

September 16, 2014

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 conducted on Tuesday, September 16, 2014.

Board Members Present

J. Michael Hobert; Bev McKay; David Weiss

Board Members Absent

Barbara Byrd; John Staelin;

Staff Present

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

Others Present

Gem Bingol; Val Van Meter and other citizens.

1) Call to Order

Chairman Hobert called the afternoon session to order at 1:03 p.m.

2) Adoption of Agenda

Add To Miscellaneous:

- VACo 2014 Voting Credentials
- Personnel Appointments

By consensus, the Board adopted the agenda as modified.

3) Citizens Comment Period

No citizens addressed the Board.

4) VDOT

Ed Carter, with Charlie Monroe, appeared before the Board to provide the monthly update.

Maintenance – August / September:

- Completed second round of primary mowing and starting second round of secondary mowing;
- Performed shoulder repairs on Rt. 608; Conducted hazardous tree removal at various locations;
- Repaired potholes at various locations;
- Conducted pipe flushing operations on Business Rt. 7 in Berryville to address drainage issue. Found issues with pipe between drop inlets and pipe going under building to Dry Run. Used camera to identify some blockage along Rt. 7 and under private business.;
- Pipe flusher is scheduled to address issues on routes 601N, 50/602 and 7/340;
- Planning double pipe replacement on Rt. 602;
- Tree contractor is scheduled for routes 601, 602 and 621;
- Number of carcass pickups has started to increase with fall. Last month we picked up 23 deer and 1 bear.

Projects:

- Rt. 340/Senseny Rd. turning lane started this week.
- Rt. 606 stream repair will be completed this week, weather permitting.

Board Concerns:

- Rt. 612 curve models are complete for Rt. 7/Kimble Rd. signage. Engineering has agreed to restrict the road to no thru trucks. The Supervisors raised no objection.
- Rt. 732, Triple J Rd. paving schedule has been pushed out until 2015 because of funding shortages. Maintenance will be surface treating portions to hold us through the winter.
- Due to FY2014 winter operations, VDOT was \$300 million over budget.
- Commonwealth Transportation Board (CTB) public hearing and meeting at Blue Ridge Community College on Wednesday, October 8, 2014 to give citizens the opportunity to review and provide comments on the draft Revised Fiscal Year 2015-2020 Six-Year Improvement Program (FY15-20 SYIP).

- The Secretary of Transportation will hold an informal roundtable briefing for local officials at 5PM on October 8, 2014 prior to the Public Meeting. This is an opportunity to ask questions and discuss transportation concerns with the Secretary.

Supervisor Comments:

Vice Chairman Weiss:

- There is a speed limit sign on the ground near Doodles Store.

5) Set Public Hearing -- CC-2014-03: Establish Department of Fire, Emergency Medical Services (EMS), and Emergency Management

Brandon Stidham provided highlights of the proposed amendment. The Supervisors made the following recommendations:

- Modify §17-6 Fire and EMS Commission B: Add Supervisor Appointment
- Provide notice of public hearing with the draft amendment to volunteer organizations.

Supervisor McKay moved to set public hearing for Tuesday, October 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	- Absent
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Absent
David S. Weiss	- Aye

6) Town-County Economic Development and Tourism MOU

Brandon Stidham reviewed the most recent draft of the Memorandum of Understanding. He advised that Supervisor Staelin, Board of Supervisors representative on the Town / County Economic Development MOU Development Committee, recommended adoption.

Supervisor McKay suggested broadening 16. Joint Development of Agricultural Marketing Strategies.

Vice Chairman Weiss opined that the MOU covered relationship between the Town and County and the agreement provided assistance in agricultural business that may not be available to the Town. He noted that Berryville Town Council had approved the document as written.

Vice Chairman Weiss moved to adopt the Memorandum of Understanding between the Town of Berryville and Clarke County regarding Economic Development and Tourism as presented by staff. The motion carried by the following vote:

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

Following adoption, Chairman Hobert instructed staff to provide specific dates for items referenced in Attachment A.

Memorandum of Understanding (MOU) Between The Town of Berryville and Clarke County Regarding Economic Development and Tourism

WHEREAS, the Town of Berryville and Clarke County over the past four decades have worked cooperatively to promote a unique and highly successful land use philosophy that focuses growth and development within the Town while preserving the County’s natural, historical, and agricultural resources; and

WHEREAS, the County’s small land area, close proximity to four surrounding urban growth areas, and limited access to public water and sewer capacity make the sharing of Economic Development resources a necessity; and

WHEREAS, the future of economic development – including business, retail, industry, agriculture, and Tourism – in Clarke County is dependent upon effective collaboration and cooperation between the Town and County;

AND WHEREAS, the Town and the County recognize that combining resources and creating unified points of contact for Economic Development and Tourism will enable our communities to more efficiently address the needs of new and existing businesses, streamline regulations and regulatory processes, and more effectively market our unique assets.

NOW THEREFORE, BE IT RESOLVED THAT the Town of Berryville and Clarke County agree to work cooperatively to implement the following action items:

1. Establish Joint Management of Economic Development and Tourism. The Town and County shall jointly manage the Economic Development and Tourism efforts in Clarke County and the Town of Berryville on an ongoing basis.
2. Establish Single Points of Contact for Economic Development and Tourism. Both the Town and County agree that it would be best if the business community dealt with single points of contact for Economic Development and Tourism.
3. Create a Joint Committee for Economic Development and Tourism. The Town and County shall create a four member Committee (“Joint Committee”) to supervise Economic Development and Tourism efforts. The Committee shall consist of the Town Manager or designee, the County Administrator, a Town Council Member and a County Supervisor. Initially, the Joint Committee will meet monthly but may change that schedule as the Committee deems appropriate. The Joint Committee is empowered to choose its own leaders

but it is suggested that the Chair alternate between the two elected officials. The Joint Committee shall be appointed by the Town and County within 30 days of adoption of this MOU.

4. Hire an Economic Development Director. The County will hire an Economic Development Director with input from the Joint Committee. Initially this may be a part-time position. The County will create a job description and provide it to the Joint Committee for review and input into its development. This Economic Development Director will report to County Administrator but will also consult with the Joint Committee. Unless the County can find someone with all the needed skills it is unlikely the Director will supervise many efforts in the area of Tourism. The Director shall staff the Industrial Development Authority (IDA) and the Economic Development Advisory Committee (EDAC), and shall incorporate the work product of these groups into the overall Town-County economic development strategy. The selection process shall begin within 60 days of the adoption of this MOU with the goal of having the Director begin work in Spring 2015.
5. Conduct Joint Review of Economic Development and Tourism Funding. For FY16 and beyond both the County and Town agree to conduct an ongoing joint review of Economic Development/Tourism funding during their annual budget process. The County Administrator and Town Manager or designee shall be responsible for organizing this review in conjunction with County and Town finance committees and the Joint Administrative Services Director. Such review shall begin in the 4th quarter of the 2014 calendar year in conjunction with the development of the FY2015-2016 budgets. The Joint Committee shall coordinate any budgetary requests with the Town's and County's annual budget processes. As the County Administrator and Town Manager serve on the Joint Committee it is expected that they will be able to represent the desires of the Committee.
6. Budgetary Control and Impact on Tax Revenues. The Joint Committee will do its best to understand how Economic Development and Tourism affect the tax revenues of the Town and County so that proposals can be made to equitably divide costs. However, both the Town and County reserve the right to control their own Economic Development and Tourism budgets.
7. Identify and Mitigate Real and Perceived Barriers to Economic Development. One of the first duties of the Joint Committee shall be to determine the best way to add to the past information gathering activities of the Town and the Economic Development Strategic Planning Subcommittee by soliciting additional input from the business community as to the real and perceived barriers to Economic Development. A workplan to obtain this input and develop strategies to mitigate these real and perceived barriers shall be developed and initiated by the Joint Committee within 60 days of the Economic Development Director's start date.
8. Joint Regulatory Review by Planning Directors. The Town and County shall charge their Planning Directors to use the data collected above as well as their Director's own knowledge to complete a joint regulatory review and offer suggestions back to the governing bodies of changes that could be made to make both the Town and County more business friendly. This effort shall be scheduled in conjunction with the workplan set forth in Item #7 above.
9. Publicize the Regulatory Review Recommendations and Their Implementation. The final report of the regulatory review outlined in Item #8 shall be publicized within 60 days of acceptance by the governing bodies, and the resultant changes shall be publicized as the report's recommendations are implemented.

10. Establish Technical Guidance/Support for Tourism Efforts. The Joint Committee shall decide whether the County and Town's Tourism effort should be guided by a staff member, consultant, or a designated group. The selected entity will report to either the Town Manager or County Administrator and will receive guidance from the Joint Committee. The Joint Committee may wish to request proposals from consultants and groups in order to help evaluate the different options for this item. The initial goals of the Tourism effort shall be the creation of a single Tourism website and the development of ways to cross-promote Tourism at existing events. The Joint Committee shall make this decision within 120 days of the adoption of this MOU.
11. Creation and Management of Joint Economic Development and Tourism Websites and Associated Social Media.
 - A. Develop and Manage Joint Economic Development Website. The Town and the County shall have a single internet presence for Economic Development to include a website and associated social media. Creation of a single internet presence shall be the Economic Development Director's top priority project. The initial steps of this effort shall begin immediately following the adoption of this MOU with a targeted delivery date of the combined internet presence within 4-6 months of the Economic Development Director's start date.

The Economic Development Director shall be responsible for keeping the website and associated social media up to date with oversight by the Joint Committee.
 - B. Develop and Manage Joint Tourism Website. The Town and the County shall have a single internet presence for Tourism to include a website and associated social media. Creation of a single internet presence shall be evaluated by the Joint Committee and a recommended work plan shall be provided by the Committee within three (3) months of the Committee's initial meeting.
12. Identify New Revenue Sources for Economic Development and Tourism. There shall be ongoing, coordinated efforts to explore new revenue sources for Economic Development and Tourism to benefit both the Town and County. This effort shall begin in the near term with pursuing the Virginia Tourism Corporation Marketing Leverage Grant or other tourism-related grants, and evaluation of raising the County's transient occupancy tax (TOT) 1 to 5% through General Assembly action to allow earmarking of funds in excess of 2% for Tourism-related efforts, and establishing a TOT for the Town. This effort will also include evaluating the County's potential use of the business professional and occupational license (BPOL) tax. Longer term efforts shall be an ongoing responsibility of the Economic Development Director and part of the joint annual evaluation of the Town and County economic development budgets.

¹ Transient Occupancy Tax is a tax paid by visitors and is collected by operators of hotels, motels, boarding houses, and other lodging places which can accommodate four or more persons at one time as well as travel campgrounds that offer guest rooms or other accommodations rented out for continuous occupancy for fewer than 30 consecutive days. This tax is authorized by 58.1-3819 of the Code of Virginia and is codified under Article XVII of the Code of Clarke County.

13. Develop Business Retention Strategies. The Joint Committee shall work with the Economic Development Director and possibly a consultant to create business retention strategies. Work

on this item shall begin within 60 days of the completion of the regulatory review/streamlining report outlined in Items #7 and #8.

14. Foster Economic Development Relationships. The Town and County shall work jointly on establishing partnerships with developers, landowners, building owners, and other stakeholders to facilitate new development and redevelopment of properties. This is an ongoing responsibility that shall be undertaken by the Economic Development Director with processes established to enable potential projects or issues to be brought to the governing bodies after review by the Joint Committee for discussion by the aforementioned stakeholders.
15. Develop Incentive Programs to Attract New Businesses and Retain Existing Businesses. The Town and County shall jointly develop incentive programs to attract new businesses and to help existing businesses grow and expand. This item requires Economic Development technical expertise and shall be assigned to the Economic Development Director. Creation of a report of potential incentive program options for consideration by the Town and County shall be completed within one year of the hire date of the Economic Development Director.
16. Joint Development of Agricultural Marketing Strategies. The Town and County shall jointly develop agricultural marketing strategies to benefit agricultural/ agribusiness entities in the County and agricultural retail and Tourism resources (e.g., Farmers Market, farm-to-table, farm supply business) in the Town. This item requires marketing technical expertise and shall be assigned to lead points of contact for Economic Development and Tourism. Creation of a Marketing Strategies Report shall be created for consideration by the Town and County. This Report shall be completed within one year of the adoption date of this MOU.
17. Regional Tourism Marketing and Promotion. The Town and County shall support regional cooperation in marketing/promoting tourism. This item requires tourism/marketing technical expertise and shall be assigned to lead points of contact for Tourism. Existing staff shall continue to be actively involved in current regional efforts to market Town and County Tourism efforts.
18. Support Efforts to Increase Accommodation Capacity. Development of increased accommodation capacity shall be supported by the Town and County. In the near term, Town and County staffs, with guidance from the Joint Committee shall determine whether there are joint measures that could be undertaken to secure a hotel in the Town. As an ongoing project, the Joint Committee and/or the Economic Development Director and Tourism lead points of contact shall work to identify and promote all sources of accommodations including hotels, bed and breakfasts, and country inns.
19. Foster Tourism Relationships. The Town and County shall work to establish relationships with stakeholders to facilitate growth of the Tourism industry. This is an ongoing responsibility that shall be undertaken by the Tourism lead points of contact with processes established to enable issues to be brought to the governing bodies for discussion by the aforementioned stakeholders.

The aforementioned action items are summarized by priority in Attachment A, Timeline of Action Items, to this MOU.

20. BE IT FURTHER RESOLVED THAT it is expected that this Memorandum of Understanding will be modified as the Town and County learn from their experiences. This MOU shall renew automatically on July 1, 2015 and annually on July 1 thereafter, however either the Town or the County may choose to request the opportunity to review or modify this MOU with provision

of 60 days of notice to the other party. Either party may cancel this MOU with provision of written notice to the other party no later than May 1 of each year.

Attachment A Timeline Of Action Items

- Prioritized Items (Initial Year)
 - **Within thirty (30) days of the adoption date of this MOU** -- Create a Joint Committee for Economic Development and Tourism (Item #3)
 - **Within sixty (60) days of the adoption date of this MOU** – Create a job description and recruit for the position of Economic Development Director with the goal of hiring a part or full-time Director by Spring 2015. (Item #4)
 - **Within 120 days of the adoption date of this MOU** -- The Joint Committee shall complete a review of Town and County funding of the economic development effort and make recommendations to the Finance Committees of the Town and County, in conjunction with the annual budget process, for integrated response to funding needs. (Items #5 and #6)
 - **Within 120 days of the adoption date of this MOU** – The Joint Committee shall recommend a work plan to identify technical guidance/support for tourism efforts and for development of the Joint Tourism website (Item #10 and Item #11B)
 - **Within ten (10) months of the adoption date of this MOU** – Identify and Mitigate Real and Perceived Barriers to Economic Development – develop and initiate workplan (Item #7); Joint Regulatory Review by Planning Directors – develop and initiate workplan (Item #8)
 - **Within one (1) year of the adoption date of this MOU** – Joint Development of Agricultural Marketing Strategies report (Item #16)
 - Prioritized Items (Beyond Initial Year)
 - **Within 12 to 14 months of the adoption date of this MOU** – Targeted Delivery of Joint Economic Development Website (Item #11A)
 - Within sixty (60) days of completion of regulatory report outlined in Items #7 and #8 – Begin work on developing business retention strategies (Item #13)
 - **Within one (1) year of the hire date of the Economic Development Director** – Report on Incentive Programs to Attract New Businesses and Retain Existing Businesses (Item #15)
- Ongoing Items
 - Establish Joint Management of Economic Development and Tourism (Item #1)
 - Establish Single Points of Contact for Economic Development and Tourism (Item #2)
 - Conduct Joint Review of Economic Development and Tourism Funding (Item #5) – In conjunction with annual budget processes

- Budgetary Control and Impact on Tax Revenues (Item #6)
- Publicize the Regulatory Review Recommendations and Their Implementation (Item #9)
- Identify New Revenue Sources for Economic Development (Item #12) – In conjunction with annual budget processes
- Foster Economic Development Relationships (Item #14)
- Develop recommendations for Regional Tourism Marketing and Promotion (Item #17)
- Support Efforts to Increase Accommodation Capacity (Item #18)
- Foster Tourism Relationships (Item #19)

7) Approval of Minutes

Supervisor McKay moved to approve the minutes for August 19 2014 Regular Meeting as corrected. The motion carried by the following vote:

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

8) Board of Supervisors Work Session

A. Access Independence Presentation by Donald Price

09-08-2014: Donald Price, Executive Director for the organization met with the Board to provide an overview of the organization's mission and provided several examples of working with individuals as well as community organizations to improve access to homes, businesses, work and community for individuals with disabilities.

B. White Post Dairy Update

09-08-2014: Alison Teetor provided an update from DEQ on improvements made at the dairy's waste management facilities, including updates on groundwater monitoring, grading, paving and redirection of overflow from the lagoons. DEQ confirmed progress on the consent agreement and existence of an approved nutrient management plan.

C. Virginia Pollutant Discharge Elimination System (VPDES) Permit Modification Request -- Mt. Weather Emergency Operations Center

09-08-2014: Alison Teetor discussed the VPDES Modification Request made for storm water discharges from Mt. Weather. Based upon the information provided in the report, Ms. Teetor advised that there appeared to be no significant pollutant discharge resulting from the modified operations.

D. 2014 Town of Berryville and Clarke County Bicycle & Pedestrian Plan

09-08-2014: Mr. Stidham updated the BOS on the revised Bike Plan prepared by the Regional Commission. Mr. Stidham confirmed that the plan had been revised to take into consideration comments and concerns voiced by Board members and recommended that the Board accept the proposed plan and refer it to the Planning Commission for use as a guidance document to be used in preparing future comp plan and implementing plan drafts.

Supervisor Staelin moved to accept the plan and forward to the Planning Commission for use as a guidance document. 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

E. Clarke County General Government Pay and Classification Study Update

09-08-2014: Status of the Pay Classification Plan was discussed by the Board. It was noted that a telephone conference with the consultant was held on Friday and as a result a revision was being made to the plan. Revised documents are expected this week. The Board acknowledged that the consultant would not be able to be present at the September Board meeting and requested that his availability for a Personnel Policy work session to be scheduled in early October be determined.

09-16-2014: David Ash informed the Supervisors that the Personnel Work Session is scheduled for Wednesday, October 8, at 1:30 pm in Meeting Room C. He noted that John Anzivino, Springsted, would be present and further noted that the latest revision of the documents would be provided prior to the meeting.

F. Personnel Policy Review Establish Dates and Times for Committee of the Whole

09-08-2014: The Board requested that digital and paper copies of the current personnel policy and the redline version of the proposed plan be prepared and sent to each board member for review prior to the first work session. The Administrator was direct to poll board members to determine the most convenient time and date to schedule the work session and to schedule it as appropriate.

G. Northwestern Regional Adult Detention Center Request for Funding

An invoice from The Regional Jail, in the amount of \$15,245.04 covering a post budget increase in salaries approved by Frederick County, fiscal agent, was discussed. As a result of evolving budget requests, the Finance Director was uncertain that the increase submitted would require a supplemental appropriation.

09-08-2014: **Supervisor Byrd moved to accept the invoice and process for payment with direction to the Finance Director to determine the need for a supplemental appropriation and to prepare a request for one if needed. 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

H. Transfer budget from Sheriff to Communications

09-08-2014: By consensus, the Board approved the Finance Director's request to transfer funds previously held in a separate line item to fund a portion of the Communications Center operations to the Sheriff's Office Budget to reflect more accurately the current operation of the Center.

I. Town-County Economic Development and Tourism Memorandum of Understanding

09-08-2014: Supervisor Staelin reported that the "conference committee" had met and revised the draft to reflect more closely the understanding of the proposed agreement and clarifying lines of authority and responsibility. The Town will act first on the agreement at the Council meeting on September 9, anticipating action by the board at its regular meeting in September.

J. Closed Session pursuant to §2.2-3711-A1 specific employees or appointees of the Board and Personnel Pay Issues

09-08-2014: **Supervisor Staelin moved to convene into Closed Session pursuant to §2.2-3711-A1 Specific Employees or Appointees of the Board. 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 Staelin 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 Staelin 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.

9) Finance Items

1. Acceptance of Bills and Claims

09/16/2014 Action: Chairman Hobert advised that the August bills and claims reflect the transition to outsourced custodial services for the Schools and General Government.

Supervisor McKay moved to accept the August bills and claims. The motion carried by the following vote:

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

10) Joint Administrative Services Board Update

Tom Judge provided an update. Highlights include:

- Board met on August 25.
- Discussed revision to travel policy. The Board directed JAS staff to research policies from other jurisdictions. Further discussion is planned for the October 6 meeting.
- ERP:
 - o Due date for a unified chart of accounts is Friday, September 19. This is part of the complexity of transitioning four separate systems into one: Bright, RDA, School activity funds, and Social Services.
 - o Met with Social Services to discuss its participation in the ERP system.
 - o Attended two days of system administration training.
 - o Attended two days of security and workflow training. Six persons learned system routing.
 - o Analysis on how to convert data to the new system begins October 6.
 - o Discussed project plan to determine milestones thru July 2015;
- JAS Department is working on the Superintendent's annual report and the annual audit.
- Discussed Pay and Classification update.
- Discussed progress with JAS participation in the Evergreen study. As of today, there is no update on Evergreen study.

11) Government Projects Update

David Ash provided the monthly project update. Highlights include:

- 101 Chalmers Court – HVAC Retrofit

- Contacted Maintenance during the Board meeting to address short-cycling if the HVAC system.
 - Bob Mitchell, consultant and Gordon Russell, are trying now to establish a baseline of data for the time in which any work was performed on the building.
 - Do not anticipate any action within the next 30 days during Mr. Mitchell’s vacation.
 - Vice Chairman Weiss added that the BCCGC Joint Building Committee met September 10. It contacted Bob Mitchell and expressed its interest to move forward as soon as possible. The consultant was given all the available data, which the consultant must present in a manner that legal counsel can offer to the attorneys for the architect and engineer.
- Sheriff’s Office Renovation
- Pre-award meeting held last Friday with the contractor.
 - Hope to have a purchase order by tomorrow to approve that will start the additional work needed to complete the Sheriff’s Office renovation project.
 - The Supervisors reviewed budget numbers for the project; and with the contract estimate coming in below the estimate, there was no intention to bring to the Board for specific approval. When available, David Ash will provide a copy of the requisition to the Chairman.
 - Bobby Levi is project manager
 - Lantz Construction got low bid.
 - The Board requested project scope.

12) Miscellaneous Items

VACo Voting Credentials

Chairman Hobert advised that he had received the voting credentials for the annual Virginia Association of Counties meeting in November.

Supervisor McKay moved to approve Chairman J. Michael Hobert as the primary delegate and Supervisor Barbara Byrd as the alternate delegate. The motion carried by the following vote:

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

**VACo 2014 Annual Meeting
Voting Credentials Form
Form may be returned by mail or fax (804-788-0083)**

Voting Delegate:
(Supervisor)
Name J. Michael Hobert
Title Chair - Board of Supervisors
Locality Clarke County Virginia

Alternate Delegate:
(Supervisor)
Name Barbara J. Byrd
Title Supervisor - Russell District
Locality Clarke County Virginia

Certified by:
(Clerk of the Board)
Name David Ash
Title County Administrator
Locality Clarke County Virginia

**VACo 2014 Annual Meeting
Proxy Statement**

_____ County authorizes the following person to cast its vote at the 2014 Annual Meeting of the Virginia Association of Counties on November 11, 2014.

_____, a non-elected official of this county.
-OR-
_____ a supervisor from _____ County.

This authorization is:

Uninstructed. The proxy may use his/her discretion to cast _____ County's votes on any issue to come before the annual meeting.

Instructed. The proxy is limited in how he/she may cast _____ County's votes. The issues on which he/she may cast those votes and how he/she should vote are:
(List issues and instructions on the back of this form)

Certified by: Name _____
Title _____
Locality _____

Expiration of Term for appointments expiring through December 2014.

Chairman Hobert put forth the following recommendations for appointment:

- Appoint Robert Hobbs to the Clarke County Industrial Development Authority to serve a full four-year term expiring October 30, 2018.

- Appoint William [Chip] Steinmetz, II to the Shenandoah Area Agency on Aging, Inc. Board serving the remainder of the unexpired term of James Edwards, Jr. term expiring September 30, 2016.

Vice Chairman Weiss moved to approve the appointments as presented. The motion carried by the following vote:

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

Low-water Bridge at Morgan Ford

Chairman Hobert thanked Gem Bingol, Piedmont Environmental Council, for the Council's efforts in terms of the retention of the engineer to make recommendations with respect to the design of the low-water bridge at Morgan Ford.

13) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process public hearing notice for CC-2014-03.	Lora B. Walburn
2.	Provide copy of public hearing notice and CC-2014-03 to fire and rescue companies.	Brandon Stidham
3.	Process approved minutes.	Lora B. Walburn
4.	Town-County Economic Development MOU – provide dates for items listed in Attachment A.	Brandon Stidham
5.	Provided revised documents to BoS in advance of the Personnel Work Session.	David Ash
6.	Provide the Chairman with a copy of the requisition for Lantz Construction – Sheriff's Office Renovation Project.	David Ash
7.	Provide the Board with the project scope for the Sheriff's Office Renovation Project.	David Ash
8.	Process 2014 VACo Voting Credentials.	Lora B. Walburn
9.	Process appointments.	Lora B. Walburn

14) Board Member Committee Status Reports

Supervisor Bev McKay:

- NSVRC: will met on Thursday.

Vice Chairman David Weiss:

- CEA: Continued activity.
- JBC: Activity presented under Government Projects Update.
- Fire and EMS Commission: Will meet early in October.

15) Closed Session

At 1:53 pm, **Vice Chairman Weiss** moved to convene into Closed Session pursuant to **§2.2-3711-A1 Specific Employees or Appointees of the Board and §2.2-3711-A3 Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The motion carried as follows:**

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

At 2:57 pm, 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, **Vice Chairman Weiss** moved to reconvene in open session. **The motion carried as follows:**

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

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

No action was taken on matters discussed in Closed Session.

16) Adjournment

There being no further business to be brought before the Board at 2:57 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, October 21, 2014 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: September 16, 2014

J. Michael Hobert, Chair

David L. Ash, County Administrator

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