

September 23, 2016

Clarke County Board Of Supervisors
Meeting Room AB

1:00 p.m.

At a continued session of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia on Friday, September 23, 2016.

Supervisors Present

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

Supervisors Absent

None

County Staff Present

David Ash, Tom Judge

Press

None

Others Present

None

1. Call to Order

At 1:01 p.m., Chairman Weiss reconvened the regular meeting continued from Tuesday, September 20, 2016.

2. Joint Administrative Services Relocation

Following the Call to Order,

Chairman Weiss called on Vice Chair McKay to state his opinion on the matter.

Vice Chair McKay expressed support for the move to alleviate the office space issues throughout the County agencies. He suggested that a five-year review clause be added to the use agreement as a means by which continued compatibility and space needs could be addressed for both Joint Administrative Services and the Schools. Mr. McKay further suggested that the Board consider the addition of office space to the capital project plan.

Supervisor Daniel expressed support for the move and agreed with a five-year term. She suggested provision of a termination notice. She opined that this was a good move economically.

Supervisor Catlett expressed support for keeping Joint Administrative Services separate from the Schools. She opined that the current location worked because it supported an independent financial office. She noted that the current location had worked well for many years.

Supervisor Byrd expressed support for keeping Joint Administrative Services separate from the Schools. She commented that the arrangement had worked well for the past fourteen years noting that Joint Administrative Services was formed to improve efficiency, reduce cost and reduce duplication of financial groups by having one group cover both Schools and General Government. She reminded of difficulties over the years between the governing bodies. Supervisor Byrd suggested consideration of renovations to Joint Administrative Services current office. She noted moving an office is disruptive and expensive. She also noted that the current location had more square footage than the proposed location in the renovated Primary building. She expressed concern for the lack of privacy for individuals desiring to meet with financial personnel to discuss sensitive matters.

Chairman Weiss expressed support for moving to Primary. He opined that this was a better utilization of space giving the County the opportunity to address office space needs. He put forth that the move to Primary sets a tone for the community that the governing bodies are committed to working together. He also expressed support for the five-year review term. Chairman Weiss also advised that Superintendent Bishop had affirmed that Joint Administrative Services' presence did not present a conflict in the foreseeable future.

David Ash noted that a move to Primary would place the offices in closer proximity to the Schools and the General Government offices reducing travel time and improving efficiency. He commented that the current location did not allow complete anonymity to visitors.

The Board reviewed a diagram of the proposed office space and discussed various aspects. Highlights include:

- Building access will use security card system.

- One shared bathroom.
- Joint Administrative Services separate entrance on east side.
- Offices on the first floor.
- Joint Administrative Services will share a kitchenette and conference rooms with School staff.

Vice Chair McKay moved to approve relocation of the Joint Administrative Services into the old Primary School [317 East Main Street, Berryville] with a Memorandum of Understanding between entities establishing a five-year initial term with a two-year notice. The motion carried by the following vote:

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

3. Adjournment

At 1:33 pm, Chairman Weiss adjourned the Clarke County Board of Continued Meeting.

ATTEST: September 23, 2016

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded by David L. Ash, Clerk Board of Supervisors
Transcribed by: Lora B. Walburn, Deputy Clerk, Board of Supervisors