



# Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center  
101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia

Item

## September 17, 2013

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### Afternoon Session 1:00 PM

1. Call To Order	6
2. Adoption Of Agenda	7
3. Citizen's Comment Period	8
4. VDOT	9
5. Clarke County School Board Update	10
6. Approval of Minutes:	
- August 20, 2013 Regular Meeting	11
7. Consent Agenda	31
A. 2013-15R Resolution Adopting Revised Emergency Operations Plan	32
B. VACo 2013 Voting Credentials	33
8. Board of Supervisors Personnel Committee Items	36
A. Expiration of Term for appointments expiring through December 2013. <b>Action: Personnel Committee recommends the following appointments:</b>	38
✓ <b>Reappoint Mark Cochran to serve a four-year term on the Clarke County Industrial Development Authority expiring 10/30/2017</b>	
✓ <b>Reappoint Allan Frederickson to serve a four-year term on the Clarke County Industrial Development Authority expiring 10/30/2017</b>	
B. Closed Session re: §2.2-3711-A1 Specific individual under consideration for appointments and positions. Action: Information only.	36
C. BCCGC Flag Status and Mourning Drape Usage. Action Information only. .	36
D. Personnel Policy Update. Action: The Personnel Committee requests Board comment on the policy draft to date.	47
9. Board of Supervisors Work Session Items	134
A. White Post Dairy Update. Action: Information only.	135
B. Sewer Easement Crossing Boyce Elementary School. Action: By consensus, the Board authorized the Chair to sign the letter as presented.	138
10. Board of Supervisors Finance Committee Items	139
1. FY2013 Year End Supplementals. Action: Information only.	139
2. FY2013 Conservation Easement Supplemental Appropriation. <b>Action: "Be it resolved that FY 13 Conservation Easement Fund Budgeted expenditures be increased \$241,307, and the</b>	140

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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9/12/2013 10:41 AM



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	same appropriated, and be it further resolved that that revenue from Farm and Ranchland Protection Program, the Piedmont Environmental Council, and the Virginia Department of Agricultural and Consumer Services be recognized in the same amount, all for the purchase of a Conservation Easement. "	
3.	FY2014 Supplemental Appropriations and Transfer Requests.	140
a.	Voting Equipment. <b>Action: "Be it resolved that FY 14 Electoral Board expenditures be increased \$3,644, and the same appropriated, by recognizing \$1,000 revenue from the Commonwealth, and by transferring \$2,644 from the minor capital contingency, all for the purpose of providing handicapped accessible optical scan equipment."</b>	140
b.	Compensation Plan update. <b>Action: "Be it resolved that \$7,500 be transferred from the Personnel contingency to County Administrator Purchased Services, for the purpose of updating the Government pay and classification plan. "</b>	140
c.	FCWA Septage Agreement. This budget will require an additional \$500 by year end based on the O&M factor calculated by FCWA at the outset of the fiscal year. <b>Action: "Be it resolved that \$500 be transferred from the General Fund contingency for professional services to the Sanitation account. "</b>	140
d.	Historic Preservation Grant. The Chapel Hill Historic District and Josephine City projects were not completed by June 30, so it is necessary to carry over the grant as follows: <b>Action: "Be it resolved that FY 14 expenditures of the Historic Preservation Commission be increased \$9,000, and the same appropriated, and that revenue from the Commonwealth be increased in the same amount, all for the purpose of completing certain historic preservation projects. "</b>	140
e.	Gang Task Force Grant. The Gang Task Force Grant has received an extension of time for expenditure of their allotment, thereby enabling more expenditure in the grant: <b>Action: "Be it resolved that \$15,000 be transferred from Sheriff salary and benefits, to Gang Task Force salary and benefits, and that estimated revenue from the federal government be increased by the same amount."</b>	140
f.	Economic Development. <b>Action: "Be it resolved that \$1,750 be transferred from the contingency for minor capital to the Economic Development accounts for the purpose of purchasing two 'Welcome to Clarke County' signs."</b>	140
g.	Water Quality Testing. <b>Action: "Be it resolved that FY 14 Water Quality Management expenditures be increased by \$12,000, the same appropriated, and revenue from the Chesapeake Bay Restoration Fund recognized in the same amount, all for the purpose of conducting water quality testing."</b>	140
h.	Conservation Easement Fund Grant. <b>Action: "Be it resolved that FY 14 budgeted expenditure for the Conservation Easement Fund be increased \$21,250, the same appropriated, and revenue from the Farm and Ranchland Protection Program recognized in the same amount, all for the purpose of providing conservation</b>	141



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<b>easements on certain Clarke County properties. "</b>		
i. National Fish and Wildlife Grant. <b>Action: "Be it resolved that the FY 14 General Government Capital Projects Fund be amended to increase expenditure by \$141,603, to appropriate the same, and to recognize revenue from the Fish and Wildlife Foundation in the same amount, all for the purpose of watershed improvements to C-Spout Run, and be it further resolved that these funds be disbursed only to the extent that all documents necessary to ensure federal fund compliance, including proof of match, timesheets, and receipts, have been received from sub-grantee agencies."</b>		141
4. Conservation Easement Purchase Set Public Hearing. The Chapman Conservation Easement purchase is a total of \$420,000 of which \$97,500 is already appropriated. Therefore additional appropriation of \$322,500 is required. This amount, when added to FY 14 year to date supplementals will require a public hearing in October on the following action: "Be it resolved that FY 14 budgeted expenditure for the Conservation Easement Fund be increased \$322,500, and the same appropriated, and be it further resolved that combined revenue from the Piedmont Environmental Council, the Virginia Department of Agricultural and Consumer Services, and the Virginia Land Conservation Fund be recognized in the same amount, all for the purchase of Conservation Easements." <b>Action: Set public hearing for Tuesday, October 15, 2013 at 6:30 pm or as soon thereafter as the matter may be heard.</b>		141
5. Conservation Easement Fund Checking Account. <b>Action: The Finance Committee recommends that this account be included in the FY2013 Audit, and that the Joint Administrative Services Director propose to the Conservation Easement Authority the merger of this account with County's Conservation Easement Fund.</b>		141
6. Parks and Recreation Field Lighting Project. <b>Action: The Finance Committee requested answers to questions concerning project management, budget, and operations. The Parks Director, Maintenance Director, and Joint Administrative Services Director will respond to these questions in October.</b>		142
7. Acceptance of August Bills and Claims. <b>Action: The Finance Committee recommends approval.</b>		207
8. Standing Reports. <b>Action: Information Only.</b>		
Capital Projects FY2013		189
Reconciliation of Appropriations FY2014		190
General Government Expenditure Summary		192
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12. Government Projects Update		236
13. Miscellaneous		237
14. Summary Of Required Action		238
15. Board Member Committee Status Reports		239

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16. Closed Session [as necessary]	240
<hr/> <b>Evening Session 6:30 pm</b>	
17. Citizen's Comment Period	241
18. PH 13-13: Special Event Permit Application: Hunt Country Cluster at Historic Long Branch September 27, 28, 29, 2013; Large Event; 3-Year Application 2013, 2014, 2015. Applicant: Roger K. Riggins, HCC Director of Show Operations for Warrenton Kennel Club, Inc., and Old Dominion Kennel Club of Northern VA., Inc.; Large Event: 7,130 persons attending over 3 days	243
19. PH 13-14: Blue Ridge Wildlife Center SUP-13-01/SP-13-07; Applicant(s): Blue Ridge Wildlife Center - Belinda Burwell, Agent; Request: Approval of a Special Use and Site Plan for Veterinarian Services and Community Services (Educational) per §3-A-1-a-3(g) and (u) of the Zoning Ordinance. The property is identified as Tax Map 31-A-3, located at 930 Tilthammer Mill Road in the Millwood Election District, and is zoned Agricultural Open-Space Conservation (AOC); Parcel Size: 239.00 acres; Site Size: 17.552.	289
20. Adjournment	306
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Reports in September Packet:	307
1. Building Department	308
2. Commissioner of the Revenue	316
3. Virginia Transit Report	323