

June 16, 2015

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, June 16, 2015.

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; Alison Teetor; Lora B. Walburn

Others Present

Keith Dalton; VSP Sgt. Smith; Jason Gerhardt; Val Van Meter and other citizens

1) Call to Order

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

2) Adoption of Agenda

Supervisor Hobert moved to adopt the agenda 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

3) Citizens Comment Period

No citizens attending the afternoon session addressed the Board.

4) VDOT

Ed Carter appeared before the Board to provide the monthly update.

Maintenance:

- Repaired soft spots on Rt. 340 and Rt. 50;
- Swept all intersections and crossovers on 4-lane primary's;
- Completed mowing of Rt. 340 between Berryville and Rt. 522 and commenced mowing on secondary routes;
- Completed paving of routes 632 and 657;
- Performed shoulder repair on business Rt. 7 between RR tracks and Rt. 613;
- Conducted brush cutting operations along Rt. 655.
- In July we will continue mowing operations on secondary's and complete dust control applications;
- Perform grading operations on non-hard surfaced routes where needed;
- Perform repairs on Rt. 604;
- Conduct ditching operations on Rt. 340 and Route 7.

Board Issues:

- We have received Traffic Engineering's layout for sign reduction at round-a-bout and will be reducing number of existing signs by 27%.
- All Good Music Festival / West Virginia Music Festival:
 - VDOT will complete its review of the revised traffic plan by close of business today and will provide response to the promotor by close of business June 17.
 - Addressed all earlier concerns in those portions reviewed.
 - Meeting with Jason Gerhardt, traffic engineering for Tim Walther Productions, following the Board meeting to discuss the minor adjustments VDOT wants.
 - VDOT met with the Clarke County Sheriff's Office/
 - VDOT met with the Virginia State Police and VSP Sergeant Smith is present to address any questions.
 - VDOT has worked out that, while impacted, traffic will not be stacked on Virginia's secondary roads.
 - There will be inconveniences on Route 340 but not on the two-lane section.

- VDOT complimented the Clarke County Sheriff's Office and the Virginia State Police for the amount of cooperation and effort throughout the entire process.
- VDOT believes there will be access for emergency services.

Chairman Weiss expressed the Board's appreciation for VDOT's efforts, as well as law enforcement. He opined that while the Board wanted people to have fun at the event in West Virginia, it wanted to protect access for local residents and public safety.

Supervisor Hobert expressed his appreciation for the efforts of VDOT and VSP on the West Virginia festival.

David Ash advised the Board that the promotor's land use permit application to VDOT required the signature of the County Administrator. He noted his objection to the language on the form indicating "approval".

Ed Carter explained that the form was standard used for all events to keep on file that indicates that the locality or agency is aware that the event is planned and does not mean that the locality or agency agrees with the event or that a permit will be issued.

Chairman Weiss commented that the Board did not have the power to approve or disapprove the event because it was in a neighboring state. Based on what VDOT states it will do to mitigate traffic concerns, he did not see a reason not to instruct County Administrator David Ash to sign the land use permit application.

Vice Chairman McKay

- Tree on Linden Lane across from Matthew Klein's property: Ed Carter will seek update.

Chairman Weiss

- Locks Mill Road: VDOT will check repaving status.
- Mowing: Expressed appreciation for mowing on back roads.

5) Approval of Minutes

Vice Chairman McKay moved to approve the minutes for:

- **May 19, 2015 Regular Meeting as presented;**
- **June 8, 2015 Work Session 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

6) Consent Agenda

Conservation Easement Authority Request to Approve the Deed of Amendment for Glen Masters and Authorize the Chair to Sign Prior to Recordation

TO: Board of Supervisors, David Ash
 FROM: Conservation Easement Authority, Alison Teetor
 DATE: June 9, 2015
 SUBJECT: Item for Consent Agenda

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

Deed of Amendment – Glen Masters

In December 2014 a Deed of Easement was recorded for Glen Masters. Subsequent to the recordation, an error in the DUR allocation was discovered. Records show that the existing house should have been considered an exemption and therefore the property should have been allocated an additional DUR. Bob Mitchell was consulted and drafted the attached Deed of Amendment to correct the DUR allocation error. At the May Easement Authority, on motion of Mr. Engel, seconded by Ms. Wallace, the Authority unanimously voted to amend the Deed of Easement for Mr. Masters to retain the DUR for a tenant house, not allowing subdivision.

Recommendation

Approve the Deed of Amendment for Glen Masters and authorize the Chair to sign prior to recordation.

Supervisor Hobert moved to approve the item on the consent agenda 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

7) Personnel Committee Items

A. Expiration of Term for appointments expiring through August 2015

06-08-2015 Summary: The Personnel Committee recommends the following appointments:

- English Koontz, Clarke County Industrial Development Authority for the remainder of the unexpired term vacated by Robert Hobbs ending October 30, 2018.
- Jon Joyce, Clarke County Historic Preservation Commission to a four-year term expiring May 31, 2019.
- Roderick DeArment, Clarke County Sanitary Authority for the remainder of the unexpired term vacated by Ian Williams effective June 25, 2015 and ending January 5, 2017.

06-16-2015 Action: **Vice Chairman McKay moved to approve the recommendations of the Personnel Committee. 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 Items

A. Public Hearing 15-06 Secondary Six-Year Plan for 2015/2016 - 2020/2021 in Clarke County, and on the Secondary System Construction Budget for Fiscal Year 2016

PH 15-06: The purpose of this public hearing is to receive public comment on the proposed Secondary Six-Year Plan for 2015/2016 - 2020/2021 in Clarke County, and on the Secondary System Construction Budget for Fiscal Year 2016. Copies of the proposed Plan and Budget may be reviewed at the Edinburg Residency Office of the Virginia Department of Transportation, located at 14031 Old Valley Pike Edinburg, Virginia or at the Clarke County offices located at 101 Chalmers Court, Suite B, Berryville, Virginia. All projects in the Secondary Six-Year Plan that are eligible for federal funds will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate federal transportation funds.

06-08-2015 Summary: Following public hearing, on a motion by Supervisor Staelin, the Board unanimously approved 2015-07R Virginia Department of Transportation Secondary Six-Year Plan 2015/2016 through 2020/2021 and the Secondary System Construction Budget for Fiscal Year 2016.

B. Distribution of Board of Supervisors' Prior Goals

06-08-2015 Summary: Discussion of Board goals will be added to July 13, 2015 Board of Supervisors Work Session.

06-16-2015 Action: Chairman Weiss instructed Board members to share goals with David Ash before the first week of July for inclusion in the Work Session packet.

9) Board of Supervisors Finance Items

1. Full-Time Assistant Commonwealth's Attorney

06-08-2015 Summary: This request from the Commonwealth's Attorney was discussed. The County Administrator will seek additional information concerning this request.

2. FY 16 Salary Increase

06-08-2015 Summary: Please find a salary increase proposal for Government staff. This proposal is recommended by the Finance Committee. It distributes approximately 1.5% of total government salary to employees based on the midpoint of the grade for their respective classification. Social Services increases will be distributed based on that department's pay and classification plan. Joint Administrative increases will be distributed based on the School Board's plan for their employees.

06-16-2015 Action: Tom Judge advised that the salary increase distributes 1.5% of total salary to the government employees based on the mid-point of their respective class.

Social Services cannot subscribe directly to the County's pay and classification study but had sums budgeted that will be distributed based on the Social Services Board action.

Joint Administration Services will be distributed based on the School Board's plan for the salary increase.

The School Board will distribute 1.5% as well. The teachers will receive a straight \$786, applied to every step of the teachers scale. Other employees, with a salary scale that includes min, mid and max ranges, will receive 1.5% on the mid-point.

David Ash explained that the process is first the Board review and approval followed by approval of the salary resolution by the affected Constitutional Officers.

Supervisor Hobert moved to adopt the salary increase as presented effective July 1, 2015. 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

3. Promotion of Jason Hough to Sergeant

06-08-2015 Summary: The Sheriff informed the Finance Committee of his appointment of Jason Hough to Sergeant.

4. Northern Shenandoah Valley Substance Abuse Coalition

06-08-2015 Summary: The Board earmarked \$15,000 in the FY 16 General Fund Contingency pending receipt of a formal request for contribution to the Northern Shenandoah Valley Substance Abuse Coalition. That request is attached *[included in packet]*, and states a need for \$20,000. The Committee noted longstanding practice of requiring a fair basis of cost allocation for participation in similar regional enterprises, and determined that, based on Clarke's share of Regional Jail expenses the fair share is \$10,651. This is arrived at by determining that, excluding Fauquier who is not participating in the coalition, Clarke's share of Jail expenses is 5.325%. This is multiplied by the \$200,000 estimated cost of the Coalition operation. The Committee recommends this contribution, but welcomes further discussion of the matter.

06-16-2015 Action: Chairman Weiss noted that the matter was discussed briefly at the end of the June 8 Work Session and that Supervisors Staelin and Byrd indicated that they supported the concept but felt strongly that future contributions should be formulated based on share.

Supervisor Hobert moved to pursue the recommendation and fund at \$15,000 and direct the Chair to communicate this to the organization with the additional suggestions that Clarke strongly believes it's important to identify an appropriate formula that takes into account the usage of facilities like the Regional Jail, population, etc. in the future for determination of share and funding of this organization. Further, Clarke would appreciate ongoing progress reports. 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

5. Acceptance of Bills and Claims

06-08-2015 Summary: The Finance Committee recommends acceptance of April Bills and Claims.

06-16-2015 Action: Tom Judge explained the format of the first Vendor Report generated using Munis and agreed to include department name on the report.

Supervisor Hobert moved to accept the May 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

6. Standing Reports

Reconciliation of Appropriations, General Fund Balance, Expenditure Summary

10) Joint Administrative Services Board Update

Highlights of Tom Judge's update include:

- No May meeting. Will meet again in August to discuss ERP implementation progress.
- Payroll:
 - o Currently setting up payroll and HR system.
 - o The Schools are setting up employee calendars
- Financial:
 - o Departments are cooperating.
 - o Ongoing system training.

- System can be modified.

11) Government Projects Update

David Ash provided the monthly project update. Highlights include:

- Sheriff's Office Renovation
 - Need to install a few storm windows.
- 106 North Church Street
 - Bobby Levi asked to price storm windows; could purchase using any remaining Sheriff's Office renovation project funds.
 - A lease extension request from the current tenant is scheduled for Board review at its July 13 Work Session.
- 101 Chalmers Court – BCCGC
 - Attorneys are still exchanging information.

12) Miscellaneous Items

VACo conference

David Ash informed the Board that County Administration that the Virginia Association of Counties had provided notice regarding hotel reservations for its annual conference November 6 through 10, 2015. The Board agreed to the following:

- J. Michael Hobert, VACo board member, will attend.
- Reserve three rooms for County attendees.
- Notify Mike Legge of the Board's invitation to attend to the new Sanitary Authority chair.
- Consider sending the newly elected officials from the Berryville and the Millwood / Pine Grove Districts.

13) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Sign Tim Walther Productions Inc. land use permit application to VDOT for All Good Music Festival.	David Ash
2.	Process approved minutes.	Lora B. Walburn
3.	Update Appointments database and send letters of	Lora B. Walburn

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
	appointment.	
4.	IDA and CCSA appointments provide oath of office notice and conflict of interest filing requirements.	Lora B. Walburn
5.	Reserve three rooms for the VACo Conference.	Lora B. Walburn
6.	Notify Mike Legge of invitation to attend the VACo Conference to new CCSA Chair.	Lora B. Walburn
7.	Finalize FY2016 General Government Employees Salary Resolution.	David Ash
8.	Draft letter to the Northern Shenandoah Valley Substance Abuse Coalition re funding.	David Ash

14) Board Member Committee Status Reports

Supervisor J. Michael Hobert:

- CEA:
 - o Board acted on CEA matter under agenda item 6.
 - o Conducting a photo contest.
 - o Annual dinner June 26.
- Parks and Recreation: Did not meet in the last period.
- Finance: Tom Judge will review under agenda item 9.

Vice Chairman Bev McKay:

- NSVRC:
 - o Attended spring dinner.
 - o Speaker presented tourism initiatives and opportunities.
- Career and Technical Committee:
- Building and Grounds: Reviewed by David Ash under agenda item 11.

Chairman David Weiss:

- Fire and EMS Commission:
 - o Completing the goals and vision portion of the strategic plan process.

- June 22 a sub-group will meet with the Clarke County Fire and Rescue Association to review the draft plan.
- Sub-group will also explain funding allocation of fee-for-service funds at the June 22 meeting.
- Plan to present the full draft to the Board in September at an evening session.
- Schools:
 - Met with Chairman Kochinsky, Superintendent Bishop and David Ash.
 - Confirmed that the Schools are proceeding with Berryville Primary plan.
 - Confirmed that the Schools do not plan to change the plan presented to the Supervisors at its May 19 regular meeting.
 - Discussed staggered terms for both Boards.
 - Strategic Plan Committee: Meets this week and seems to be progressing.
- Economic Development:
 - Met with Len Capelli for several hours.
 - Impressed by accomplishments thus far and Mr. Capelli's ideas.
 - Encouraged Mr. Capelli to keep the Supervisors informed.
- Personnel Committee:
 - Met again with Constitutional Officers Keeler, Peake and Roper to review draft personnel policies.
 - County staff will update the document to reflect items upon which the group reached consensus.
 - Specifically discussed the addition of sick leave; readjustment of annual leave; agreed on the definition of a day; agreed on definition of a work week.
 - Some of the proposed changes will require legal review.
 - Some of the proposed changes will affect long-term employees. Changes will require careful consideration.
 - Hope to bring to the July Work Session with legal counsel.
 - Constitutional Officers have their own authority to follow only the State code but hopeful will agree to the proposed policy.

15) Closed Session

No Closed Session conducted.

16) Adjournment

Being no further business, at 1:54 pm, Chairman Weiss adjourned the meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, July 21, 2015 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: June 16, 2015

David S. Weiss, Chair

David L. Ash, County Administrator

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