

July 17, 2018

Clarke County Board of Supervisors
Regular Meeting
Main Meeting Room

1:00 p.m.

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia conducted on Tuesday, July 17, 2018.

Board Members

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

Absent Afternoon Session: None

No Evening Session

County Staff Present

David L. Ash, Deb Bean, Ryan Fincham, Cathy Kuehner, Brian Lichty, Brandon Stidham, Alison Teetor, Brianna Taylor

Constitutional / State Offices / Other Agencies

Helen Butts, Travis Sumption, Tom Judge, Annette Gilley, Brenda Bennett, Emily Johnson, Sally Sheckels

Press

Mickey Powell – Winchester Star

Others Present

Ed Carter, Carolyn DeHaven, Christy Dunkle, Laurine Kennedy, John Huddy

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:05 p.m.

2) Adoption of Agenda

Move Agenda Item 11 Consent Agenda forward to immediate follow Item 3 Citizen Comment.

Miscellaneous: Add Social Media Policy

Supervisor Daniel moved to adopt the agenda as modified. The motion carried 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

3) Citizens Comment Period

No persons addressed the Board.

4) Virginia Department of Transportation [VDOT]

Ed Carter, Assistant Residency Administrator, provided the following update:

Maintenance:

- Spent most of last month repairing and restoring roads from flood damage. This has put VDOT behind in some of its routine maintenance work.
- VDOT completed the first round of mowing and repairing a sinkhole on Rt. 653, Kimble Road.
- Have been cleaning out ditches on various routes throughout the County and will continue this month including pipe clean outs on various routes.
- VDOT will be applying dust control on non-hard surfaced roads.
- Performing plant-mix and skin patching on various secondary routes in preparation for surface treatment.

Supervisor Comments:

- Vice Chair McKay:

- Route 522: Constituent is working to resolve accident reporting for this section of highway.
 - Supervisor Byrd:
 - Lewisville Road: Constituent advised of a sinkhole. VDOT contracted patching and repair of this sinkhole.
 - Old Charlestown Road Bridge: Add one-lane bridge sign.
 - Supervisor Catlett
 - Route 601 and Paris Heights Lane: Constituent complaint about drainage ditch with a lot of gravel and a large stone wedged in the pipe. Other ditches blocked along Route 601 traveling toward Route 50.
 - Route 620, Pyletown Road, where it comes to a T on Salem Church Road: Vegetation and the board-rail fence obscure sight distance at stop sign looking to the left.
 - Supervisor Daniel
 - Old Charlestown Road: This year, the Board of Supervisors asked if it could be placed in the budget; and, VDOT is going to add. However, the project to place automatic gates will not begin for two years. Mr. Carter will check on placement of road-closed signs during flooding events.
 - Intersections of South Hermitage, South Church, and South Buckmarsh: She is seeking solutions to improve pedestrian crossing and creative traffic calming solutions. VDOT provided:
 - Average recorded speed is 31 MPH.
 - 35 MPH sign just below the intersection of Hermitage onto Route 340, a primary highway.
 - Meeting with Buckmarsh residents in the next few weeks to discuss traffic calming.
 - It does not want to raise residents' hopes opining that it may not be an enforcement as much as a perception issue.
 - Chairman Weiss clarified that Berryville Town Council is the governing body.
- 5) Clarke County Library Update by Laurine Kennedy

Laurine Kennedy, Director Clarke County Library, with John Huddy, Director Handley Regional Library, provided the annual update on library activities. Highlights include:

- Thanked the Supervisors for supporting its budget request.
- Wi-Fi Hot Spots for patrons without internet:

- Clarke County is the initial test location for the library's trial program.
- Program received some grant funds.
- The Library purchased five hot spots at an initial cost for \$40 per device.
- Library recurring unlimited data fee: initially \$40 per month; now, \$45 per month.
- Patrons can check out wireless devices free of charge but they are subject to overdue/late fees of \$1 per day.
- Library hours are now standardized:
 - Monday through Thursday 10 am to 8 pm
 - Friday and Saturday 10 am to 5 pm
- Usage in general is up in the following:
 - Participation in the summer reading program increased 400% over last year.
 - Study room.
 - Programs and attendance in programs.
 - Four weekly programs.
 - In September, will have a speaker on the Appalachian Trail.
 - Circulation
- According to recent survey, clients' average age is 30's to 40's. Children comprise the largest number of checkouts.
- Over the past year, decluttered space and added new computer equipment.

Chairman Weiss thanked Ms. Kennedy and Mr. Huddy for the update remarking that it was nice for the Board to hear compliments.

6) Town of Berryville Request for Resolution of Support SMART Scale Application by Christy Dunkle

- The Town of Berryville has applied for grant funds for road and pedestrian improvements.
- First project phase will extend from the railroad tracks east to the east side of the intersection of Jack Enders Boulevard and East Main Street at an estimated cost of \$1.5 million.
- The second phase will add curb, gutter, and sidewalk on both sides.
- Project will add five feet of sidewalk, curb and gutter, stormwater improvements, and other infrastructure activity including milling, paving, utility relocation. Right-of-way acquisition will be necessary along that area.

- There are no safety warrants for this specific area so the Town is using development plans from surrounding areas.
- Established the whole of Berryville as an urban development area.
- The Town is asking the County for a resolution of support for the project.
- Grant deadline is August 1.
- Right-of-way:
 - Impact is unknown.
 - No conversation with property owners at this time.
 - Estimated 45' to 50' variable right-of-way.
 - All Main Street has a variable right-of-way from 35' to 60'.
 - Due to the existing structures on the north side, may have to shift to the south.
 - Chairman Weiss asked that the record reflect his concerns about the right of way noting that property owners may wish to have the sidewalks but may be unaware of the proximity to existing structures.
- Traffic study for Jack Enders Boulevard and a traffic study in general:
 - Town and County have discussed informally.
 - The County has set aside funds for the study.
 - The Town has not set aside specific funds.
 - Grant cycle dictated the time line ahead of the traffic study.
 - Cannot use grant funds to conduct the study.
 - The overall goal of the traffic study is to improve through movement between Route 340 and Route 7. Study results could affect the overall project design.
 - Would like the traffic study completed before start of the second phase.

Supervisor Byrd moved to adopt the Resolution of Support Town of Berryville SMART Scale Application. The motion carried 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

Resolution of Support

**Town of Berryville SMART Scale Application
2018-09R**

WHEREAS, the Town of Berryville is applying for SMART Scale funding in order to construct pedestrian improvements and other infrastructure upgrades on East Main Street between the Norfolk Southern Railroad tracks and Jack Enders Boulevard; and

WHEREAS, the Berryville Town Council adopted a Resolution establishing an Urban Development Area (UDA) at their June 12, 2018 meeting followed by a Resolution of Support at their June 22, 2018 meeting; and

WHEREAS, pedestrian accommodations are needed in this area to address safety concerns and enable access to the Downtown Berryville business district; and

WHEREAS, these improvements will enhance economic development efforts in the community by improving access to respective businesses; and

WHEREAS, upgrades to storm water management infrastructure will allow for additional private investment on properties located in the project area; and

THEREFORE, BE IT RESOLVED, that the Clarke County Board of Supervisors supports and endorses the SMART Scale application submitted by the Town of Berryville.

Adopted this 17th day of July 2018.

David L. Ash, County Administrator

7) Consideration of Cancellation or Rescheduling of August 21, 2018, Regular Meeting

Chairman Weiss put forth that Brandon Stidham, Director of Planning, would prefer conducting a public hearing for SUP-18-01/SP-18-01 in August.

Following review of schedules, the Supervisors agreed to reschedule the meeting to Wednesday, August 29, 2018, at 6:30 pm.

8) Set Public Hearing SUP-18-01/SP-18-01, Juliana MacDowell/Kentlands Foundation, Inc. – 6:30 pm, August 21, 2018

Ryan Fincham reviewed SUP-18-01/SP-18-01 an application for a public assembly minor commercial use to operate an event venue located on a portion in the center of a 343-acre property with an existing house.

– The property is zoned AOC and located in the Buckmarsh District.

- Will install a commercial entrance at Kentland Lane and Harry Byrd Highway.
- VDOT has reviewed and approved the plan.
- VDOT construction permit and inspections are required.
- Will not use Parshall Road for event traffic.
- At the suggestion of the Planning Commission and with the agreement of the application, during events, Cedar Hall Lane will be blocked off west of the parking area to direct all incoming / outgoing traffic to Kentland Lane.
- Existing, private well will serve the facility. Department of Health reviewed and approved.
- Existing septic system, modified by adding an additional septic tank and pump, will serve the 149 maximum participants.
- No external signage.
- No new landscaping.
- Gravel parking lot to accommodate 48 spaces with two ADA spaces near west wing of house.
- Low-voltage lighting along walkways.
- Temporary lighting will comply with County Code Chapter 189.
- Hurt and Profit reviewed erosion and sediment control plan and all items were addressed.
- James Royston, Building Official, has conducted site visits and worked with the owner on fire code compliance and occupancy capacity.
- Restroom facilities meet Health Department requirement and will be ADA compliant.
- A handicap lift will be added near the east wing of the house.
- The applicant must obtain any required state and federal permits.
- County business license is required.
- All activity must adhere to the County's noise and lighting ordinances.
- No on-site lodging or food preparation for any event per Health Department comment.
- Special events at this location must adhere to County Code Chapter 57 Special Events ordinance.
- Applicant anticipates twenty to thirty events per year and staff did not include a maximum number of events.

- o Chairman Weiss instructed Mr. Fincham to inform the applicant that the Supervisors put forth the question of the maximum number of events per year in anticipation of some response by the applicant at the public hearing.
 - o Chairman Weiss noted that this particular location was well suited for this type of activities. However, future applicants might not be as well situated; and, the Supervisors should help limit the frequency and amount of traffic neighbors must endure.
 - o Brandon Stidham asked the Board if it would like the applicant to provide a schedule of events as done by other special use holders to which the Chair replied in the affirmative.
- Planning Commission public hearing conducted July 6 and it recommended approval to the Supervisors for the special use and site plan with draft conditions recommended by staff, with three additional conditions:
- 1) That portable speed bumps be utilized on Kentland Lane near the two existing residences at #169 and #219 Kentland Lane during the event season. These will be added to the site plan and maintenance of them added to Draft Condition #4.
 - o Supervisor Byrd expressed concern for the impact of traffic and dust on neighboring properties. Mr. Fincham assured that the applicant was working with affected property owners.
 - 2) That Draft condition #8 be further specified to state that, "all live or amplified music be terminated by 10pm.", and
 - 3) That use of fireworks on the subject property for events be prohibited.

Supervisor Catlett moved to set public hearing on SUP-18-01/SP-18-01 for 6:30 pm, or as soon thereafter as the matter may be heard, on Wednesday, August 29, 2018. The motion carried 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

Chairman Weiss thanked the Planning Commission and staff for their work on this complicated issue.

9) Set Public Hearing Revised 2018 Water Resources Plan – 6:30 pm, September 18, 2018

Alison Teetor comments:

- This is an update of a component part of the Comprehensive Plan.
- The plan first drafted in the late 1990's.

- Combined two plans into one to reduce redundancy and recognize the work done with USGS to identify the inter-relationship of ground and surface waters.
- Plan describes the County's water resources, the contamination problems to both ground and surface water, and efforts made to protect water quality.
- The main new part in the revised plan, not contained in the previous version, is more emphasis on groundwater availability, primarily due to the drought of 1999 to 2002 prompting a second USGS study, a six-year study focusing on availability.

Supervisor Byrd questions / comments:

- She has heard many good things about the revised plan.
- Buckmarsh Run: Crosses Route 340. Alison Teetor will check.
- Dry Marsh Run: Is not a year-round stream, which does not appear to be correct on the provided map. Alison Teetor advised that the surface-water features shown on the maps are based on United States Geological Survey [USGS] information.
- Reporting on impaired streams is very strong.
- How will the County protect the river from debris, such as portable toilets, during floods? Alison Teetor responded that County ordinance requires that any portable toilets located within the 10-year flood plain be removed if flooding is forecast; however, she opined this is difficult to enforce. Chairman Weiss reminded that other jurisdictions sharing the Shenandoah might not have the same requirements.
- Suggested contacting local well / septic businesses and creating a report of the number of contaminated wells, flooded basements, other issues resulting from flooding.

Supervisor Catlett questions / comments:

- Appreciated the definitions. Ms. Teetor responded that at the suggestion of Anne Caldwell, Planning Commissioner, these were added.
- Wetlands: What constitutes a wetland in the County? Alison Teetor responded that the wetlands delineation is general described through the National Wetlands Inventory maps; and when dealing with specific matters, she always deals with the Army Corp of Engineers.
- Parks and Recreation Well: Why was it capped? Chairman Weiss responded that this was a budgetary decision by the Board in conjunction with Alison Teetor and David Nelms, USGS. The real-time monitoring network currently active consists of the Blandy well, which is one of the oldest in the Commonwealth, and, Rockwood Ridge, north of Route 7. There are also stream gauges on Dry Marsh Run and Spout Run.
- Groundwater Management Area – Pros and Cons:
 - This would be a study period.

- o Pros: potentially, if you have a large water user wanting to locate in the County, there would be some oversight as to how much water could be withdrawn so as not to impact adjacent properties.
- o Cons: Department of Environmental Quality, a Commonwealth agency, would be involved and would solely be the regulatory agency for that activity.
- o Neighboring Jurisdictions: this could be part of a regional plan and would be approached in that manner should it be pursued.
- o Regulations in these areas are very specific and complicated.
- o DEQ does not regulate under 300,000 gallons of usage per month.
- o It has the possibility of affecting existing businesses and potentially far more than might be anticipated.

Supervisor Daniel moved to set public hearing for the Revised 2018 Water Resources Plan for 6:30 pm, or as soon thereafter as the matter may be heard, on Tuesday, September 18, 2018. The motion carried 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

10) Approval of Minutes

Vice Chair McKay moved to approve the minutes for June 19, 2018, as presented. The motion carried 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

11) Consent Agenda

A. 2018-07R Resolution of Appreciation of Service Annette Gilley

Resolution in Appreciation of Service Annette Gilley July 2018

WHEREAS, Annette Gilley served as an accountant in the Clarke County Joint Administrative Services department for 21 years before retiring in July 2018; and

WHEREAS, Annette was instrumental in the initial organization of the department, which provides financial, procurement and risk management services to Clarke County general government and Clarke County Public Schools; and

WHEREAS, she played a major role in reorganizing the county accounting structure to conform with changing accounting standards; and

WHEREAS, she took a lead role in the years-long implementation of the county's computer software system, Munis, from 2014 to 2018; and

WHEREAS, Annette was primarily responsible for 21 years of "clean audits," managing county accounts with integrity and careful attention to detail;

NOW, THEREFORE BE IT RESOLVED, that the Clarke County Board of Supervisors does hereby issue this resolution in appreciation of long-time county employee Annette Gilley.

IN WITNESS THEREOF, I have set my hand and caused the seal of the County of Clarke, Virginia, to be affixed this proclamation on the 17th day of July 2018.

Attest:

David Weiss, Chair 2018-07P

B. 2018-08R Resolution of Appreciation Carolyn DeHaven

Resolution in Appreciation of Service Carolyn DeHaven July 2018

WHEREAS, Carolyn DeHaven began her career with the County of Clarke as a maintenance assistant and courier in May 2001 and, in June 2005, she became a Circuit Court Deputy Clerk, serving until her retirement in June 2018; and

WHEREAS, Carolyn greatly contributed to the success of a complex office where tasks range from maintaining deed books, recording judgements, filing, docketing and indexing cases as well as issuing marriage licenses; and

WHEREAS, she also greeted walk-in visitors who needed land titles or other genealogical research materials, answered phone calls, made bank deposits and distributed mail; and

WHEREAS, she is known as a dedicated, loyal, hardworking employee who was always on time and rarely took time off; and

WHEREAS, her supervisor, the Honorable Helen Butts, Circuit Court Clerk, holds Carolyn in the highest regard;

NOW, THEREFORE BE IT RESOLVED, the Clarke County Board of Supervisors does hereby issue this resolution in appreciation of long-time county employee Carolyn DeHaven.

IN WITNESS THEREOF, I have set my hand and caused the seal of the County of Clarke, Virginia, to be affixed this proclamation on the 17th day of July 2018.

Attest:

David Weiss, Chair 2018-08P

Supervisor Byrd moved to adopt the Consent Agenda. The motion carried 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

Annette Gilley, Joint Administrative Services, and Carolyn DeHaven, Clarke County Circuit Court, joined the Supervisors to receive their respective resolutions.

The Honorable Helen Butts, Circuit Court Clerk, said that she had enjoyed working with Carolyn over the last thirteen years noting that she was always a good employee and a friend.

Chairman Weiss remarked that Carolyn always had a smile on her face.

Supervisor Byrd reminisced about Carolyn assisting with a days-old, motherless pup at the Shelter going on to adopt and successfully raise the dog.

Supervisor Daniel commented on how much Carolyn had helped her over the years.

Tom Judge, Director Joint Administrative Services, stated that Annette had built and maintained productive relationships during her tenure. He said she would be missed and expressed his hope for a successful future.

Chairman Weiss opined that he would have been lost without Annette.

In conclusion, Chairman Weiss put forth that while the County was sorry to see them go it was always glad to welcome new employees.

12) Board of Supervisors Personnel Item

A. Expiration of Term for appointments expiring through August 2018

2018-07-09 Summary: The Personnel Committee recommends:

- Appoint Lisa Payne to the Clarke County Library Advisory Council to serve Dirck Holscher's unexpired term ending April 15, 2021.
- Reappoint Lynn Gray to the Board of Social Services to a second term expiring July 15, 2022.
- Reappoint Alan Melusen to the Board of Social Services to a first full term expiring July 15, 2022.

The Personnel Committee instructed Director Lichty to solicit recommendations from each fire company for appointees to the Fire and EMS Commission.

2018-07-17 Action: David Ash reviewed the Committee's recommendation.

Supervisor Byrd moved to approve the Personnel Committee's recommendations. The motion carried 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

B. Lord Fairfax Emergency Medical Services Council – Appointment Recommendation

2018-07-09 Summary: The Personnel Committee instructed County Administration to revise the appointment database to reflect the changes in the LFEMSC bylaws providing for annual reappointment and recommendations by the Board be made no later than April 1 of each year. It further recommends appointing Wade Wilson, Firefighter/Medic tasked as local Jurisdictional Coordinator, to fill the vacancy left by Jason Burns' resignation on the LFEMSC.

History:

2018-06-11 Summary: The Personnel Committee directed Brian Lichty to follow up with LFEMSC

2018-06-19 Action: David Ash informed the Supervisors that Lord Fairfax Emergency Medical Services Council's bylaws now allow it to appoint its own board members; and, while members are expected to represent various geographical areas appointed by the sitting board of directors the locality does not have veto power or right of appointment. He further noted that bylaws set forth annual appointment for all members at LFEMSC's annual meeting and confirmed that there were no term limits.

Brian Lichty, Director Fire, Emergency Medical Services, and Emergency Management, and members of the Board put forth additional information:

- The reason behind the bylaw change was to limit the influence of jurisdictions and segregate it from specific jurisdictions to create its own entity.
- Clarke is not required to participate.
- In FY2018, Clarke funded at \$6,282.
- Council meetings held in Winchester.
- Council formed in 1976.
- Council coordinates regional activities.
- The Supervisors can nominate and provide 60 days prior to the June annual meeting.
- Council can have up to fifty members but may only have twenty to twenty-five.
- Clarke representatives are Brian Conrad, Angela Stidham, and Jason Burns. Jason Burns is not seeking reappointment.
- The Board of Supervisors Personnel Committee will review and make recommendation at the Supervisor's July 17 meeting.

2018-07-17 Action: **Supervisor Catlett moved to send a letter of recommendation to appoint Wade Wilson to the Lord Fairfax Emergency Medical Services Council filling the vacancy left by Jason Burns' resignation. The motion carried 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

13) Board of Supervisors Work Session Items

A. Clarke County Sanitary Authority Update with Rod DeArment and A.R. "Pete" Dunning, Jr.

2018-07-09 Summary: Rod DeArment, Chair Clarke County Sanitary Authority, with A.R. "Pete" Dunning, Jr., member, and Mary Meredith, Clerk Clarke County Sanitary Authority, provided update on the status of the Authority's water and sewer systems. The Authority plans public information meetings on the water and sewer system operations in the near future and will provide Board members with time, date, and location once selected.

2018-07-17 Action: Vice Chair McKay summarized the update for the Supervisors. No action necessary.

B. August 21, 2018 Board of Supervisors Regular Meeting:

2018-07-09 Summary: The Board directed cancellation of the August 21, 2018, Regular Meeting be added to the July 17 agenda for cancellation or rescheduling.

2018-07-17 Action: See Agenda Item 7.

14) Board of Supervisors Finance Committee Items

1. Josephine School Museum Roof

2018-07-09 Summary: Bids have been received for this project (attached) and the low bid from Andy Christian is \$17,785. References confirm that this vendor performs quality work on historic structures. A grant has been received for this project for \$17,885. A local contribution of \$1,000 is included for completion of federal documents related to the installation. There are two actions required to bring this project about:

- a. Appropriate the funds. *"Be it resolved that FY 19 General Capital Projects budget and appropriation be increased \$18,885, and that revenue from the Commonwealth be increased in the amount of \$17,885, and that the designation for government savings be reduced by \$1, 000, all for the purpose of replacing the Josephine School Museum Roof"*
- b. Award the bid. *"Be it resolved that the Board of Supervisors awards the bid for replacement of the Josephine School Museum Roof to Andy Christian Roofing in the amount of \$17,785."*

2018-07-17 Action: Chairman Weiss informed the Supervisors that strict grant regulations prevented the County's Building Official and Maintenance Department from performing the necessary repairs. Alison Teetor, responding to questions from Supervisor Daniel, advised that Maral Kalbian, Architectural Historian, would monitor the project for historic integrity.

Supervisor Daniel moved to appropriate funds and award the bid. The motion carried 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

2. Historic Preservation Commission Book Grant

2018-07-09 Summary: Alison Teetor informed the Committee of a grant for Phase 2a of the project to create a book "Clarke County History through Architecture". As with Phase 1, this grant would require a match of \$1,000 if approved. Appropriation consideration will await the actual grant award.

2018-07-17 Action: No action required at this time.

3. Hawk Migration Interpretive Signs

2018-07-09 Summary: *"Be it resolved that the FY 19 Planning Administration budget be increased \$1,565, and that revenue from the Department of Game and Inland Fisheries be recognized in the same amount, all for the purpose of constructing hawk migration interpretive signs."*

2018-07-17 Action: Alison Teetor informed the Board that she was working with Tim Farmer, Public Relations Coordinator Blandy Experimental Farm, on information and placement of the sign at the top of Snickers Gap.

Supervisor Daniel moved to adopt, "Be it resolved that the FY 19 Planning Administration budget be increased \$1,565, and that revenue from the Department of Game and Inland Fisheries be recognized in the same amount, all for the purpose of constructing hawk migration interpretive signs." The motion carried 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

4. Barns of Rose Hill Endowment

2018-07-09 Summary: *"Be it resolved that the FY 19 Barns of Rose Hill funding be increased \$5,000, and the designation for government savings decreased in the same amount for contribution to a matching grant of the Casey Foundation"*.

2018-07-17 Action: Chairman Weiss reminded that the Barns also served as Clarke's visitor center and the funds would be matched dollar for dollar.

Supervisor Daniel moved to adopt, "Be it resolved that the FY 19 Barns of Rose Hill funding be increased \$5,000, and the designation for government savings decreased in the same amount for contribution to a matching grant of the Casey Foundation". The motion carried 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

5. Health Department Budget.

2018-07-09 Summary: *"Be it resolved that FY19 Health Department budgeted expenditure and appropriations be increased \$37,236, and the Designation from Government Savings decreased in the same amount, all for the purpose of funding the FY 19 Health Department contract including \$10,000 stipends for Environmental Health, and remainder representing the local share for a second nurse."*

2018-07-17 Action: Chairman Weiss advised that due to recent change over in the Health Department the FY2019 budget was lower. Further, on the Health Department's part there was some confusion over stipends. Tom Judge clarified that previously the County funded two nurses, one at 100% and one shared; now, the County will fund two shared. David Ash added that County Attorney, Robert Mitchell, reviewed the contract.

Supervisor Byrd moved to approve the contract and funds. The motion carried 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

6. JAS Actuarial Study

2018-07-09 Summary: The JAS Board was made aware that new Governmental Accounting Standards Board pronouncements require that the County complete an actuarial study to determine liability associated with allowing employees to remain in the health group after they leave employment. The cost of this study is \$5,100. The Board also discussed several policy options to reduce both this cost and the computed liability in the future. It was decided to postpone discussion of these options until the results of the initial study are evaluated. This expense is unanticipated, but an effort will be made to absorb it in the existing FY2019 budget.

2018-07-17 Action: Tom Judge summarized. No action required at this time.

7. CSA Budget

2018-07-09 Summary: There were concerns expressed about possible impacts to the CSA budget for FY2019. These expected impacts will not occur in the CSA fund, but may impact the School Division.

2018-07-17 Action: No action required at this time.

8. Bills and Claims

2018-07-09 Summary: The Finance Committee recommends approval of the June 2018 Invoice History Report

2018-07-17 Action: **Supervisor Catlett moved to accept the June invoice history report as presented. The motion carried 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

9. Standing Reports

FYI: Expenditure Summary. Reconciliation of Appropriation, General Fund Balance, Capital Projects

15) Joint Administrative Services Board

Tom Judge, Director Joint Administrative Services, provided the following update:

- Discussed actuarial study.
- ERP Taxation Module:
 - o Implementation of taxation module delayed until January.
 - o Treasurer and Commissioner of the Revenue staff committed to continued testing.

- Data conversion will present other issues.
- Clarke's Information Technology Department is attempting to write a fix for the receipt issue.
- Additional days have exceeded the contract and will require additional funds. Gordon Russell, Director IT, has offered technology improvement funds to cover the costs.
- Chairman Weiss thanked the Treasurer and her staff for their hard work to work through the issues. He noted that in the end there were still enough issues with the software that both Tom Judge and Gordon Russell, with Sharon Keeler's agreement, recommended postponing implementation. He also noted that to conduct additional training and to aid in identifying system shortfalls the Treasurer shut down her office for two days.
- Stephanie Brooks will replace Annette Gilley in the position of accountant.

16) Government Projects Update

David Ash provided the monthly project update.

- Park Pavilion: Slab poured, forms stripped, and earthwork completed.
- School Board: Chairman Weiss and he will meet with the School Board Chair and Superintendent Bishop on July 26 during which they plan to discuss future utilization of the former School Board office.
- Old Courthouse / 104 North Church Street – Bench Committee: Provided catalogs to Supervisors Byrd and Catlett for selection of benches.
- Welcome Signs: Completed with VDOT all known requirements. Maintenance received the signs.
- Convenience Center:
 - Poured concrete for dumpster retaining walls, dumpster pads, and attendants hut.
 - Cleared some of the area for the septic system.
 - Progress meeting scheduled for next week.
- Kohn Property:
 - Site visit conducted with Lisa Cooke, Chairman Weiss, Supervisor Catlett, and David Ash.
 - Approved immediate work on access and removal of downed trees.
 - Established expectations of repair and renovation to the existing cabin.
 - Will talk to the Maintenance Director about partial re-watering of the pond to see if it holds.
 - Has not verified that the property was brush-hogged.

- Per Chairman Weiss:
 - This large property sat idle for years and will take a fair amount of work to get it in shape.
 - Cabin:
 - Hope to have the cabin habitable by fall.
 - Will need new steps.
 - Is small.
 - Considering some type of caretaker arrangement.
 - Do not plan to have the park open by fall. It will take a fair amount of thought to determine how best to use the property.
 - Overflow pipe on pond broke draining the pond.
- Supervisors discussed formation of a specific committee for the property as well as potential uses, subject to restrictions, to include in the master plan.
- Current entrance is not suitable for a commercial entrance and must be relocated.
- Researching current septic system location and capacity.
- The money set aside for the master plan must go toward physically claiming the ground, which is the first step.
- FY2019 will physically claim the land; then, in FY2020, the Supervisors will establish the plan budget.

17) Miscellaneous Items

Social Media Policy

David Ash informed the Supervisors that PD-12120-01 Social Media Policy, while not included in the meeting packet, was distributed at the meeting to Board members. Highlights include:

- Implements social media policy across general government offices.
- Describes undertakings of the Public Information Officer.
- Sets goals
- Once approved by the County Administrator, he will brief department heads and constitutional officers to build a consistent, accurate, active presence on social media that covers all applicable laws.
- Social media accounts, set up by Clarke County employees for Clarke County, must be monitored, kept current, and archived.

- Policy goal is not to make new rules but to establish policy to enforce rules, laws already in place.
- Policy provides guidelines and assistance to ensure consistency across accounts.
- Policy is not intended to replace the ability or authority of other employees in terms of statements. It is intended to manage the media presence.
- This policy does not require Board approval.

Board questions / comments:

- Citizens are not required to seek permission to photograph and share on social media.
- Page 11 change from council business to county business.
- Overall, the Supervisors voiced no major objections or concerns with the proposed policy.

County Reassessment

Highlights of review include:

- FY2019 budget includes funding for real estate reassessment.
- Reassessment scheduled to be effective January 2020.
- To achieve, the County must secure an appraisal firm to complete the work.
- Two options:
 - Issue a request for proposals.
 - Select one of the three vendors regionally approved.
 - One vendor proposed basing the mass appraisal on public record only: examine deeds, documents, sales, everything except the actual property.
 - One vendor proposed site visit with photographs and homeowner visits, as well as examination of public records. A very detailed, expensive mass appraisal.
 - One vendor proposed site visit, updating photographs if the county does not have, records examination.
 - Clarke did use one of the selected vendors for its 2016 mass appraisal.
 - No complaints / issues.
 - Very few appeals following the last mass appraisal.
 - Very positive experience on all levels.
 - By consensus, the Board instructed David Ash to negotiate price with the Wampler Eanes Appraisal Group LTD and bring back to the Board.

18) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process approved minutes.	Lora B. Walburn
2.	Process approved 2018-07R and 2018-08R.	Lora B. Walburn
3.	Process letter of appointment, update database.	Lora B. Walburn
4.	Send letter to letter to LFEMSC with appointment recommendation.	Brian Lichty
5.	Process 2018-09R and forward to Christy Dunkle.	Lora B. Walburn
6.	Provide notification meeting date change to affected parties and update calendars.	Lora B. Walburn
7.	Negotiate price with Wampler Eanes.	David Ash
8.	Review Kohn property issues with Director of Maintenance.	David Ash
9.	Revise social media policy page 11.	Cathy Kuehner

19) Board Member Committee Status Reports

Due to time constraints, the Board agreed to suspend status reports.

20) Closed Session Pursuant to §2.2-3711-A3

At 3:50 pm, Supervisor Daniel moved that the Clarke County Board of Supervisors enter Closed Session pursuant to §2.2-3711-A3 Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The motion carried 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

At 4:22 pm, the members of the Board of Supervisors, being assembled within the designated meeting place, with open doors, and in the presence of members of the public and/or the media desiring to attend, Supervisor Daniel moved to reconvene in open session. The motion carried as follows:

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

Supervisor Daniel further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia. The motion was approved by the following roll-call vote:

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

No action taken following Closed Session.

21) Adjournment

Chairman Weiss adjourned the meeting at 4:23 pm.

Next Regular Meeting Date

Approved August 29, 2018

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The next regular meeting of the Board of Supervisors is set for Wednesday, August 29, 2018, at 6:30 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: July 17, 2018

David S. Weiss, Chair

David L. Ash, County Administrator

Recorded by Brianna R. Taylor, Administrative Assistant County Administration
Transcribed by Lora B. Walburn, Deputy Clerk to the Board of Supervisors