

Chairman Weiss recognized Deputy Commissioner of the Revenue Sue Braithwaite for the many years of tremendous service and dedication she has provided to the county and offered the Board's congratulations for her retirement.

3) *Citizen's Comment Period*

Bradley Cook of Longwood Lane in Bluemont

I was here in February and spoke about the traffic situation and speeds. I have seen some more police presence, which is greatly appreciated. I think it has helped somewhat. To help the police out, some of my neighbors and I are wondering if it is possible to get some of the signs, like there are in town and on Route 17 from Route 50 to 66, the speed limit signs that check and display actual speeds. I think of people that are just going with the flow of traffic do not realize how fast they are actually going. It makes it very difficult for us on the mountain to get on and off of Route 7. The other thing for VDOT is a question on the road-widening project: is it by design for the rumble strip to be right on the line? I am used to seeing them outside the line.

4) *Employee of the Quarter Award – 1st Quarter 2024*

Chairman Weiss presented the award to Sarita Emmons, Family Services Supervisor at the Department of Social Services, and read aloud the following:

Sarita has become an amazing leader for the services team. She also provides support to all of the staff at the agency. Sarita works with our benefits unit to ensure we are compliant with our quality assurance reviews for Title IV-E funding for our foster care children and connects our services clients with benefits. She frequently attends community events to ensure our community is aware of our available programs and services. Sarita always is available for staff and ensures the services team is covered and supported. She brings a wealth of knowledge, empathy, and leadership to her role. We are a better agency because of Sarita's support and leadership here in Clarke County Social Services.

5) *VDOT Update*

No VDOT representative was present and no update was provided.

Chairman Weiss instructed staff to send the citizen comments regarding traffic safety on Route 7 to Edinburg Residency Administrator Ed Carter.

6) *Planning Department Annual Report*

Planning Director Brandon Stidham presented the following:

- The Planning Department’s annual report is provided in the meeting packet and includes the Planning Commission’s required annual report as well.
- The department provides professional planning, code enforcement, project management, and technical services to support the county’s planning and land use objectives, as well as special projects as assigned by the Board.
- The department’s goals are to deliver professional-level technical guidance in a number of different subject areas, conduct effective enforcement of county ordinances, provide quality customer service across numerous platforms, and maximize finite county resources.
- Section 2 of the report summarizes all of the planning & zoning activities conducted over the last year. All applications reviewed by the Board and the Planning Commission are listed with approval, denial, or pending status.
- The department also provides planning & zoning support to the Town of Boyce, through a memorandum of understanding. There were not many special projects for the Town of Boyce, though staff attended several town council meetings to provide guidance on various projects and assisted customers with permit applications.
- Item 2-L lists all the special projects that the department and the Planning Commission undertook. This includes the recently adopted Transportation Plan, the Historic Resources Plan, Waterloo Area Plan, and Water Resources Plan. The Planning Commission agreed to leave these plans as-is and review them again in five years.
- Staff has been working with the Berryville Area Development Authority to update the Berryville Area Plan and will continue that work this year.
- Work has started on the Rural Lands Plan, which will be a conglomeration of the current Agricultural and Mountain Land Plans, as well as new guidance for the villages of Millwood and White Post.
- Finally, staff has also been working to build a database for the OnlineRME system, which will make health department and septic system records available for both internal use and public access.
- Item 2-M is new to this year’s report and is a summary of enforcement actions taken by the Zoning Administrator.

- The department acts on zoning violations on a complaint basis. The highest category of new violations was short-term residential rentals, which are most often generated by complaints from adjoining property owners.
- The most common reason for people not getting permits is not realizing that a permit is required, so the Zoning Administrator will begin with an informational brochure and a gentle letter advising the property owner that they must obtain a permit within a certain period of time. If there is no response, a notice of violation is issued.
- Sections three and four report residential building permits and subdivisions. Totaling all the minor subdivision applications in 2023, there were 13 new lots created in the county and 4 maximum lot size exceptions were approved.
- There is also a table of used and remaining Dwelling Unit Rights (DURs) listed by election district. 49.4% of the total DURs in the county remain unused.
- Section 5 summarizes the conservation easement program by listing the number of easements added, dwelling units retired, appraised values, easements purchased, and the amount of money contributed by the property owner, the county, and grant funds.
- Section 6 summarizes biosolids applications, of which there were zero in 2023.
- Section 7 outlines the Historic Preservation Commission’s activities and section eight reports on the Litter Committee.
- Much of the information in the annual report is also provided in the Planning Department’s monthly report as well.

Chairman Weiss

- Observed that a recent article on the census report within various counties noted that Clarke had lost 16,000 acres of agricultural land.
 - Mr. Stidham noted that report was based on the agricultural census, which is taken by voluntary response.

7) *Approval of Minutes*

Supervisor Lawrence moved to approve the minutes of the March 19, 2024 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

8) *Consent Agenda*

Vice Chair Catlett moved to approve 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

– Proclamation Recognizing April as Child Abuse Prevention Month (2024-02P)

Chairman Weiss 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

**Proclamation Recognizing April as
Child Abuse Prevention Month
2024-02P**

WHEREAS children are the foundation of a sustainable and prosperous society, and our welfare as a Commonwealth and a nation is built on a foundation of safe and healthy child development; and

WHEREAS child abuse is among our nation’s foremost public health issues, with studies revealing a direct link between the abuse and neglect of children and long-term psychological, emotional, and physical effects, often with lifelong consequences for victims of abuse and potential impact for future generations; and

WHEREAS the Virginia Department of Social Services reports that child abuse affects more than 120,000 families each year in the Commonwealth as documented by local departments of social services and during SFY2023, there were 139 completed reports of child abuse and neglect accepted by Clarke County Department of Social Services involving 170 children; and

WHEREAS childhood trauma, including abuse and neglect, affects every segment of our community, and finding solutions requires input and action from everyone; and

WHEREAS protective factors such as economic and social supports create conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

WHEREAS every child is entitled to love and care in a safe and nurturing environment free from abuse and neglect with access to the support and educational opportunities needed to help them grow and thrive; and

WHEREAS creating communities where Virginia’s families are supported and strengthened through meaningful partnerships between schools, professional health services, community and faith-based organizations, businesses and law enforcement can prevent child abuse and neglect; and

WHEREAS April is National Child Abuse Prevention Month, a time for Virginians and Americans to be reminded of the courage and responsibility it takes to raise a child; and

WHEREAS through partnership with numerous state agencies and non-governmental organizations, Clarke County Social Services practices a robust prevention plan targeting resources and services to prevent abuse and neglect; and

WHEREAS we must work together as a Community to increase awareness about child abuse and neglect while creating safe and healthy environments for children to live with supportive families and engaged communities.

NOW, THEREFORE, BE IT RESOLVED the Clarke County Board of Supervisors does hereby recognize April 2024 as Child Abuse Prevention Month and call this observance to the attention of all our citizens; 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.

ADOPTED AND ORDERED ENTERED in the official records by the unanimous vote of the Clarke County Board of Supervisors assembled on the 16th day of April, 2024

Attest:2024-02P

David Weiss, Chair

Chairman Weiss thanked Department of Social Services Director Jennifer Parker and Family Services Supervisor Sarita Emmons for the difficult but necessary work that they do in this area.

- Applications for Easement Donations: David & Marti Bryant and Anne McDonald

TO: Board of Supervisors, Chris Boies
 FROM: Conservation Easement Authority, Alison Teetor
 DATE: April 9, 2024
 SUBJECT: Request for approval - Conservation easement donation
 David & Marti Bryant, TM# 20-A-7, Anne McDonald TM# 20-A-5A & 20-A-5B

The Conservation Easement Authority is requesting approval of the easement donation for the above referenced parcels.

The Robert McDonald Trust, Anne McDonald, Trustee has applied to the easement authority for approval of an easement donation. The property is located in the 2000 block of Old Winchester Road 1,800' east of the intersection with Ginns Road. There are 2 properties: tax map 20-A-5A, 80 acres with 4 remaining DURs, and 20-A-5B, 7.99 acres with 1 remaining DUR. Both properties are vacant. The properties are primarily open pasture for hay and grazing. The property is within the Chapel Rural Historic District. The applicant would like to retire 3 of the 4 remaining DURs located on TM# 20-A-5A. No DURs will be retired on 20-A-5B.

The 2 properties were evaluated separately with regards to the criteria. Tax Map# 20-A-5A meets all of the 4 criteria. The property resource score is 60.4, it is adjacent to 3 existing easements, it is over 40 acres, and 3 of the 4 remaining DURs will be retired. Points were given for having frontage on Old Winchester Road, a state designated scenic byway, being adjacent to existing easements, being within the groundwater recharge area, having two sinkholes, and retiring 3 DURs. There is no lien on the property.

Tax Map# 20-A-5B meets 2 of the 4 criteria. The property resource score is 50.2, it is adjacent to 3 existing easements, it is not over 40 acres, and zero DURs will be retired. Points were given for having frontage on Old Winchester Road, a state designated scenic byway, being adjacent to existing easements, and being within the groundwater recharge area. There is no lien on the property.

Marti & David Bryant have applied to the easement authority for approval of an easement donation. The property is located at 2092 Old Winchester Road on the northeast side of the intersection with Ginns Road. The parcel consists of 39.062 acres, there are 2 remaining DURs and an existing house, built in 1877. The parcel is locally known as Duck Pond. The property has a mix of wooded areas and pasture. The property is within the Chapel Rural Historic District and the existing house is a contributing structure. The applicant would like to retire 1 of the 2 remaining DURs.

The property meets 3 of the 4 criteria. The property resource score is 82.5, it is adjacent an existing easement, and 1 of the 2 remaining DURs will be retired, it is not over 40 acres DURs. Points were given for having frontage on Old Winchester Road, a state designated scenic byway, being in easement and adjacent to an existing easement, being within the groundwater recharge area, having a sinkhole, retiring 1 DUR, and having a contributing structure in the Chapel Rural Historic District. There is no lien on the property.

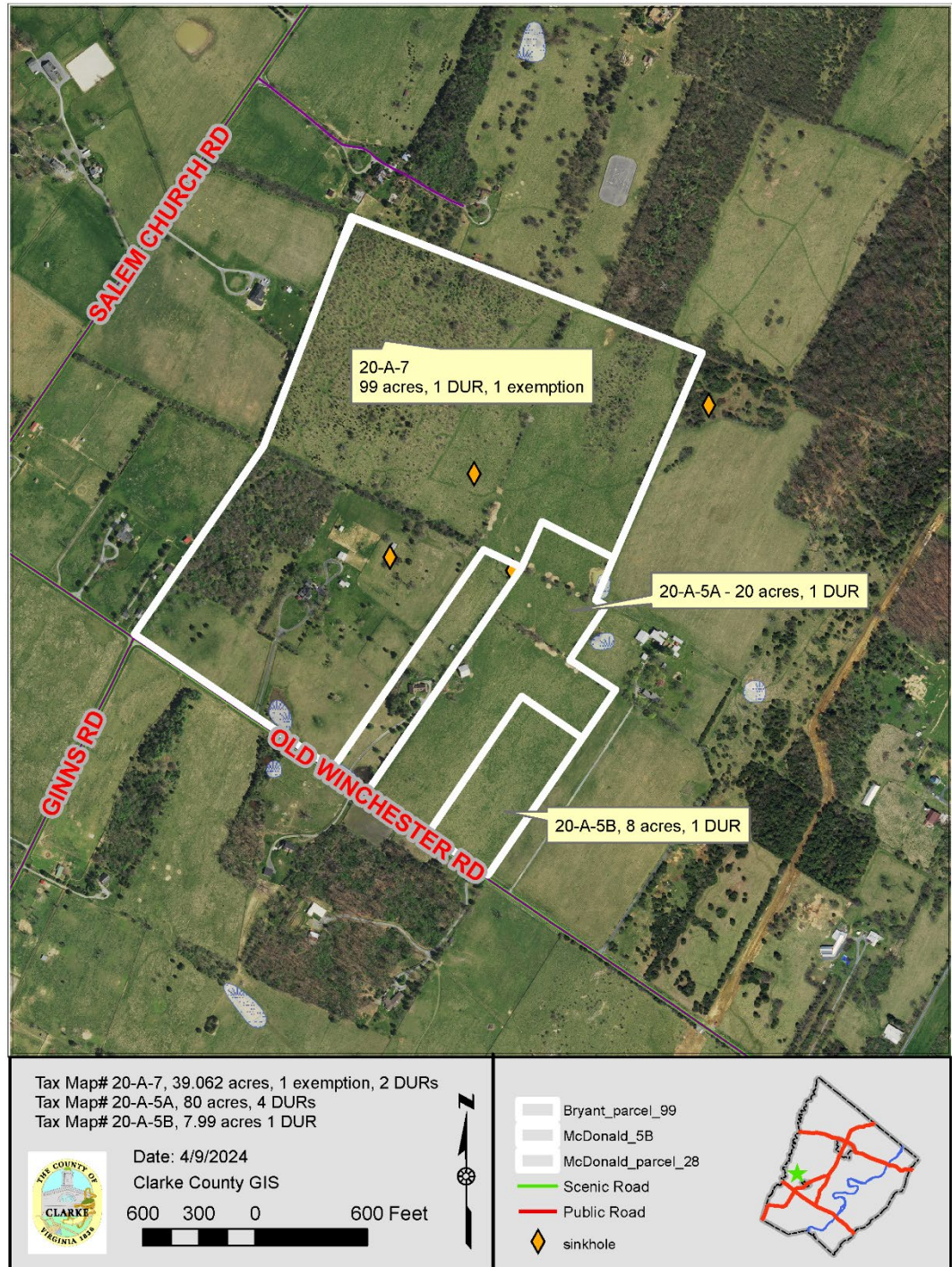
Applications were submitted and preliminary approval given for the easement donations at the December and January CEA meetings. A site visit was conducted March 20th. Final approval for the easement donations are scheduled for April 12th. There are no outstanding issues.

The 80 acre parcel identified as TM# 20-A-5A was approved for subdivision by the Planning Commission on April 5th

- The there are several steps required to complete the recordation of the easements as follows:
- 1) The re-assignment of the Bryant's current VOF conservation easement to the County – VOF approval 3/27.
 - 2) Final approval of the Conservation Easements by CEA 4/12
 - 2) Board of Supervisors approval of the Conservation Easements 4/16
 - 2) The recordation of the Deed of Easement for Anne McDonald – 20-A-5A after final approval by BOS 4/16
 - 3) The recordation of the Planning Commission approved subdivision – recorded immediately following McDonald Deed of Easement 4/16
 - 4) The recordation of the merger plat of the 60 acres to the Bryant's – recorded immediately following subdivision plat recordation 4/16
 - 5) The recordation of the Deed of Easement for the Bryant's 99 acres – recorded immediately after the merger plat recordation 4/16

In total 119 acres will be placed, through donation, in permanent conservation easement retiring a total of 4 DURs, allowing for 2 additional dwellings, one on the current 39 acres, 20-A-7, and 1 on the 20 acres.

Recommendation: Approve the Conservation Easement Authority request for approval of the easement donations of David & Marti Bryant, TM# 20-A-7, Anne McDonald TM# 20-A-5A & 20-A-5B.



9) *Motion to Petition Court to Issue Writ of Election for Commonwealth’s Attorney*

County Administrator Chris Boies advised the following:

- The Commonwealth’s Attorney has submitted her resignation, effective July 31, 2024, in order to become a General District Judge on August 1, 2024.
- The timing allows a special election to be held on November 5, 2024, if the Board instructs the County Attorney to petition the circuit court to issue a writ of election.

Supervisor Bass

- Noted he will abstain from voting to avoid a conflict of interest.

Vice Chair Catlett

- Shared the Board’s appreciation to Anne Williams for her excellent service as Commonwealth’s Attorney and wished her well in her new role.

Supervisor Lawrence moved to direct County Attorney Robert T. Mitchell, Jr. to file a Petition for Writ of Election requesting the Court to issue a Writ of Election and to order that a special election for the unexpired term of the Clarke County Commonwealth’s Attorney be held in Clarke County on November 5, 2024, the date of the next special election in November. The motion carried by the following vote:

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

10) *Motion to Petition Court to Issue Writ of Election for Berryville District Supervisor*

Chris Boies advised the following:

- Matthew E. Bass has also submitted his resignation from the Board of Supervisors, effective May 1, 2024, in order to pursue election as Clarke County Commonwealth’s Attorney.
- A special election for Berryville District Supervisor can be held on November 5, 2024, if the Board instructs the County Attorney to petition the circuit court to issue a writ of election.

Supervisor Bass

- Noted he will abstain from voting to avoid a conflict of interest.

Supervisor McKay moved to direct County Attorney Robert T. Mitchell, Jr. to file a Petition for Writ of Election requesting the Court to issue a Writ of Election and to order that a special election for the unexpired term of the Berryville District Board of Supervisor be held in Clarke County on November 5, 2024, the date of the next special election in November. The motion carried by the following vote:

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

11) *Proposed CY2024 Tax Rates and User Fees Resolution (2024-05R)*

County Administrator Chris Boies presented the following:

- The proposed tax rates would be effective for the calendar year 2024 and the proposed user fee updates would be effective as of July 1, 2024.
- The only proposed change is returning the personal property tax rate to \$4.496 and the rate for qualified Fire & Rescue vehicles to \$2.248.
- A public hearing on the tax rates and user fees was held on April 8, 2024 and there were no speakers on the matter.

Chairman Weiss

- Noted that Mr. Boies did an excellent presentation on the tax rates and the entire budget at the public hearing. The change to the personal property tax rate returns it to where it was from 2012-2022. Based on analysis, roughly 90% of people will pay less than they did last year because vehicle values have depreciated at least 10%.
- Further noted that the tax increase is tied directly to the change in the composite index by the state. The state's calculation cut funding for the schools by more than \$600,000 and the tax rate increase raises revenue by approximately \$500,000. Without the composite index change, the tax increase would be unnecessary.

Supervisor Bass

- Added that the composite index calculation is flawed and shared his hope that the state government prioritize fixing it.

Supervisor Bass moved to adopt the CY2024 Tax Rates and User Fees Resolution (2024-05R) 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

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County Administrator
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**CY2024 TAX RATES AND USER FEES RESOLUTION
2024-05R**

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia, in a meeting assembled this 16th day of April, 2024, a public hearing having been held on April 8, 2024, as required by statute, that the tax rates for calendar year 2024 to support the budget for Clarke County for the fiscal year July 1, 2024 through June 30, 2025, be and are hereby fixed at:

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

	<u>2024</u>
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**	\$4.496
3. Tangible Machinery and tools	\$1.250
4. Tangible personal property of qualified Fire & Rescue Vehicles	\$2.248

*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 35.5% tax relief. Qualifying vehicles valued at \$20,001 or above shall receive 35.5% tax relief on only the first \$20,000 of value.

AND BE IT FURTHER RESOLVED that the “Clarke County User Fee Schedule” be hereby approved and shall be effective July 1, 2024.

Adopted this 16th day of April 2024.

Attest:

Chris Boies, County Administrator

12) *Proposed FY2025 Budget Resolution (2024-06R)*

Chris Boies presented the following:

- This resolution would formally adopt the proposed FY2025 budget, which was presented in detail at the public hearing held on April 8, 2024.
- At that public hearing, there was one speaker and they spoke in favor of the budget.
- This balanced budget that aims to meet the priorities that the Board set in November.

Vice Chair Catlett

- Observed that there were about thirty people in attendance at the public hearing, all of whom likely have a better understanding of the overall budget process after the presentation that was given.

Chairman Weiss

- Thanked the County Administrator, Joint Administrative Services, and staff for their work on the budget.
- Added that the balanced budget was made possible by department heads and constitutional officers making reasonable and thoughtful requests.

Vice Chair Catlett moved to adopt the FY2025 Budget Resolution (2024-06R) 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

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FY2025 BUDGET RESOLUTION 2024-06R

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia, in a meeting assembled this 16th day of April, 2024, a public hearing having been held on April 8, 2024, as required by statute, that the informative and fiscal planning budget for Clarke County for the fiscal year extending July 1, 2024 through June 30, 2025 be approved as follows:

	FY23 Original Budget	FY23 Audited Actual	FY24 Original Budget	FY24 Revised Budget	FY25 Proposed Budget	Variance FY25 - FY24 Original
<i>ESTIMATED EXPENDITURE</i>						
Board of Supervisors	58,600	65,558	59,399	59,399	59,297	(102)
County Administrator	399,585	403,695	423,190	423,190	443,352	20,162
Public Information Services	69,055	68,785	74,682	74,682	79,642	4,960
Legal Services	35,000	17,374	35,000	35,000	35,000	-
Commissioner of Revenue	283,267	318,499	304,295	304,295	312,778	8,483
Treasurer	384,092	437,419	438,215	490,760	486,486	48,271
Data Processing/Information Technology	423,818	402,165	435,791	435,791	592,393	156,602
Electoral Board	57,797	49,624	84,454	84,454	76,879	(7,574)
General Registrar	133,890	134,301	202,920	202,920	209,235	6,315
Circuit Court	19,860	13,450	19,270	19,270	17,300	(1,970)
General District Court	8,620	7,866	8,120	8,120	8,820	700
Blue Ridge Legal Services	1,500	1,500	1,500	1,500	1,500	-
Juvenile & Domestic Court	6,400	6,682	6,400	6,400	7,000	600
Clerk of the Circuit Court	291,128	280,853	300,984	300,984	328,828	27,845
Victim Witness Program Grant	75,942	75,105	81,725	81,725	85,867	4,142
Old Dominion Alcohol Safety Action Program	6,930	6,930	8,000	8,000	8,000	-
Commonwealth Attorney	495,606	501,989	503,663	503,663	542,856	39,193
Sheriff	3,183,752	3,322,052	3,391,758	3,419,258	3,628,616	236,858
Criminal Justice Training Center	19,593	21,723	21,723	21,723	22,581	858
Drug Task Force	12,500	14,355	13,400	13,400	13,400	-
Volunteer Fire Companies	190,980	177,431	182,000	182,000	194,500	12,500
Blue Ridge Volunteer Fire Company	105,200	98,998	99,777	99,777	106,692	6,916
Boyce Volunteer Fire Company	120,430	104,546	118,344	118,344	112,175	(6,169)

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101 Chalmers Court, Suite B
 Berryville, VA 22611

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	FY23 Original Budget	FY23 Audited Actual	FY24 Original Budget	FY24 Revised Budget	FY25 Proposed Budget	Variance FY25 - FY24 Original
Enders Volunteer Fire Company	165,750	198,137	175,434	175,434	232,559	57,125
Fire and Rescue Services	1,945,073	2,101,429	2,100,401	2,125,652	2,254,550	154,150
Lord Fairfax Emergency Medical Services	6,575	6,575	6,904	6,904	6,904	-
Forestry Service	2,874	2,873	2,874	2,874	2,773	(101)
Regional Jail	628,535	616,757	541,010	541,010	480,518	(60,492)
Juvenile Detention Service	36,168	37,547	13,146	13,146	15,348	2,202
Probation Office	400	48	400	400	400	-
Building Inspections	267,213	281,394	274,043	274,043	272,814	(1,229)
Animal Shelter	121,475	169,395	173,310	173,478	214,485	41,175
Medical Examiner & Indigent Burial	200	220	200	200	200	-
Refuse Disposal	180,000	191,318	194,400	194,400	194,400	-
Convenience Center	93,875	70,717	98,446	98,446	98,561	114
Litter Control	7,981	11,000	8,000	16,552	15,000	7,000
Sanitation	244,000	238,978	244,000	244,000	244,000	-
Maintenance/Buildings & Grounds	881,561	908,780	900,085	900,085	972,201	72,117
Local Health Department	193,642	193,642	225,000	200,000	235,000	10,000
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	105,985	105,985	111,284	111,284	116,848	5,564
Concern Hotline	1,500	1,500	1,500	1,500	2,000	500
NW Works	5,000	5,000	5,000	5,000	5,250	250
Seniors First	40,000	40,000	42,000	42,000	42,000	-
VA Regional Transportation Assoc	24,960	24,960	24,960	24,960	24,960	-
FISH	1,000	1,000	2,000	2,000	2,000	-
Access Independence	1,500	1,500	2,000	2,000	2,500	500
Laurel Center	4,000	4,000	6,000	6,000	6,600	600
Tax Relief for the Elderly	215,000	193,542	215,000	215,000	215,000	-
Laurel Ridge Community College	16,528	16,528	16,921	16,921	17,566	645
Parks Administration	566,099	545,915	574,534	530,104	550,121	(24,412)
Recreation Center	165,688	172,054	172,122	172,122	180,819	8,697
Swimming Pool	105,229	96,395	102,401	105,341	107,155	4,754
Parks Programs	339,980	259,569	353,065	398,526	416,246	63,181
Concession Stand	20,051	17,747	22,858	22,858	23,276	418
Barns of Rose Hill	9,000	14,000	9,000	14,000	7,000	(2,000)
Virginia Commission for Arts	9,000	9,000	9,000	9,000	9,000	-
Regional Library	314,000	314,000	325,989	325,989	369,500	43,511
Planning Administration	495,824	515,605	533,786	533,786	564,879	31,094
Planning Commission	14,398	14,051	14,396	14,396	14,396	0
Berryville Development Authority	900	129	900	900	900	-
Regional Airport	5,000	5,000	5,000	5,000	5,000	-
Habitat for Humanity	5,000	5,000	10,000	10,000	10,000	-

	FY23 Original Budget	FY23 Audited Actual	FY24 Original Budget	FY24 Revised Budget	FY25 Proposed Budget	Variance FY25 - FY24 Original
Board of Zoning Appeals	3,519	11,449	3,519	3,519	3,520	1
Office of Economic Development	170,440	129,415	177,111	177,111	178,526	1,415
Small Business Development Center	2,000	2,000	2,000	2,000	2,200	200
Blandy Experimental Farm	3,500	3,500	3,500	3,500	3,500	-
Berryville Main Street	3,866	3,866	3,500	3,500	3,500	-
Historic Preservation Commission	10,900	34,087	11,150	11,150	11,150	-
NSV Regional Planning District Commission	10,914	10,913	11,867	11,867	12,465	599
Water Quality Management	30,000	24,915	30,760	30,760	30,760	-
Friends of the Shenandoah	9,000	9,000	10,000	10,000	10,000	-
Board of Septic Appeals	1,569	437	1,572	1,572	1,569	(3)
Lord Fairfax Soil & Water Conservation	7,500	7,500	9,500	9,500	10,450	950
Biosolids Application	1,096	15	1,091	1,091	1,091	(1)
Cooperative Extension	54,432	45,877	61,919	61,919	67,167	5,248
Northern Virginia 4-H Center	3,125	3,125	2,000	2,000	1,750	(250)
Non-Departmental Legal/Prof. Contingency	106,000	-	54,638	54,638	35,000	(19,638)
Insurance Claims to Fire Departments	-	1,804	-	-	-	-
Ambulance Refunds	-	4,248	-	-	-	-
Joint Administrative Services	818,126	796,755	903,538	903,538	926,462	22,924
Social Services	1,778,290	1,547,922	2,013,734	2,014,633	1,915,391	(98,343)
School Operations	25,390,181	25,986,160	27,585,063	27,878,364	28,678,326	1,093,263
School Food Service	744,298	1,162,027	1,565,391	1,565,391	1,091,616	(473,775)
Children's Services Act	330,295	519,626	410,764	410,764	508,573	97,809
Public Safety Fund	-	46,332	-	-	-	-
Conservation Easement	45,000	233,360	90,000	90,000	45,000	(45,000)
General Capital Improvements	3,735,000	4,312,107	3,621,318	5,534,004	3,989,560	368,242
School Capital Improvements	1,570,325	2,048,398	779,256	1,954,732	638,000	(141,256)
General Debt Service	251,700	251,700	251,700	251,700	251,700	-
School Debt Service	2,329,126	2,328,963	2,289,543	2,289,543	2,284,871	(4,672)
Unemployment Compensation	10,000	2,362	10,000	10,000	10,000	-
TOTAL ESTIMATED EXPENDITURE	51,066,211	53,471,554	54,257,910	57,738,259	56,039,574	1,781,664
Local Funds for Schools	15,974,233	15,439,746	16,843,526	17,206,340	18,481,286	1,637,760
ESTIMATED REVENUE						
LOCAL REVENUE						
Real Estate Taxes	15,035,000	15,260,396	15,299,725	15,299,725	15,362,760	63,035
Proceeds from Delinquent Land Sale	-	36,558	-	-	-	-
Public Service Corporation Real Estate	443,000	475,374	475,000	475,000	457,375	(17,625)
Personal Property Taxes	6,731,556	7,948,625	7,582,242	7,582,242	8,483,220	900,978

	FY23 Original Budget	FY23 Audited Actual	FY24 Original Budget	FY24 Revised Budget	FY25 Proposed Budget	Variance FY25 - FY24 Original
Mobile Home Taxes	600	1,603	800	800	800	-
Machinery and Tools Taxes	208,000	200,351	195,000	195,000	255,000	60,000
Penalties (All Property Taxes)	158,000	271,269	200,000	200,000	200,000	-
Interest (All Property Taxes)	120,000	213,884	135,000	135,000	150,000	15,000
Administrative Costs Delinq	20,000	21,934	21,000	21,000	21,000	-
DMV Stop Fee	7,000	10,524	10,000	10,000	10,000	-
Credit Card Fees	22,000	30,176	30,000	30,000	30,000	-
Sales and Use Taxes	1,550,000	1,595,514	1,650,000	1,650,000	1,700,000	50,000
Consumer's Utility Taxes	345,000	333,188	335,000	335,000	335,000	-
Consumption Tax	34,000	34,283	35,000	35,000	34,000	(1,000)
Business License Tax	23,000	24,430	23,000	23,000	23,000	-
Motor Vehicle Licenses	327,000	364,850	355,000	355,000	387,069	32,069
Recordation Taxes	390,000	246,302	276,000	276,000	240,000	(36,000)
Taxes on Wills	6,000	13,837	7,200	7,200	7,200	-
Transient Occupancy Tax	97,000	126,828	128,000	128,000	140,000	12,000
Cigarette Tax	297,000	267,900	410,400	410,400	350,000	(60,400)
Meals Tax	297,000	276,485	391,406	391,406	390,000	(1,406)
Animal Licenses	3,132	4,358	4,100	4,100	4,978	878
Animal Shelter Fees - Dogs & Cats	7,000	15,102	9,500	9,500	15,000	5,500
Dangerous Dog Registration	85	60	85	85	85	-
Land Use Application Fees Penalty	6,500	6,325	6,100	6,100	6,100	-
Land Use Application Fees	25,000	24,150	450	450	400	(50)
Transfer Fees	710	548	590	590	500	(90)
Zoning and Subdivision Permits	63,000	144,828	96,000	96,000	100,000	4,000
Building Permits	260,000	185,566	225,000	225,000	150,000	(75,000)
Sign Permits and Inspection Fees	300	-	300	300	-	(300)
Weapons Permits	5,000	7,524	5,000	5,000	7,500	2,500
New Dwelling Address Fee	3,900	1,950	3,900	3,900	1,950	(1,950)
Other permits, fees, and licenses	475	-	475	475	-	(475)
Court Fines and Forfeitures	225,000	195,041	200,000	200,000	210,000	10,000
Parking Fines	5,250	2,130	3,000	3,000	2,130	(870)
Courthouse Security Fees	65,000	59,742	60,000	60,000	60,000	-
Local Jury Fees	1,500	1,572	1,500	1,500	1,500	-
E-Ticket Fee	11,000	10,932	11,000	11,000	11,000	-
Interest on Bank Deposits	90,000	242,718	125,000	125,000	250,000	125,000
Rental of Property	66,000	56,643	43,930	43,930	33,400	(10,530)
Sheriff's Fees	800	784	800	800	800	-
DNA Fees - Blood Test	200	283	200	200	200	-
Court Appointed Attorney	200	-	200	200	100	(100)
Commonwealth's Attorney Fees	800	868	800	800	800	-

	FY23 Original Budget	FY23 Audited Actual	FY24 Original Budget	FY24 Revised Budget	FY25 Proposed Budget	Variance FY25 - FY24 Original
Central Alarm - Berryville	5,000	5,000	5,000	5,000	5,000	-
Wireless E-911	50,118	52,865	53,000	53,000	57,600	4,600
Fees for Ambulance & Rescue Services	450,000	587,154	490,000	490,000	550,000	60,000
Jail Processing Fee	850	1,137	850	850	850	-
Humane Foundation Contribution	20,000	25,000	25,000	25,000	25,000	-
Recycling Rebate	27,000	26,580	27,027	27,027	25,992	(1,035)
Recreation Center Fees	48,000	57,469	60,000	60,000	70,000	10,000
Swimming Pool Fees	77,000	78,766	72,500	72,500	90,000	17,500
Concession Stand Revenue	14,500	16,513	15,000	15,000	15,000	-
Parks Programs Fees	255,000	253,343	255,000	255,000	255,000	-
Mapping Fee	6	-	6	6	100	94
Engineer's Fee	5,000	24,325	10,000	10,000	10,000	-
Biosolids Application Fees	500	-	500	500	500	-
Payments in Lieu of Tax	45,315	44,959	45,787	45,787	250,000	204,213
Rebates & Refunds	6,800	9,978	6,800	6,800	6,800	-
Miscellaneous Revenue	500	11,059	12,000	12,000	10,000	(2,000)
Miscellaneous Revenue - Econ Development	19,500	19,500	19,500	19,500	19,500	-
Gifts & Donations	1,000	2,872	1,000	1,000	1,000	-
Sale of Salvage & Surplus Property	-	(33)	-	-	-	-
Sale of Vehicles	-	(174)	-	-	-	-
Sale of Other Equipment	-	4,439	-	-	-	-
Cancelled Checks/NSF Fees	250	983	250	250	200	(50)
Insurance Recovery	-	8,415	-	-	-	-
Other Misc Revenue (Bank Rec)	-	(263)	2,820	2,820	-	(2,820)
Opioid Dist/Janssn/Mallink	-	32,178	-	5,342	-	-
CITAC Reimbursement	5,000	-	5,000	5,000	-	(5,000)
Joint Administrative Services	-	4,372	-	-	-	-
Social Services	-	1,918	-	-	-	-
School Operations	260,185	228,205	246,185	246,185	253,255	7,070
School Food Service	460,000	494,355	605,546	605,546	638,877	33,331
Children's Services Act	-	2,729	-	-	-	-
Public Safety Fund	-	37,247	-	-	-	-
Conservation Easement	30,000	160,914	30,000	30,000	30,000	-
Proffers	-	7,243	-	-	-	-
General Capital Projects	-	45,917	-	-	-	-
School Capital Projects	-	1,900	531,456	531,456	-	(531,456)
Parks Construction Fund	-	2,530	-	-	-	-
School Debt Service	107,000	104,475	108,309	108,309	107,059	(1,250)
TOTAL LOCAL REVENUE	28,840,532	31,069,303	30,986,239	30,991,581	31,854,600	868,361

	FY23 Original Budget	FY23 Audited Actual	FY24 Original Budget	FY24 Revised Budget	FY25 Proposed Budget	Variance FY25 - FY24 Original
COMMONWEALTH OF VIRGINIA						
Motor Vehicles Carrier's Taxes	23,000	24,052	22,000	22,000	24,000	2,000
Mobile Home Titling Tax	-	495	-	-	-	-
Tax on Deeds (Grantor's Tax)	100,000	81,222	100,000	100,000	82,000	(18,000)
Personal Property Tax Relief	2,483,842	2,483,842	2,483,842	2,483,842	2,483,842	-
Auto Rental Tax	150	681	200	200	400	200
Communications Tax Sales and Use Tax	284,030	297,957	272,479	272,479	270,000	(2,479)
Commonwealth's Attorney Comp Board	220,661	216,264	234,976	234,976	246,069	11,093
Sheriff Comp Board	886,036	898,136	962,174	962,174	1,016,469	54,295
Commissioner of Revenue	96,794	112,298	121,301	121,301	125,088	3,787
Treasurer	127,387	132,480	143,431	158,142	163,167	19,736
Registrar	57,557	66,084	63,414	63,414	65,159	1,745
Elections	-	-	20,675	20,675	-	(20,675)
Clerk of the Circuit Court	192,888	193,350	209,854	209,854	220,250	10,396
Revenue from the Commonwealth	-	-	-	27,500	-	-
Spay & Neuter Fund Distribution	100	414	200	200	200	-
EMS 4 for Life	-	18,923	19,000	19,000	19,000	-
Fire Program Funds	55,980	37,955	38,000	38,000	43,000	5,000
Litter Control	7,981	11,000	8,000	16,552	15,000	7,000
MultiState Opioid Settlement	-	11,644	5,342	-	-	(5,342)
VA Commission for the Arts	4,500	4,500	4,500	4,500	4,500	-
VA Dept of Forestry Sustainab	-	4,815	-	-	-	-
Other Categorical Aid	-	2,202	-	-	-	-
Social Services	585,800	389,707	658,970	658,970	410,146	(248,824)
School Operations	10,199,473	10,574,313	11,492,195	11,783,093	11,749,632	257,437
School Food Service	44,244	33,485	44,621	44,621	30,000	(14,621)
Children's Services Act	190,709	197,753	213,721	213,721	264,610	50,889
Public Safety Fund	-	12,432	-	-	-	-
Conservation Easement	15,000	151,826	15,000	15,000	15,000	-
General Capital Projects	-	61,561	26,318	41,265	29,840	3,522
School Capital Projects	1,570,325	1,411,877	247,800	1,062,864	238,000	(9,800)
TOTAL COMMONWEALTH REVENUE	17,146,457	17,431,268	17,408,013	18,574,343	17,515,372	107,359
FEDERAL REVENUE						
Payment in Lieu of Taxes	7,272	7,372	7,417	7,417	7,670	253
State Criminal Alien Asst Grant	1,689	-	1,689	1,689	-	(1,689)
Violence Against Women Grant	28,053	28,096	28,053	28,053	28,053	-
Victim Witness Grant - Federal Portion	72,191	72,191	67,138	67,138	67,138	-
DMV Alcohol Enforcement	9,900	3,293	-	-	9,916	9,916
DMV Speed Enforcement	7,200	631	-	-	6,688	6,688
Internet Crimes Against Children Task Force	5,000	4,283	5,000	5,000	5,000	-

	FY23 Original Budget	FY23 Audited Actual	FY24 Original Budget	FY24 Revised Budget	FY25 Proposed Budget	Variance FY25 - FY24 Original
Dept Historic Resources Book Grant	-	19,005	-	-	-	-
Byrne Justice Assistance	929	1,134	-	-	-	-
Staffing EMS Grant	58,852	57,527	-	-	-	-
OCDETF Equitable Sharing Funds	-	2,271	-	-	-	-
Emergency Mgmt Performance Grant	7,500	-	7,500	7,500	7,500	-
ARPA	-	45,500	-	4,500	-	-
Social Services	585,800	772,130	658,970	658,970	843,317	184,347
School Operations	1,086,845	1,428,636	1,106,901	1,106,901	703,006	(403,895)
School Food Service	240,054	606,302	915,224	915,224	422,739	(492,485)
Children's Services Act	-	13,046	-	-	-	-
Public Safety Fund	-	171	-	-	-	-
General Capital Projects	-	2,701,803	150,000	326,781	-	(150,000)
School Capital Projects	-	1,119,835	-	-	-	-
School Debt Service	91,571	82,417	77,490	77,490	68,960	(8,530)
TOTAL FEDERAL REVENUE	2,202,856	6,965,643	3,025,382	3,206,663	2,169,987	(855,395)
BUDGET BALANCE PROCEDURE						
TOTAL EXPENDITURES	51,066,211	53,471,554	54,257,910	57,738,259	56,039,574	1,781,664
TOTAL REVENUE	48,189,845	55,466,213	51,419,635	52,772,588	51,539,959	120,325
SURPLUS (DEFICIT)	(2,876,366)	1,994,660	(2,838,275)	(4,965,670)	(4,499,614)	(1,661,339)
FROM FUND BALANCE	2,876,366	(1,994,660)	2,838,275	4,965,670	4,499,614	1,661,339
NET	-	-	-	-	-	-
SURPLUS/DEFICIT ADJUSTMENTS:						
TOTAL SURPLUS (DEFICIT) ADJUSTMENTS	-	-	-	-	-	-
ADJUSTED SURPLUS (DEFICIT)	(2,876,366)	-	(2,838,275)	-	(4,499,614)	-
PAY-AS-YOU-GO:						
GOV OPERATING					82,662	
SCHOOL OPERATING					57,232	
GOV CAPITAL PROJECTS	2,880,000		2,838,275		3,959,720	
SCHOOL CAPITAL PROJECTS	-		-		400,000	
TOTAL PAY-AS-YOU-GO	2,880,000		2,838,275		4,499,614	
SURPLUS (DEFICIT) NET OF PAY-AS-YOU-GO	3,634		(0)		-	

Adopted this 16th day of April 2024.

Attest:

 Chris Boies,
 County Administrator

13) *Proposed FY2025 Budget Appropriations Resolution (2024-07R)*

Chris Boies noted the following:

- Now that the FY2025 Budget is approved, the Board must appropriate it accordingly so the funds can be spent.
- The resolution outlines the appropriations to the various funds within the county and school budget.

Supervisor Bass moved to adopt the FY2025 Budget Appropriations Resolution (2024-07R) 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

FY2025 BUDGET APPROPRIATIONS RESOLUTION 2024-07R

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, 2024 through June 30, 2025, 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>	\$15,780,391
Total Appropriation	\$15,780,391

Social Services Fund

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

<i>Direct Revenue to Social Services Fund</i>	\$1,253,463
<i>Transfer from General Fund</i>	\$611,462
Total Appropriation	\$1,864,925

School Operating Fund

To be expended only on order of the School Board:

<i>Direct Revenue to School Operating Fund</i>	\$12,705,893
<i>Transfer from General Fund</i>	\$15,972,433
Total Appropriation	\$28,678,326

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>	\$264,610
<i>Transfer from General Fund</i>	\$243,962
Total Appropriation	\$508,573

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>	\$ -
Total Appropriation	\$45,000

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 Berryville, VA 22611

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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>	\$29,840
<i>Transfer from General Fund</i>	\$3,959,720
Total Appropriation	\$3,989,560

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>	\$238,000
<i>Transfer from General Fund</i>	\$400,000
Total Appropriation	\$638,000

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>	\$176,019
<i>Transfer from General Fund</i>	\$2,108,852
Total Appropriation	\$2,284,871

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
Total Appropriation	\$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>	\$896,611
Total Appropriation	\$896,611

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
Total Appropriation	\$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 2024-2025 to the extent of the balance in such Food Service Fund as of 30, June, 2024, plus such receipts as may be deposited during the Fiscal Year 2024-2025.

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 2024-2025 to the extent of the balance in such Drug Enforcement Fund as of 30, June, 2024, plus such receipts as may be deposited during the Fiscal Year 2024-2025.

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 2024-2025 to the extent of the balance in such Joint Government Center Fund as of 30, June, 2024, plus such receipts as may be deposited during the Fiscal Year 2024-2025.

TESTE: _____
Chris Boies, County Administrator

14) Resolution of Support for SMART Scale Application for Route 7/Route 601 Intersection Improvements (2024-08R)

Chris Boies presented the following:

- Loudoun County is seeking a resolution of support for their SMART Scale application for the Route 601/Route 7 intersection.
- Clarke County previously submitted a SMART Scale application for that intersection, with a resolution of support from Loudoun County.
- At that time, Loudoun County had higher-priority projects and were limited in the number of applications they could submit.
- Clarke’s application was unsuccessful and Loudoun County is now offering to submit a SMART Scale application for that project.
- A resolution of support is necessary because the intersection is so close to the county line.

- The project, which Loudoun does not propose to change, would not restrict left-hand turns at the intersection but instead seeks to make U-turns an easier and safer movement.
- Loudoun previously allocated \$500,000 for the project and that allocation could be used as a local match.

Supervisor Lawrence

- Asked which district’s crash data would be used to evaluate the application, as the intersection area contains two different districts.
 - Chris Boies responded that the crash data should be statewide and not by district.

Vice Chair Catlett moved to approve the Resolution of Support for Route 7/Route 601 Intersection Improvements (2024-08R) 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

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County Administrator
Chris Boies
(540) 955-5175

Resolution of Support for SMART Scale Application for Route 7/Route 601 Intersection Improvements 2024-08R

WHEREAS, the Commonwealth of Virginia now prioritizes transportation projects for funding based on the cost effectiveness of those projects to meet performance goals, as established by the Smart Scale Program; and

WHEREAS, the Loudoun County Board of Supervisors desires to submit an application for an allocation of funds for the Route 7 and Route 601 Intersection Project under the Smart Scale prioritization program; and

WHEREAS, the Route 7 and Route 601 intersection is identified in the VTRANS 2045 Needs Assessment as having a safety improvement and capacity preservation need; and

WHEREAS, this Intersection Project will make operational and safety improvements at the Route 7 and Route 601 intersection based on the recommendations from the ongoing VDOT Intersection Study to address the identified VTRANS 2045 Needs; and

WHEREAS, this intersection is close to the border between Loudoun and Clarke counties and both counties have worked collaboratively on a design solution.

NOW, THEREFORE, BE IT RESOLVED the Clarke County Board of Supervisors hereby supports Loudoun County’s application for the Route 7 and Route 601 Intersection Project, using the Alternative 1-Phase 1 Interim Improvement sketch developed by VDOT, to compete for state and federal funding under the Smart Scale program.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the Clarke County Board of Supervisors’ members assembled on the 16th day of April 2024.

ATTEST 2024-08R

David S. Weiss, Chair

15) Board of Supervisors Personnel Committee Items from April 8, 2024

A. Expiration of Term for Appointments Expiring through June 2024

2024-04-08 Summary: Following review, the Personnel Committee recommends the following:

- Reappoint Page Carter to the Historic Preservation Commission for a four-year term that will expire May 31, 2028.
- Dissolve the Broadband Implementation Committee

2024-04-16 Action: Chris Boies reviewed the above summary.

- If issues arise with the current broadband project, the Board of Supervisors would be the better body to handle them, rather than the Broadband Implementation Committee.

Supervisor Lawrence moved to approve the Personnel Committee recommendations 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

16) *Board of Supervisors Work Session Items from April 8, 2024*

Board of Supervisors Work Session Items
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611
April 8, 2024, 10:00 am, Meeting Room AB

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, Brandon Stidham

Others Present: Sheriff Travis Sumption, Ed Carter

Press Present: None

2024-04-08 Summary: At 10:02 am, Chairman Weiss called the meeting to order.

- VDOT Secondary Six-Year Plan: Ed Carter, residency administrator for the VDOT Staunton District, presented updated financial figures for the FY 2025-2030 Secondary System Plan. The current plan calls for Lockes Mill to be paved from 2.04 miles east of Route 608 to 0.96 miles east of Route 608 during FY 25. Another unnamed project exists for FY 30 and countywide transportation services is funded each year. Mr. Carter clarified that these funds can only be used for secondary roads, the current estimate to hard surface gravels roads is \$355k per mile, and that new legislation signed this year may allow rural rustic funds to be used for road repairs (previously they could only be used for hard surface). By consensus, the Board agreed to consider authorizing a public

hearing on this matter at their April 16 meeting (hearing possibly on May 21), to leave the unnamed project unassigned until ranking criteria can be developed over the next year, and to allow existing funding to be used for improvements to Morgan’s Mill Road.

- B. Berryville District Supervisor Resignation: Supervisor Bass read his resignation announcement aloud and the Board members thanked Supervisor Bass for his service to the County. By consensus, the Board agreed to post the Berryville District Supervisor position vacancy on the County website from April 9 to April 26, conduct interviews sometime between April 29 and May 10, to appoint a replacement at the May 13 work session, and to have the new board member in place for the May 21 meeting.

At 10:59 am, Chairman Weiss adjourned the meeting.

2024-04-16 Action: Chris Boies reviewed the above summary.

Supervisor Lawrence

- Suggested holding the public hearing during the afternoon session.

Chairman Weiss

- Noted, and Vice Chair Catlett concurred, that the Board has established a practice of holding public hearings during the evening so that they are easier for citizens to attend.

Supervisor McKay moved to set a public hearing on the VDOT Secondary Six Year Plan for May 21, 2024, 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

17) *Board of Supervisors Finance Committee Items from April 8, 2024*

A. Clarke County School Division FY24 Supplemental Appropriation Requests

1. CCPS has applied for and received a Security System grant from the Department of Criminal Justice Services (DCJS). These grant funds will be used to purchase security cameras and radios. The grant total is

\$36,425, which includes a required local match amount of \$7,285. This request is for expenditure and supplemental appropriation of \$29,140 to the capital projects fund. The local match of \$7,285 has already been appropriated as part of the FY24 original CCPS adopted budget.

2. This is a supplemental expenditure and revenue budget and appropriation request in the amount of \$17,977 to the capital projects fund, for the Boyce Elementary School playground equipment and installation. This appropriation represents the portion of the playground costs provided by the BES PTO and will be combined with CCPS expenses for a total project cost of \$32,977. The total project cost is captured for fixed asset value and used to calculate depreciation in future years.
3. This is a supplemental expenditure and revenue budget and appropriation request for the School Division operating fund in the amount of \$7,797.48 for repairs to Boyce Elementary School as a result of storm damage. An insurance claim was filed with the Division's insurance company and a claim payment of \$7,797.48 is being processed.
4. CCPS received \$30k in ESSER III Retention grant funds. These funds will be used for continuing education support for 13 provisionally licensed teachers, 3 teachers needing to add specific certifications, and 4 long term substitutes seeking their initial provisional license. This request is for supplemental expenditure and revenue budget and appropriation of \$30,000 to the CCPS operating fund.
5. There are additional federal ARP ESSER III funds available in the amount of \$18,411. These funds will be used to help cover a portion of the costs for the Cooley Upper vestibule and a Spot Vision Screener. CCPS intends to fully spend the ARP ESSER III grant funds by 6/30/24. This request is for supplemental expenditure and revenue budget and appropriation to the operating fund in the amount of \$18,411 in order to receive the federal funds.

2024-04-08 Summary: Following review, the Finance Committee recommends, "Be it resolved that the FY24 School Operating Fund budgeted expenditure and appropriation be increased by \$56,208, and that revenue budget and appropriation be increased by the same amount, for the purpose of receiving additional federal revenue of \$30,000 for the ESSER III Retention Grant, \$18,411 of ARP ESSER III federal revenue for the Cooley Upper vestibule renovation and Spot Vision Screener, and additional local revenue of \$7,797 received from an insurance claim for repairs to Boyce Elementary School as a result of storm damage."

The Finance Committee further recommends, “Be it resolved that the FY24 School Capital Projects Fund budgeted expenditure and appropriation be increased by \$47,117, and that revenue budget and appropriation by increased by the same amount, for the purpose of receiving additional state revenue of \$29,140 for a School Security System grant and additional local revenue of \$17,977 received from the Boyce Elementary School PTO, for playground equipment and installation.”

2024-04-16 Action: Brenda Bennett reviewed the above summary:

- None of the school board requests require additional local funds, is all money in money out.

Supervisor Bass

- Inquired what a spot vision screener is.
 - Brenda Bennett answered that it is a piece of equipment that allows schools to conduct more comprehensive vision screenings in-house.

Supervisor Bass moved, be it resolved, that the FY24 School Operating Fund budgeted expenditure and appropriation be increased by \$56,208, and that revenue budget and appropriation be increased by the same amount, for the purpose of receiving additional federal revenue of \$30,000 for the ESSER III Retention Grant, \$18,411 of ARP ESSER III federal revenue for the Cooley Upper vestibule renovation and Spot Vision Screener, and additional local revenue of \$7,797 received from an insurance claim for repairs to Boyce Elementary School as a result of storm damage. 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

Supervisor Bass further moved, be it resolved, that the FY24 School Capital Projects Fund budgeted expenditure and appropriation be increased by \$47,117, and that revenue budget and appropriation by increased by the same amount, for the purpose of receiving additional state revenue of \$29,140 for a School Security System grant and additional local revenue of \$17,977 received from the Boyce Elementary School PTO, for playground equipment and installation. 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. FY24 Conservation Easement Supplemental Appropriation Request: The Conservation Easement Authority is requesting supplemental appropriation for an easement application filed by Mary Keith Lilly (Lilly Farm).

2024-04-08 Summary: Following review, the Finance Committee recommends, "Be it resolved that FY24 budgeted expenditure and appropriation to the Conservation Easement fund be increased \$78,750, that local revenue from the Piedmont Environmental Council be budgeted in the amount of \$37,625, that revenue from the Commonwealth be budgeted in the amount of \$41,125, all for the purpose of purchasing Conservation Easement on the land of Mary Keith Lilly."

2024-04-16 Action: Brenda Bennett reviewed the above summary.

Vice Chair Catlett

- Observed that the Lilly Farm is located in an area of the county that does not have a lot of conservation easements currently.

Supervisor Lawrence moved, be it resolved, that FY24 budgeted expenditure and appropriation to the Conservation Easement fund be increased \$78,750, that local revenue from the Piedmont Environmental Council be budgeted in the amount of \$37,625, that revenue from the Commonwealth be budgeted in the amount of \$41,125, all for the purpose of purchasing Conservation Easement on the land of Mary Keith Lilly. 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. Bills and Claims

2024-04-08 Summary: Following review, the Finance Committee recommends approving the March 2024 Invoice History report.

2024-04-16 Action: Brenda Bennett reviewed the above summary.

Vice Chair Catlett moved to approve the March 2024 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

D. Standing Reports

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

2024-04-16 Action: Information Only.

18) *Joint Administrative Services Board Update*

Brenda Bennett advised that the Joint Administrative Services Board has not met.

19) *Government Projects Update*

Chris Boies provided the following update:

- Frederick Water has provided a draft financial agreement for our project at Double Tollgate. We hope to have it reviewed for the Board’s May meeting. Frederick Water also informed us they pushed out the bid due date for the force main and pump station project from April 23 to May 2 at the request of several of the contractors interested in the project.

- The pool project remains on schedule with only some minor work still to be completed by the contractor. We have preliminarily scheduled a ribbon-cutting event at 5:00 pm on May 15.
- The Northern Shenandoah Valley Regional Commission’s Ride Smart program also has a ribbon-cutting ceremony on May 15 at 5:15 pm at the Waterloo park and ride, to launch a new bus service from that location to Rosslyn and Washington D.C.
- There are a lot of recognitions this time of year. In addition to April being Child Abuse Prevention month, it is also National County Government month. It is a good time to thank the Board of Supervisors for all of the work you do to serve our community. We are paid to do what we do but you barely get enough to cover your gas money running to all of the meetings that you attend so we thank you for your service. The second week of April is known as National Public Safety Telecommunicators week, we appreciate everything our 911 dispatchers do for us. We plan to deliver them some sweet treats on behalf of the Board later in the week.
- Congratulations to Cathy Kuehner, public information officer, for reaching 10,000 Facebook followers and over 1,000 e-newsletter subscribers. She is doing a great job getting information out to the public.
- Thanks as well to Lorien Lemmon and the Litter Committee for their work on the upcoming Earth Day celebration, which will be held on April 20 at the fairgrounds.

20) Miscellaneous Items

Chairman Weiss noted that this is Supervisor Bass’ last meeting as the Berryville District Supervisor and presented Mr. Bass with a gift and card from the Board of Supervisors.

Vice Chair Catlett, Supervisor Lawrence, and Supervisor McKay offered the Board’s thanks and appreciation to Mr. Bass for his service over the past four years.

21) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Share citizen comments with VDOT	Chris Boies
2.	Process Employee of the Quarter award	Catherine Marsten

- | | |
|---|-------------------|
| 3. Process and post approved minutes | Catherine Marsten |
| 4. Execute appointment letter, resolutions & proclamation | David Weiss |
| 5. Process appointment, resolutions & proclamation | Catherine Marsten |
| 6. Process approved easement items | Alison Teetor |
| 7. Submit petitions for writs of election to the court | Bob Mitchell |
| 8. Post the tax rates, budget, and appropriations resolutions on county website | Cathy Kuehner |
| 9. Send resolution of support to Loudoun County | Catherine Marsten |
| 10. Schedule & advertise public hearing | Catherine Marsten |
| 11. Process supplemental appropriations | Brenda Bennett |
| 12. Process bills & claims | Brenda Bennett |

22) Board Member Committee Status Reports

Supervisor Matthew Bass

Board of Septic and Well Appeals

- o Nothing to report.

Library Advisory Council

- o Nothing to report.

Litter Committee

- o Holding an Earth Day event at the fairgrounds on April 20, featuring speakers, community trash pickup, demonstrations, and refreshments.

Josephine School Community Museum Board

- o Nothing to report.

Legislative Updates

- o Nothing to report.

Northwestern Regional Adult Drug Treatment Court Advisory Committee

- o Nothing to report.

Northwestern Regional Juvenile Detention Center Commission

- o Nothing to report.

Sheriff's Office

- o Nothing to report.

Town of Berryville

- o Nothing to report.

Parks and Recreation Advisory Board

- o Zero-depth pool entrance is impressive and will be very beneficial.

Supervisor Bev McKay

Town of Boyce

- Nothing to report.

Northern Shenandoah Valley Regional Commission

- Warren County is now serving as a regional hub for the broadband project, including a storage yard.
- All-Points Broadband has achieved initial contract milestones scheduled in Q4 2023 and has received reimbursement approval for Q1 2024. Initial milestones represent 20% of the total county match.
- Fauquier, Frederick, Clarke, Warren, Page, and Rappahannock counties are targeted to be submitted by April.

Regional Airport Authority

- Finances are looking much better: fuel sales are up 89%, they have paid off a loan five years early, and they have increased flight operations.

Economic Development Advisory Committee

- Spring Business Tour on April 17.

Conservation Easement Authority

- Currently negotiating with landowners on several new easements.

Sanitary Authority

- Major concern is trying to get arrearages caught up; there are many customers that owe large sums and the authority was not permitted to shut off service during the pandemic.

Berryville-Clarke County Joint Building Committee

- Will meet on May 1.

Vice Chair Terri Catlett

Career and Technical Education

- Clarke won the Widget Cup on April 11; their third consecutive and fourth win overall.
- Work-based learning opportunities are expanding through partnerships with solar vendor, airport, drone program, electric program, Enders, Audley, etc.

Clarke County Humane Foundation

- Will meet at end of April.

Village of Millwood

- Community garden is looking for volunteers.

Planning Commission

- Annual report presented earlier in meeting.

Community Policy & Management Team

- Held joint strategic planning meeting with FAPT.
- Nancie Williams is the new juvenile court judge.

Supervisor Doug Lawrence

Board of Social Services

- Held new member training.
- Child Abuse Prevention Month event at Rose Hill Park on April 25.

School Board

- Choosing a firm to assist with the Superintendent search and hiring.

Regional Jail Authority

- Has not met.

Chairman David Weiss

Berryville-Clarke County Joint Committee on Economic Development & Tourism

- Meets April 26.

Historic Preservation Commission

- Celebrating 25th anniversary of presenting awards, discussing how to promote and recognize past winners at the annual awards presentation on May 15.
- Submitting a grant application to help create guidelines.

Industrial Development Authority

- Meets April 25.

- Further shared that he attended the memorial service for Mary Nagelvoort, who was the musical director at Marvin Chapel for 32 years. The service was well attended and a beautiful tribute to her life of tremendous community service.

23) Adjournment

Chairman Weiss adjourned the meeting at 2:16 pm.

24) Next Regular Meeting Date

The next regular meeting of the Board of Supervisors will be held on Tuesday, May 21, 2024, at 1:00 pm in the Berryville Clarke County Government Center, Main Meeting Room, at 101 Chalmers Court, Berryville, Virginia.

Approved May 21, 2024

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ATTEST: April 16, 2024

David S. Weiss, Chairman

Chris Boies, County Administrator

Recorded and Transcribed by Catherine D. Marsten