

April 18, 2023 Clarke County Board of Supervisors 1:00 pm
 Regular Meeting
 Main Meeting Room

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, April 18, 2023, at 1:00 pm.

Board Members Present:

- Matthew E. Bass - Berryville District
- Terri T. Catlett - Millwood/Pine Grove District
- Doug Lawrence - Russell District
- Beverly B. McKay - White Post District
- David S. Weiss - Buckmarsh/Blue Ridge District

County Staff Present:

Chris Boies, Catherine Marsten, Brandon Stidham, Lorien Lemmon, Wayne Whetsell, Cathy Kuehner

Constitutional Officers / State Offices / Other Agencies:

Sheriff Anthony Roper, Ed Carter, Matt Smith, Barbara Bosserman, Jennifer Parker, Alex Herrera, Claire Spaulding

Press:

Mickey Powell, the Winchester Star

Others Present:

Jeff Hinson, Michelle Worthing, Betsy Arnett, Diane Harrison, various citizens

1) *Call to Order*

Chairman Weiss called the meeting to order at 1:02 pm.

2) *Adoption of Agenda*

- Add “Consideration of Amendments to Planning & Zoning Fee Schedule” as Item 8.
- Add “Closed Sessions pursuant to §2.2-3711(A)(1) and §2.2-3711(A)(29)” as Item 20.

Supervisor McKay moved to adopt the agenda as amended. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

3) *Citizen’s Comment Period*

Planning Director Brandon Stidham introduced Lorien Lemmon, who was recently hired as Conservation Planner/GIS Coordinator. Ms. Lemmon has a Bachelor of Science degree in Environmental Biology with a minor in Geographic Information Systems (GIS) and has over ten years of experience in the environmental/natural resources field. She has been on-board for a week and is off to a good start already.

4) *VDOT Update*

Residency Administrator Ed Carter provided the following update on VDOT maintenance activities this month:

- The district had a little over \$16 million budgeted for snow removal and there is less than \$2 million left. VDOT mobilized in preparation for expected weather events several times this year. Every mobilization costs \$1 million, regardless of whether it snows or not.
- Completed litter pickup on primary routes and shoulder repairs on Route 50.
- Continued ditching operations on Featherbed Road and will complete this month.
- Performed pipe cleaning operations on Morgan Mill Road and continued debris clean up on Route 601.

- Continued grading and dust control on stabilized roads and anticipating that a full grading cycle on every road will be completed by the end of the month.
- Repaired potholes as they arose.
- Will develop plan to replace pipes and improve drainage on Morgans Mill Road after the pipes are completely flushed out.

Ed Carter provided the following update on Board issues:

- Traffic Engineering completed their final recommendations for the Millwood Safety Report; the next step is to schedule another citizens meeting.
- Received permission from the Town of Boyce and the Fire Department to clean out the private storm water management pond. This work will start as soon as it is cleared by the environmental expert. This should help, though not eliminate, some of the standing water during rain events.
- Still waiting on permit from the railroad to repair the broken pipe on their right-of-way, unable to do any work without that permit.
- Flashing diode stop signs have been ordered for the intersection for Route 340 and Route 723, expecting delivery by the end of April. VDOT will coordinate the sign installation with the removal of the flashing lights and new pavement markings.

Chairman Weiss

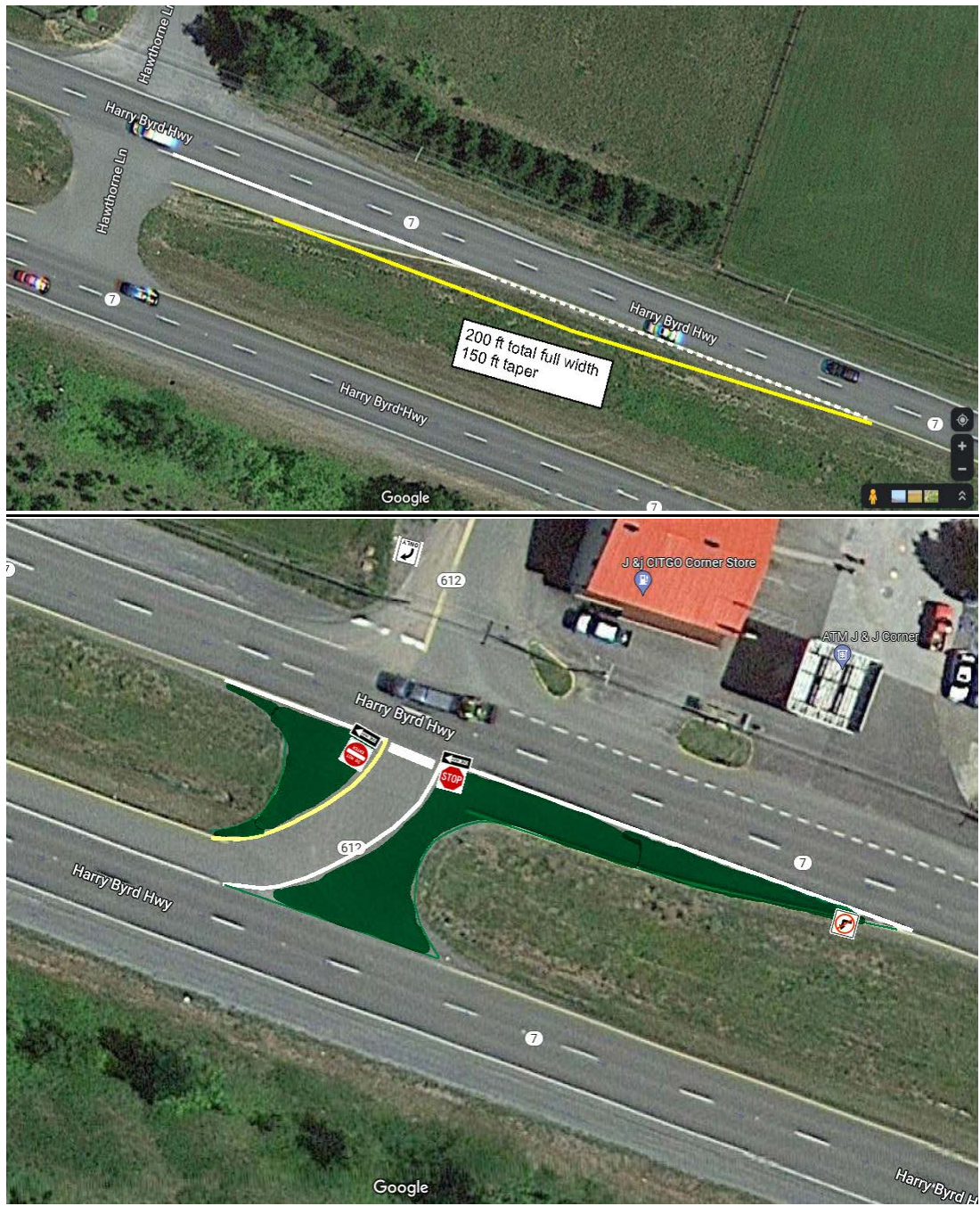
- Asked if VDOT would coordinate with the Sheriff's Office in order to smooth the transition for motorists, as it is a big change.
 - Ed Carter replied that the Sheriff's Office has been kept in the loop and will receive ample notification.

Supervisor McKay

- Questioned if VDOT could, in order to help the congestion, smooth out the area over the drainage ditch on Route 723 near the intersection.
 - Ed Carter answered that the drainage ditch cannot be changed, because there is nowhere for water to go otherwise.

Ed Carter continued:

- The report on the Route 7 Safety Audit made suggestions for improvement along the corridor. After completing the shoulder work and rumble strips, there will be enough money left to make changes at the intersection of Route 7 and Route 612 (Shepherds Mill Road). As shown in the following conceptual drawings, VDOT proposes stopping left turns onto eastbound Route 7 from Route 612, and allowing only left turns onto Route 612 from eastbound Route 7. Traffic that wants to go eastbound on Route 7 from Route 612 would go down to a lengthened left turn lane at the next crossover, make a U-turn and come back.



Chairman Weiss

- Inquired why this option is safer.
 - o Ed Carter replied that, when Traffic Engineering looked at the accident history at the intersection with Route 612, the majority of the accidents were people entering the crossover to go east on Route 7. The sight distance is not great there, and the sight distance at the proposed U-turn is much better.

- Suggested that the sight distance does not improve for those people who are turning right onto Route 7 and immediately getting into the left-hand lane to make the U-turn.
 - Ed Carter advised that they would have more room to accelerate and merge into traffic, as opposed to being in direct conflict. The conceptual drawing shows some of the pavement being removed and replaced with grass median; however, they are going to start by just blocking off the area with plastic poles and watching it for a while. If that does not improve as Traffic Engineering feels it will, they will put it back as it was.
- Observed that the proposed change would result in more rear-end collisions and suggested that there are other ways to improve that location, such as leveling the bank that interferes with sight distance to the east.
 - Ed Carter reiterated that this plan came from Traffic Engineering, who feels that this is the best way to improve the intersection.
- Commented that there are over thirty houses off Hawthorne Lane and this plan makes it more difficult to get onto Route 7, the Board anticipates negative feedback on this.
 - Ed Carter rejoined that there will be negative feedback regardless of what VDOT does, because nobody wants to be inconvenienced in the name of safety.

Supervisor Lawrence

- Asked when VDOT would be making these changes.
 - Ed Carter responded that there is no definitive date, but VDOT has the funds to proceed and it can be completed this summer.

Chairman Weiss

- Inquired how the public would be notified of the change in traffic pattern.
 - Ed Carter advised there would be ample notice and signage.
- Summarized that there are no funds available to change the problematic deceleration and left-hand turn lanes up on the mountain.
 - Ed Carter confirmed, adding that there are limited safety funds so they are allocated to where the accident history is the greatest and the accident history was not that great at those locations. One of those lanes is to a private road, and state roads are given priority.

Chairman Weiss

- Inquired how much money it would cost to lengthen those lanes to modern standards.
 - Mr. Carter replied that VDOT recently did a 225-foot right-hand turn lane with some grading work in Frederick County at a cost of about \$125,000. Depending on the individual topography, the cost could be between \$60,000 and \$125,000.

- Further asked how safety funds are raised and if the deceleration/left-hand turn lanes on the mountain are on the priority list for the next round of safety funding.
 - Ed Carter answered that safety funds are allocated annually according to population. Frederick County got close to \$200,000 and Clarke County got \$31,000. The lanes on the mountain were on the list for safety funding this round, but there were other projects across the state that took priority.
- Questioned if using safety funds was the only method by which VDOT would fund the project.
 - Ed Carter affirmed.

Vice Chair Catlett

- Observed that \$31,000 is not a lot of money and asked if it would be necessary to save those funds over several years for this kind of project.
 - Mr. Carter responded that safety funds are not decided until August and are allocated by the state finance people specifically for smaller jobs; however, even “small” jobs of any sort of consequence are easily over \$100,000 and only Frederick County has the population to warrant receiving that much. No other localities receive even close to that much.

Supervisor McKay

- Shared there was a significant crash where Bishop Meade/Red Gate Road crosses Route 50 a few weeks ago and asked if anything can be done to improve that intersection.
 - Ed Carter advised that VDOT would investigate and look into it.

5) *Historic Preservation Commission Update*

Betsy Arnett, Chairwoman of the Historic Preservation Commission, presented the following:



Clarke County Historic
Preservation Commission
2022 Annual Report

April 2023

Mission of the Historic Preservation Commission



- Serve as the architectural review board for properties in local historic districts.
 - Develop design guidelines for the local historic districts.
 - Issue Certificates of Appropriateness for proposed changes to properties.
- Advise the Planning Commission on proposed developments within local historic districts.
- Public information and education activities.

Historic Preservation 101



- **National Register of Historic Places**
 - Properties can be listed individually or as "contributing resources" within a district.
 - Is mostly honorific.
 - Does not restrict what property owners can do to their properties.
 - Provides some protection when federal money or permits are involved.
- **Virginia Landmarks Register**
 - Also mostly honorific.
- **Local Historic Districts**
 - A Zoning Overlay.
 - Changes to historic properties must be reviewed and approved.

- There are three levels of historic designation for properties.
- The National Register of Historic Places is the federal level, which provides some protection for historic resources when proposed actions are federally funded or federally permitted.
- The Virginia Landmarks Register is the state level. When properties are nominated to the National Register, they have to be approved by the state level first.
- Local Historic Districts have the authority of the Zoning Ordinance.

Historic Districts & Individually Listed Properties



- 12 National Register Historic Districts
 - Bear's Den Rural Historic District (partially in Loudoun County)
 - Berryville Historic District
 - Blandy Experimental Farm Historic District
 - Boyce Historic District
 - Chapel Rural Historic District
 - Cool Spring Battlefield
 - Greenway Rural Historic District
 - Josephine City Historic District
 - Long Marsh Run Rural Historic District
 - Millwood Commercial Historic District
 - Rockland Rural Historic District (mostly in Warren County)
 - White Post Historic District

– Clarke County is blessed with a diverse wealth of historic resources.

Historic Districts & Individually Listed Properties

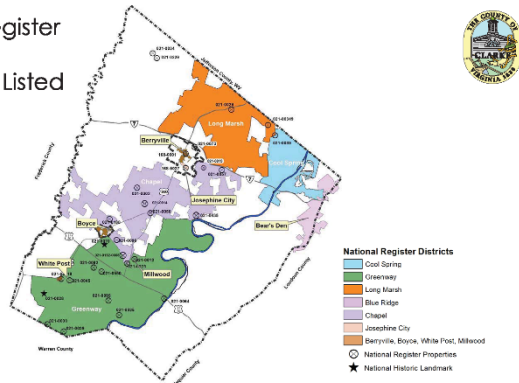


- 31 Individual Listed Properties

• Annefield	• Greenway Court*	• Old Chapel
• Bethel Memorial Church	• Guilford	• River House
• Burwell-Morgan Mill	• Huntingdon	• Saratoga*
• Carter Hall	• Josephine City School	• Scaleby
• Chapel Hill	• Locke's Mill	• Smithfield Farm
• Clarke County Courthouse	• Long Branch	• Soldier's Rest
• Cleridge	• Lucky Hit	• Stone's Chapel
• Clermont	• Meadea	• The Tuleyries
• Fairfield	• Millwood Colored School	• Wickliffe Chapel
• Farnley	• Mt. Bleak	
• Glendale Farm	• Norwood	

*Greenway Court and Saratoga are also National Historic Landmarks.

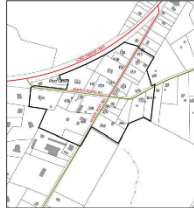
National Register Districts & Individually Listed Properties



Historic Resources



- Two County Local Historic Districts



White Post



Millwood Commercial

- These are the two districts for which the Historic Preservation Commission is charged with reviewing and approving changes to properties.
- The Town of Berryville has its own local historic district.
- The Millwood Commercial district applies only to the commercial properties within the Village of Millwood.

Certificates of Appropriateness



The HPC reviews applications by property owners for alterations to properties located with the County's two **local historic districts** (Millwood and White Post):

- Renovations, additions, new construction and demolitions.
- Approval is based on the design criteria for each district – height, proportion, scale, orientation, spacing, fenestration, materials, texture, color, architectural details, roofs, site design.
- Our goal is to get each project to approval. We work with the property owner on appropriate changes to their plans as necessary.

Certificates of Appropriateness



Year	# of Applications
2022	3
2021	1
2020	2
2019	5 (1 denied)
2018	2

CLG Grants



- Clarke County is a Certified Local Government (CLG)
 - To be designated, a local government must have key elements of a sound local historic preservation program in place.
 - Once designated, CLGs are eligible for matching grant monies and state and federal technical assistance.
 - There are 36 CLGs in Virginia, eight of which are counties.
- Since 1992, Clarke County has received 21 CLG grants, totaling over \$216,000, leveraging \$117,000 of County and Town matching funds (\$333,000 in total project funding).
- Grant-funded projects have included preparing nominations for seven National Historic Districts, archaeological assessments, and historic property surveys.

- A big benefit of having a robust Historic Preservation Commission and program is being a CLG.

Other Grants



- Other grant sources have included:
 - Virginia General Assembly (Greenway Court)
 - Department of the Interior (Hurricane Sandy Recovery)
 - National Park Service (African American Civil Rights Grants)
 - American Battlefields Protection Program
- Over the years, Clarke County has received over \$100,000 in non-CLG grants.

Recent and Current Grant Projects



- Battle of Berryville Battlefield Survey Grant (ABPP)
 - Final report/public presentation in June 2022
- Architectural History Book
 - 3 CLG grants, totaling \$33,000
 - \$5,000 in donations from Clermont, CCHA, and CCEA
 - 22 hours in-kind donation by Cathy Kuehner for editing and layout
 - Grants funded architectural surveys of 60 properties
 - 100 copies of the book were printed in March 2023

Annual Historic Preservation Awards



- Certificates of Merit
 - Rehabilitation of historic structures
 - Stewardship of historic resources
 - Lifetime Achievement Awards
 - Presented annually, since 2000
 - 97 total awards presented, including 4 in 2022
- The HPC will present four more awards next month.
 - Next year will be the 25th anniversary of the annual awards and a larger celebration will be planned.

2022 Historic Preservation Awards



Highway Markers



- Existing Marker Review
 - New Markers
 - Applied for a marker for the Bear's Den Rural Historic District – it was not approved.
 - Had considered applications for other districts; they probably won't meet the state criteria.
- The state has significantly increased criteria: for historic highway markers, something has to rise to the level of state significance.
 - The state only approves five markers in every approval cycle.
 - A new, DHR-sponsored marker will be installed on Route 50, but others are unlikely.

Recent and Current Efforts



- Zoning Ordinance Amendments, Adding Criteria for Approving Demolitions
- Education & Awareness
 - Changes that require a Certificate of Appropriateness but do NOT require a building permit
 - New brochure for property owners in the local historic districts

- One current issue is that people are unaware they live in a historic district and that they need a Certificate of Appropriateness to make changes to properties.

Future Efforts



- Historic District Design Guidelines Update (CLG Grant Application)
- Village Plans
 - Traffic Calming
 - Possible "Conservation Districts"
- Rural Historic District in Northwestern Clarke

Supervisor Lawrence

- Requested the definition of "fenestration".
 - Ms. Arnett advised that fenestration is the pattern of openings on a building's façade, such as the windows and doors.

Supervisor McKay

- Suggested that it is important to be careful not to limit a property owner's ability to update a property to make it more livable.
 - Betsy Arnett agreed, adding that this is one of the reasons the HPC would like to update the design guidelines to be more specific about what sorts of alternate materials are appropriate to be used. There have been many changes in building technology and it is important to be cognizant of that.

Chairman Weiss

- Thanked Ms. Arnett for the presentation and for her work on the Historic Preservation Commission.

6) *Approval of Minutes*

Supervisor Bass moved to approve the minutes of the March 21, 2023 Regular Meeting as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

7) *Consent Agenda*

Vice Chair Catlett moved to adopt the consent agenda as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

- Child Abuse Prevention Month Proclamation of Recognition (2023-09R)

Clarke County Department of Social Services Director Jennifer Parker introduced two new employees: Child Protective Services worker Alex Herrera and CSA Coordinator Claire Spaulding.

Chairman Weiss noted that the Department of Social Services does invaluable work and highlighted the importance of child abuse prevention. Chairman Weiss then read the following Proclamation aloud:

Clarke County Board of Supervisors



Berryville Voting District
Matthew E. Bass
(540) 955-5175

Millwood Voting District
Terri T. Catlett – Vice Chair
(540) 837-2328

Russell Voting District
Doug Lawrence
(540) 955-2144

Buckmarsh Voting District
David S. Weiss – Chair
(540) 955-2151

White Post Voting District
Bev B. McKay
(540) 837-1331

County Administrator
Chris Boies
(540) 955-5175

Child Abuse Prevention Month Proclamation of Recognition: 2023-01P

WHEREAS, every child has the right to safe, healthy, and nurturing environments, with equitable access to resources and opportunities to thrive in their communities; and

WHEREAS, during Child Abuse Prevention Month, the Clarke County Board of Supervisors recognizes the courage it takes to raise a child and that all parents and families have the right to be treated with dignity, to have economic stability, and to receive the support and knowledge that child-rearing demands; and

WHEREAS, child abuse is considered to be one of our nation’s most serious public health problems, with scientific studies documenting the correlation between the abuse and neglect of children and a wide range of medical, emotional, psychological, and behavioral disorders; and

WHEREAS, child abuse effects 133,775 families in Virginia, documented through reports to the local departments of social services. During SFY2022, there were 110 completed reports of child abuse accepted by Clarke County Department of Social Services involving 164 children; and

WHEREAS, the Virginia Department of Social Services and Clarke County Department of Social Services play an integral role in child abuse prevention, keeping children with their families in their communities, and supporting parents and families to successfully thrive in their communities and prevent entry into foster care; and

WHEREAS, Virginia’s child welfare stakeholders, through pass-thru funding to Clarke County Social Services, deliver critical services and supports to strengthen familial protective factors to prevent child abuse through programs such as: home visiting services, primary prevention programs, parent support programs, and other evidence-based strategies;

NOW THEREFORE BE IT RESOLVED, on this 18th day of April 2023, the Clarke County Board of Supervisors does hereby recognize April 2023 as Child Abuse Prevention Month; and

BE IT FURTHER RESOLVED, the Clarke County Board of Supervisors recognizes the critical role that local family services workers play in supporting families in stress and protecting children at risk of child abuse and does commend and thank them for their service; and

BE IT FURTHER RESOLVED, the Clarke County Board of Supervisors does hereby call on community partners and community action agencies to plan with their partners to recognize April as Child Abuse Prevention Month by promoting and highlighting programs and actions in the community that support families and safeguard and nurture our children utilizing a variety of activities to include the Virginia Child Abuse Prevention Toolkit developed by Families Forward Virginia.

Adopted by unanimous vote on April 18, 2023, by a vote of all members present.

Attest:2023-01P

David Weiss, Chair

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: (540) 955-5175

- Resolution Approving Participation in a Local Plan for the Virginia Juvenile Community Crime Control Act (2023-08R)

Clarke County Board of Supervisors



Berryville Voting District
 Matthew E. Bass
 (540) 955-5175

Millwood Voting District
 Terri T. Catlett – Vice Chair
 (540) 837-2328

Russell Voting District
 Doug Lawrence
 (540) 955-2144

Buckmarsh Voting District
 David S. Weiss – Chair
 (540) 955-2151

White Post Voting District
 Bev B. McKay
 (540) 837-1331

County Administrator
 Chris Boies
 (540) 955-5175

Resolution Approving Participation in a Local Plan for the Virginia Juvenile Community Crime Control Act 2023-08R

WHEREAS, the General Assembly enacted the Virginia Juvenile Community Crime Control Act (“VJCCCA”) in 1995; and

WHEREAS, the provisions of the VJCCCA require that a local plan be submitted for the utilization of the funds in order to receive them; and

NOW, THEREFORE, BE IT RESOLVED by the Clarke County Board of Supervisors that:

1. The Clarke County Board of Supervisors will participate in the VJCCCA and accept funds appropriate for the purposes set forth in the Act until it notifies the Department of Juvenile Justice, in writing, that it no longer wishes to participate.
2. Clarke County will combine with the City of Winchester and the County of Frederick for the purpose of this Act to form one combined plan, with the County of Frederick acting as the fiscal agent.
3. The County Administrator is hereby authorized to execute a local combined plan on behalf of the County of Clarke.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the Clarke County Board of Supervisors' members assembled on the 18th day of April 2023.

ATTEST 2023-08R

David S. Weiss, Chair

8) Consider Amendments to Planning & Zoning Fee Schedule

Planning Director Brandon Stidham presented the following:

- It has been quite a while since there has been a comprehensive review of fees.
- Staff reviewed all Planning & Zoning fees to make sure that all fees conform to state code requirements and accurately reflect the general cost of processing each application.
- The proposed amendment modifies how many of the fees are calculated, so they more accurately reflect the cost to the county.
- Several new fees have been added to reflect some recently adopted uses, such as short-term residential rental and agritourism activity.
- Staff also recommends amending application fees for rezoning and conditional zoning. The original fee for any rezoning or conditional zoning to a more intensive district is \$4,000 per acre or portion of, so it could result in a sizable fee if the property is larger. The fee for downzoning to a less intense district is \$2,000 per acre or portion of.
- Staff proposes changing the fee for rezoning or conditional zoning applications to a base fee of \$4,000 (\$2,000 if downzoning) plus a \$100 per acre or portion of.
- These fees more accurately reflect the cost to the county for processing the application: staff time, Planning Commission & Board time, and advertising costs.

Supervisor Lawrence

- Asked what triggers the need for a zoning permit for agritourism.
 - Mr. Stidham answered that it is similar to the Special Events ordinance, in that the main criteria is whether the activity is open to the public. There are specifically named activities, such as pick-your-own produce, or Christmas tree farms that require an agritourism permit. Staff felt that the \$50 fee for this permit is reasonable in terms of the time it takes to review and process this permit.

Chairman Weiss

- Opined that the agritourism permit process gives everyone the opportunity to understand what they need to be doing. It helps the county to know that these types of businesses exist and helps the business owners to be aware of things such as the need for traffic control, etc.

Supervisor Lawrence

- Inquired if the fee for a Dwelling Unit Right (DUR) transfer pertains to moving the DUR from one plat to another or transferring ownership.
 - Brandon Stidham replied that the fee was for ensuring that the DUR transfer conforms to the ordinance requirements. People doing DUR

transfers are most likely doing so in conjunction with a subdivision or boundary line adjustment application. It takes a minimal amount of staff time to review that element, so the DUR transfer fee is proposed to be eliminated.

Vice Chair Catlett

- Questioned if it is truly appropriate to eliminate fees for things that do require staff time to review, meet with the citizen, or record changes.
 - o Mr. Stidham responded that the Land Evaluation & Site Assessment (LESA) score calculation is usually done when someone is applying to put land into conservation easement, which is not something the county generally wants to charge a fee to do.
- Further asked how much staff time is usually required to review a special use permit application.
 - o Brandon Stidham advised that it varies widely, depending on the complexity of the permit. Some are straightforward with little public comment, while others have multiple iterations and amendments in response to agency and public comments. The proposed fee reflects the median.

Chairman Weiss

- Offered that a farm winery, farm brewery, or farm distillery is a by-right use, but there is now a fee proposed for it.
 - o Mr. Stidham confirmed, adding that staff has to coordinate with them to ensure they comply with VDOT, ABC, and Health Department permits and requirements.

Supervisor Lawrence moved to approve amendments to the Planning & Zoning Fee Schedule as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

9) *Adopt CY2023 Tax Rates Resolution (2023-09R)*

County Administrator Chris Boies advised that the resolution reflects the following:

- A \$0.01 reduction in the real estate tax rate.
- A 5% reduction in the personal property tax rate.

- No change to the machinery and tools tax.
- A comparable reduction in the tax on fire and rescue vehicles, because that is based on the personal property tax rate.

Supervisor Bass moved to adopt resolution 2023-09R, CY2023 Tax Rates, as presented. The motion carried by the following vote:

Matthew E. Bass - Aye
 Terri T. Catlett - Aye
 Doug M. Lawrence - Aye
 Beverly B. McKay - Aye
 David S. Weiss - Aye

Clarke County Board of Supervisors



Berryville Voting District
 Matthew E. Bass
 (540) 955-5175

Millwood Voting District
 Terri T. Catlett – Vice Chair
 (540) 837-2328

Russell Voting District
 Doug Lawrence
 (540) 955-2144

Buckmarsh Voting District
 David S. Weiss – Chair
 (540) 955-2151

White Post Voting District
 Bev B. McKay
 (540) 837-1331

County Administrator
 Chris Boies
 (540) 955-5175

**CY2023 TAX RATE RESOLUTION
 2023-09R**

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia, in a meeting assembled this 18th day of April, 2023, a public hearing having been held on April 10, 2023, as required by statute, that the tax rates for calendar year 2023 to support the budget for Clarke County for the fiscal year July 1, 2023 through June 30, 2024, be and are hereby fixed at:

ALL TAX RATES ARE BASED ON EACH \$100 OF ASSESSED VALUATION

	2023
1. Real Estate, including the real estate of public service corporations*	\$0.600
2. Tangible personal property except machinery and tools and qualified Fire and Rescue Vehicles**	\$4.271
3. Tangible Machinery and tools	\$1.250
4. Tangible personal property of qualified Fire & Rescue Vehicles	\$2.136

*Mobile Homes will be assessed as personal property, but taxed at the same rate as real estate.

**Personal Property Tax Relief by the Commonwealth of Virginia for vehicles valued between \$1,001 and \$20,000 will be eligible for 35.9% tax relief. Qualifying vehicles valued at \$20,001 or above shall receive 35.9% tax relief on only the first \$20,000 of value.

Adopted this 18th day of April 2023.

Attest:

 Chris Boies, County Administrator

10) *Adopt FY2024 Budget Resolution (2023-10R)*

Chris Boies advised the following:

- The Board held a public hearing on this budget on April 10 and there was no one who desired to speak.
- This resolution reflects the budget as prepared and recommended by the Finance Committee, with one exception.
- Based on the recommendation of the Joint Administrative Services Board, \$252,000 was added to the different health insurance accounts on the school and the county side. This is not shown as a single line item; instead, it has been incorporated into each department’s personnel lines.

Chairman Weiss

- Reiterated that there was an 18% insurance cost increase. In addition to the 10% increase that was originally budgeted, the Board is using \$252,000 from fund balance and asking employees to cover 2% of the total increase. The Board feels that asking employees to cover more than 2% would not be fair because people’s raises would be eaten up by the insurance cost.

Supervisor Bass moved to adopt resolution 2023-10R, FY2024 Budget, as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

Clarke County Board of Supervisors



Berryville Voting District
Matthew E. Bass
 (540) 955-5175

Millwood Voting District
Terri T. Catlett – Vice Chair
 (540) 837-2328

Russell Voting District
Doug Lawrence
 (540) 955-2144

Buckmarsh Voting District
David S. Weiss – Chair
 (540) 955-2151

White Post Voting District
Bev B. McKay
 (540) 837-1331

County Administrator
Chris Boies
 (540) 955-5175

FY2024 BUDGET RESOLUTION 2023-10R

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia, in a meeting assembled this 18th day of April, 2023, a public hearing having been held on April 10, 2023, as required by statute, that the informative and fiscal planning budget for Clarke County for the fiscal year extending July 1, 2023 through June 30, 2024 be approved as follows:

	FY22 Original Budget	FY22 Audited Actual	FY23 Original Budget	FY23 Revised Budget	FY24 Proposed Budget	Variance FY24 - FY23 Original
Board of Supervisors	56,814	55,710	58,600	58,600	59,399	799
County Administrator	398,888	395,516	399,585	430,359	423,190	23,606
Public Information Services	64,853	66,101	69,055	69,055	74,682	5,626
Legal Services	25,000	69,798	35,000	35,000	35,000	-
Commissioner of Revenue	225,184	241,011	283,267	283,267	304,295	21,028
Assessor	-	-	-	-	-	-
Equillization Board	-	-	-	-	-	-
Treasurer	353,406	365,054	384,092	384,092	438,214	54,121
Data Processing/Information Technology	356,361	331,509	423,818	423,818	435,791	11,973
Electoral Board	84,048	71,365	57,797	58,130	84,454	26,657
General Registrar	108,277	119,729	133,890	133,890	202,920	69,031
Circuit Court	19,860	20,052	19,860	19,860	19,270	(590)
General District Court	8,620	8,012	8,620	8,620	8,120	(500)
Magistrate	50	-	-	-	-	-
Blue Ridge Legal Services	1,500	1,500	1,500	1,500	1,500	-
Office of the Public Defender	-	-	-	-	-	-
Juvenile & Domestic Court	6,400	5,289	6,400	6,400	6,400	-
Clerk of the Circuit Court	270,338	268,917	291,128	291,333	300,984	9,856
Victim Witness Program Grant	72,191	69,578	75,942	75,942	81,725	5,783
Old Dominion Alcohol Safety Action Program	6,930	6,930	6,930	6,930	8,000	1,070
Commonwealth Attorney	425,259	402,074	495,606	495,606	503,663	8,057
Sheriff	2,859,691	2,964,059	3,183,752	3,184,886	3,391,758	208,006
Criminal Justice Training Center	19,593	19,422	19,593	19,593	21,723	2,130
Drug Task Force	12,500	12,865	12,500	12,500	13,400	900

www.clarkecounty.gov

101 Chalmers Court, Suite B
 Berryville, VA 22611

Telephone: (540) 955-5175

	FY22 Original Budget	FY22 Audited Actual	FY23 Original Budget	FY23 Revised Budget	FY24 Proposed Budget	Variance FY24 - FY23 Original
Volunteer Fire Companies	191,500	121,717	190,980	190,980	182,000	(8,980)
Blue Ridge Volunteer Fire Company	80,450	70,302	105,200	105,200	99,777	(5,423)
Boyce Volunteer Fire Company	120,550	104,024	120,430	120,430	118,344	(2,086)
Enders Volunteer Fire Company	165,800	173,852	165,750	165,750	175,434	9,684
Fire and Rescue Services	1,658,265	1,629,352	1,945,073	1,945,073	2,100,401	155,327
Lord Fairfax Emergency Medical Services	6,575	6,575	6,575	6,575	6,904	329
Forestry Service	2,874	2,873	2,874	2,874	2,874	-
Regional Jail	520,285	509,978	628,535	628,535	541,010	(87,525)
Juvenile Detention Service	36,168	37,700	36,168	36,168	13,146	(23,022)
Probation Office	400	48	400	400	400	-
Building Inspections	251,409	244,478	267,213	267,213	274,043	6,831
Animal Shelter	139,852	103,132	121,475	121,475	173,310	51,834
Medical Examiner & Indigent Burial	200	360	200	200	200	-
Refuse Disposal	180,000	183,363	180,000	180,000	194,400	14,400
Convenience Center	72,708	88,691	93,875	93,875	98,446	4,571
Litter Control	4,000	7,981	7,981	11,119	8,000	19
Sanitation	244,000	238,784	244,000	244,000	244,000	-
Maintenance/Buildings & Grounds	859,905	851,509	881,561	881,561	900,085	18,524
Local Health Department	193,642	192,367	193,642	193,642	225,000	31,358
Our Health	6,500	6,500	6,500	6,500	6,500	-
N Shen Valley Subst Abuse Coalition	15,000	15,000	15,000	15,000	15,000	-
Northwestern Community Services	96,350	96,350	105,985	105,985	111,284	5,299
Concern Hotline	1,500	1,500	1,500	1,500	1,500	-
NW Works	-	-	5,000	5,000	5,000	-
Seniors First	40,000	40,000	40,000	40,000	42,000	2,000
VA Regional Transportation Assoc	19,302	19,302	24,960	24,960	24,960	-
FISH	1,000	1,000	1,000	1,000	2,000	1,000
Access Independence	1,000	1,000	1,500	1,500	2,000	500
Laurel Center	4,000	29,000	4,000	4,000	6,000	2,000
Tax Relief for the Elderly	215,000	192,907	215,000	215,000	215,000	-
Lord Fairfax Community College	17,965	17,965	16,528	16,528	16,921	393
Parks Administration	502,060	506,229	566,099	566,099	574,534	8,435
Recreation Center	131,987	135,945	165,688	165,688	172,122	6,434
Swimming Pool	94,032	75,844	105,229	105,275	102,401	(2,828)
Parks Programs	325,392	183,667	339,980	340,057	353,065	13,085
Concession Stand	16,524	16,259	20,051	20,051	22,858	2,807
Barns of Rose Hill	6,750	11,750	9,000	14,000	9,000	-
Virginia Commission for Arts	9,000	9,000	9,000	9,000	9,000	-
Regional Library	279,238	279,238	314,000	314,000	325,989	11,989
Planning Administration	481,021	449,035	495,824	496,039	533,786	37,962
Planning Commission	14,389	10,768	14,398	14,398	14,396	(2)

	FY22 Original Budget	FY22 Audited Actual	FY23 Original Budget	FY23 Revised Budget	FY24 Proposed Budget	Variance FY24 - FY23 Original
Berryville Development Authority	900	436	900	900	900	-
Regional Airport	5,000	5,000	5,000	5,000	5,000	-
Habitat for Humanity	2,500	2,500	5,000	5,000	10,000	5,000
Board of Zoning Appeals	3,520	24,519	3,519	3,519	3,519	(0)
Office of Economic Development	158,900	123,129	170,440	170,525	177,111	6,671
Small Business Development Center	2,000	2,000	2,000	2,000	2,000	-
Blandy Experimental Farm	3,000	3,000	3,500	3,500	3,500	-
Berryville Main Street	3,500	3,500	3,866	3,866	3,500	(366)
Historic Preservation Commission	13,400	41,295	10,900	35,405	11,150	250
NSV Regional Planning District Commission	10,694	10,694	10,914	10,914	11,867	953
Water Quality Management	30,000	25,790	30,000	30,000	30,760	760
Friends of the Shenandoah	8,000	8,000	9,000	9,000	10,000	1,000
Board of Septic Appeals	1,566	249	1,569	1,569	1,572	3
Lord Fairfax Soil & Water Conservation	5,000	5,000	7,500	7,500	9,500	2,000
Biosolids Application	1,106	257	1,096	1,096	1,091	(5)
Cooperative Extension	52,134	41,907	54,432	54,432	61,919	7,487
Northern Virginia 4-H Center	2,500	2,500	3,125	3,125	2,000	(1,125)
Non-Departmental Legal/Prof. Contingency	55,000	-	106,000	156,000	54,638	(51,362)
Ambulance Refunds	-	12,049	-	-	-	-
Joint Administrative Services	790,539	750,706	818,126	818,126	903,538	85,412
Social Services	1,715,358	1,558,835	1,778,290	1,802,667	2,013,734	235,444
School Operations	24,165,588	23,978,743	25,390,181	25,740,379	27,585,063	2,194,882
School Food Service	800,996	1,010,358	744,298	744,298	1,565,391	821,093
Children's Services Act	314,556	296,036	330,295	330,295	410,764	80,469
Public Safety Fund	-	49,581	-	-	-	-
Conservation Easement	45,000	822,902	45,000	87,000	90,000	45,000
General Capital Improvements	1,452,700	787,230	3,735,000	5,467,872	3,621,318	(113,682)
School Capital Improvements	616,000	781,920	1,570,325	2,967,754	779,256	(791,069)
General Debt Service	251,700	251,700	251,700	251,700	251,700	-
School Debt Service	2,365,130	2,365,130	2,329,126	2,329,126	2,289,543	(39,583)
Unemployment Compensation	10,000	4,681	10,000	10,000	10,000	-
ARP Funds					-	
TOTAL ESTIMATED EXPENDITURE	45,268,643	45,129,484	51,066,211	54,728,599	54,257,910	3,191,699
Local Funds for Schools	15,974,233	15,178,242	15,974,233	16,245,445	16,843,525	869,292

	FY22 Original Budget	FY22 Audited Actual	FY23 Original Budget	FY23 Revised Budget	FY24 Proposed Budget	Variance FY24 - FY23 Original
<i>ESTIMATED REVENUE</i>						
<i>LOCAL REVENUE</i>						
Real Estate Taxes	15,031,293	15,072,030	15,035,000	15,035,000	15,299,725	264,725
Land Redemptions	-	-	-	-	-	-
Proceeds from Delinquent Land Sale	-	-	-	-	-	-
Public Service Corporation Real Estate	406,014	452,417	443,000	443,000	475,000	32,000
Delinquent Taxes on Public Service Corp	-	-	-	-	-	-
Personal Property Taxes	5,277,789	6,948,452	6,731,556	6,731,556	7,582,242	850,686
Mobile Home Taxes	700	735	600	600	800	200
Machinery and Tools Taxes	169,680	193,587	208,000	208,000	195,000	(13,000)
Penalties (All Property Taxes)	147,068	207,083	158,000	158,000	200,000	42,000
Interest (All Property Taxes)	126,482	136,908	120,000	120,000	135,000	15,000
Administrative Costs Delinq	22,000	21,000	20,000	20,000	21,000	1,000
DMV Stop Fee	5,350	8,624	7,000	7,000	10,000	3,000
Credit Card Fees	17,000	26,949	22,000	22,000	30,000	8,000
Sales and Use Taxes	1,400,000	1,536,682	1,550,000	1,550,000	1,650,000	100,000
Consumer's Utility Taxes	355,000	336,473	345,000	345,000	335,000	(10,000)
Consumption Tax	34,351	34,984	34,000	34,000	35,000	1,000
Business License Tax	20,940	24,135	23,000	23,000	23,000	-
Franchise License Tax	-	-	-	-	-	-
Motor Vehicle Licenses	315,000	355,829	327,000	327,000	355,000	28,000
Motor Vehicle License Penalty	-	-	-	-	-	-
Recordation Taxes	350,000	411,352	390,000	390,000	276,000	(114,000)
Taxes on Wills	7,852	6,896	6,000	6,000	7,200	1,200
Transient Occupancy Tax	61,250	90,310	97,000	97,000	128,000	31,000
Cigarette Tax	100,000	216,489	297,000	297,000	410,400	113,400
Meals Tax	150,000	191,715	297,000	297,000	391,406	94,406
Animal Licenses	5,300	4,150	3,132	3,132	4,100	968
Animal Shelter Fees - Dogs & Cats	6,370	9,930	7,000	7,000	9,500	2,500
Dangerous Dog Registration	85	35	85	85	85	-
Land Use Application Fees Penalty	5,000	6,500	6,500	6,500	6,100	(400)
Land Use Application Fees	250	400	25,000	25,000	450	(24,550)
Transfer Fees	522	677	710	710	590	(120)
Zoning and Subdivision Permits	84,748	96,636	63,000	63,000	96,000	33,000
Building Permits	260,292	358,237	260,000	260,000	225,000	(35,000)
Road Sign Fees	-	-	-	-	-	-
Sign Permits and Inspection Fees	300	-	300	300	300	-
Weapons Permits	7,000	4,902	5,000	5,000	5,000	-
New Dwelling Address Fee	4,420	4,290	3,900	3,900	3,900	-
Other permits, fees, and licenses	475	-	475	475	475	-
Court Fines and Forfeitures	250,000	185,337	225,000	225,000	200,000	(25,000)
Parking Fines	7,000	3,090	5,250	5,250	3,000	(2,250)

	FY22 Original Budget	FY22 Audited Actual	FY23 Original Budget	FY23 Revised Budget	FY24 Proposed Budget	Variance FY24 - FY23 Original
Courthouse Security Fees	50,000	64,053	65,000	65,000	60,000	(5,000)
Local Jury Fees	-	1,724	1,500	1,500	1,500	-
E-Ticket Fee	18,000	11,303	11,000	11,000	11,000	-
Interest on Bank Deposits	100,000	70,878	90,000	90,000	125,000	35,000
Rental of Property	66,000	57,000	66,000	66,000	43,930	(22,070)
Sheriff's Fees	796	1,450	800	800	800	-
DNA Fees - Blood Test	224	119	200	200	200	-
Court Appointed Attorney	206	120	200	200	200	-
Commonwealth's Attorney Fees	1,607	740	800	800	800	-
Central Alarm - Berryville	5,000	5,000	5,000	5,000	5,000	-
Wireless E-911	47,700	61,829	50,118	50,118	53,000	2,882
Fire Protection Services	-	-	-	-	-	-
Fees for Ambulance & Rescue Services	450,000	556,608	450,000	450,000	490,000	40,000
EMS - Berryville	-	-	-	-	-	-
Jail Processing Fee	1,180	613	850	850	850	-
Humane Foundation Contribution	20,000	20,000	20,000	20,000	25,000	5,000
Recycling Rebate	23,858	27,474	27,000	27,000	27,027	27
Recreation Center Fees	38,400	62,396	48,000	48,000	60,000	12,000
Swimming Pool Fees	72,500	81,462	77,000	77,000	72,500	(4,500)
Concession Stand Revenue	15,000	14,359	14,500	14,500	15,000	500
Parks Programs Fees	270,000	249,980	255,000	255,000	255,000	-
Sale of Publications	-	-	-	-	-	-
Mapping Fee	6	-	6	6	6	-
Zoning Research Fee	-	-	-	-	-	-
Engineer's Fee	7,500	20,950	5,000	5,000	10,000	5,000
Biosolids Application Fees	1,000	-	500	500	500	-
Payments in Lieu of Tax	44,860	44,854	45,315	45,315	45,787	472
Rebates & Refunds	5,000	7,604	6,800	6,800	6,800	-
Miscellaneous Revenue	21,500	18,278	500	500	12,000	11,500
Miscellaneous Revenue - Econ Development	-	18,500	19,500	19,500	19,500	-
Gifts & Donations	1,000	1,910	1,000	1,000	1,000	-
BHR Book Grant - Pvt Svcs	-	3,000	-	-	-	-
Donations	-	-	-	-	-	-
Sale of Salvage & Surplus Property	1,926	-	-	-	-	-
Sale of Vehicles	3,175	-	-	-	-	-
Sale of Other Equipment	-	4,935	-	-	-	-
Insurance Adjustments	-	-	-	-	-	-
Cancelled Checks/NSF Fees	250	400	250	250	250	-
Loan Repayment	918	918	-	-	-	-
Insurance Recovery	7,500	1,689	-	-	-	-
Other Misc Revenue (Bank Rec)	-	(2,560)	-	-	2,820	2,820
CITAC Reimbursement	5,000	2,220	5,000	5,000	5,000	-

	FY22 Original Budget	FY22 Audited Actual	FY23 Original Budget	FY23 Revised Budget	FY24 Proposed Budget	Variance FY24 - FY23 Original
Juror Reimbursements	-	-	-	-	-	-
Transfer from Public Safety Fund	-	-	-	-	-	-
Transfer from Conservation Easement	-	-	-	-	-	-
Transfer from Parks Construction Fund	-	-	-	-	-	-
Transfer from Capital Project to General Fund	-	-	-	-	-	-
Joint Administrative Services	-	725	-	-	-	-
Social Services	-	337	-	-	-	-
School Operations	282,064	285,084	260,185	234,457	246,185	(14,000)
School Food Service	491,305	101,395	460,000	460,000	605,546	145,546
Children's Services Act	-	5,144	-	-	-	-
Public Safety Fund	-	2,709	-	-	-	-
Conservation Easement	15,000	71,160	30,000	30,000	30,000	-
Proffers	-	368,098	-	-	-	-
General Capital Projects	-	-	-	17,917	-	-
School Capital Projects	-	-	-	35,000	531,456	531,456
Parks Construction Fund	-	2,491	-	-	-	-
General Debt Service	-	-	-	-	-	-
School Debt Service	107,344	107,441	107,000	107,000	108,309	1,309
Unemployment Fund	-	-	-	-	-	-
TOTAL LOCAL REVENUE	26,805,350	29,301,225	28,840,532	28,867,721	30,986,239	2,145,707
COMMONWEALTH OF VIRGINIA						
Motor Vehicles Carrier's Taxes	23,000	21,670	23,000	23,000	22,000	(1,000)
Mobile Home Titling Tax	-	75	-	-	-	-
Tax on Deeds (Grantor's Tax)	73,824	103,231	100,000	100,000	100,000	-
Personal Property Tax Relief	2,483,842	2,483,842	2,483,842	2,483,842	2,483,842	-
Auto Rental Tax	-	300	150	150	200	50
Communications Tax Sales and Use Tax	335,000	306,863	284,030	284,030	272,479	(11,551)
Commonwealth's Attorney Comp Board	210,066	209,237	220,661	220,661	234,976	14,315
Sheriff Comp Board	843,260	842,785	886,036	886,036	962,174	76,138
Commissioner of Revenue	92,167	91,877	96,794	96,794	121,301	24,507
Treasurer	121,244	120,515	127,387	127,387	143,431	16,044
Medical Examiner	-	-	-	-	-	-
Registrar	39,594	63,794	57,557	57,557	63,414	5,857
Elections	-	-	-	-	20,675	20,675
Clerk of the Circuit Court	182,969	227,333	192,888	192,888	209,854	16,966
Revenue from the Commonwealth	-	18,385	-	-	-	-
Spay & Neuter Fund Distribution	114	690	100	100	200	100
EMS 4 for Life	-	18,850	-	18,025	19,000	19,000
Fire Program Funds	53,500	37,480	55,980	37,955	38,000	(17,980)
Litter Control	5,000	7,981	7,981	11,000	8,000	19

	FY22 Original Budget	FY22 Audited Actual	FY23 Original Budget	FY23 Revised Budget	FY24 Proposed Budget	Variance FY24 - FY23 Original
MultiState Opioid Settlement	-	-	-	30,774	5,342	5,342
VA Commission for the Arts	4,500	4,500	4,500	4,500	4,500	-
Water Quality Mgmt Grant	-	-	-	-	-	-
VA Dept of Game and Inland Fish	-	-	-	-	-	-
Other Categorical Aid	-	3,744	-	-	-	-
Victim Witness Grant - State Portion	-	-	-	-	-	-
RSAF Grant - Handtevy	-	-	-	-	-	-
Eco Dev ARPA Tourism Revenue	-	-	-	-	-	-
Joint Administrative Services	-	-	-	-	-	-
Social Services	524,141	382,882	585,800	585,800	658,970	73,170
School Operations	9,282,224	9,733,083	10,199,473	10,397,850	11,492,196	1,292,723
School Food Service	9,691	41,687	44,244	44,244	44,621	377
Children's Services Act	163,569	157,493	190,709	190,709	213,721	23,012
Public Safety Fund	-	8,045	-	-	-	-
Conservation Easement	30,000	340,026	15,000	36,000	15,000	-
General Capital Projects	-	116,281	-	76,508	26,318	26,318
School Capital Projects	154,000	-	1,570,325	1,802,866	247,800	(1,322,525)
School Debt Service	-	-	-	-	-	-
Unemployment Fund	-	-	-	-	-	-
TOTAL COMMONWEALTH REVENUE	14,631,705	15,342,650	17,146,457	17,708,676	17,408,014	261,557
FEDERAL REVENUE						
Payment in Lieu of Taxes	7,129	6,880	7,272	7,272	7,417	145
Emergency Management Assistance	6,623	-	-	-	-	-
State Criminal Alien Asst Grant	1,689	-	1,689	1,689	1,689	-
Violence Against Women Grant	28,053	28,053	28,053	28,053	28,053	-
Victim Witness Grant - Federal Portion	72,191	51,151	72,191	72,191	67,138	(5,053)
Multi Agency Federal Gang Task Force	-	-	-	-	-	-
DMV Alcohol Enforcement	9,625	7,354	9,900	9,900	-	(9,900)
DMV Speed Enforcement	5,000	6,917	7,200	7,200	-	(7,200)
Internet Crimes Against Children Task Force	5,000	4,592	5,000	5,000	5,000	-
School Resource Officer Grant	-	-	-	-	-	-
Dept Historic Resources Book Grant	-	7,000	-	19,005	-	-
Dept of Justice Vest Grant	700	-	-	-	-	-
ARRA Byrne Justice Assistant Grant	-	-	-	-	-	-
Byrne Justice Assistance	-	2,146	929	2,063	-	(929)
Staffing EMS Grant	184,962	192,223	58,852	58,852	-	(58,852)
OCDETF Equitable Sharing Funds	-	-	-	-	-	-
Emergency Mgmt Performance Grant	7,500	7,500	7,500	7,500	7,500	-
Misc Federal Revenue	-	-	-	-	-	-
CARES (County)	-	-	-	-	-	-
CARES (EB)	-	-	-	-	-	-

	FY22 Original Budget	FY22 Audited Actual	FY23 Original Budget	FY23 Revised Budget	FY24 Proposed Budget	Variance FY24 - FY23 Original
ARPA	-	75,625	-	50,000	-	-
Fed Rev-NPS Battle Bndry Stdy	-	35,606	-	-	-	-
Joint Administrative Services	-	-	-	-	-	-
Social Services	552,184	773,022	585,800	601,270	658,970	73,170
School Operations	1,253,728	1,364,430	1,086,845	1,246,443	1,106,901	20,056
School Food Service	300,000	1,237,965	240,054	274,652	915,224	675,170
Children's Services Act	-	-	-	-	-	-
Public Safety Fund	-	96	-	-	-	-
County CRF	-	-	-	-	-	-
Registrar CRF	-	-	-	-	-	-
School CRF	-	-	-	-	-	-
Conservation Easement	-	293,000	-	-	-	-
General Capital Projects	932,095	7,343	-	30,000	150,000	150,000
School Capital Projects	-	51,888	-	842,030	-	-
School Debt Service	93,125	34,937	91,571	91,571	77,490	(14,081)
Unemployment Fund	-	-	-	-	-	-
TOTAL FEDERAL REVENUE	3,459,604	4,187,727	2,202,856	3,354,690	3,025,382	822,526
BUDGET BALANCE PROCEDURE						
TOTAL EXPENDITURES	45,268,643	45,129,484	51,066,211	54,728,599	54,257,910	3,191,699
TOTAL REVENUE	44,896,659	48,831,602	48,189,845	49,931,088	51,419,635	3,229,790
SURPLUS (DEFICIT)	(371,984)	3,702,118	(2,876,366)	(4,797,511)	(2,838,275)	38,090
FROM FUND BALANCE	371,984	(3,702,118)	2,876,366	4,797,511	2,838,275	(38,090)
NET	-	-	-	-	-	-

Adopted this 18th day of April 2023.

Attest:

Chris Boies,
County Administrator

11) Adopt FY2024 Budget Appropriations Resolution (2023-11R)

Supervisor Bass moved to adopt resolution 2023-11R, FY2024 Budget Appropriations, as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

Clarke County Board of Supervisors



Berryville Voting District
 Matthew E. Bass
 (540) 955-5175

Millwood Voting District
 Terri T. Catlett – Vice Chair
 (540) 837-2328

Russell Voting District
 Doug Lawrence
 (540) 955-2144

Buckmarsh Voting District
 David S. Weiss – Chair
 (540) 955-2151

White Post Voting District
 Bev B. McKay
 (540) 837-1331

County Administrator
 Chris Boies
 (540) 955-5175

**FY2024 BUDGET APPROPRIATIONS RESOLUTION
 2023-11R**

1. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the following appropriations are hereby made for the period of July 1, 2023 through June 30, 2024, for the functions and purposes indicated:

General Fund

To be expended only on order of the Board of Supervisors except that grants are only to be expended to the extent of available revenue:

<i>Direct Revenue to the General Fund</i>	\$14,737,603
Total Appropriation	\$14,737,603

Social Services Fund

To be expended only on order of the Board of Social Services:

<i>Direct Revenue to Social Services Fund</i>	\$ 1,317,940
<i>Transfer from General Fund</i>	\$695,794
Total Appropriation	\$2,013,734

School Operating Fund

To be expended only on order of the School Board:

<i>Direct Revenue to School Operating Fund</i>	\$12,845,282
<i>Transfer from General Fund</i>	\$14,739,781
Total Appropriation	\$27,585,063

Children’s Services Act Fund

To be expended only on order of the Community Policy & Management Team:

<i>Direct Revenue to Children’s Services Act Fund</i>	\$213,721
<i>Transfer from General Fund</i>	\$197,043
Total Appropriation	\$410,764

Conservation Easement Fund

For projects under Conservation Easement Budget to be added to continuing appropriations in the Conservation Easement Fund and to be expended only on order of the Board of Supervisors:

<i>Direct Revenue to Conservation Easement Fund</i>	\$45,000
<i>Transfer from General Fund</i>	\$45,000
Total Appropriation	\$90,000

General Capital Projects Fund

For projects under General Government Capital Projects Budget to be added to continuing appropriations in the General Government Capital Projects Fund and to be expended only on order of the Board of Supervisors:

<i>Direct Revenue to General Capital Projects Fund</i>	\$176,318
<i>Transfer from General Fund</i>	\$3,445,000
<i>Total Appropriation</i>	\$3,621,318

School Capital Projects Fund

For projects under the School Capital Projects Budget to be added to continuing appropriations in the School Capital Projects Fund and to be expended only on order of the School Board:

<i>Direct Revenue to the School Capital Projects Fund</i>	\$779,256
<i>Transfer from General Fund</i>	\$ -
<i>Total Appropriation</i>	\$779,256

School Debt Service Fund

To be expended only on order of the Board of Supervisors or School Board:

<i>Direct Revenue to the School Debt Service Fund</i>	\$185,799
<i>Transfer from General Fund</i>	\$2,103,744
<i>Total Appropriation</i>	\$2,289,543

Government Debt Service Fund

To be expended only on order of the Board of Supervisors:

<i>Direct Revenue to the Government Debt Service Fund</i>	\$ -
<i>Transfer from General Fund</i>	\$251,700
<i>Total Appropriation</i>	\$251,700

Joint Administrative Services Fund

To be expended only on order of the Joint Administrative Services Board:

<i>Direct Revenue to the Joint Administrative Services Fund</i>	\$ -
<i>Transfer from General Fund</i>	\$903,538
<i>Total Appropriation</i>	\$903,538

Unemployment Compensation Fund

To be expended only on order of the Board of Supervisors or School Board:

<i>Transfer from General Fund</i>	\$10,000
<i>Total Appropriation</i>	\$10,000

TESTE:

Chris Boies, County
Administrator

2. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia is hereby authorized to honor Food Service warrants drawn by the School Board of Clarke County for the fiscal year 2023-2024 to the extent of the balance in such Food Service Fund as of 30, June, 2023, plus such receipts as may be deposited during the Fiscal Year 2023-2024.

TESTE:

**Chris Boies, County
Administrator**

3. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia, be and hereby is authorized to honor Public Safety Fund warrants drawn by the County of Clarke for the Fiscal Year 2023-2024 to the extent of the balance in such Drug Enforcement Fund as of 30, June, 2023, plus such receipts as may be deposited during the Fiscal Year 2023-2024.

TESTE:

**Chris Boies, County
Administrator**

4. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia, be and hereby is authorized to honor Joint Government Center Fund warrants drawn by the County of Clarke for the Fiscal Year 2023-2024 to the extent of the balance in such Joint Government Center Fund as of 30, June, 2023, plus such receipts as may be deposited during the Fiscal Year 2023-2024.

TESTE:

**Chris Boies, County
Administrator**

12) *Board of Supervisors Personnel Committee Items from April 10, 2023*

A. Expiration of Term for Appointments Expiring through June 2023

2023-04-10 Summary: Following review, the Personnel Committee recommended the following:

- Reappoint Katherine Berger to the Historic Preservation Commission for a four-year term expiring May 31, 2027.

2023-04-18 Action: Chris Boies reviewed the above summary.

Vice Chair Catlett moved to accept the recommendation of the Personnel Committee as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

13) *Board of Supervisors Work Session Items from April 10, 2023*

Board of Supervisors Work Session Items
 Berryville/Clarke County Government Center, 2nd Floor
 101 Chalmers Court, Berryville, Virginia 22611
 April 10, 2023, 10:00 am, Main Meeting Room

Board Members Present: David S. Weiss, Matthew E. Bass, Terri T. Catlett, Beverly B. McKay, Doug M. Lawrence

Board Members Absent: None

Officer / Staff Present: Chris Boies, Catherine Marsten, Cathy Kuehner, Wayne Whetsell

Others Present: Matt Smith

Press Present: Mickey Powell, Winchester Star

2023-04-10 Summary: At 10:01 am, Chairman Weiss called the meeting to order.

- A. VDOT Secondary Six-Year Plan: The Board heard from Matt Smith, VDOT Assistant Residency Engineer, on the Secondary Six-Year Plan (SSYP).

As presented, the plan includes paving Lockes Mill Road (Phase II) as the only named project. The category titled “FY29 Clarke County Rural Rustic Roads Projects” is a placeholder created in order to bank funds for a future project, though no specific road has been identified yet. The final category of “Countywide Transportation Services” includes funds for specific, localized repairs. The Board asked several questions and discussed the proposed plan.

By consensus, the Board agreed to move the plan forward for a public hearing in May.

- B. Emergency Operations Plan: The Board heard from the Director of Fire, EMS, & Emergency Management, Wayne Whetsell, who presented a draft Emergency Operations Plan, which was created using an updated template from the Commonwealth and follows guidance from the Virginia Department of Emergency Management.

The Board asked questions and discussed the draft plan. Director Whetsell will collect feedback and present a revised draft to the Board at a future date.

At 11:28 am, Chairman Weiss adjourned the meeting.

2023-04-18 Action: Chris Boies reviewed the above summary.

Supervisor Lawrence

- Inquired about the total mileage and maintenance costs for each gravel road.
 - Chairman Weiss directed staff to request this information from VDOT.

Supervisor McKay moved to set a public hearing on the VDOT Secondary Six-Year Plan for May 16, 2023 at 6:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

14) Board of Supervisors Finance Committee Items from April 10, 2023

- A. FY23 Conservation Easement Supplemental Appropriation Request: The Conservation Easement Authority is requesting a supplemental appropriation for an easement application filed by Dennis and Lissette Pippy, Newfound Farm.

2023-04-10 Summary: Following review, the Finance Committee recommends, “Be it resolved that FY23 budgeted expenditure and appropriation to the Conservation Easement fund be increased \$161,500, that revenue from the Commonwealth be budgeted in the amount of \$127,150, revenue from the Piedmont Environmental Council be budgeted in the amount of \$7,350 and that the fund balance designation for Conservation Easement purchases be decreased by \$27,000, all for the purpose of purchasing the Conservation Easement property of Dennis & Lissette Pippy, Newfound Farm”.

2023-04-18 Action: Chris Boies reviewed the above summary:

Supervisor McKay moved, be it resolved, that FY23 budgeted expenditure and appropriation to the Conservation Easement fund be increased \$161,500, that revenue from the Commonwealth be budgeted in the amount of \$127,150, revenue from the Piedmont Environmental Council be budgeted in the amount of \$7,350 and that the fund balance designation for Conservation Easement purchases be decreased by \$27,000, all for the purpose of purchasing the Conservation Easement property of Dennis & Lissette Pippy, Newfound Farm. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

- B. Bills and Claims

2023-04-10 Summary: Following review, the Finance Committee recommends approving the March 2023 Invoice History report.

2023-04-18 Action: Chris Boies reviewed the above summary.

Supervisor McKay moved to approve the March 2023 Invoice History Report as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

C. Standing Reports

- a. Year to Date Budget Report
- b. Reconciliation of Appropriations
- c. Capital Projects Report

2023-04-18 Action: Information Only.

15) *Joint Administrative Services Board Update*

Chris Boies provided the following update:

- Have met twice recently.
- At the last meeting, the Joint Administrative Services Board voted to move forward on a contract for health insurance.
- Local Choice Anthem will provide health insurance coverage from July 1, 2023 to June 30, 2024.
- This results in an 18% overall increase in premiums, which is about half of the increase that the incumbent provider quoted.
- The county previously used Local Choice Anthem for decades; so many employees are already familiar with it.

Chairman Weiss

- Clarified that the county has been self-insured but now will not be.

16) *Government Projects Update*

Chris Boies provided the following update:

- We are excited to announce that starting this Friday we will have a large container available for glass recycling at our convenience site at Quarry Road. Glass collected in the container will be sent to Fairfax County’s glass crushing location at a cost of \$15 per ton. I want to thank Joey Braithwaite for getting this all coordinated, Christi McMullen for all of her glass recycling efforts over this past year, and members of the Litter Committee who are dedicating some of the litter grant funds to get this started.
- Our tree-planting project is scheduled for April 20 at the Milton Valley Cemetery in Berryville. We have about three dozen high school horticulture students assisting us in planting about 30 trees. The Litter Committee will also be there to present the winner of their contest. In addition, Rappahannock Electric is donating a dogwood tree and will have personnel on-site to assist with planting. REC has also sent an invitation for the ribbon cutting for the pollinator garden at the park on April 25.
- We send our congratulations to Shaine Coleman at Clarke County High School for receiving the Top of Virginia Regional Chamber CTE Teacher of the Year award. He has presented to several of our economic development groups.
- We want to thank Nancy and Brenda on all of their work on the budget and for Catherine coordinating all of the meetings and notices related to the budget. It has been a great team effort. I would also like to thank Brandon Stidham for the very informative and detailed Planning & Zoning Annual Report in your packet.

17) *Miscellaneous Items*

Chairman Weiss offered the Board’s condolences to Brenda Bennett, as her husband passed away last week.

18) *Summary of Required Action*

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process minutes.	Catherine Marsten
2.	Execute appointment letters, resolutions, and proclamation.	David Weiss
3.	Process appointment, resolutions, and proclamation.	Catherine Marsten
4.	Post budget documents on county website.	Cathy Kuehner

- | | |
|--|-------------------|
| 5. Process amendments to planning & zoning fee schedule. | Brandon Stidham |
| 6. Advertise public hearing for VDOT SSYP. | Catherine Marsten |
| 7. Request mileage and cost information from VDOT. | Chris Boies |
| 8. Process finance items. | Brenda Bennett |
| 9. Coordinate citizen meeting for Millwood traffic. | Chris Boies |

19) Board Member Committee Status Reports

Supervisor Doug Lawrence

Berryville-Clarke County Joint Committee on Economic Development & Tourism

- Will meet at end of the month.

Broadband Implementation Committee

- Nothing to report.

Board of Social Services

- Meets tomorrow.

Regional Jail Authority

- Nothing to report.

School Board

- Several students received recognition for achievements.
- The exchange program is open again and Clarke is hosting five international students.

Vice Chair Terri Catlett

Career and Technical Education

- Nothing to report.

Historic Preservation Commission

- Update already provided.

Clarke County Humane Foundation

- Holding a Spring Fling event on May 13 will have demonstrations and vendors.

Millwood

- Garden Fair and the Art Show are both this weekend, so it will be busy.

Planning Commission

- Starting work on the ordinance related to camping.

Community Policy and Management Team

- CSA Coordinator position is filled, working on transition.

Supervisor Bev McKay

Berryville-Clarke County Joint Building Committee

- Next meets May 3.

Northern Shenandoah Valley Regional Commission

- Meeting canceled this month.

Regional Airport Authority

- Nothing to report.

Conservation Easement Authority

- Ongoing discussion on impervious surfaces.

Economic Development Advisory Committee

- Spring Business Tour on April 19.

Town of Boyce

- Built a sidewalk going up Old Chapel Avenue.
- Looking for a part-time Town Manager.

Sanitary Authority

- Discovered that the reported water tower leak was a computer error.
- Water line damaged at Howards Lane, the responsible party will pay for repairs.
- Voted to raise the sewer rate slightly.

Supervisor Matthew Bass

Board of Septic and Well Appeals

- Nothing to report.

Library Advisory Council

- Nothing to report.

Litter Committee

- Close to 150 art submissions for contest, will vote on winner today.

Josephine School Community Museum Board

- Nothing to report.

Legislative Updates

- Nothing to report.

Northwestern Regional Adult Drug Treatment Court Advisory Committee

- Will meet in May.

Northwestern Regional Juvenile Detention Center Commission

- Will meet in May.

Sheriff's Office

- Sheriff Roper is retiring.
- Still have vacancies in communications.

Town of Berryville

- Also in the middle of budget process.
- Parks and Recreation Advisory Board
- Starting to look into adding bathrooms and/or concessions at the soccer field, though there are tremendous logistic difficulties.

Chairman David Weiss

Fire/EMS Commission

- Will meet in July to decide on future of the group.

Industrial Development Authority

- Meets next Thursday.

20) *Closed Sessions pursuant to §2.2-3711(A)(1) and §2.2-3711(A)(29)*

At 2:37 pm, Supervisor Bass moved to enter closed session pursuant to §2.2-3711-(A)(1) to discuss the performance of a specific county employee, and pursuant to §2.2-3711(A)(29) to discuss the award of a public contract involving the expenditure of public funds where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-.	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

At 3:32 pm, with 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 Bass moved to reconvene in open session. The motion carried as follows:

Matthew E. Bass	-	Aye
Terri T. Catlett	-.	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

Supervisor Bass 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:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

No action was taken following the Closed Session.

21) *Adjournment*

Chairman Weiss adjourned the meeting at 3:33 pm.

22) *Next Regular Meeting Date*

The next regular meeting of the Board of Supervisors will be held on Tuesday, May 16, 2023, at 1:00 pm in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: April 18, 2023

David S. Weiss, Chairman

Chris Boies, County Administrator

Recorded and Transcribed by Catherine D. Marsten