fund Request
DATE: December 12, 2013
CC: Bobby Levi

I am requesting that \$1,196.61 be released from the funds raised by the swim team to pay for moving the storage building previously used by our After School program to the pool. This also includes the price of installation of the pad for it to sit upon. The building will be used to house our swim team blocks as well as other pool instructional items that are currently stored in cramped storage areas throughout the pool facility. One of these storage areas will also be converted into an area to store our pool chemicals. These funds will need to be moved to account #43213-6007.

Thank you so much for your assistance with this matter.

Vice Chairman Weiss put forward that the Board of Supervisors should be consulted prior to making decisions of this nature. Tom Judge assured that he had made clear this requirement in future.

Supervisor Staelin moved to increase appropriation to the swimming pool account in the amount of \$1,196.61 and to recognize an equal amount of revenue from the swim team fundraising efforts. 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 |

Little League Lighting Project

David Ash updated the Board on the Little League Lighting Project. He requested the Board to take action to recognize a \$5,000 donation from Little League for the purpose of performing engineering studies to develop a cost estimate for lighting around one of the Park's ball fields. He said that Little League understood that it could lose the \$5,000 donation provided for the engineering study if it was determined that funding was insufficient to proceed with construction.

Chairman Hobert commented that knowing the project cost was important, as well as knowing how the funds would be raised. He stated that from several meetings with Little League representatives he knew they were very interesting in doing this project and were aware that the County had to follow established procedures.

Vice Chairman Weiss opined that frustration could be reduced if groups met first with staff, which could provide an understanding of the process.

Supervisor Byrd added that it was a "real feather in our cap" to have created a Parks and Recreation department that was so well supported by the citizens, who genuinely want to see it succeed.

Supervisor Byrd moved to increase expenditures in general capital project funds \$5,000 and recognize the \$5,000 donation from Little League; and further, moved to authorize the County Administrator to proceed with the next phase.

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

14) Joint Administrative Services Board Update

Tom Judge summarized the items of interest under review by the Joint Administrative Services Board.

- Three meetings have been held since the Supervisors November 19 meeting.
 - o Three proposals received in response to the RFP.
 - o The JAS Board evaluated and ranked proposals and selected Tyler.
 - o Due diligence is in process.

- A system demonstration by the City of Staunton is being planned.
- Tyler will be conducting a demonstration in house on December 19.
- The Board decided to hire a consultant, Plante and Moran, to guide the County through the process.
- The Board has not made a decision on whether to use the “cloud” or to store data internally on the County’s hardware.
- Supervisor Staelin raised the issue of the cost to transfer data between vendors. Tom Judge commented that he had been pursuing “independent” data that could work with multiple programs / vendors. He noted that currently there are no established standards.
- Due to a clerical error, Springsted, the County’s pay and classification vendor, did not submit a proposal. The Board may recommend using the same benchmark jurisdictions.
- Hybrid Retirement Plan: Joint Administrative Services staff will attend training tomorrow. Mr. Judge is reminding the boards that leave policies may need to be adjusted for employees hired after January 1, 2014.
- Fiber Optic: Gordon Russell reported to the Board that ComCast is willing to extend the County’s lease for 15 years. Mr. Russell urged the County to continue to explore other options, as well as opportunities to install its own fiber system.

15) Government Projects Update

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

- 100 Church Street – Sheriff’s Office
 - Yesterday, at a meeting with the architect, Sheriff Roper and Maral Kalbian, a good compromise situation was reached for improvements.
 - The architect has promised in the next week or so updated drawings and his estimates of the costs.
 - Hope to be in a position to start work on the project after the first of the year.
- 101 Chalmers Court – HVAC Retrofit
 - Situation is unchanged.
 - The architect has not yet responded.

16) Miscellaneous Items

Legislative Luncheon Alternatives

The Chair asked David Ash to review options for the December 10 legislative luncheon canceled due to inclement weather. Mr. Ash advised that while time was short, the Supervisors could:

- Reschedule the luncheon before January 8.
- The Board could act to make the draft priority list final. Note: Each legislator has been provided a copy of the draft priority list.
- Board members could split and met with individual delegates and senators with the hope to get some feedback as to their priorities.
- Interesting to see if could schedule another lunch – between now and January 8.

By consensus, the Supervisors instructed David Ash to attempt to reschedule the luncheon. Supervisor Staelin opined that with the holidays it would be difficult to arrange between now and the legislative session.

School Board Presentations at Supervisors Meetings

Chairman Hobert provided the following:

- Met with School Board Chair Beth Leffel regarding continuing communication between the boards.
- At one of its recent meetings, the School Board discussed presentations to the Board of Supervisors.
- The Supervisors will notify the Schools of specific requests shortly after the Supervisors regular Work Session.
- The Schools will notify the Supervisors with sufficient time for the item to be placed on the regular meeting of any item it wishes to present.
- The School Board intends to rotate attendance of its members at the Supervisors meetings.
- The School Board appreciates receipt of the email links from the Supervisors.
- The School Board will distribute links to its materials to the Supervisors.
- Going forward, prior to or at the Work Session, the Supervisors will communicate to the Chair what issues they wish to see addressed by the Schools.

Former High School / Elementary School Renovation Project

The Board identified as an item of interest a report on the former high school renovation project. Board members put forth the following points.

Supervisor Byrd opined that it was essential to have a School Board member at each regular meeting of the Supervisors monitor the use of taxpayer money for such things as expenditures, scheduling, and change orders. She stated that as the Board responsible for providing the funding it was right for the Supervisors questions.

Chairman Hobert put forth his belief that focused ongoing communication was important. He commented that the Supervisors must be cautious for while it funds the Schools the School Board is responsible for oversight of student education and projects. He noted that the School Superintendent was not accountable to the Board of Supervisors.

Vice Chairman Weiss added that neither the School Superintendent nor the School Board were accountable to the Board of Supervisors. He stated that the School Superintendent was accountable to School Board and the members of the School Board were elected officials and accountable to the citizens. He opined that the two boards were in partnership to help the County succeed.

David Ash commented that the Supervisors ask difficult questions and School representatives may view it as unfair not to be given time to prepare. He noted that without an agenda the conversation wanders and questions are asked that the Schools are totally unprepared to answer.

School Board Report by Barbara Byrd

Supervisor Byrd advised the Board that at last night's School Board meeting many parents came forth to speak out against bullying in the schools, which they cited as a reason for a recent suicide of a middle-school student. She commented that the Schools launched an anti-bullying program several years ago and wondered what had happened to the program and how it failed to serve the children and parents.

Vice Chairman Weiss remarked that while valid this was a matter for the School Board, which would need time to gather information.

Chairman Hobert contributed that many in the community were concerned but this was a matter of knowing the Board's boundaries. He concurred with Vice Chairman Weiss that this was ultimately a matter for the School Board and School Administration. He opined that it was inappropriate for the Supervisors to question the Schools and he expressed his confidence in School Administration's ability to address the matter.

Supervisor Staelin noted that confidentiality would prevent the Schools from publicly addressing specifics.

Vice Chairman Weiss put forth that bullying was a national problem of concern to most however acting on it in an official capacity would only serve to politicize the issue further.

Governor-elect Transition Team Meeting Update by John Staelin

- VACo appointed Supervisor Staelin to the Governor-elect McAuliffe's transition team.
- Governor-elect McAuliffe attended the meeting and spoke well. He stated that his focus would be jobs and moving the economy forward. He also commented that the SOL system was not working.
- At the meeting, the group in general was for keeping the taxing authority and no elimination of BPOL and machinery and tools tax without some sort of offset.
- Governor-elect McAuliffe made his thoughts clear regarding BPOL and Clarke County tends to agree in concept that it is poorly structured. Mr. McAuliffe does agree that the revenue gap created if BPOL were eliminated would need to be filled.
- The group discussed:
 - Full funding of SOQ's for pre-k and 12
 - Pension Liabilities
 - Mental Health
 - Broadband
 - Composite Index
 - Tax Reform
 - Line of Duty
- Delegate Ligamselter will be introducing a bill to make all elections partisan to include town and school board elections.

Special Use Permits by John Staelin

Supervisor Staelin noted that there are currently three reasons to revoke a Special Use Permit:

- 1) Providing fraudulent or false information when applying for permit.
- 2) Discontinued use or do not start use for a period of two [2] years.
- 3) Repeated and continuing violations of the conditions placed on the permit.

He informed the Board that Brandon Stidham, Planning Director, had told him of a three strikes rule used in Powhatan County that, after three notices of violation, allows the Zoning Administrator to take a revocation request before the Board of Supervisors. It also allows for revocation for unresolved violations.

Supervisor Staelin suggested including violations of state and federal law.

Brandon Stidham advised that the state does not set standards but it does give authority to the locality.

Chairman Hobert cautioned that the revocation would need to be specific. He further suggested researching how other jurisdictions address revocation.

John Staelin moved to ask the Planning Commission to review the issue and make recommendation to the Board of Supervisors on revising the special use permit revocation process ordinance. 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

17) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Develop public hearing notice for SUP-13-02/SP-13-08 and process.	Lora B. Walburn
2.	Revise resolution title.	Brandon Stidham
3.	Process resolution 13-17R.	Lora B. Walburn
4.	Provide notice of conditional approval to Blue Ridge Hunt for the spring Point to Point, as well as adjoining property owners and application review agencies.	Lora B. Walburn
5.	Coordinate date and room change for the January 15 organizational and committee meetings.	Lora B. Walburn
6.	Process approved minutes.	Lora B. Walburn
7.	Process and forward LFHD locality agreement.	Lora B. Walburn
8.	Develop appointment request for the Circuit Court.	Lora B. Walburn
9.	Further research fiscal policy and bring back to Board.	Tom Judge

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
10.	Coordinate Planning Commission review of the special use revocation process.	Brandon Stidham
11.	Contact Legislators regarding legislative luncheon alternatives.	David Ash

18) Board Member Committee Status Reports

Supervisor Barbara Byrd:

- Regional Jail Authority: Superintendent requested an assistant superintendent; however, hire was suspended until July.
- Juvenile Jail: Superintendent has recently hired an assistant.
- Social Services: meets tomorrow.
- Humane Foundation: Val Van Meter wrote an excellent article that had a positive impact on adoptions.

Supervisor John R. Staelin:

- Sanitary Authority: Development by the Boyce schools was presented. The subdivision has been reduced to 21 homes. Currently, there are two existing homes on the lot.
- EDAC: A strategic plan committee meeting was held and a list of recommended items was developed. The strategic plan committee will meet again in January.

Vice Chairman Weiss:

- Conservation Easement Authority: tomorrow is Chairwoman Wingate MacKay's last day with the Authority. She has done a tremendous job and lead well. Easements continue to be strong.
- Fire and Emergency Medical Services Workgroup: Will have recommendations to be Supervisors in January.
- Chamber of Commerce: On government panel and discussed such topics as Route 37 expansion, unfunded mandates; building a convention center, etc.

19) Closed Session

Supervisor Byrd moved to convene into Closed Session pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board and §2.2-3711-A7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. The motion carried as follows:

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

The members of the Board of Supervisors 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
Beverly B. McKay	- Absent
John R. Staelin	- Aye
David S. Weiss	- 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

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

No action was taken on matters discussed in Closed Session.

20) Adjournment

There being no further business to be brought before the Board at 3:35 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, January 21, 2014 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: December 17, 2013

J. Michael Hobert, Chair

David L. Ash, County Administrator

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