

January 11, 2016

Clarke County Board Of Supervisors  
Organizational Meeting and Work Session  
Meeting Room AB

10:00 a.m.

At the Organizational Meeting and Work Session of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia conducted on Monday, January 11, 2016.

Board Members Present

Barbara J. Byrd; Terri T. Catlett; Mary L.C. Daniel; David S. Weiss

Board Members Absent

Bev B. McKay

Staff Present

David Ash; Barbara Bosserman; Brandon Stidham; Travis Sumption; Lora B. Walburn

Others Present

None

Call to Order

David Ash called the organizational meeting to order at 10:06 a.m.

Adoption of Agenda

Supervisor Byrd requested the addition of Transit discussion.

**David Ash called for approval of the agenda as modified. The motion carried by the following vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent

David S. Weiss - Aye

A. Organizational Matters

Election of Chair

David Ash solicited nominations for Clarke County Board of Supervisors 2016 Chair.

**Supervisor Byrd moved to nominate and elect David S. Weiss to serve as 2016 Chair.**

David Ash called to close nominations for 2016 Chair.

**Supervisor Daniel moved to close nominations for Chair. The motion was approved by the follow vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

David Ash called for vote on the motion to nominate and elect David S. Weiss to serve as 2016 Chair. **The motion was approved by the follow vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

David Ash turned the meeting over to Chairman David Weiss.

Chairman Weiss then expressed his appreciation to his fellow Supervisors for selecting and allowing him to continue to serve as Board Chair.

Election of Vice Chair

Chairman Weiss called for nominations for Vice Chair.

**Supervisor Daniel moved to nominate and elect Supervisor McKay to serve as 2016 Vice Chair.**

Chairman Weiss called to close and confirm the nomination of Beverly B. McKay as 2016 Vice Chair.

**Supervisor Byrd moved to close the nominations for Vice Chair. The motion was approved by the follow vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

Chairman Weiss called for vote on the motion to nominate and elect Supervisor McKay to serve as 2016 Vice Chair. **The motion was approved by the follow vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

Set Date, Time and Place for Regular Monthly Meeting

David Ash advised that the October and November Committee meeting dates were non-standard for Columbus Day holiday and the annual VACo conference respectively.

Chairman Weiss informed the Board that meeting dates could be changed throughout the year to accommodate scheduling conflicts.

Supervisor Catlett noted a correction from Tuesday to Monday for the September 12, 2016 Committee Meeting.

**Supervisor Catlett moved to adopt the schedule as corrected. The motion was approved by the follow vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

**2016 Clarke County Board of Supervisors Meeting Schedule**

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Additional Info</i>
Committee Meetings	Monday	January 11	9:30 am	
Regular Meeting	Tuesday	January 19	1 pm	
Committee Meetings	Monday	February 8	9:30 am	
Regular Meeting	Tuesday	February 16	1 pm	
Committee Meetings	Monday	March 7	9:30 am	
Regular Meeting	Tuesday	March 15	1 pm	
Committee Meetings	Monday	April 11	9:30 am	
Regular Meeting	Tuesday	April 19	1 pm	
Committee Meetings	Monday	May 9	9:30 am	
Regular Meeting	Tuesday	May 17	1 pm	
Committee Meetings	Monday	June 13	9:30 am	
Regular Meeting	Tuesday	June 21	1 pm	
Committee Meetings	Monday	July 11	9:30 am	
Regular Meeting	Tuesday	July 19	1 pm	
Committee Meetings	Monday	August 8	9:30 am	
Regular Meeting	Tuesday	August 16	1 pm	
Committee Meetings	Monday	September 12	9:30 am	
Regular Meeting	Tuesday	September 20	1 pm	
<i>Committee Meetings</i>	<i>Tuesday*</i>	<i>October 11</i>	<i>9:30 am</i>	<i>Holiday Monday Oct 10</i>
Regular Meeting	Tuesday	October 18	1 pm	
<i>Committee Meetings</i>	<i>Thursday*</i>	<i>November 3</i>	<i>9:30 am</i>	<i>VACo Conference</i>
Regular Meeting	Tuesday	November 15	1 pm	
Committee Meetings	Monday	December 12	9:30 am	
Regular Meeting	Tuesday	December 20	1 pm	

Unless otherwise noted, Regular Meetings are held in the Main Meeting Room and Committee Meetings are held in Meeting Room AB in the Berryville Clarke County Government Center, 2<sup>nd</sup> Floor, 101 Chalmers Court, Berryville, Virginia

Note: Work Sessions scheduled for Committee Meeting days on matters for which the Board has deemed additional discussion and/or information necessary.

Agenda Items / Packet Material due by 5 pm on the Monday one week prior to the scheduled meeting.

Approved 01/11/2016

Rules of Procedure

Chairman Weiss suggested that members ask questions about procedure as they arise.

David Ash added that the Rules of Procedure could be amended as needed at any time throughout the year.

**Supervisor Byrd moved to adopt the Rules of Procedure Revision 11 as presented. The motion was approved by the following vote:**

Barbara J. Byrd - Aye  
 Terri T. Catlett - Aye  
 Mary L.C. Daniel - Aye  
 Beverly B. McKay - Absent  
 David S. Weiss - Aye

Review Chair Appointments

Chairman Weiss reviewed his proposed appointments for 2016. He informed the Board that for continuity former Millwood / Pine Grove Supervisor John Staelin had agreed to provide support in a non-voting advisory capacity to the FY2017 Budget Finance Committee.

Supervisor Byrd suggested that members contact the alternate, where applicable, if they are unable to attend a meeting.

**Supervisor Byrd moved to approve the 2016 Chair Appointments. The motion was approved by the following vote:**

Barbara J. Byrd - Aye  
 Terri T. Catlett - Aye  
 Mary L.C. Daniel - Aye  
 Beverly B. McKay - Absent  
 David S. Weiss - Aye

Committee/Board	First Name	Name	Position	CY Appt Date	CY Exp Date
Northwestern Regional Jail Authority	David L.	Ash	BoS - Appointed Member	1/11/2016	12/31/2016
Berryville/Clarke County Joint Committee for Economic Development and Tourism	David L.	Ash	BoS - Appointed Member	1/11/2016	12/31/2016
Regional Airport Authority	David L.	Ash	BoS - Alternate	1/11/2016	12/31/2016
Joint Administrative Services Board	David L.	Ash	County Administrator		
BCCGC Joint Building Committee	David	Ash	County Administrator		
Northwestern Regional Juvenile Detention Center Commission	Barbara J.	Byrd	BoS - Liaison	1/11/2016	12/31/2016
Clarke County Litter Committee	Barbara J.	Byrd	BoS - Liaison	1/11/2016	12/31/2016

Committee/Board	First Name	Name	Position	CY Appt Date	CY Exp Date
Northwestern Regional Jail Authority	Barbara J.	Byrd	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Board of Social Services	Barbara J.	Byrd	BoS - Appointed Member	1/11/2016	12/31/2016
Towns and Villages: Berryville	Barbara J.	Byrd	BoS - Liaison	1/11/2016	12/31/2016
Board of Supervisors Personnel Committee	Barbara J.	Byrd	BoS - Alternate	1/11/2016	12/31/2016
Conservation Easement Authority	Barbara J.	Byrd	BoS - Appointed Member	1/11/2016	12/31/2016
Clarke County Planning Commission	Barbara J.	Byrd	BoS - Alternate	1/11/2016	12/31/2016
Clarke County Humane Foundation	Barbara J.	Byrd	BoS - Liaison	1/11/2016	12/31/2016
Clarke County School Board	Barbara J.	Byrd	BoS - Alternate	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	Barbara J.	Byrd	BoS - Alternate	1/11/2016	12/31/2016
Clarke County School Board	Terri T.	Catlett	BoS - Liaison	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	Terri T.	Catlett	BoS - Appointed Member	1/11/2016	12/31/2016
Parks & Recreation Advisory Board	Terri T.	Catlett	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Millwood	Terri T.	Catlett	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Boyce	Terri T.	Catlett	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Towns and Villages: Pine Grove	Terri T.	Catlett	BoS - Liaison	1/11/2016	12/31/2016
Clarke County Planning Commission	Mary L.C.	Daniel	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Septic & Well Appeals	Mary L.C.	Daniel	BoS - Alternate	1/11/2016	12/31/2016
Northern Shenandoah Valley Regional Commission	Mary L.C.	Daniel	BoS - Alternate	1/11/2016	12/31/2016
Clarke County Library Advisory Council	Mary L.C.	Daniel	BoS - Liaison	1/11/2016	12/31/2016
Legislative Liaison and High Growth Coalition	Mary L.C.	Daniel	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Berryville	Mary L.C.	Daniel	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Building and Grounds	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors Personnel Committee	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	Beverly B.	McKay	BoS - Alternate	1/11/2016	12/31/2016
Joint Administrative Services Board	Beverly B.	McKay	BoS - Alternate	1/11/2016	12/31/2016
BCCGC Joint Building Committee	Beverly B.	McKay	BoS - Appointment Member	1/11/2016	12/31/2016
Agricultural & Forestal District Advisory Committee	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors	Beverly B.	McKay	Vice Chair	1/11/2016	12/31/2016
Towns and Villages: White Post	Beverly B.	McKay	BoS - Liaison	1/11/2016	12/31/2016
Housing and Community Services Board	Beverly B.	McKay	BoS - Appointed	1/11/2016	12/31/2016

Committee/Board	First Name	Name	Position	CY Appt Date	CY Exp Date
			Member		
Northern Shenandoah Valley Regional Commission	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Regional Airport Authority	Beverly B.	McKay	BoS - Alternate	1/11/2016	12/31/2016
Career and Technical Education Advisory Committee	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Septic & Well Appeals	Beverly B.	McKay	BoS - Appointed Member Vice Chair	1/11/2016	12/31/2016
Clarke County Sanitary Authority	Beverly B.	McKay	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Boyce	Beverly B.	McKay	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Pine Grove	David S.	Weiss	BoS - Liaison	1/11/2016	12/31/2016
Building and Grounds	David S.	Weiss	BoS - Alternate	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016
Fire & EMS Commission	David S.	Weiss	BoS - Representative	1/11/2016	12/31/2016
Board of Supervisors Personnel Committee	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016
Berryville/Clarke County Joint Committee for Economic Development and Tourism	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016
Clarke County Industrial Development Authority	David S.	Weiss	BoS - Liaison	1/11/2016	12/31/2016
Economic Development Advisory Committee	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors	David S.	Weiss	Chair	1/11/2016	12/31/2016
Emergency Services	David S.	Weiss	BoS - Chair	1/11/2016	12/31/2016
Joint Administrative Services Board	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016

Miscellaneous Information

Chairman Weiss informed the Board of a bill on the composite index sponsored by Delegate Minchew. He advised the Board that he would communicate to Delegate Minchew the Board’s willingness to support the proposed bill.

For improved security and best records management practice, David Ash urged supervisors to use clarkecounty.gov email addresses.

Chairman Weiss asked staff to add discussion of the Board’s FY2016 Priorities and Positions to the January 19, 2016 Regular Meeting Agenda.

Virginia Regional Transit

Supervisor Byrd relayed to the Board a recent complaint from a resident at Mary Hardesty House about the Virginia Regional Transit service. Following discussion, the Board asked staff to request from Virginia Regional Transit:

- Monthly/annual reports
- Current transport schedule
- Current fare / rate schedule

#### Adjournment

There being no further business to be brought before the Board at 10:37 pm Chairman Weiss adjourned the meeting.

#### Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, January 19, 2016 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: January 11, 2016

\_\_\_\_\_  
David S. Weiss, Chair

\_\_\_\_\_  
David L. Ash, County Administrator

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