

January 09, 2017

Clarke County Board Of Supervisors
Organizational Meeting and Work Session
Meeting Room AB

10:00 a.m.

At the Organizational Meeting and Work 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 conducted on Monday, January 9, 2017.

Board Members: Present Barbara J. Byrd; Terri T. Catlett; Mary L.C. Daniel; Bev B. McKay;
David S. Weiss; Absent: None

Staff Present: David Ash, Brandon Stidham, Lora B. Walburn

Constitutional Officers: Donna Peake, Tony Roper

Others Present: Cathy Kuehner

Call to Order

David Ash called the organizational meeting to order at 10:06 a.m.

A. Organizational Matters

Election of Chair

David Ash solicited nominations for Clarke County Board of Supervisors 2017 Chair.

Supervisor McKay moved to nominate and elect David S. Weiss to serve as 2017 Chair and to close nominations for 2017 Chair.

David Ash called for vote on the motion to nominate and elect David S. Weiss to serve as 2017 Chair. **The motion was approved by the follow vote:**

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

David Ash turned the meeting over to Chairman David Weiss.

Chairman Weiss then expressed his appreciation to his fellow Supervisors for selecting and allowing him to continue to serve as Board Chair.

Election of Vice Chair

Chairman Weiss called for nominations for Vice Chair.

Supervisor Daniel moved to nominate and elect Supervisor McKay to serve as 2017 Vice Chair and to close the nominations for 2017 Vice Chair.

Chairman Weiss called for vote on the motion to nominate and elect Supervisor McKay to serve as 2017 Vice Chair. **The motion was approved by the follow vote:**

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

Set Date, Time and Place for Regular Monthly Meeting

Chairman Weiss stated that he preferred a full compliment of Supervisors at each regular meeting and asked members to let him know if they were unable to attend so that the meeting might be rescheduled where possible.

Supervisor Byrd moved to adopt the schedule as presented. The motion was approved by the follow vote:

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

2017 Clarke County Board of Supervisors Meeting Schedule

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Additional Info</i>
Committee Meetings	Monday	January 9	9:30 am	2017 Organizational Meeting
Regular Meeting	Tuesday	January 17	1 pm	
Committee Meetings	Monday	February 13	9:30 am	
Regular Meeting	Tuesday	February 21	1 pm	

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Additional Info</i>
Committee Meetings	Monday	March 13	9:30 am	
Regular Meeting	Tuesday	March 21	1 pm	
Committee Meetings	Monday	April 10	9:30 am	
Regular Meeting	Tuesday	April 18	1 pm	
Committee Meetings	Monday	May 8	9:30 am	
Regular Meeting	Tuesday	May 16	1 pm	
Committee Meetings	Monday	June 12	9:30 am	
Regular Meeting	Tuesday	June 20	1 pm	
Committee Meetings	Monday	July 10	9:30 am	
Regular Meeting	Tuesday	July 18	1 pm	
Committee Meetings	Monday	August 7	9:30 am	
Regular Meeting	Tuesday	August 15	1 pm	
Committee Meetings	Monday	September 11	9:30 am	
Regular Meeting	Tuesday	September 19	1 pm	
Committee Meetings	Tuesday*	October 10	9:30 am	Columbus Day Monday Oct 9
Regular Meeting	Tuesday	October 17	1 pm	
Committee Meetings	Thursday	November 9	9:30 am	Date to accommodate VACo Conference November 12-14
Regular Meeting	Tuesday	November 21	1 pm	
Committee Meetings	Monday	December 11	9:30 am	
Regular Meeting	Tuesday	December 19	1 pm	

Unless otherwise noted, Regular Meetings are held in the Main Meeting Room and Committee Meetings are held in Meeting Room AB in the Berryville Clarke County Government Center, 2nd Floor, 101 Chalmers Court, Berryville, Virginia

Note: Work Sessions scheduled for Committee Meeting days on matters for which the Board has deemed additional discussion and/or information necessary.

Agenda Items / Packet Material due by 5 pm on the Monday one week prior to the scheduled meeting.

Rules of Procedure

David Ash informed the members that recent rulings by the Attorney General clearly limit Board’s on restricting public comment. Mr. Ash encouraged the Board not to respond to comment or engage in debate at the time of the comment since such response could be construed as an attempt to limit comment or disparate treatment of citizens.

Supervisor Catlett suggested that the Chair make notation of the rules prior to citizen comment.

David Ash reminded that participation by electronic means was limited to twice per year.

Supervisor Byrd suggested that the Chair remind speakers to list their name and physical address.

Chairman Weiss noted allowing audience participation requires an awareness of formality.

Vice Chair McKay moved to adopt the Rules of Procedure Revision 11 as presented. The motion was approved by the following vote:

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

Review Chair Appointments

Chairman Weiss advised that most Supervisors were amenable to continuing 2016 appointments through 2017. He announced that Supervisor Catlett would replace Vice Chair McKay on CCPS' Career and Technical Education Advisory Committee.

Supervisor Daniel moved to accept the 2017 Chair Appointments correcting Building and Grounds Committee for Supervisor McKay from BoS Appointment Member to BoS Appointed Member and changing Career and Technical Education Advisory Committee appointment from Supervisor McKay to Supervisor Catlett. The motion was approved by the following vote:

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

2017 Board of Supervisors Chair Appointments

<i>Committee/Board</i>	<i>First Name</i>	<i>Name</i>	<i>Position</i>	<i>CY Appt Date</i>	<i>CY Exp Date</i>
BCCGC Joint Building Committee	David	Ash	County Administrator		
Berryville/Clarke County Joint Committee for Economic Development and Tourism	David L.	Ash	BoS - Appointed Member	1/9/2017	12/31/2017
Joint Administrative Services Board	David L.	Ash	County Administrator		
Northwestern Regional Jail Authority	David L.	Ash	BoS - Appointed Member	1/9/2017	12/31/2017
Regional Airport Authority	David L.	Ash	BoS - Alternate	1/9/2017	12/31/2017
Board of Social Services	Barbara J.	Byrd	BoS - Appointed Member	1/9/2017	12/31/2017

<i>Committee/Board</i>	<i>First Name</i>	<i>Name</i>	<i>Position</i>	<i>CY Appt Date</i>	<i>CY Exp Date</i>
Board of Supervisors Finance Committee	Barbara J.	Byrd	BoS - Alternate	1/9/2017	12/31/2017
Board of Supervisors Personnel Committee	Barbara J.	Byrd	BoS - Alternate	1/9/2017	12/31/2017
Clarke County Humane Foundation	Barbara J.	Byrd	BoS - Liaison	1/9/2017	12/31/2017
Clarke County Litter Committee	Barbara J.	Byrd	BoS - Liaison	1/9/2017	12/31/2017
Clarke County Planning Commission	Barbara J.	Byrd	BoS - Alternate	1/9/2017	12/31/2017
Conservation Easement Authority	Barbara J.	Byrd	BoS - Appointed Member	1/9/2017	12/31/2017
Northwest Regional Adult Drug Treatment Court Advisory Committee	Barbara J.	Byrd	BoS - Appointed Member	1/9/2017	12/31/2017
Northwestern Regional Jail Authority	Barbara J.	Byrd	BoS - Liaison - Alternate	1/9/2017	12/31/2017
Northwestern Regional Juvenile Detention Center Commission	Barbara J.	Byrd	BoS - Liaison	1/9/2017	12/31/2017
Towns and Villages: Berryville	Barbara J.	Byrd	BoS - Liaison	1/9/2017	12/31/2017
Board of Supervisors Finance Committee	Terri T.	Catlett	BoS - Appointed Member	1/9/2017	12/31/2017
Career and Technical Education Advisory Committee	Terri T.	Catlett	BoS - Appointed Member	1/9/2017	12/31/2017
Clarke County School Board	Terri T.	Catlett	BoS - Liaison	1/9/2017	12/31/2017
Parks & Recreation Advisory Board	Terri T.	Catlett	BoS - Liaison	1/9/2017	12/31/2017
Towns and Villages: Boyce	Terri T.	Catlett	BoS - Liaison - Alternate	1/9/2017	12/31/2017
Towns and Villages: Millwood	Terri T.	Catlett	BoS - Liaison	1/9/2017	12/31/2017
Towns and Villages: Pine Grove	Terri T.	Catlett	BoS - Liaison	1/9/2017	12/31/2017
Board of Septic & Well Appeals	Mary L.C.	Daniel	BoS - Alternate	1/9/2017	12/31/2017
Clarke County Library Advisory Council	Mary L.C.	Daniel	BoS - Liaison	1/9/2017	12/31/2017
Clarke County Planning Commission	Mary L.C.	Daniel	BoS - Appointed Member	1/9/2017	12/31/2017
Legislative Liaison and High Growth Coalition	Mary L.C.	Daniel	BoS - Liaison	1/9/2017	12/31/2017
Northern Shenandoah Valley Regional Commission	Mary L.C.	Daniel	BoS - Alternate	1/9/2017	12/31/2017
Towns and Villages: Berryville	Mary L.C.	Daniel	BoS - Liaison - Alternate	1/9/2017	12/31/2017
Agricultural & Forestal District Advisory Committee	Beverly B.	McKay	BoS - Appointed Member	1/9/2017	12/31/2017
BCCGC Joint Building Committee	Beverly B.	McKay	BoS - Appointed Member	1/9/2017	12/31/2017
Board of Septic & Well Appeals	Beverly B.	McKay	BoS - Appointed Member Vice Chair	1/9/2017	12/31/2017
Board of Supervisors	Beverly B.	McKay	Vice Chair	1/9/2017	12/31/2017
Board of Supervisors Finance Committee	Beverly B.	McKay	BoS - Alternate	1/9/2017	12/31/2017
Board of Supervisors Personnel Committee	Beverly B.	McKay	BoS - Appointed Member	1/9/2017	12/31/2017
Building and Grounds	Beverly B.	McKay	BoS - Appointed Member	1/9/2017	12/31/2017
Clarke County Sanitary Authority	Beverly B.	McKay	BoS - Liaison	1/9/2017	12/31/2017
Housing and Community Services Board	Beverly B.	McKay	BoS - Appointed Member	1/9/2017	12/31/2017
Joint Administrative Services Board	Beverly B.	McKay	BoS - Alternate	1/9/2017	12/31/2017
Northern Shenandoah Valley Regional	Beverly B.	McKay	BoS - Appointed Member	1/9/2017	12/31/2017

<i>Committee/Board</i>	<i>First Name</i>	<i>Name</i>	<i>Position</i>	<i>CY Appt Date</i>	<i>CY Exp Date</i>
Commission					
Regional Airport Authority	Beverly B.	McKay	BoS - Alternate	1/9/2017	12/31/2017
Towns and Villages: Boyce	Beverly B.	McKay	BoS - Liaison	1/9/2017	12/31/2017
Towns and Villages: White Post	Beverly B.	McKay	BoS - Liaison	1/9/2017	12/31/2017
Berryville/Clarke County Joint Committee for Economic Development and Tourism	David S.	Weiss	BoS - Appointed Member	1/9/2017	12/31/2017
Board of Supervisors	David S.	Weiss	Chair	1/9/2017	12/31/2017
Board of Supervisors Finance Committee	David S.	Weiss	BoS - Appointed Member	1/9/2017	12/31/2017
Board of Supervisors Personnel Committee	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2017
Building and Grounds	David S.	Weiss	BoS - Alternate	1/9/2017	12/31/2017
Clarke County Industrial Development Authority	David S.	Weiss	BoS - Liaison	1/9/2017	12/31/2017
Economic Development Advisory Committee	David S.	Weiss	BoS - Appointed Member	1/9/2017	12/31/2017
Emergency Services	David S.	Weiss	BoS - Chair	1/9/2017	12/31/2017
Fire & EMS Commission	David S.	Weiss	BoS - Representative	1/9/2017	12/31/2017
Joint Administrative Services Board	David S.	Weiss	BoS - Appointed Member	1/9/2017	12/31/2017
Towns and Villages: Pine Grove	David S.	Weiss	BoS - Liaison	1/9/2017	12/31/2017

Annual Distribution

Code of Virginia Code of Virginia Title 2.2. Administration of Government Chapter 31. State and Local Government Conflict of Interests Act

Code of Virginia Title 2.2. Administration of Government Chapter 37. Virginia Freedom of Information Act

Code of Virginia Title 42.1. Libraries Chapter 7. Virginia Public Records Act

B. Economic Development Director Review and Direction Continued Discussion

Chairman Weiss reopened discussion asking the Board to provide staff with direction. By consensus, the Board provided the following direction:

- Focus on agriculture:
 - Develop marketing strategy report as noted in paragraph 16 of Memorandum of Understanding (MOU) Between The Town of Berryville and Clarke County Regarding Economic Development and Tourism
 - Review Agricultural Plan and Agricultural Business Use.

- Reach out to Loudoun County's department working with agricultural. Ask them how they initiated contact and what efforts were most effective.
- Interview members of the agricultural community to determine need and how the County can assist them in addressing needs.
- Develop promotional material.
- Create a messaging campaign to businesses to help them promote themselves.
- Create a branding for the County.
- Members can tour and note businesses in their districts.
- Focus on:
 - Tourism
 - Agriculture
 - Artisanship
 - Existing businesses
 - Businesses that bring in good machinery and tools revenue
- Focus on telecommunication expansion.
- Focus on the joint effort between Town and County.
 - Assist Berryville in attracting new businesses.
 - Assist in bringing a hotel to Berryville.
 - Focus on attracting businesses to the County.
 - Reactivation of Berryville / Clarke County Joint Committee on Economic Development and Tourism
 - Meet more frequently.
 - Cover in letter to Town.
- During budget process, consider expanding Director's hours.
- Next week will review Board's priorities for activities.
 - Must consider number of access points to the river.

Adjournment

There being no further business to be brought before the Board at 11:10 pm Chairman Weiss adjourned the meeting.

Next Regular Meeting Date

Approved January 17, 2017

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The next regular meeting of the Board of Supervisors is set for Tuesday, January 17, 2017 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: January 9, 2017

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by: Lora B. Walburn, Deputy Clerk, Board of Supervisors