

December 19, 2017

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, 2<sup>nd</sup> Floor, Berryville, Virginia conducted on Tuesday, December 19, 2017.

#### Board Members

Present Afternoon / Evening Session: Mary L.C. Daniel – Berryville District; David S. Weiss - Buckmarsh / Blue Ridge District; Terri T. Catlett - Millwood / Pine Grove District; Barbara J. Byrd – Russell District; Bev B. McKay – White Post District

Absent Afternoon / Evening Session: None

#### County Staff Present

David Ash, Tom Judge, Brian Lichty, Brandon Stidham, Alison Teetor, Lora Walburn

#### Constitutional / State Offices

Anthony "Tony" Roper

#### Press

Cathy Kuehner - The Winchester Star

#### Others Present

Clif Balderson, Matthew McLearn, and other citizens

#### 1) Call to Order

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

#### 2) Adoption of Agenda

- Add Closed Session Pursuant to §2.2-3711-A1 and §2.2-3711-A3

**Supervisor Byrd moved to adopt 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

3) Citizens Comment Period

No citizens addressed the Board.

At 1:09 pm, Vice Chair McKay joined the meeting.

4) VDOT Update

Clif Balderson, Residency Administrator, provided the following update:

Maintenance

- Completed mowing operations and removed hazardous trees on Rt. 723 at Powhatan School;
- Graded/pushed under guardrails on Rt. 50 and will continue on Rt. 7 this month;
- Cleaned ditches and brush on Rt. 601;
- Cut brush on routes 656 and 660 and will continue on routes 617 and 635 this month;
- Performed A-boom cutting on routes 622, 638 and 658.
- Will continue with A-boom on Rt. 638 this month;
- Conducted grading operations on various non-hard surfaced roads and will continue this month;
- Prepared contract equipment for snow removal and responded to weather events; we will be addressing potholes as they occur.

Projects:

- Rt. 671 Bridge: VDOT is awaiting decision from Frederick County Transportation Committee and Board.

Board Issues:

- Rt. 612 Bridge and Rt. 638 speed limits: VDOT is still awaiting Traffic Engineering final reports to change postings. It is running behind with the volume and holidays.
- Ginns Road: Speed limit in the section from Senseny Road to Old Winchester Road will be lowered from 45 MPH to 35 MPH.

Supervisor Comments:

- Supervisor Byrd: VDOT has no process for the installation of temporary no parking signs.
- Vice Chair McKay: Thanked VDOT for removing the concreted four by fours from Route 522.
- Supervisor Daniel: Thanked VDOT for the cross walk.
- Chairman Weiss: Asked VDOT to research right of way on North Hill Lane where it tees onto Route 7 by the bridge on the east bound lane. Removal of trees from the hedgerow would improve safety.

5) FY2017 Audit Report by Robinson Farmer Cox Associates

Matthew A. McLearn, CPA, CFE, Member, Robinson, Farmer, Cox Associates, presented audit highlights including:

- No significant issues found.
- The assets and deferred outflows of resources of the County (excluding component units) exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$37.0 million (net position). Of this amount, \$10.5 million (unrestricted net position) may be used to meet the County's ongoing obligations to citizens and creditors.
- The County's total net position increased by \$0.9 million, of which the governmental activities accounted for 100% of the increase.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$347,108. The Fiscal Policy of Clarke County requires that certain financial designations of General Fund balance be maintained. These financial designations are reported as assigned fund balance of \$11,081,558 and are comprised of the numerous designations. Liquidity and stabilization funds comprise \$4,288,396. Saving for pay-as-

you-go capital expenditures comprises \$4,411,471. A total of (\$50,762) is assigned for carryover requests from unexpended

- FY2016 funds. \$100,000 is assigned for compensated absences.
- The County's total long-term obligations decreased by \$1,914,783 (5%) during the current fiscal year.
- No significant deficiencies, weaknesses, or illegal acts.
- Federal programs compliance audit no deficiencies or compliance findings.

Chairman Weiss thanked Mr. McLearn, Tom Judge, and David Ash, as well as their support staff for their efforts.

#### 6) Zoning and Subdivision Ordinance Update -- Overview and Project Policies

Brandon Stidham informed the Supervisors that the Planning Commission, after many years, has kicked off review of the zoning and subdivision ordinances. The Planning Commission Ordinance Sub-committee includes Randy Buckley, Anne Caldwell, Frank Lee, and Gwendolyn Malone. He briefly described process steps:

- Step 1 – Adopt Work Plan, Project Policies, and Timeline
- Step 2 – Discuss and Provide Formal Direction on Policy Issues.
- Step 3 – Approve Framework for Draft Ordinances.
- Step 4 – Present Draft Ordinance Text by Chapter and by Subject.
- Step 5 – Present Initial Draft Zoning and Subdivision Ordinances [2019]
- Step 6 – Presentation of Final Draft Ordinances to Full Planning Commission
- Step 7 – Public Outreach, Formal Public Hearings, and Adoption. [2020]
- Step 8 – Creation of Guidance Manual.

Mr. Stidham further reviewed the Zoning And Subdivision Ordinance Update Project Policies as approved by the Planning Commission Ordinances Committee on 10/31/2017 and by the Planning Commission on 11/28/2017.

*The main purpose of this project is to clarify, coordinate, and modernize the County's Zoning and Subdivision Ordinances. In order to ensure that the project progresses in an effective manner, it is recommended that the following policies be adopted to help manage the project:*

- *To avoid confusion as the revised ordinances are being developed, new text amendments to the Zoning and Subdivision Ordinances should not be considered until the project is completed unless the text amendment:*

- *Is initiated either by the Planning Commission or the Board of Supervisors, or an application for text amendment is accepted by the Commission or Board for consideration, and*
- *The text amendment addresses either a critical procedural concern or an issue that impacts a County infrastructure project or economic development efforts.*
- *No changes to lot sizes, residential density, or scale of development should be considered with this project.*
- *No substantive changes to the sliding-scale zoning system should be considered.*
- *No new zoning districts should be proposed or considered.*
- *Proposed changes of a substantive nature should be based on an actual documented issue and not on a perceived problem or issue. Do not attempt to fix a problem that does not exist or is highly unlikely to occur.*
- *All proposed changes should be consistent with the Comprehensive Plan and implementing component plans.*

By consensus, the Supervisors approved the policies as presented by Brandon Stidham.

7) CC2018-02 Chapter 165 Article III Vehicle License Tax Initial Review

David Ash informed the Supervisors that beginning January 2018 inspection stickers will be relocated to the left-hand side of a vehicle windshield, which will result in the relocation of all vehicle stickers including local decals. Current placement interferes with newer vehicular security features.

Mr. Ash advised that the new law would result in reissuance of County decals and the Board must decide if it wishes to continue to issue vehicle decals. The Supervisors will also be required to update the County's vehicle license tax ordinance by the end of 2018. He told the Board that at this time it did not appear that the Town of Berryville would reissue vehicle decals.

Vice Chairman McKay and Supervisor Daniel expressed support for eliminating vehicle decals.

Chairman Weiss expressed concerns for vehicle identification at the new convenience center should the County eliminate decals.

Sheriff Roper stated that he held no position. He did state that in recent years his office had done little in the way of enforcement of expired or absent decals.

Supervisor Byrd asked to delay discussion to allow time to research the matter.

David Ash suggested that if the matter required extended discussion that it be carried forward for further discussion at a Work Session.

Chairman Weiss asked staff to research cost of reissuing decals, as well as a decal that might identify County vehicle for convenience center purposes.

8) Set 2018 Organizational Meeting Date and Time.

Staff recommends January 8, 2018, at 10:00 am in the Berryville Clarke County Government Center Meeting Room AB.

**Supervisor Daniel moved to set the organizational meeting on Monday, January 8, 2018, at 10:00 am in the Berryville Clarke County Government Center Meeting Room AB. The motion carried by the following vote:**

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

9) Consent Agenda

A. Adopt 2017 Revision Clarke County Emergency Operations Plan

MEMORANDUM

To: Board of Supervisors, Clarke County  
 From: Brian Lichty, Director of Fire, EMS and Emergency Management  
 Cc: David Ash, County Administrator  
 Date: December 7, 2017  
 RE: Clarke County Emergency Operations Plan Update 2017

The Clarke County Emergency Operations Plan (EOP) was scheduled for review and updating in calendar year 2017 with the Virginia Department of Emergency Management. In March of this year the EOP review process began. After several months of review by departments throughout the County and State I am pleased to inform you the review process is now complete.

The Emergency Operations Plan is a component of the County's comprehensive approach to emergency management that ensures that the County is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from hazards and threats that pose the greatest risk to the County.

Focused on response and short-term recover activities, this EOP provides a framework for how the County will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of County agencies and departments, outlines the steps for coordinating with response partners, and establishes a system for incident management. The outlined framework is consistent with the standardized Emergency Management System and the National Incident Management System.

The Clarke County Department of Fire, EMS and Emergency Management and the Virginia Department of Emergency Management recommend approval of this document. It will be revised and updated as required.

Once approved, a copy will be filed with the Virginia Department of Emergency Management and distributed to all associated agencies as listed in the document.

B. Conservation Easement Authority – Bell Easement Donation

MEMORANDUM

TO: Board of Supervisors, David Ash

FROM: Conservation Easement Authority, Alison Teetor

DATE: December 12, 2017

SUBJECT: Items for Consent Agenda –Bell - Easement Donation

The Clarke County Easement Authority has approved the following action. 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.

Mr. Bell originally applied for an easement donation which was reviewed and approved by the Authority in November 2011. The easement was never recorded. Mr. Bell reapplied in 2015. The current application is a request for easement donation for a 23.49-acre parcel with no existing dwelling and 3 DUR's. Mr. Bell would like to place the 23.49-acre parcel in easement, retiring 2 DURs.

The parcels are zoned FOC and are eligible for land use taxation. Therefore, the following guidelines for accepting properties for easement donation are used:

- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the donated conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The Authority requires that a property meet at least two of the four guidelines for acceptance. There is a small pond and intermittent stream on the property. The parcel meets 3 of the 4 criteria, the property resource score is 53.71, it is next to an existing easement and the 2 of the 3 remaining DUR's will be retired. Points were given for 10 acres of steep slopes, frontage on an existing easement, retiring the 2 DUR's and being owned by the Bell's for between 20 and 30 years.

Recommendation

Give final approval for the easement donation.

**Vice Chair McKay moved to approved the items on the Consent Agenda. The motion carried by the following vote:**

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

10) Board of Supervisors Personnel Item

A. Expiration of Term for appointments expiring through January 2018

12-11-2017 Summary: The Personnel Committee recommends:

- Appoint Dr. Colin Greene to the Community Policy and Management Team to complete the unexpired term of April Jenkins ending December 31, 2018
- Reappoint Christina Kraybill to the Economic Development Advisory Committee to a term expiring December 31, 2021
- Reappoint Jim Barb to the Economic Development Advisory Committee to a term expiring December 31, 2021
- Reappoint Tracy Smith to the Parks and Recreation Advisory Board to a term expiring December 31, 2021
- Reappoint Daniel Sheetz to the Parks and Recreation Advisory Board to a term expiring December 31, 2021

12-19-2017 Summary: David Ash presented the Personnel Committee's recommendations.

**Supervisor Catlett moved to approve the recommendation for appointments. The motion carried by the following vote:**



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

11) Board of Supervisors Work Session Items

A. Intergovernmental MOU with Shenandoah Valley Substance Abuse Coalition. Staff recommends approval at Work Session

12-11-2017 Summary: David Ash provided the current amendment and explanation to the MOU pointing out that the amended language addressed the original MOU and not the proposed amendment.

**Supervisor Byrd moved to approve the Intergovernmental MOU with the Shenandoah Valley Substance Abuse Coalition. The motion carried by the following vote:**

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

B. Parking Ordinance Discussion – Chapter 175 Article III.

12-11-2017 Summary: David Ash requested the Board agree to set public hearing for the December meeting to consider modification of the County's parking ordinance to allow for parking penalties to be assessed in lieu of towing vehicles at owners' expense.

12-19-2017 Action: **Supervisor Byrd moved to set public hearing at 6:30 pm Tuesday, January 16, 2018. The motion carried by the following vote:**

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

C. 2017 Legislative Luncheon; Monday, December 11, 2017; Time: 12 Noon; Neighborhood Italian Kitchen, 15 B Crow Street, Berryville, VA 22611

12-11-2017 Summary: The Board met with Delegate-elect Wendy Gooditis to discuss the upcoming legislative session and the Board's interest in specific legislation.

12-19-2017 Action: No action required.

Chairman Weiss commented that the luncheon with Delegate-elect Gooditis went well.

12) Finance Committee

A. FY2018 Supplemental Appropriations and Transfers:

12-11-2017 Summary:

a) Park Trail:

Parks and Recreation provided a memo requesting transfer of \$25,000 from the Parks Swimming Pool project to the Parks Trail Renovation project. This does not require formal appropriation action. The Finance Committee approved making the transfer, but asks that the status of Parks projects be better communicated in the future.

12-19-2017 Action: Tom Judge briefly reviewed the funding request.

b) LODA Past Liability.

At the time Clarke County opted out of the Commonwealth LODA fund, and began working with VaCorp to provide coverage there was only one claimant and the Commonwealth continued to cover this claimant. Beginning in FY2018, this claimant has been transferred to Clarke County, and we have worked with VaCorp to manage this claim. VaCorp has in turn billed us for the full annual cost of \$28,200 to provide family health insurance for the claimant. It became clear in the late stages of the FY2018 budget process that this would be happening, but the amount was not known until after the budget was adopted.

12-11-2017 Summary: The Finance Committee recommends approval of the following resolution: *"Be it resolved that FY2018 budgeted expenditure and appropriation of the Sheriff's Department be increased \$28,200, and that the designation for government savings be reduced in the same amount."*

12-19-2017 Action: Tom Judge briefly reviewed the funding request.

Chairman Weiss commented that while he did not object to the claimant receiving benefits he did object to the State shifting the cost of benefits to the locality.

**Supervisor Catlett moved "Be it resolved that FY2018 budgeted expenditure and appropriation of the Sheriff's Department be increased \$28,200, and that the designation for government savings be reduced in the same amount." The motion carried by the following vote:**

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

B. Fee Study.

12-11-2017 Summary: A fee study update was recently suggested. The last comprehensive study was performed in the 1990's. Since then there have been intermittent updates to certain fees.

The Finance Committee recommended that a complete inventory of fees be developed and evaluated before any decision was made to engage a third-party consulting firm.

C. FY2017 Financial Report.

12-11-2017 Summary: The final FY2017 Financial Report was submitted to the Auditor of Public Accounts by the November 30 deadline. A representative from Robinson, Farmer, and Cox has been invited to present this report at the December 19 Board meeting.

D. Budget Calendar.

12-11-2017 Summary: This could be considered for adoption at the Board's organization meeting in early January.

## FY 19 BUDGET CALENDAR

BoS PROPOSED

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Event</i>
Wednesday, January 10, 2018	09:00 AM	317 West Main	Finance Committee: School Finance Invitation
Friday, January 19, 2018	02:00 PM	JGC	Staff Revenue Review
Tuesday, January 23, 2018	05:30 PM	JGC	Finance Committee: Revenue Review
Monday, February 12, 2018	10:00 AM	JGC	Budget Worksession: presentation by County Administrator
Monday, February 12, 2018	05:30 PM	JGC	Finance Committee: Agency presentations
Wednesday, February 14, 2018	09:00 AM	317 West Main	Finance Committee: School Finance Invitation
Thursday, February 15, 2018	05:30 PM	JGC	Finance Committee: Agency presentations
Tuesday, February 20, 2018	06:30 PM	JGC	BOS Regular: Direction to County Administrator
Thursday, February 22, 2018	05:30 PM	JGC	Finance Committee
Thursday, March 01, 2018	05:30 PM	JGC	Finance Committee
Monday, March 05, 2018	07:00 PM	JGC	BOS Worksession: SB presentation (Special)
Thursday, March 08, 2018	05:30 PM	JGC	Finance Committee
Monday, March 12, 2018	10:00 AM	JGC	BOS Worksession until Final Number
Thursday, March 15, 2018	05:30 PM	JGC	Finance Committee
Tuesday, March 20, 2018	NA	Winchester Star	Advertise in newspaper (if needed)
Tuesday, March 27, 2018	NA	Winchester Star	Advertise in newspaper.
Tuesday, April 03, 2018	07:30 PM	TBD	Public Hearing (Jointly with School Board)
Tuesday, April 17, 2018	06:30 PM	JGC	BOS Worksession until final numbers; recess, then adopt budget and Appropriations Resolutions.

12-19-2017 Action: Chairman Weiss stated that former Supervisor John Staelin had, once again, agreed to serve on the BoS Budget Finance Committee.

E. Health Insurance.

12-11-2017 Summary: The Joint Administrative Services Board will consider a new health insurance program offered by the Commonwealth. If proposed by that Board, the Supervisors and School Board will need to take action on it prior to January 15.

12-19-2017 Action: Tom Judge distributed and reviewed the State's health insurance proposal. Subsequent to review at its Monday, December 18, 2017, meeting, the Joint Administrative Services Board recommended declining participation.

Mr. Judge further informed the Board that the School Board, in session Monday, December 18, 2017, voted to decline participation as recommended by the Joint Administration Services Board.

Chairman Weiss noted that the Board could review the plan again next year.

Following review, Vice Chair McKay moved to decline participation in the CoVA Local plan. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye

Beverly B. McKay - Aye  
David S. Weiss - Aye

F. Bills and Claims

12-11-2017 Summary: The Finance Committee recommends approval of the November 2017 Invoice History Report

12-11-2017 Action: **Supervisor Catlett moved to accept the November invoice history report as presented. The motion carried by the following vote:**

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

G. Standing Reports

FYI: Reconciliation of Appropriation, General Fund Balance, Capital Projects, YTD Budget Report

13) Joint Administrative Services Board

Highlights of update by Tom Judge include:

- Reviewed health insurance.
- Pat Wiley, Purchasing Administrative Assistant, is retiring effective today. A replacement has been selected contingent upon completion of a background check.

14) Government Projects Update

David Ash provided the monthly project update.

- Convenience Center: Well dug and water found at 100 feet.
- Pavilion at Park: Waiting until spring to pour slab.

15) Miscellaneous Items

None identified.

16) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Research cost of decal reissuance and alternatives.	David Ash
2.	Coordinate organizational meeting for January 8, 2018.	Lora B. Walburn
3.	Compile notice of appointment and update database.	Lora B. Walburn
4.	Execute notice of appointment.	David Weiss
5.	Draft and process public hearing notice for CC2018-01.	Lora B. Walburn

17) Board Member Committee Status Reports

Supervisor Barbara J. Byrd

- Berryville Town Council: Did not attend but read in the paper that Council is considering allowing chickens.
- CEA: Meets this Thursday.
- CPMT: Attended meeting - very capable group.
- Humane Foundation:
  - o Meets next January.
  - o Painted run-in shed of paddock.
  - o Fencing is in place.
  - o Need serious discussion with the Board concerning plans for a pet cemetery.
- Northwestern Regional Jail Authority: Attended meeting.
- Northwestern Regional Juvenile Jail Board:
  - o Attended meeting.
  - o Clarke has very few inmates in the facility.
- NSVSAC: Lauren Cummings working on grants.
- Social Services: Attended meeting.

Supervisor Terri T. Catlett

- Parks and Recreation: Did not meet.
- Clarke County School Board:
  - o Schools won two awards for WOW and Valley Health Partnership programs.

- Jon Turkel elected to the School Board.
- State has new guidelines including new SOL guidelines.
- Two teachers recognized by the local VFW.
- Grading policy to be reviewed.
- Composite Index above Loudoun County.
- CTE Committee
  - Students visited local businesses.
  - School Board had indepth discussion on CTE goals / direction.
- Strategic Plan Committee
  - Attended meeting.
  - Monica Singh-Smit suggested addition of specific technology goals.
- Boyce Town Council: No update.

Supervisor Mary L.C. Daniel

- Planning Commission: Major five-lot subdivision in the works.
- Library Advisory Council:
  - Have wi-fi hot spots.
  - Electronic book use is up.
  - Number of cards and new patrons is down.
  - Receiving a new business center machine that scans, copies, faxes, emails.
  - Handley Regional Library is asking for an increase from Frederick County.
- Josephine Community School Museum
  - Attended meeting with Chairman Weiss.
  - Planning a retreat in January.
  - Planning an annual event for John Law, a Civil War spy.

Vice Chair Bev B. McKay

- Sanitary Authority:
  - New radio system in place.
  - Voted to continue expansion onto the White Post tower.
  - System allows Imboden to operate remotely.
  - Renegotiated lease with AT&T.

- Continuing efforts to locate well.
- NSVRC: Unable to attend. Supervisor Daniel attended.
- Senior Center Lunch: Attended.
- CCSO Lunch: Attended.

Chairman David S. Weiss

- Economic Development Advisory Committee: Met last week for the annual business tour.
- Fire & EMS Commission:
  - Doing well, making progress.
  - Working on response times.
  - Discussing FY2019 budgets.

18) Closed Session Pursuant to §2.2-3711-A1 and §2.2-3711-A3

At 3:11 pm, Supervisor Byrd moved that the Clarke County Board of Supervisors enter Closed Session pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board §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 by the following vote:

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

At 3:50 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, Supervisor Daniel moved to reconvene in open session. The motion carried as follows:

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



Supervisor Daniel 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
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

No action taken following Closed Session.

Chairman Weiss recessed the meeting at 3:50 p.m.

Chairman Weiss reconvened the meeting at 6:33 p.m.

19) Citizens Comment Period

No persons addressed the Board.

20) PH 17-12: CCPS FY2018 Supplemental Appropriation

*"Be it resolved that FY2018 School Capital Projects budgeted expenditure and appropriation be increased \$682,253, and that the General Fund Designation for School Carryover be decreased in the same amount, all for the purpose of funding certain capital expenditures proposed by the Clarke County School Board."*

**School Carryover Request  
Carryover from FY17 to FY18**

Account Number	Re-allocation Amount from FY17 Fund Balance	Notes
30201130/Band	\$20,000	Band and music equipment needs and replacement band uniforms (2006)
30206253/Resurfacing	\$30,000	Resurface parking lot at Boyce. Recycling pad at CCHS and sidewalk extension
30201140/Athletics	\$20,000	New high jump pit, wall padding at JWMS
30203700/Vehicles	\$15,000	Purchase of a cargo van to replace equipment truck.
30205100/Food Service	\$15,000	Repair and replacement of equipment when needed
30206223/Fencing	\$40,000	Repair and replace fencing as needed
30206616/HVAC	\$40,000	Continuing to repair HVAC equipment throughout the division. Begin planning for building automation system implementation.
30206644/Flooring	\$20,000	Refinish CCHS gym floor- sand, repaint
30206645/Security	\$200,000	Funds to purchase crisis management equipment, repair and replace cameras, security equipment preventative maintenance contract, Boyce clock and PA system, etc
30208200/Technology Instruction	\$112,253	Replacement computers and other devices
30208301/ERP	\$50,000	Munis financial software and training
Boyce Elementary	\$50,000	Replace some windows, toilet partitions, painting
JWMS Lockers	\$70,000	Replace JWMS student lockers

Tom Judge provided a brief review of the Schools' request for carryover funds.

Superintendent Chuck Bishop distributed and reviewed his memorandum titled "FY17 Fund Balance Re-appropriation." Dr. Bishop thanked the Board for its consideration.

At 6:39 pm, Chairman Weiss opened the public comment portion of the public hearing. Being no one present desiring to speak, Chairman Weiss closed the public hearing.

Vice Chair McKay moved to approve *"Be it resolved that FY2018 School Capital Projects budgeted expenditure and appropriation be increased \$682,253, and that the General Fund Designation for School Carryover be decreased in the same amount, all for the purpose of funding certain capital expenditures proposed by the Clarke County School Board."* The motion carried by the following vote:

Barbara J. Byrd - Aye  
Terri T. Catlett - Aye

Mary L.C. Daniel - Aye  
Beverly B. McKay - Aye  
David S. Weiss - Aye

Chairman Weiss commented that he appreciated the Schools' stewardship.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, January 16, 2018, at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

21) Adjournment

At 6:41 pm, being no further business, Chairman Weiss adjourned the meeting.

ATTEST: December 19, 2017

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

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

\_\_\_\_\_  
Minutes recorded and transcribed by: Lora B. Walburn, Deputy Clerk to the Board of Supervisors