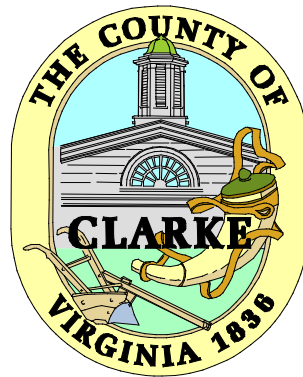


Clarke County Board of Supervisors



Regular Meeting Packet

June 19, 2018



Clarke County Board of Supervisors Regular Meeting Agenda

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

Item	June 19, 2018	Packet Page
Afternoon Session 1:00 PM		
1. Call To Order		4
2. Adoption Of Agenda		5
3. Citizen's Comment Period		6
4. VDOT		7
5. Cooperative Extension Services Update		8
6. BoS Minutes: May 15, 2018, Regular Meeting		30
7. Consent Agenda:		58
A. 2018-02P Proclamation of Appreciation and Congratulations Donald Whitacre and Beth Meade		59
8. Board of Supervisors Personnel Committee Items for June 11, 2018		60
A. Expiration of Term for appointments expiring through August 2018. Action: The Personnel Committee recommends:		61
– Reappoint Robert Stieg to the Clarke County Historic Preservation Commission to a four-year term expiring May 31, 2022.		
B. Personnel Policy Review		
– Proposed July 1 Revisions. Action: Information Only.		71
– Public Safety Employees. Action: Information Only.		78
C. Lord Fairfax Emergency Medical Services Council – Discussion Bylaws Revision Removing Veto Power or Right of Appointment / Representation from Locality. Action: Information Only.		84
D. Direction for FY2019 Pay Adjustments. Action: The Personnel Committee recommends a pay adjustment of 2.5% off the midpoint.		60
9. Board of Supervisors Work Session Items for June 11, 2018		99
A. Economic Development Director Request for Proposals Update By David Ash Action: Information Only.		100
B. EMS Staffing Discussion Action: Information Only.		102
C. Department of Agriculture and Consumer Services Running Bamboo Model Ordinance Discussion and Review. Action: Information Only.		104
D. Approval of Location of "Welcome to Clarke County" Signs in Public Right-of-Way Action: Information Only.		107
10. Government Projects Update		108
11. Miscellaneous		109

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

Page 1 of 2

6/13/2018 12:46 PM



Clarke County Board of Supervisors Regular Meeting Agenda

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

Item	June 19, 2018	Packet Page
12. Summary Of Required Action		110
13. Board Member Committee Status Reports		111
<hr/>		
<i>Evening Session 6:30 pm</i>		
14. Citizen's Comment Period		112
15. PH 18-06 Historic Resources Plan		114
16. Adjournment		139
<hr/>		
Reports in June Packet:		140
– Building Department		141
– Commissioner of the Revenue		155
– Economic Development: Minutes EDAC May 16, 2018		164
– Emergency Medical Services		168
– Handley Regional Library		169
– Virginia Transit Clarke County Demand Response Metrics		173
– Zoning And Subdivision Ordinance Update Project Progress Report		174

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

Page 2 of 2

6/13/2018 12:46 PM

Clarke County Board of Supervisors

Call to Order

Adoption of Agenda

Clarke County Board of Supervisors

Citizen Comment Period

Clarke County Board of Supervisors

VDOT



Clarke County Report January – May 2018

to the

Clarke County Board of Supervisors

June 19, 2018





Virginia Cooperative Extension

Virginia Tech • Virginia State University

www.ext.vt.edu

4-H Youth Development

Claudia Lefevre, Extension Agent, Clarke County Unit

540/955-5164; clefeve@vt.edu

Serving Clarke County



Programs: January – May, 2018

- Coordinated, facilitated, and attended 4-H Leadership Day, serving Clarke, Warren, Page, Loudoun, Fauquier, and Prince William Counties.
- Assisted Warren County 4-H Agent schedule and conduct teen counselor interviews for Clarke/Warren 4-H Junior Camp
- Coordinated and facilitated 4-H State Day at the Capitol, Richmond
- Organized and attended 4-H County Contests, held jointly with Frederick County
- Assisted with the 4-H Volunteer Leaders' Association Annual Spaghetti Dinner
- Assisted and judged contests at Equismartz, a State 4-H Horse Education Contest in Doswell, VA
- Assisted the FCS Extension Agent and Clarke County High School Administrators organize Reality Store for Clarke County High School, held at Lord Fairfax Community College
- Served on planning committee and facilitated 4-H District Contests, held in Warren County
- Organized and facilitated teen counselor trainings in preparation for Clarke/Warren 4-H Junior Camp, with Warren County 4-H Agent
- Planned and organized Clarke/Warren 4-H Junior Camp to be held in July, with Warren County 4-H Agent
- Completed training and certification for the new Youth for the Quality Care of Animals certification program through Virginia 4-H
- Co-facilitated a booth with Clarke County FFA at the Berryville Farmers' Market
- Provided Embryology in-school programming to Clarke County Public Schools
- Coordinated with Clarke County Parks & Recreation to offer summer programming to Clarke youth
- Represent Clarke County 4-H at various county events:
 - Prince William County Food Challenge
 - Fairfax County Fashion Show
- Organize, facilitate, and/or attend meetings on behalf of Clarke County 4-H:
 - 4-H Club Meetings
 - Program Planning Meetings
 - 4-H Club Trainings:



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4-H Club Officer Training

Record Book Workshop

- Clarke/Warren 4-H Junior Camp Meetings/Trainings
- Leaders' Association Meetings
- Clarke County Fair Livestock Committee Meetings
- Livestock Program Planning Committee's:
 - Frederick/Clarke Beef Show
 - Goat Camp
 - Lamb Camp

Clarke County Unit Operations

- Screened, interviewed and hired new Unit Administrative Assistant
- Interviewed and hired Unit Summer Intern
- Organized office move to the new location on Westwood Road
- Assist UAA with office finances and budget for local and state reporting
- As the sole extension agent housed in the Unit, assist county residents reach the appropriate agent serving Clarke County

Professional Development

- Camp Director Training, January 22-25, Skelton 4-H Center, Wirtz, VA
- VCE Winter Conference, February 6-8, Blacksburg, VA
- New Agent Training, February 19-22, Roanoke, VA

Other Activities

- Serve as VCE Clarke County Unit Coordinator
- Serve as 4-H State Cabinet Advisor





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Frederick County Quarterly Reports

to the

Frederick County Board of Supervisors

and to the

Frederick County Extension Leadership Council

January – March 2018

Program Areas Serving the Citizens of Frederick County

and The City of Winchester:

Agriculture and Natural Resources:

- **Horticulture:** Mark Sutphin, mark.sutphin@vt.edu, 540/665-5699
- **Livestock:** Corey Childs, cchilds@vt.edu, 540/635-4549
- **Crop and Soil Science:** Robert Clark, raclark@vt.edu, 540/459-6140

Family and Consumer Sciences:

- **Nutrition, Health, & Food Safety:** Rebecca Davis, rdavis58@vt.edu, 540/665-5699
- **Family Nutrition Program (FNP Adults):** Kimberly Costa, kimcosta@vt.edu, 540/665-5699
- **Family Nutrition Program (SNAP-Ed Youth):** Morgan Martindell, bmorgan1@vt.edu, 540/245-5750
- **Family Financial Management:** Karen Poff, kpoff@vt.edu, 540/635-4549

4-H Youth Development:

- **4-H:** Dyllan Chapins, 540/665-5699

Agriculture & Natural Resources: Horticulture
Mark Sutphin, Extension Agent
540/665-5699; mark.sutphin@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties



Programs: January 1 – March 31, 2018

Activities related to all five counties in the Northern Shenandoah Valley (Clarke, Frederick, Page, Shenandoah, and Warren):

- Assisted with Coordination of Commercial Fruit Production Training:
 - Mid Atlantic Fruit and Vegetable Convention in Hershey, PA (3-day conference) - 80 Virginia State Horticulture Society participants (~3,000 total attendees).
 - Winchester Area Commercial Fruit Production School in Winchester, VA (1-day conference) -90 participants.
- Supervised and Advised Northern Shenandoah Valley Master Gardeners:
 - 129 Virginia Cooperative Extension volunteers serve as Master Gardeners and interns in the Northern Shenandoah Valley and offer outreach to our communities by offering over 40 educational programs teaching horticultural and environmentally sound practices.
 - Taught courses for the 2018 Master Gardener Training Class in the Northern Shenandoah Valley where 24 individuals are completing ~70 hours of instructional teaching.
 - Spoke at the NSVMGA Symposium on Spotted Lanternfly in Winchester, VA (1-day training) -150 attendees.
 - 2017 impacts: 131 Extension Master Gardener volunteers reached 11,096 individuals with information and volunteered 17,903 hours equating to nearly nine full-time staff valued at \$482,664.88 in volunteer time.
- Coordinated and Facilitated the Program Activities for Commercial Pesticide Recertification:
 - 2018 Commercial Pesticide Applicator Recertification Program at the Northern Virginia 4-H Center in Front Royal, VA (1-day conference) – 260 participants.
 - Mid Atlantic Fruit and Vegetable Convention in Hershey, PA (3-day conference) - 4 participants recertified as VA applicators.
 - Core Pesticide Manual Training, Boyce, VA (1-day training) -50 participants.
 - Right-of-Way Pesticide Manual Training, Boyce, VA (1-day training) -20 participants.
- Coordinated Private Pesticide Recertification and Training Opportunities:
 - Mid Atlantic Fruit and Vegetable Convention in Hershey, PA (3-day conference) -13 participants recertified as VA applicators.
 - Winchester Area Commercial Fruit Production School Winchester, VA (1-day conference) -20 VA participants and 19 WV participants recertified.
- Coordinated Food Safety and Vegetable Training Opportunities:
 - Individual training with one producer to aid them in acquiring USDA GAP Certification and Food Safety Modernization Act compliance to take measures to reduce the possibility of food borne illness and food contamination during the production, harvest, and packaging processes to ensure a safer food supply and to increase market possibilities for producers.
 - 45 participants from the Shenandoah Valley and the northern Piedmont attended a full-day vegetable production school in Warrenton, VA.
 - Spoke at four different programs on Spotted Lanternfly -128 attendees.
 - As part of a state-wide grant with Dr. Laura Strawn, we are assessing Listeria species and developing environmental food safety protocols with three area apple packing facilities.

- Assisted Greenhouse and Nursery Industry:
 - Co-Lead a 2-day lawn and landscape training program titled Horticulture Dayz. The program, designed to educate green industry professionals, was offered at the NOVA 4-H Center in Front Royal, VA with 105 participants (2-day training) and 60 youth participants on day two for the career day.
 - Organized a general meeting for the Nursery and Greenhouse Association in Winchester, VA – 25 attendees.

Additional Client Contacts/Farm Visits (additional to programs previously mentioned)

- 554 Plant and Plant Products Contacts.

Media

- Co-maintain three Facebook pages: Virginia Tech Tree Fruit Extension and Outreach; VCE Northern Shenandoah Valley Agriculture and Natural Resources; and Young Grower Alliance of Virginia.
- Virginia Cooperative Extension Master Gardener Volunteer interviewed by [The Northern Virginia Daily](#), January 16, 2018: “Learn How to be a Master Gardener”.
- Virginia Cooperative Extension Master Gardener Volunteer interviewed by [The Northern Virginia Daily](#), January 23, 2018: “Packet of Information for Gardeners Interested in Seeds”.
- Virginia Cooperative Extension Master Gardener Volunteer interviewed by [The Northern Virginia Daily](#), January 23, 2018: “Master Gardeners to Host Seed Exchange”.
- Interviewed by [The Northern Virginia Daily](#), January 25, 2018: “Invasive Insect Arrives in Winchester”.
- Virginia Cooperative Extension Master Gardener Volunteer interviewed by [The Winchester Star](#), January 25, 2018: “Gardeners to Share Seeds on Saturday”.
- Virginia Cooperative Extension Master Gardener Volunteer interviewed by [The Winchester Star](#), January 29, 2018: “Seed Exchange Inspires Gardeners”.
- Virginia Cooperative Extension Master Gardener Volunteer interviewed by [The Northern Virginia Daily](#), February 2, 2018: “Strasburg Community Garden: A Living Outdoor Classroom”.
- Interviewed by [The Winchester Star](#), February 10, 2018: “Plant-Hopping Insect a Threat to Plants, Woods”.
- Interviewed by 95.3 The River, February 12, 2018: “New Invasive Insect Spotted in Winchester”.
- Interviewed by [The Northern Virginia Daily](#), February 13, 2018: “Extension Launches Survey to Better Understand Area Needs”.
- Interviewed by [Virginia Farm Bureau](#), February 15, 2018: “Farmers Warned Invasive Pest Could Damage Crops”.
- PSA posted in [Page News Courier](#), February 15 and 22, 2018: “VCE Survey”.
- Interviewed by [The Winchester Star](#), February 17, 2018: “Orchardists Learn More About Latest Invasive Threat to Area Crops”.
- Interviewed by [Lancaster Farming](#), February 17, 2018: “Virginia Extension Launches Situation Analysis Project”.
- Interviewed by [Lancaster Farming](#), February 17, 2018: “Pesticide Applicator Trainings Set”.
- Virginia Cooperative Extension Master Gardener Volunteer interviewed by 95.3 The River, February 22, 2018: “Gardening in the Valley Symposium”.
- Interviewed by [Lancaster Farming](#), February 24, 2018: “Spotted Lanternfly’s Appearance ‘No Surprise’”.
- Interviewed by WHAG, March 1, 2018: “Virginia Cooperative Extension Holds Two-Day Horticulture Event”.
- Interviewed by [Lancaster Farming](#), March 3, 2018: “Young Farmers Talk Pruning in Northern Virginia Orchard”.

- Interviewed by The Winchester Star, March 5, 2018: “Virginia Cooperative Extension Seeks Input From Residents”.
- Northern Shenandoah Valley Master Gardener Association Quarterly Newsletter:
<http://nsvmga.org/newsletter/>

Professional Development

- Southeast Regional Fruit and Vegetable Conference (3-days), Savannah, GA.
- Mid-Atlantic Fruit and Vegetable Conference (3-days), Hershey, PA.
- VCE Winter In-Service (3-days), Blacksburg, VA.
- Spotted Lanternfly Multi-State Meeting (1-day), Harrisburg, PA.
- VCE Program Development Institute (2-days), Culpeper, VA.

Other Activities

- Serve as VCE-Frederick County Unit Coordinator.
- Coordinate the VCE-Frederick Extension Leadership Council.
- Serve on the state VCE Master Gardener College Planning Team.
- Serve on the VT Foundation – J. Fred Thwaite Account Committee.
- Serve as Educational Advisor to the Shenandoah Valley Nursery and Greenhouse Association.
- Serve as Extension Representative to the Frederick County Fruit Growers Association.
- Serve as Educational Advisor to the Virginia Young Grower Alliance.
- Serve on the Virginia Tech Interview Committee for the Frederick County 4-H Position.
- Serve on the Alson H. Smith, Jr., AREC Strategic Planning Working Group.
- Serve on the Frederick County Public Schools Ag Advisory Committee.
- Serve on the Lord Fairfax Soil and Water Conservation District Urban Ag Working Group

Agriculture & Natural Resources: Livestock
Corey Childs, Extension Agent
540/635-4549; cchilds@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties



Programs: January 1 – March 31, 2018

Activities related to all five counties in the Northern Shenandoah Valley (Clarke, Frederick, Page, Shenandoah, and Warren):

- Coordinated, collaborated on, and facilitated the following program activities for Commercial Pesticide Recertification:
 - 2018 Commercial Pesticide Applicator Recertification Program at the Northern Virginia 4-H Center in Front Royal, VA (one-day conference) – 260 participants.
 - Core Pesticide Manual Training, Boyce, VA (one-day training) - 50 participants.
 - Right-of-Way Pesticide Manual Training, Boyce, VA (one-day training) - 20 participants.
- Organized trip for five interested producers to the VA/NC Shepherds Symposium in Verona.
- Partnered with agent in Augusta and Martin and Chris Auville to hold a one-day hands-on lambing seminar for 19 participants.
- Co-organized, and facilitated the annual meeting of the Blue Ridge Cattleman’s Association. Speakers covered a variety of educational topics and keynote address was on the “Check Off Update”. 228 producers in attendance.
 - Served as Educational Advisor to the Blue Ridge Cattleman’s Association, Board of Directors meeting to plan the Spring and Summer educational meetings.
- Coordinated a Northern Shenandoah Valley through collaborating with the Virginia Forage and Grasslands council to hold a Fencing school for 26 producers and held in the Stanley area.
- Met with Page County administration and staff to discuss options for small animal care on small acreage. Also working with Luray officials on similar project.
- Assisted with UAA interviews for Clarke Unit office.
- Represented local staff and PD7 during a meeting of the Virginia State Youth Livestock program and the State Fair youth livestock program management committee.
- Completed training and certification for the new Youth for the Quality Care of Animals certification program offered by VA 4-H. Also serve on the state leadership team for this program.
- Served as livestock official and program advisor for the Skyline Youth Stockman’s Contest. Provided training materials, official scoring of testing materials, and classes. 140 youth and adults participated.
- Collaborated with area Farm Bureau boards and law enforcement to hold a Changes in Highway Laws and Regulations meeting for local producers in Strasburg.
- Conducted a Beef Quality Assurance certification training for three Adults and 16 FFA members for Clarke County High School.
- Collaborated with the Blue Ridge Rural Working Group to plan and facilitate the 16th Annual “Forum for Rural Innovation” for 158 producers and land owners from the region. I also facilitated the awards and recognition program.
- Collaborated with area VCE staff to begin the 2018 Unit Situational Analysis process.
- Attended the VCE State Program Team and state-wide VCE In-service Training Conference.
- Participated in the Warren County Emergency Service response group quarterly meeting.
- Attended planning meetings and serve as an educational advisor to the Clarke and Frederick County fairs and to the Warren County Fair Youth Livestock Show. Serve as educational resource to youth livestock educational programs in all PD7 counties.
- Work with Warren County Administrator and staff to provide accurate information for the 2018 budget process for the local Board of Supervisors.

- As Unit Coordinator, work with UAA to manage the office finances and ensure accurate accounting and timely reporting to both local and state funding partners.
- Collaborate with all unit staff to ensure that all activities comply with all federal civil rights requirements.
- Developed the NSV Livestock E-Update Newsletter and maintained the Northern Shenandoah Valley Agriculture and Natural Resources Blog and social networking presence.
- Interviewed by local news reporters on “Cold Weather Impacts on Crops” and “How Current Drought Conditions May Impact Spring Pastures”.
- Developed enterprise budgets and/or ration formulations for nine livestock producers.
- Collaborated with Warren Master Gardener volunteer staff to respond to 36 requests from local home and property owners requesting diagnostic and technical recommendations relating to:
 - Insect identification and control
 - Plant identification
 - Ornamental disease control
- Responded to producer informational or other educational needs on animal health, livestock, production, forages, and marketing issues as requested.

District and State Program Leadership Activities

- Began three-year term as a member of the Northern District Program Leadership Team.
- The DPLT team created training materials and provided training to agents in the areas of:
 - Session 1. Situation Analysis
 - Session 2. Program Design and Implementation
 - Session 3. Program Evaluation and Reporting
 - Session 4. Risk Management

Client Contacts/Farm Visits

- Site Visits: 41
- Client Contacts: 889

Other Activities

- Serve as VCE-Warren Unit Coordinator.
- Serve as Educational Advisor to Blue Ridge Cattleman’s Association.
- Serve as Educational Advisor to Old Dominion Livestock Association.
- Serve as Educational Advisor to the Clarke Area Wool Growers.
- Serve as Board of Director and as chairman of the Technical Review Committee for Lord Fairfax Soil and Water District.

Agriculture & Natural Resources: Crop & Soil Science
Robert Clark, Senior Extension Agent
540/459-6140; raclark@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties



Programs: January 1 – March 31, 2018

Activities related to all five counties in the Northern Shenandoah Valley (Clarke, Frederick, Page, Shenandoah, and Warren):

- Assisted with completing a Commercial Pesticide Applicator Recertification Training at the Northern Virginia 4-H Educational Center in Front Royal. There were 260 people in attendance at this meeting.
- Assisted with the Virginia No-Till Alliance Meeting in Harrisonburg. Two hundred seventy-five people attended the meeting. In addition, we held a special training (at the end of the VANTAGE Meeting) so that people could receive special certification to use the newly labeled Dicamba herbicide. Sixty-five people attended this training.
- Attended the 3-day VCE Annual Conference in Blacksburg.
- Attended a training on Household Water Quality that was held in Charlottesville.
- Held a Civil Rights Work Day at the office. The purpose is to ensure that our files are up-to-date with documentation about the work we have been doing and to serve as a time to evaluate our work habits to make sure our educational programs are appropriately open to everyone.
- Assisted with conducting a 2-day training designed to help people earn either their Private or Commercial Pesticide Applicators Licenses. During this event we fully trained 50 people to receive their licenses.
- Made a presentation titled “Basic Soils and Fertilizers” to the Northern Shenandoah Valley Master Gardener class. A class to train new Master Gardeners.
- Completed a progress report about the Shenandoah County Sustainable Farm Demonstration.
- Began locating fields for Dr. Sally Taylor’s Slug Management Research Project.
- Screening and Beneficial Re-Use of Large Animal Mortality Compost:
 - Completed a field test of the Allu Bucket Grinder. This field test was required as part of the purchase process. The Allu has now been purchased, and we are completing the process of preparing the machine for use.
- Above Ground Burial for Management of Catastrophic Livestock Mortality:
 - Installed a field test of this technology at the Shenandoah County Landfill. This test includes three treatments: a 2 foot trench with a foot of mulch; a 2 foot trench with a foot of loose soil; and a traditional burial pit. Each treatment has two cows each.
 - Hosted a tour of the Above Ground Burial Demonstration for the Virginia Catastrophic Livestock Mortality Task Force. Eight people, representing the Virginia Department of Agriculture, the Virginia Department of Environmental Quality, the West Virginia Department of Agriculture and the USDA Animal Plant and Wildlife Health Service, were in attendance.
- Improving Farm Profitability through Grazing Management (Graze 300):
 - Hosted a Graze 300 VA educational meeting in Shenandoah County. The meeting was attended by eight farmers.
 - With the assistance of the Stonewall Jackson FFA, we constructed 15 “Falling Plate Meters” for Dr. Ed Rayburn with the WVU Extension Service. Ed will be training agents in West Virginia about the use of these plate meters.

Activities Related to Specific Counties

Clarke County

- Farm Visits/Client Contacts: 8/125.

Frederick County

- Farm Visits/Client Contacts: 4/90.

Page County

- Farm Visits/Client Contacts: 25/70.

Shenandoah County

- Farm Visits/Client Contacts: 150/250.
- Coordinated two meetings of the Shenandoah County Extension Leadership Council.
- Completed a press release and delivered copies of the Community Wide Survey to multiple locations throughout the Northern Shenandoah Valley.
- In early January, I was notified that multiple wells in Shenandoah County were dry. In response, I prepared a media release to notify both citizens and farmers of the dry conditions so that people with shallow wells or wells with low flow would begin taking extra precautions, so they would have adequate household water or water for their livestock. I also completed a damage assessment in Shenandoah and Page County. As part of this process, I was interviewed by two television and three radio stations.
- Coordinated the interviewing and hiring of a 4-H Program Assistant/Office Support Staff in the VCE-Shenandoah County Office. I am pleased to report that Dyllan Chapins was hired into this part-time position.

Warren County

- Farm Visits/Client Contacts: 2/90.

Family & Consumer Sciences: Nutrition, Health & Food Safety

Rebecca Davis, Extension Agent

540/665-5699; rdavis58@vt.edu

Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties



Nutrition, Health, and Food Safety Related Programs

- Conducted one 16-hour ServSafe Manager’s Certification program for food service workers.
- Conducted 17 sessions of year-long Diabetes Prevention Program (DPP) for two programs, one in Front Royal and one in Winchester; conducted three sessions for Frederick County DPP program.
- Recruited and conducted participant screenings for two new Diabetes Prevention Programs, both beginning in January 2018.
- Conducted 8-week, two times/week LIFT nutrition and strength training program in Frederick County.

Professional Development

- VCE Winter Conference, Blacksburg
- Virginia Tech: “Get the Facts Webinar: Breast Cancer”

Communications and Other Activities

- Answered questions on nutrition, food preservation, and food safety to residents of Clarke, Frederick, Shenandoah, Page and Warren Counties by email and phone.
- Coordinated activities of NDPLT as team chair.
- Helped facilitate and plan DPLT Program Development Institute.
- Attended one Health Dept./Valley Health Diabetes Prevention Coalition Meetings.

Family & Consumer Sciences: Family Financial Management
Karen Poff, Senior Extension Agent
540/635-4549; kpoff@vt.edu
Serving Frederick, Clarke, Shenandoah, Page, and Warren Counties



Educational Presentations/Simulations (Up to 2 ½ Hours)

- None

Extended Learning Programs (3 Hours or Multiple Sessions)

- Financial Education Volunteer Training (1 Session) - Shenandoah County
- LifeSmarts State Competition - Statewide
- Reality Store, 11th Grade Financial Simulation – Frederick and Warren
- Super Pantry Financial Lessons (17 Sessions) – Frederick, Shenandoah, and Warren Counties
- Strengthening Personal Finances in Your Community (2 Presentations) – Frederick and Warren Counties

Exhibits/Displays/Brief Community Presentations

- None

Financial Mentoring

- Financial Mentoring Sessions (8 Sessions) – Frederick County

Additional Accomplishments

- Extension Leadership Council Meetings (2 Meetings) – Page and Shenandoah Counties
- The Valley Today Radio Interviews (WFTR – 2 Interviews), “Upcoming Financial Management Programs” and “Managing Your Money” – All Counties
- Networking and Program Planning Meetings (22 Meetings) – Clarke, Frederick, Shenandoah, Page, and Warren Counties

Professional Development

- Virginia Cooperative Extension Professional Development Conference (3 Days)
- Financial Management Webinars (5 Webinars)

Sign Up for Our Upcoming Programs E-mail List: <http://tinyurl.com/nsvfepemails>

Financial Education Website – <http://warren.ext.vt.edu/programs/nsvfep.html>

Facebook Page – <https://www.facebook.com/nsvfinancialeducation>

LinkedIn – www.linkedin.com/in/karelynnpoff



Clarke 4-H Connections

May 2018

Important Dates:

- June 2nd:** Weigh-In, Clarke County Fairgrounds
- June 3rd:** 4th Annual Goat Camp, Clarke County Fairgrounds
- June 8th:** Record book check deadline
- June 9th—10th:** Horse Camp, Clarke County Fairgrounds
- June 15th:** Dairy Posters DUE at Clarke Extension Office
- June 23rd:** Clarke/Frederick Lamb Camp, Boden Residence, Clarke County
- June 25th—June 28th:** Virginia State 4-H Congress, Blacksburg, VA
- July 8th—July 12th:** Clarke/Warren 4-H Junior Camp, NoVA 4-H Center, Front Royal
- July 16th:** Dairy Record book checks
- July 16th:** YQCA Training, Clarke County Fairgrounds
- July 23th—July 27th:** Cloverbud Camp, Clarke Extension Office
- July 31st:** 4-H Food Preservation Workshop, Clarke Extension Office

Weigh-In June 2nd—SATURDAY!!

The schedule is listed below:

Hogs 7am—8:30am

Lambs/Goats 8:30am—10am

Meat Rabbits 8:30am—10am

If you have any questions, please email clefeve@vt.edu, the [livestock committee](#), or call the extension office.



YQCA Certification Trainings

2018 YQCA Online Registration: <https://tinyurl.com/2018-YQCA-NSV>

May 30 th	Loudoun County Fairground	6-9:00 pm	https://tinyurl.com/18LoudounYQCA
June 14 th	Page County Fairgrounds	6-8:30 pm	https://tinyurl.com/18PageYQCA
July 11 th	Frederick County Fairgrounds	6-9:00 pm	https://tinyurl.com/2018-YQCA-NSV
July 12 th	Shenandoah County Fairgrounds	6-9:00 pm	https://tinyurl.com/2018-YQCA-NSV
July 16 th	Clarke County Fairgrounds	1-4:00 pm	https://tinyurl.com/2018-YQCA-NSV
August 3 rd	Warren County Fairgrounds	1-4:00 pm	https://tinyurl.com/2018-YQCA-NSV

Please contact Stacy Swain in Warren County via email at hstacy@vt.edu

Record Book Checks!

Record Book checks will be **June 8th** at the extension office. If you are planning to use the new record books, *you may email the file*. **July 16th** will be checks for dairy projects. If you have questions, or need assistance, please email clefeve@vt.edu



Clarke County Office
524 Westwood Road
Berryville, Virginia 22611
540/955-5164
clarke-4h-g@vt.edu

<http://www.tinyurl.com/clarkecountyva4h>
<https://www.facebook.com/ClarkeCounty4H/>

Claudia Lefevre
4-H Extension Agent
540-955-5164
clefeve@vt.edu

www.ext.vt.edu

If you are a person with a disability and desire assistance or accommodation, please notify the Clarke County Extension Office at (540) 955-5164 during business hours of 8:30 a.m. and 5 p.m.

Upcoming Events...

20th Annual Clarke/Frederick Lamb Camp!

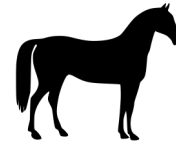
The Clarke/Frederick Lamb Camp will be held **Saturday, June 23rd, 2018**. If you have a sheep project and are interested in this workshop, *please register by June 5th!*

[Registration Form](#)



Clarke County 4-H Horse Camp

Horse Camp will be held **Friday, June 8th - Saturday, June 9th** at the Clarke County Fairgrounds. Please see attached flyer at the end of the newsletter for more information!



June Dairy Month 4-H Poster Contest



The theme of the 2018 June Dairy Month 4-H Poster Contest is *“How Do You Love Your Dairy?”* Please see the attached flyer and entry form at the end of the newsletter for more information. **Posters must be submitted to the extension office by June 15th.** The top three posters in each category will be sent to the state level for judging.

We want to hear from YOU!

If your club has an upcoming event, club minutes, and/or pictures of 4-Hers in action that you would like to have published in the upcoming newsletter, or if we are *missing information*, please email the [extension office](#).

Please submit your information to us by the 3rd Friday of the month.

...Announcements

iLeadership Institute (formerly Intermediate Congress) July 16th—20th

The iLeadership Institute offers a week of fun, innovative, engaging and interactive sessions that will enhance the ability of 4-H youth to serve in local, district, state and national 4-H leadership roles. These include 4-H club leaders, camp counselors, members of 4-H Cabinet, State and National Congress, and as conference participants. The iLeadership Institute is a great summer leadership opportunity for youth to be introduced to STEAM activities, team-building and networking, hands-on workshops, distinguished speakers, etiquette dinner, creating personal action plans, and much more.

The 2018 iLeadership Institute is limited to 35 participants and is first-come, first-served based on successful completion of the online registration form and registration fee of \$100*

WHO SHOULD ATTEND

Current 4-H members, who are ages 11-13 during the current 4-H year (October 1 through September 30), may attend the iLeadership Institute as Delegates.

[YOUTH DELEGATES: USE THIS LINK TO REGISTER](#)

Current 4-H members, who are ages 14-15 with Teen Mentor training and leadership experience, may register to participate as Teen Counselors.

[TEEN COUNSELORS: USE THIS LINK TO REGISTER](#)

ILEADERSHIP HIGHLIGHTS INCLUDE:

- True Colors Seminar - Discover Your Leadership Personality Style!
- Leadership Networking Dance
- 4-H Yoga
- STEM & Drone Technology
- Health Rocks!
- Citizenship Luncheon (Senator Rosalind Dance invited)
- Meet VSU's President Makolah M. Abdullah

Team Building Session with 4-H Leadership Cabinet

For more information and details, visit <https://www.ext.vsu.edu/4h-youth>

Questions? Call the 4-H Extension Office at Virginia State University, (804) 524-5964 or email Maurice Smith (msmith@vsu.edu)

Club News...

Lucky Leaf 4-H Club May Meeting Minutes

Ellie Vincent called the meeting to order at the 7:00 pm. Emma Royston led the American Pledge, Riley Shirley led the 4-H Pledge, and Emily Vincent recited the motto. Anna Hornbaker called roll and read the minutes from the April meeting. Members approved minutes as read. Ellie Vincent, Kolton Vincent, Emily Vincent, Mary Rose, Riley Shirley, Jordan Kelly, and Jackson Kelly all participated in the State Stockmen's Contest. The Vincents reported on Market Animal Boot Camp and YCQA training. Under old business, Gore's field trip will need to be re-scheduled as the Gores are currently busy with their new retail store. Ellie reminded members of upcoming events: VT Livestock Judging Field Day (April 28), Judging Camp @ Buffalo Gap High School (May 11-13), Clarke/Frederick/ Warren Beef Show (May 19), Lamb Camp at the Boden's (June 23), and Livestock Judging Camp (July 16-18). Under new business, there will be a record book workshop on May 24 from 6 pm to 8 pm at the extension office on Westwood Road. Goat Camp will be June 3. The theme for the 2018 June Dairy Month 4-H Poster Contest is *How do you love your Dairy?* For those interested, posters should be submitted by June 15 on 8 ½" x 11" card stock. Members voted to have a end of year party at the Miller's for the June meeting. The meeting adjourned. Emma Royston presented a mini-program on the Charlois breed, Riley Shirley on the Stockmen's team, and Rebecca Spittler on her chickens.

Clarke/Frederick Dairy 4-H Club May Meeting Minutes

The 4H Dairy Club is in full swing with Spring here and Summer on the horizon. In April we celebrated National Grilled Cheese month by making grilled cheese sandwiches at our monthly meeting while working on our Dairy posters. Since that fun filled meeting time we've had many officers participate in the county officer training and had a very successful bake sale to help raise funds for our club. In May club members enjoyed a working meeting at the fairgrounds. Several kids and adults alike helped clean up the dairy barn and surrounding areas, spent several hours repairing the collapsing dairy barn roof, painted the fence and raked a ton of leaves. We will have our final meeting of the year in June and will celebrate each other and our club with an end of year family picnic. We are all getting excited and gearing up for August and the fair!

Maryland Sheep and Wool Skillathon



Congrats to all those who competed in the Maryland Sheep and Wool Skillathon on May 6th in West Friendship, MD. There were 150 competitors this year from at least 5 states that participated in the contest. They had to identify fibers, worms, feeds, breeds, meats, equipment, take a test, judge hay, wool fleeces, and a class of Rambouillet ewes. The kids did a great job of representing Clarke and Frederick County.

Intermediates—Mary Rose, 3rd and in Team, Kennah Kerns, Ellie Vincent, Mary Rose, and Kolton Vincent placed 3rd.

Junior—Emily Vincent, 5th

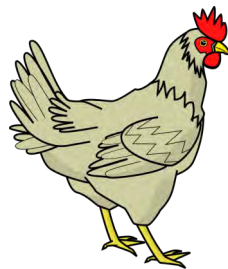
Seniors—Mikayla St Clair, 5th, and Quinna Molden, 9th. Rounding out that team was Cyle DeHaven from Frederick County.

Clarke County Poultry Judging Team



Congratulations to the Clarke County Poultry team for competing in the Virginia Youth Poultry Convention held in Harrisonburg on April 27th!

Clarke County Senior and Junior Teams: Charles Casey, Mackenzie Cather, Hayden Hartsell, Eve Wilkie, Harrison Casey, James Casey, Emili Hartsell, Caiden Thompson, Gavin Thompson, Elizabeth Lloyd, and Lucas Welch.



Virginia Youth Poultry Convention



Senior team placed 2nd Overall

Charles Casey - #1 high individual

Mackenzie Cather – 5th

Hayden Hartsell – 6th

Eve Wilkie – 8th

Junior Team 1 – placed 2nd Overall

Harrison Casey – 3rd

James Casey – 5th

Emili Hartsell– 20th

Caiden Thompson-14th



Junior team 2—placed 3rd Overall

Gavin Thompson—17th

Elizabeth Lloyd—10th

Lucas Welch—1st



CLARKE COUNTY 4-H

Cloverbud Day Camp

July 23-27, 2018

9 a.m. - 12 p.m.

Clarke County Extension Office

For Youth

Ages 5 - 8

(as of 9/30/18)

Camp Songs

Games

Educational Lessons

New Friendships

Lasting Memories

Cost: \$30 per camper


Cost covers camper t-shirt, crafts, fun activities & snacks!

Contact the Clarke Extension Office

at (540) 955-5164 to register!



Virginia Cooperative Extension personnel and employees do not discriminate on the basis of race, sex, or ethnicity in any of their programs, services, or activities. If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact Claudia Lefevre at (540) 955-5164/TDD* during business hours of 8:00am and 5:00 pm. To discuss accommodations 5 days prior to the event *TDD number is (800) 828-1120.

 if you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact Claudia Lefevre at (540) 955-5164/TDD* during business hours of 8:00am and 5:00 pm. To discuss accommodations 5 days prior to the event *TDD number is (800) 828-1120.

VCE Clarke County

4-H Food Preservation Workshop

Jams and Jellies



Questions? Contact:

Rebecca Davis, M.A., M.S.

Extension Agent

Family and Consumer Sciences, Nutrition

540-665-5699

Rdavis58@vt.edu

Claudia Lefevre

Extension Agent, 4-H Development

540-955-5164

clefeve@vt.edu

You must pre-register for this workshop. Deadline for registration is July 23rd. Class size is limited to 12 participants. Please call to register:

540-955-5164

Come learn how to make your own jams, jellies, preserves and other jellied products using the water-bath method. This is a hands-on workshop where we will focus on safe food preservation techniques and how to make different kinds of jellied products. You will prepare from start to finish two jars of fruit jam: one for practice and one to enter into the Clarke County Fair.

Day: Tuesday, July 31, 2018

Time: 9 a.m.-11:30 a.m.

Who: Clarke County 4-H members, ages 10+

Where: Clarke County Extension Office
524 Westwood Road, Berryville



Virginia Cooperative Extension

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May 15, 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, May 15, 2018.

Board Members

Present Afternoon/Evening Session: 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/Evening Session: None

County Staff Present

David L. Ash, Cathy Kuehner, Brian Lichty, Brandon Stidham, Lora B. Walburn

Constitutional / State Offices / Other Agencies

Travis Sumption, Tony Roper, Tom Judge

Press

None

Others Present

Rob Goldsmith; Virginia and William Elliot; Joyce Hayton, Jason Miller, David Power; Jeff Hinson, Rappahannock Electric Cooperative

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:02 p.m.

2) Adoption of Agenda

Board of Supervisors Meeting Minutes For May 15, 2018 – Regular Meeting

Supervisor Daniel moved to adopt the agenda 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	- Absent
David S. Weiss	- Aye

Chairman Weiss noted the series of recent accidents with fatalities in the County and remarked that the Board sent prayers of support to the families as well as the first responders. He further sent the Board's appreciation and regard to the first responders.

3) Citizens Comment Period

No persons addressed the Board.

4) People Inc. Presentation of 2017 Annual Report

Robert Goldsmith, CEO People Inc., appeared before the Board to provide the 2017 Annual Report. Highlights include:

- Clean FY2017 audit.
- Approximately \$15 MM in revenue and expenses.
- Colleen Hillerson is the Clarke's representative on the People Inc. Board.
- The Supervisors are encouraged to share ideas with Mrs. Hillerson or Mr. Goldsmith.
- Provide Community Action Service to Clarke.
- People Inc. staff currently working on a business loan with a Clarke resident.
 - o Business loans are available to persons that do not qualify for a bank loan.
 - o The loan process includes external review by a committee that includes bankers.
 - o Loan repayment rate is 93%.
- Senior Services:
 - o More than half of the 19 apartment complexes built by People Inc. are for seniors.
 - People Inc. is very interested in trying to develop senior housing of this type in Clarke.

- People Inc. typically constructs facilities with 40 units.
- Such projects take several years to complete.
- Such a project would require a site for multi-family, seniors.
- Conduct financial counseling for seniors.
- Mr. Goldsmith will reach out to Shenandoah Area Agency on Aging [SAAA].
- People Inc. picked up the retired senior volunteer program dropped by SAAA.

Chairman Weiss thanked Mr. Goldsmith for the annual update and for the work done by People Inc.

5) Historic Resources Plan Set Public Hearing

Betsy Arnett, Chair Clarke County Historic Preservation Commission, appeared before the Board to present the Historic Resources Plan, a component of the Comprehensive Plan.

- Commission is currently working on an architectural history book and is applying for additional funding to continue the work.
- Prior to demolition of historic structures review and recommendation by a structural engineer indicating the building is not structurally sound is required.
- Planning to update registries of some National Registry properties.
- Seeking funding to turn driving tour maps into a podcast.
- Removed during the review process language that related to state and federal programs. The plan now references those sources.

Chairman Weiss, on behalf of the Supervisors, thanked Ms. Arnett for the Commission's time and effort in review of the Historic Resources Plan.

Supervisor Daniel moved to set the matter for public hearing at 6:30 pm, Tuesday, June 19, 2018. The motion carried by the following vote:

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

6) Approval of Minutes

Supervisor Catlett: Page 82 of Packet, Book 23, Page 321, Village of Millwood – strike had recent clean up.

Supervisor Byrd moved to approve the minutes for April 17, 2018, as corrected. The motion carried by the following vote:

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

7) Consent Agenda

A. Bittner Boundary Line Adjustment and RSP Enterprises Grant Application for Easement Purchase

MEMORANDUM

TO: Board of Supervisors, David Ash

FROM: Conservation Easement Authority, Alison Teetor

DATE: May 4, 2018

SUBJECT: Items for consent agenda

- a. Bittner Boundary Line Adjustment
- b. RSP Enterprises grant application for easement purchase

The Conservation Easement Authority has approved the following actions requests the Board of Supervisors to authorize the Chairman of the Board of Supervisors and County administrator to execute deeds, easements, and other documents necessary to the transactions.

a. Bittner Boundary Line Adjustment

The Bittner property is located at 185 Blue Bird Lane in Calmes Neck. The Tax Map# is 31-1-91 the other property is Tax Map# 31-1-84 located at 222 Barred Owl Lane (see attached Plat). The Bittner property is in conservation easement and therefore requires approval by both the Easement Authority and County Board of Supervisors. The applicant is requesting approval so as to adjust .2 acres from each property so there is no net change in acreage for either property. The small area is being adjusted to provide the neighbor with parking area and Ms. Bittner with additional river access.

b. RSP Enterprises – easement purchase grant funds

Betsy Pritchard, co-owner RSP Enterprises (Smithfield Farm) has applied to the easement authority for approval of an easement purchase using grant funds. The property is located 568 Smithfield Lane off of Wickliffe Road adjacent to the West Virginia line. The property is identified by Tax Map# 10-A-6. It consists of 214 acres with 5 DUR's and 3 existing dwellings. There is an additional 1.5 acres with 1 DUR that will likely be merged in prior to easement recordation. The primary use is for grazing and hay production. The applicant proposes to retire all of the 6 remaining DURs.

The property meets all of the 4 criteria. The property resource score is 125.69. The applicant would retire all of the 6 remaining DURs. It is next to an existing easement, property that the Pritchard's own and placed in easement in 2009, and it is more than 40 acres. Points were given for retiring 6 DURs, having a perennial stream, a house listed individually on the National Historic Register. Having frontage on a scenic byway, and being owned by the same family for more than 200 years.

Potential grant opportunities include ALE (formally FRPP) federal, and the Virginia Land Conservation Fund (state). This is an excellent candidate for grant funds as it has nearly 100% prime soils, is listed on the National Historic Register and has numerous contributing structures in the Long Marsh Rural Historic District.

Recommendation

Approve the above items and authorize the Chair and County administrator to sign necessary documents.

B. 2018-01P Proclamation in Appreciation of William and Virginia Elliott

*PROCLAMATION IN APPRECIATION OF
William and Virginia Elliott
May 2018*

WHEREAS, William "Bill" and Virginia "Ginny" Elliott owned and operated Black Penny Antiques and Lighting for 42 years, contributing to the economic stability and overall beauty of the Clarke community;

WHEREAS, Bill and Ginny Elliott built a reputation for offering quality antiques, custom-built lamps and excellent repair services that attracted loyal customers from both near and far;

WHEREAS, the Elliots lived in an historic Millwood home next to their unique shop and made significant improvements to the mid-1800s home and the circa 1830s

shop that was originally a dairy barn as well as an early 1800s log cabin on the property;

WHEREAS, the Elliotts decided to retire and close Black Penny Antiques and Lighting in April 2018 so they might travel and spend time with family and friends;

NOW, THEREFORE BE IT RESOLVED, the Clarke County Board of Supervisors does hereby issue this proclamation in appreciation of Bill and Ginny Elliott, respected residents of Clarke County and beloved shopkeepers whose Black Penny Antiques and Lighting was a destination for thousands of people for more than four decades.

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 15th day of May, 2018.

Attest:

David Weiss, Chair 2018-1P

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

Following adoption, Mr. and Mrs. Elliott joined the Supervisors at the front for presentation.

8) Board of Supervisors Personnel Item

A. Expiration of Term for appointments expiring through May 2018

05/07/2018 Summary: The Personnel Committee made no recommendations for appointment at the time of the meeting but requested staff to confirm the following:

- Check vacancy and eligibility to serve on the Lord Fairfax Emergency Medical Service Council.
- Check appointment of Steve Wisecarver to determine if a vacancy exists.

05/15/2018 Action: David Ash provided the following update:

- Lord Fairfax Emergency Medical Service Council no longer requires Board appointment to its Council.
- Parks and Recreation Advisory Board Town of Boyce Representative Member Steve Wisecarver: The Supervisors will proceed as guided by Boyce Town Council.

B. Springsted Responses to Recently-Reviewed Positions by David Ash.

05/07/2018 Summary: David Ash advised that he forwarded to the county attorney updated information on exempt / non-exempt status.

05/15/2018 Action: David Ash advised the Board that James Klenkar, County attorney for personnel matters, recommends extending its action taken at its April 17 meeting for as long as takes to review the matter.

Excerpt from April 17, 2018, Regular Meeting:

- *This is an ongoing conversation specific to certain employees that are currently listed as exempt.*
- *Sheriff requests authorizing the change in class until such a time as **the issue is resolved by the attorneys and counsel of the Sheriff's Association.***
- *FLSA status is already a complex issue made more so by recent court cases specific to first-responders.*
- *Requesting a short-term action that would allow the County to pay overtime until resolved.*
- *Job descriptions approved by external contractor establish the positions as exempt; however, attorneys are suggesting that the positions are non-exempt.*
- *Review is ongoing and positions may be reclassified.*

Supervisor Daniel moved to approve making the exception until such a time as the matter was resolved.

Supervisor Daniel moved to approve keeping the exception in place until such a change in ordinance or evidence to cause reconsideration. 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) Board of Supervisors Work Session Items

At 10:00 am, Chairman Weiss called the May 7, 2018, Board of Supervisors Work Session to order.

A. 2018 Ambulance Billing Changes – BOS Update #1 by Brian Lichty

05/07/2018 Summary: Brian Lichty, Director Fire, Emergency Medical Services, and Emergency Operations joined the Board to provide update on ambulance billing changes. Highlights of review and discussion include:

- Flat fee for treated not transported [TNT] set at \$150. Currently, Blue Cross / Blue Shield allows \$360.
- Medicare and Medicaid cover transport but do not cover treated not transported.
- The County will allow hardship waivers, full or partial, set on national standards.
- Credit card options:
 - o Billing company: Waiting for response outlining fees.
 - o Treasurer:
 - Prefer to keep in house.
 - Treasurer approves as long as the cost is not borne by her department.
 - Convenience fee for credit card payments is a flat rate; however, the Treasurer is working to set up as a percentage.
 - One-time, set-up fee of \$250.

Following review and discussion, the Board expressed support for:

- Balance billing.
- Credit card option through the Treasurer's Office.

David Ash distributed and reviewed Clarke County Fiscal Policy, Revenue Policies.

Clarke County Fiscal Policy Revenue Policies

3. **User Fee Creation.** The County, where possible, will institute user fees and charges for programs and services in the County. Expenditure recovery rates will be established for these programs and services. These rates may be set for full cost recovery, or at some lesser rate, but should be expressed as a percent of total cost to include debt and capital costs as well as operational costs. User Fee revenue shall be used only for related program expenditure.
4. **User Fee Review.** The County will regularly review user fee charges and related expenditures to determine if pre-established recovery goals are being met.

Chairman Weiss clarified that fees collected for emergency medical services were user fees; and, under County Policy, these revenues are used to cover emergency medical services activities. He assured that the County would continue to adhere to established policy and that the Board of Supervisors was committed to using these funds for emergency medical services. Chairman Weiss concluded by stating that the additional fees should minimize taxpayer burden while providing a means for end users to receive service without undue financial burden.

Vice Chair McKay arrived at 1:31 pm.

05/15/2018 Action: David Ash summarized the matter discussed at the Work Session. At the request of Supervisor Catlett, he provided a brief explanation of balance billing – balance of bill is the part the insurance company does not pay. He stated that over time some localities have gone from soft billing to hard billing of the balance. He noted that coverage for treated-not-transported is relatively new for many insurance companies.

Chairman Weiss provided the following update of the May 10 Fire and EMS Commission meeting:

- Discussed balance billing.
- Some volunteers have expressed concern on two points:
 - Fee for service, in general, could negatively influence fund raising.
 - The time required to complete the paperwork to get the information to generate the bill.
 - Brian Lichty is working with volunteers on these points.
- He explained to the Commission that the Board of Supervisors figured balance billing into its FY2019 budget and believed it a reasonable avenue; and, the Supervisors were open to fine-tuning the program with the help of volunteers and Brian Lichty.

Vice Chairman McKay agreed that hard billing probably creates some resentment and may hurt fund raising; however, if insurance companies pay EMS fees, the County should try to collect the revenue. He put forward the idea that in lieu of balance billing sending users a fundraising letter for volunteer companies.

Supervisor Daniel opined that it was ironic that our culture is so opposed to talking about money; and, that opposition intensifies exponentially when people are in an unfortunate or emergency situation. She remarked that while some are uncomfortable asking for insurance cards and identifications, it is something that must be done. She opined that the County was absolutely obligated to provide the services; and, she believed that it was a right, not a privilege or indulgence, for citizens to receive these services. She put forth that citizens need to ensure they are receiving the insurance benefits for which pay. Supervisor Daniel said that services are not free; and, balance billing is the only way for the County to keep its emergency services at the high standard expected for it to operate in – a standard that will continue to increase in the coming year. She opined that balance billing is expected being commonplace to all those using the services. She concluded by stating that she had no moral or fiscal hesitation at going forward with the proposal.

Supervisor Byrd expressed agreement with Supervisor Daniel's comments. She said that she hoped people in the community don't feel that because they are tax payers that all these services are a free, paid for by taxes. She suggested educating constituents on where tax money goes. She stated that balance billing was put into effect to help pay for first-quality service.

Chairman Weiss commented that some constituents do believe that services are free for they believe that their taxes cover all their costs, which they do not.

Supervisor Daniel commented that fee-for-service is a way to keep a little pressure off real estate tax.

Supervisor Byrd reminded of Berryville Town Council's \$15,000 funding cut for emergency medical services.

Supervisor Catlett put forward that health care is expensive and navigating where it goes is difficult. She opined that nothing is free including the "write offs" for, ultimately, someone must pay.

Chairman Weiss expressed his appreciation for the Board's thoughts noting its unity on the matter.

B. Fire & EMS Commission Letter in Support of the Initial Stipend Requests by the Blue Ridge and John H. Enders Volunteer Fire Departments

05/07/2018 Summary: Highlights of Board discussion include:

- Letter from Clarke County Fire and Rescue Association dated February 7, 2018, sent from the Board of Supervisors to the Fire and EMS Commission for review and recommendation.
- The Fire and EMS Commission did not agree with the stipends requested in the February 7 letter and made other recommendations that were included in the FY2019 Budget to include:
 - o Two additional Emergency Medical Technician positions (\$112K). Change from five to seven full-time positions.
 - o Volunteer Incentive Program = \$15K
 - o Additional \$15,000 stipend for each of the three companies (\$45K).
- April 13, 2018, Letter from Fire and EMS Commission:
 - o The intent of the Fire and EMS Commission letter is to show support for the volunteer system.
 - o The Fire and EMS Commission is aware that it is too late to fund the Clarke County Fire and Rescue Association request of February 2018 in the FY2019 budget.
 - o Matt Hoff, Fire and EMS Commission Chair and member of Boyce Volunteer Fire and Rescue Company, abstained from the vote to approve sending the letter of support.
- Boyce Volunteer Fire and Rescue Company, while it does need funds, did not support the Clarke County Fire and Rescue Association request to double individual stipends.
- Neither the Supervisors nor the Commission dictate to the individual volunteer companies how to use stipends provided by the County using taxpayer dollars.
- Fire and EMS Commission, in conjunction with Brian Lichty, are reviewing service areas, staffing options, equipment needs, and upcoming projects.
- At the request of the Board of Supervisors, Chairman David Weiss, Fire and EMS Commission liaison and Board of Supervisors Finance Committee member, with Supervisor Terry Catlett, Board of Supervisors Finance Committee member, will relay to the Fire and EMS Commission at its next meeting, May 10, 2018, the following:
 - o The Supervisors support the emergency services system.
 - o The Supervisors fully funded the Fire and EMS Commission request presented for the FY2019 budget advertised, public hearing held, and Board-approved April 17, 2018.

- o While it is too late to consider a request to double stipends for two volunteer companies for the FY2019 budget, the Commission should begin planning for FY2020 now.

05/15/2018 Action: David Ash summarized the matter discussed at the Work Session.

C. Economic Development Strategic Plan Matrix Priorities Discussion

05/07/2018 Summary: David Ash explained that the contract for the Economic Development Director had expired April 15; and, he was seeking Board direction on its top priorities for the position for inclusion in the Request for Proposals. Following discussion, the Board agreed on the following:

- Support existing businesses assisting with expansion efforts and other growth activities.
- Seek to attract new businesses that support current businesses operating in the locality.
- Represent the County with business enterprises, business groups and organizations, real estate professionals, developers, and other stakeholders who are engaged in local, regional, state and national economic development.
- Provide referrals and educational opportunities for existing and potential business owners.

David Ash will work with Mike Legge on RFP development. He will also update the Economic Development Strategic Plan Action Matrix for further review by the Board.

In subsequent discussion, the Board concurred on tasking review and recommendation of the Economic Development Strategic Plan to the Economic Development Advisory Committee and the Industrial Development Authority. Final recommendation from these bodies presented to the Planning Commission for its consideration.

05/15/2018 Action: David Ash summarized the matter discussed at the Work Session. He advised that he had prepared a rough draft, which he would be provided at a later date.

Chairman Weiss suggested that each Supervisor pull out five to ten items they believed important and provide those items to Administrative staff.

D. Director of Public Information Announcement

Board of Supervisors Meeting Minutes For May 15, 2018 – Regular Meeting

05/07/2018 Summary: Chairman Weiss introduced Cathy Kuehner as the Director of Public Information, a new position with the County.

05/15/2018 Action: David Ash briefly reviewed the announcement of the hire of Cathy Kuehner. Chairman Weiss added that he was glad to have Ms. Kuehner on board and noted that she was already working on many things.

E. NexGen Broadband Letter of Support

05/07/2018 Summary: Supervisor Daniel, member of the Broadband Implementation Committee, reviewed the request by NexGen Broadband for a letter of support. Highlights include:

- NexGen is a private company planning an expansion from Ashburn, Virginia to Ohio.
- Applying for a USDA grant intended to aid rural services.
- Seeking to provide residential broadband service from spine on Route 7.
- Not requesting funding.
- Support letter endorses localities need for services not the company.

Brandon Stidham suggested that the letter of support be contingent upon NexGen providing David Ash a copy of the grant application. Further, the letter of support makes it clear that the County is not providing financial support.

Vice Chair McKay moved to approve a letter of support for NexGen provided a copy of the grant application is provided to the County Administrator and further, making it clear that the Board of Supervisor is not committing to any funding. 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

05/07/2015 Summary: At 11:50 am, Chairman Weiss adjourned the Work Session.

05/15/2018 Action: David Ash informed the Board that the letter of support was mailed last Friday.

10) Board of Supervisors Finance Committee Items

A. Kohn Property Improvement Estimate

05/07/2018 Summary: There is \$15,000 budgeted in FY 19 for this work. The Finance Committee recommended that the County Administrator exclude central heating/air and therefore proceed with expenditure of \$3,750.

05/15/2018 Action: Tom Judge summarized Finance Committee discussion of the scope of work on the Kohn property.

B. Primary School Surplus Transfer

05/07/2018 Summary: The Clarke County School Board has announced a surplus of \$186,160 in the Primary School Renovation project. The Committee discussed potential uses for these funds but deferred action until the close of the current fiscal year

05/15/2018 Action: Tom Judge summarized the Finance Committee recommendation. Mr. Judge advised that he would be deactivating the account.

Chairman Weiss thanked the School Board and the School Superintendent noting that they kept their word. He also reminded that former Millwood / Pine Grove Superintendent John Staelin was the architect of the deal; and, an excess of \$186,000 remained after meeting the School needs for new or remodeled facilities. He opined that this was a great example of good faith effort with each other and the working relationship with the School Board.

Supervisor Byrd commented that it took a long time but the County did it and under budget.

Supervisor Daniel stated that she very much appreciated what the prior Board did.

C. FY2019 Appropriation Resolution

05/07/2018 Summary: Dates contained in appropriation resolutions relating to the Public Safety, Food Service, and Joint Government Center funds have been corrected in the records to reference fiscal year 2019 instead of 2018.

05/15/2018 Action: Tom Judge briefly reviewed the correction of the record. Review of budget matters include:

- Senate met today and has decided to meet again a week from today.
- Senate budget resolution still uncertain. May pass a continuing appropriation for July.
- County receives \$1.2MM per month from the State, an amount that exceeds the Rainy Day Fund.
- May want to slow down expenditures of state funds should the delay extend beyond July 1.

D. Bills and Claims

03-12-2018 Summary: The Finance Committee recommends approval of the February 2018 Invoice History Report

03-20-2018 Action: **Supervisor Catlett moved to accept the February 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

E. Standing Reports

FYI: Reconciliation of Appropriation, General Fund Balance, Capital Projects, YTD Budget Report

Mr. Judge stated that the Joint Administrative Services Board did not meet in April and the May meeting cancelled.

11) Government Projects Update

David Ash provided the monthly project update.

- Convenience Center: Rain has caused delays.
- Old Courthouse / 104 North Church Street

- Maintenance Director unable to get assistant or direction on renovation or remodel of HVAC in the old courthouse.
- County Administrator recommended contacting Comfort Design.
- Kohn Park – Ebenezer Road:
 - Expecting return of survey, contour lines, and improvement placement.
 - Discussed improvements on the residence and structure on property. The Maintenance Director will do in-house utilizing a loose schedule with a goal of having it ready for use late summer to early fall.
 - Installed gates to keep people off property until park is ready for use and being maintained.
 - Considering installing a no trespassing sign.
 - Maintenance requested a pest inspection of the structure.
 - Engineer advised that the overflow pipe broke off near the bottom causing the pond to drain itself. Repair will wait until the Board determines what to do with and how to maintain the pond.
 - Master plan is a work in progress.
 - No activity planned at this point. Will mow specific areas and effect repairs to the residential structure.
- Former School Administration Building / House:
 - Roof Replacement:
 - Need to replace/
 - Seeking quotes.
 - Funds are available in the current budget for roofing.
 - Need to remodel.
 - Need to develop conditional agreement.
 - No specific use in mind.
 - Only requested use for building is additional storage for court clerks and the Commonwealth Attorney.
 - Pursue acquisition for County use with the School Board.
- Park Pavilion:
 - Recommend made to give records to the county attorney.
 - Subcontractor hired by the vendor to incorrectly installed the foundation.
 - Recommend the County apply pressure on the vendor to correct.
- Social Media Policy:

- Cathy Kuehner began May 7.
- County does have one in draft, but nothing brought yet for the Board to adopt.
- Ms. Kuehner is crafting a policy.
- Appalachian Trail Parking Lot: Finished. Cathy Kuehner covered completion for the County; and, The Winchester Star and the Appalachian Trail hiking blog picked up her press article.
- Josephine Street Museum Roof:
 - Alison Teetor completed paperwork for federal grants.
 - Alison Teetor working with Mike Legge on procurement of roofing contract.
 - Seeking additional funding sources.
 - May need additional appropriation.

12) Miscellaneous Items

No items identified.

13) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Draft public hearing notice and coordinate with Planning.	Lora B. Walburn
2.	Process approved minutes.	Lora B. Walburn
3.	Process approved 2018-01P	Lora B. Walburn
4.	Create a reduced scope of work for Economic Development Director scope of work for procurement document.	David Ash
5.	Ask CCSA to provide update at July Work Session with Imboden and Mike Legge or Mary Meredith.	Lora B. Walburn
6.	Execute VDOT's Construction Budget FY2019.	David Ash
7.	Draft and process VDOT's Secondary Six-Year Plan resolution 2018-06R.	Lora B. Walburn

14) Board Member Committee Status Reports

Supervisor Barbara J. Byrd

Thanked Terri Catlett for covering her assignments including the Northwestern Regional Adult Jail Authority, Northwest Regional Adult Drug Treatment Court Advisory Committee, Northwestern Regional Juvenile Detention Center Commission, Board of Social Services, and Conservation Easement Authority.

- Berryville Town Council:
 - Mayor very generous in her congratulations to the newly-elected Council members.
 - Dr. Dan Garrett informed Council that the \$18MM, 120-unit, senior housing facility is moving forward. Organization gave \$150,000 to John H. Enders Volunteer Fire and Rescue services to offset additional costs.
 - Keith Dalton will work on creating a simple, easy-to-read explanation of water and sewer charges.
 - Approved east end of Route 7 from Berryville to Battletown Estates improvements.
 - Sidewalk on one side of the road.
 - Buried utilities.
 - Will apply for grants.
 - Discussed electric charging parking meters.

David Weiss left the meeting at 2:28 pm. Returned 2:30 pm.

Supervisor Terri T. Catlett

- Conservation Easement Authority:
 - Discussed potential easement request for Rosemont Manor – a Town of Berryville easement.
 - Fairfield was not placed in easement.
- Northwest Regional Adult Drug Treatment Court Advisory Committee:
 - Discussed whether persons in the program should be in relationships, which under current rules is not allowed.
 - Fourteen persons in the working group will be attending training in Texas.
 - Graduation scheduled for May 22.
- Northwestern Regional Adult Jail Authority:
 - Approved budget.
 - Discussed staffing issues, particularly nursing staff.
 - Budget did not include funding for assistant jail superintendent.

- Northwestern Regional Juvenile Detention Center Commission:
 - Currently house 14 residents – none from Clarke.
 - Discussed compensation study.
 - Discussed camera system update.
- Board of Social Services:
 - Discussed hire of new director.
 - Met with Linda Gibson with the northern regional office to discuss job posting, interview process, funds, etc.
- Clarke County School Board:
 - Attended April 23 meeting.
 - Recognized Amanda Booker, Loudoun Mutual Insurance.
 - Discussed technology initiative.
 - Nineteen students recognized by LFCC for dual enrollment, including those in HVAC training.
 - Did not attend Work session last night.

Supervisor Mary L.C. Daniel

- Broadband Implementation Committee:
 - NexGen letter sent.
 - Roundtable scheduled with companies that provide broadband services in the County for June 20.
 - Brandon Stidham added that he has received one confirmation and one maybe.
- Josephine Community School Museum:
 - No meeting this month.
 - Several have commented about roof - pleased with Alison Teetor, Maral Kalbian, and the County, who are moving this project forward.
 - April 20 participated in Clarke Triangle Field Trip, a school program for fourth-graders.
- Legislative Liaison and High Growth Coalition: Nothing to report.
- Library Advisory Council: Did not meet.
- Planning Commission:
 - Made a few minor changes to the Historic Resources Plan.

- Ordinance update committee working very hard.
- Alison Teetor, Natural Resources Planner, provided a draft of the water resources plan scheduled for public hearing by the Planning Commission in July.
- Approved two minor subdivisions.
- Sheriff Office: Cancelled the meeting scheduled for Friday.

Vice Chair Bev B. McKay

- BCCGC Joint Building Committee:
 - Last meeting of Allen Kitselman, original member, who, after 18 years, did not seek re-election.
 - Allen Kitselman has been an asset to the Committee. He hopes that Council will replace with someone in that vein.
 - Moving Library boxes to hill by apartments to improve safety during inclement weather and improve traffic flow.
- Economic Development Advisory Committee: Meets tomorrow.
- Northern Shenandoah Valley Regional Commission:
 - Missed meeting.
 - Brandon Stidhman did attend. He reported that the spring dinner is scheduled for Thursday, May 17, at Lord Fairfax Community College Curran Center.
- Sanitary Authority:
 - Met this morning.
 - Imboden purchased a company that will be writing a software program to manage small systems.
 - Clarke County and the Town of Middleburg shall beta test the program at no charge.
 - Software program will allow Imboden to watch plants in real time.
 - Tele-genics on water towers working well.
 - Still reviewing potential well sites:
 - Ask CCSA to provide update at July Work Session with Imboden and Mike Legge or Mary Meredith.

Chairman David S. Weiss

- Fire & EMS Commission:
 - Provided information from the Supervisors to the Commission with Terri Catlett.

- The Supervisors support the current budget.
- The Supervisors want to fund the system as a whole.
- Active meeting with a lot of conversation about fees and the incentive program.
- Brian Lichty presented, and the Commission voted on, an option for the incentive program.
- Industrial Development Authority:
 - Authority meets quarterly.
 - Bill Waite, Treasurer, Mark Cochran, Chair, Brian Ferrell, Vice Chair.
 - Finance Subcommittee Meeting:
 - Refined the financial package.
 - Redirected some funds into investments.
 - All bond fees received and current.
 - Continue to seek ways to stimulate development in the county.
 - Finalized the Waterloo Area Water and Sewer Fee Subsidy Program.

Announcements

- Memorial Day service at Rose Hill Park, May 27, 2 pm
 - Chairman Weiss unable to attend and seeking an alternate.
 - Supervisor Byrd usually attends this event.
- Future Farmers of America in High School Cafeteria, May 17, Social Hour 5 pm, Dinner 6 pm
- Lloyd Williams Day Parade, July 14
 - RSVP by May 18.
 - Event scheduled in conjunction with WWI and WWII Committee
 - Supervisor Byrd, Board of Supervisors liaison to WWI and WWII Committee will be celebrating the anniversary of the end of WWI in France.

Chairman Weiss recessed the meeting at 3:04 p.m.

Chairman Weiss reconvened the meeting at 6:35 p.m.

15) Citizens Comment Period

No citizens appeared to address the Board.

16) VDOT Update

Item not reviewed.

17) PH 18-05 Secondary Six-Year Plan for 2018/2019 - 2023/2024 in Clarke County, and on the Secondary System Construction Budget for Fiscal Year 2018

Jeff Boyer, VDOT Environmental Specialist, appeared before the Board to conduct the joint public hearing. He distributed an updated SSYP FY2019 through FY2024 and Construction Program FY2019. Review of the projects and funding allocations for the next six years include:

- Major Projects:
 - Two major projects both on the Clarke / Frederick County Line
 - Old Charlestown Road [Route 761] – bridge replacement
 - Old Winchester Road [Route 723] – bridge replacement
- Estimated Allocations
 - Commonwealth Transportation Board: \$198,047
 - After FY2020, funds will go to District Grant Unpaved Funds.
 - Clarke will compete with 11 counties for these funds after FY2020.
 - TeleFee: \$197,928
 - Fees from telephones, internet use.
- New Hard Surface Projects
 - Lockes Mill Road [Route 621] EHS 2.09 Miles East Route 608 to 1.09 Miles East Route 608.
 - First priority due to customer complaints, dust complaints, and most maintenance issues in that area.
 - Estimated start date 2020.
 - Will end this phase past Watermelon Park entrance to cover the commercial phase.

- Janesville Road [Route 652] Route 657 to Route 633
 - Moved up to second priority due to complaints.
 - Moved up to 2021 from 2023/2024.
 - \$68,000 in secondary fees located and added to secondary projects.
- Lockes Mill Road [Route 621] Second Phase 1.09 E Route 608 to Route 612
 - Chilly Hollow tie in to Watermelon Park 2023 to 2024.
 - Will extend the first project
 - To get a good tie in, VDOT will usually go 100 feet past entrance.
- Planning Estimates-Typical Sections
-

	<u>Cost Per Mile</u>
– Rural Rustic	\$ 305,000
– Avg. 2-Lane Road Reconst.	\$ 809,952
– 2-Lane Road New Location	\$ 2,230,800
– Avg. 4-Lane Road Reconst.	\$ 2,415,128
– Avg. 4-Lane Road New Location	\$ 4,461,600

At 6:48 pm, Chairman Weiss opened the public comment portion of the public hearing.

Joyce Hayton, Janesville Road: Thanked the Board for placing Janesville Road on the list. She stated that she had been waiting a long time for paving noting that she had even spoken to Supervisor Catlett about during her election campaign in 2015. She opined that the road was plagued with potholes and dust. She concluded by stating that she was really in favor of it; and, again, thanked the Board for its consideration.

David Powell, Kinsky Lane: distributed written comments below:

David & Eva Powell 633 Kinsky Lane, Berryville, VA 22611, (540) 955-1566, dpowell@deptecorp.org Tuesday, May 15, 2018, Clarke County Board of Supervisors & Virginia Department of Transportation, 101 Chalmers Court, Suite B, Berryville, VA 22611

REFERENCE: Board of Supervisors & VDPT Public Hearing Notice PH18-05 6:30pm 05-15-2018. The purpose of public hearing PH 18-05 is to receive public comment on the proposed Secondary Six-Year Plan for 2018/2019 - 2023/2024 in Clarke County, and on the Secondary System Construction Budget for Fiscal Year 2018 and states, "Any person who wishes to speak on this item is invited to attend the hearing".

BACKGROUND: Topic of interest scheduled to be discussed during the hearing is the care and upgrading of Locke's Mill Road between its' intersection with Parshall Road extending eastward to Watermelon Park recreation grounds. This section of road crosses the address property, 633 Kinsky Lane, of the undersigned. A list of talking points to be discussed during the meeting are attached for your record.

INTRODUCTION: The property at 633 Kinsky Lane was purchased by David and Eva Powell early 2003. During the past 15 years the address has been our primary home of residence. Road dust has become a health and safety issue due to (a)the dirt surface, (b)increased size, number, speed of vehicles, and (c)increase of pedestrians walking between the park and boat landing. The health issue is validated by the diagnosis/treatment of my wife's pulmonary and optometrist i.e. Dr. Wolfe, Winchester Pulmonary and Dr. Twigg, Berryville Optometry. Both believe dust is the major contributor to her health problems. During the past 6 years we have had to visit family members to escape the excessive dust from the road.

ACKNOWLEDGEMENT: We appreciate the support of Mr. Weiss/Clarke County, Mr. Balderson/VDOT, and Mr. Monroe/ VDOT for their efforts during 2017 to reduce the dust situation.

CONCLUSION/RECOMMENDATION: The best approach to address the health and safety issues and reduce increased road maintenance costs is to upgrade the surface of the portion of Locke's Mill Road being examined.

TALKING POINTS

Board of Supervisors & VDOT Public Hearing Notice PH18-0S 6:30 pm 05-15-2018

POINTS ARE FOR 633 KINSKY LANE LOCATION, OTHERS MAY AGREE OR DISAGREE:

Point 1: We must have some relief from the unhealthy, unsafe dust conditions that exist on Locke's Mill Road. UNHEALTHY: Excess dust has resulted in pulmanary/lung and optometry medical attention. UNSAFE: Near wrecks due to poor visibility of drivers meeting and near misses of pedestrians walking on side of road. We have a deck overlooking the river and we are unable to sit outside.

Point 2: When you hear dusty, what does that mean to you? Does dusty change by the amount of time you are subjected to a dusty situation? What level of dust causes vegetation to die or not grow? Mild dust, bad dust, terrible dust, suffocating dust. If you don't stay there for a day or more, you can't answer the question. You also must stay on the downside of the wind. (Let me show you a filter from my air cooling system during a dusty period.)

Point 3: Increase in Speeding. Is it safer to drive 35-45mph with poor visibility than to drive 45-55mph with good visibility? My observations during the past 10 plus years of

near misses, good visibility is paramount, 15-25mph when you can't see the vehicle in front or behind you to say nothing of a person walking, is unsafe.

Point 4: Cost. To solve the dust on Locke's Mill Road, based on increased calcium chloride/maintenance results of 2017, the effort will have to double or triple depending on weather, rain, etc. The cost of a surface upgrade versus cost of increased treatments of a dirt road must be undertaken by VDOT, but something must be done.

Jason Miller, Watermelon Park: He told the Board that he had been at Watermelon Park his entire life and had seen many wrecks over those 30 years. He concurred with Mr. Powell on dust, visibility, road conditions, and speed issues. Mr. Miller said that Watermelon Park tries to help with the dust by watering the road recognizing that the family business generates much of the traffic. He stated that he really appreciated that the Board was considering paving this road.

Being no one else desiring to speak, Chairman Weiss closed the public hearing at 6:58 pm.

Supervisor Catlett remarked that she really appreciated everyone taking the time to come in and share and that she appreciated the humor displayed; and, she, also, recognized the serious need to pave these roads for the conditions do seriously affect people's lives.

Supervisor Byrd contributed that paving of Allen Road took 17 years to complete with completion in 2017. She did add that some constituents on that road did not want paving.

Supervisor Daniel put forward that this was the first public hearing she had sat through where the Supervisors were talking about plans to spend real money and everybody says, "Do it. Can you do it faster? Do it just the way you said you wanted to do it." She commented that this was nice to hear and she really appreciated everyone coming to the public hearing to let the Board know and for paying attention.

Vice Chair McKay added that it was nice to have citizens at the public hearing opining that he found nothing worse than to attend the public hearing with no one but the Board in attendance.

Chairman Weiss summarized that some of the projects had been a long time coming but they were nearing the finish line. He expressed appreciation for VDOT's work and it finding more funding. Chairman Weiss then called for a motion.

Supervisor Byrd moved to accept the Secondary Six-Year Plan for 2018/2019 – 2023/2024 and Construction Budget for Fiscal Year 2018 as presented.

Supervisor Byrd asked if anything could happen to move the projects forward faster.

Mr. Boyer replied that advancing projects could occur with the additional allocation, findings, or appropriations of funds. He reminded that the funds were projected estimates and not guaranteed. He restated that the Janesville Road project had been advanced. He complimented the Board for picking very viable projects.

Chairman Weiss expressed concerned because of the County’s small size for future allocations based on competition.

The motion carried 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

**Secondary Six-Year Plan for 2018/2019 - 2023/2024 in Clarke County and the
Secondary System Construction Budget for Fiscal Year 2019
Resolution 2018-06R**

At a regular meeting of the Board of Supervisors of the County of Clarke, Virginia, held in the Main Meeting Room, Second Floor, at the Berryville / Clarke County Government Center, on Tuesday, May 15, 2018, at 6:30 p.m.

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

On a motion by Supervisor McKay and carried unanimously:

WHEREAS, Title 33.2 Highways and Other Surface Transportation Systems of the Code of Virginia, 1950 as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan;

WHEREAS, this Board has previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2018/2019 through 2023/2024), as well as the Secondary System Construction Budget for Fiscal Year 2019 on Tuesday, May 15, 2018, at 6:30 p.m. after being duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Construction Budget;

WHEREAS, Jeff Boyer, Environmental Specialist, Virginia Department of Transportation Edinburg Residency, appeared before the Board and recommended approval of the

Six-Year Plan for Secondary Roads (2018/2019 through 2023/2024) and the Construction Budget (FY2019) for Clarke County;

NOW, THEREFORE BE IT RESOLVED that since said Plan appears to be in the best interests of the Secondary Road System in Clarke County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (2018/2019 through 2023/24) and Construction Budget (FY2019) are hereby approved as presented at the public hearing.

ATTEST: May 15, 2018

David L. Ash, Clerk
Clarke County Board of Supervisors


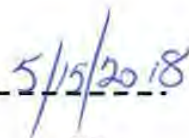
Secondary System
Clarke County
Construction Program
Estimated Allocations

Fund	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Total
CTB Formula - Unpaved State	\$100,989	\$97,058	\$0	\$0	\$0	\$0	\$198,047
Secondary Unpaved Roads	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TeleFee	\$32,988	\$32,988	\$32,988	\$32,988	\$32,988	\$32,988	\$197,928
Residue Parcels	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STP Converted from IM	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal STP - Bond Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Formula STP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MG Formula	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BR Formula	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other State Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal STP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
District Grant - Unpaved	\$0	\$0	\$136,278	\$56,114	\$74,499	\$74,499	\$341,390
Total	\$133,977	\$130,046	\$189,266	\$89,102	\$107,487	\$107,487	\$737,365

Board Approval Date:

Residency Administrator

Date

County Administrator

Date

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, June 19, 2018, at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

18) Adjournment

At 7:05 pm, being no further business, Chairman Weiss adjourned the meeting.

ATTEST: May 15, 2018

David S. Weiss, Chair

David L. Ash, County Administrator

Recorded and transcribed by Lora B. Walburn, Deputy Clerk to the Board of Supervisors

Consent Agenda

- A) 2018-02P Proclamation of Appreciation and Congratulations
Donald Whitacre and Beth Meade

Clarke County Board of Supervisors



Berryville Voting District
Mary L.C. Daniel
(540) 955-1971

Millwood Voting District
Terri T. Catlett
(540) 837-2328

White Post Voting District
Bev B. McKay – Vice Chair
(540) 837-1331

Buckmarsh Voting District
David S. Weiss – Chair
(540) 955-2151

Russell Voting District
Barbara J. Byrd
(540) 955-1215

County Administrator
David L. Ash
(540) 955-5175

PROCLAMATION OF APPRECIATION AND CONGRATULATIONS Donald Whitacre and Beth Meade June 2018

WHEREAS, Paramedic Donald Whitacre, a part-time employee of the Clarke County Department of Fire, EMS and Emergency Management and a volunteer with the Boyce Volunteer Fire Company, and his daughter Beth Meade, an EMT with the Boyce Volunteer Fire Company, were enjoying dinner at Outback Steakhouse in Winchester April 21, 2018, when another diner suffered a complete airway obstruction; and,

WHEREAS, without hesitation, they immediately began performing the Heimlich maneuver to remove the obstruction; and, when the victim became unresponsive, they moved her to the floor where Beth began chest compressions while Donald controlled the airway, and;

WHEREAS, Beth administered several chest compressions and Donald was able to remove a large piece of steak from the victim's airway and the victim began breathing again on her own, and;

WHEREAS, a medical unit from Stephens City Fire Department arrived and transported the revived woman to the Winchester Medical Center;

NOW THEREFORE BE IT RESOLVED, by the Clarke County Board of Supervisors that Donald Whitacre and Beth Meade be recognized and congratulated on their decisive actions that saved a woman's life in the middle of a restaurant; and,

BE IT FURTHER RESOLVED that the Clarke County Board of Supervisors does hereby issue this proclamation recognizing their actions, which demonstrate the highest levels of service from our fire and EMS personnel, and acknowledging our deepest gratitude and utmost respect for Donald Whitacre and Beth Meade;

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 19th day of June, 2018.

Attest:

David Weiss, Chair 2018-02P



Personnel Committee Items

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

Monday, June 11, 2018 9:30 am

<i>Item No.</i>	<i>Description</i>
A.	<p>Expiration of Term for appointments expiring through August 2018.</p> <p>2018-06-11 Summary: The Personnel Committee recommends the following reappointment:</p> <ul style="list-style-type: none">• Robert Stieg, Clarke County Historic Preservation Commission, to a term expiring May 31, 2022.
B.	<p>Personnel Policy Review</p> <p>2018-06-11 Summary:</p> <ul style="list-style-type: none">• Proposed July 1 Revisions <p>The Personnel Committee approved the revisions as presented provided that there was verification from other Constitutional Officers. The Committee also recommends adoption of the changes proposed by the Commonwealth Attorney regarding compensation for jury service or participation in jury duty and/or required presence as a witness.</p> <ul style="list-style-type: none">• Public Safety Employees <p>The Personnel Committee recommends the Board accept Option 1 of the proposals presented by the Sheriff and the Director of Fire, Emergency Medical Services, and Emergency Operations, including the modified annual leave accrual table for the Fire and Emergency Medical Services employees only. All to be included in the revised Personnel Policy</p>
C.	<p>Lord Fairfax Emergency Medical Services Council – Discussion Bylaws Revision Removing Veto Power or Right of Appointment / Representation from Locality</p> <p>2018-06-11 Summary: The Personnel Committee directed Brian Lichty to follow up with LFEMSC.</p>
D.	<p>Direction for FY2019 Pay Adjustments</p> <p>2018-06-11 Summary: The Personnel Committee recommends a pay adjustment of 2.5% off the midpoint.</p>

Appointments by Expiration Through August 2018

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>November 2017</i>					
Shenandoah Valley Workforce Development Board			4 Yr		
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017	9/17/2013
Left area 11-09-2017 expires 6-30-2021					
Beginning July 1, 2011, the term of appointment for SVWIB members shall be 4 years, with terms ending on June 30 of the year the term ends. Members may be eligible to serve two full consecutive terms.					
<i>May 2018</i>					
Clarke County Historic Preservation Commission			4 Yr		
Stieg, Jr.	Robert	Millword District	6/17/2014	5/31/2018	1/23/2014
Fill unexpired term of Thomas Gilpin					
Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."					
<i>June 2018</i>					
Lord Fairfax Emergency Medical Services Council			3 Yr		
Burns	Jason	Career Representative; Buckmarsh District	4/21/2015	6/30/2018	5/19/2009
3 Clarke County Members; 3-year term; 3 consecutive terms limit; Each locality will be represented with at least 1 volunteer and 1 career EMS provider. The following classes and categories of individuals, organizations, and professions will be eligible as members of the Board: Consumers; Governmental Representatives; Hospital Administration; Physicians; Nurses; Rescue Squads and Fire Companies					
<i>July 2018</i>					
Board of Social Services			4 Yr		
Gray	Lynn	Berryville District	6/17/2014	7/15/2018	4/16/2014
Appointed by BOS; 2 Term Limit - eligible for reappointment 2 years after expiration of second term; Oath of Office Required - Clerk of Circuit Court; BOS appoints 3 qualified citizens of the county, 1 of whom may be a member of the BOS ; § 15.2-412.					
Melusen	Alan	Russell District	9/19/2017	7/15/2018	12/17/2002
Served two-term limit - eligible for reappointment 2 years after 12/15/2010; Pierce replaced 2010; Appointed 09-2017					
Appointed by BOS; 2 Term Limit - eligible for reappointment 2 years after expiration of second term; Oath of Office Required - Clerk of Circuit Court; BOS appoints 3 qualified citizens of the county, 1 of whom may be a member of the BOS ; § 15.2-412.					
Parks & Recreation Advisory Board					
Wisecarver	Steve	Appointed by Town of Boyce	1/2/2018	7/31/2018	12/31/2001
Reappointed by Boyce Town Council 01-02-2018 for a term to end upon his move to Berryville					
(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.					
<i>August 2018</i>					

Fire & EMS Commission

Armcast, Jr. Van John H. Enders VFRC Rep 8/15/2017 8/30/2018 11/17/2015

The Commission shall consist of eight (8) members including:
-1 member of the Board of Supervisors; The Clarke County Sheri; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

Hoff Matt Boyce VFRC Rep 8/15/2017 8/31/2018 8/19/2014

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The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

White Jacob Blue Ridge VFRC Rep 8/15/2017 8/31/2018 8/19/2014

The Commission shall consist of eight (8) members including:
-1 member of the Board of Supervisors; The Clarke County Sheri; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

Committees/Boards Appointed By Board of Supervisors

<i>Committee/Board</i>			<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural & Forestal District Advisory Committee</i>					
Buckley	Samuel		Landowner/Producer	8/18/2015	7/15/2021
Childs	Corey		Landowner	8/18/2015	7/15/2021
Day	Emily		Landowner/Producer	8/18/2015	7/15/2021
Dorsey	Tupper		Landowner/Producer	8/18/2015	7/15/2021
Gordon	Carolyn		Landowner	8/18/2015	7/15/2021
Haynes	Carole		Landowner	9/15/2015	7/15/2021
McKay	Beverly B.		BoS - Appointed Member	8/18/2015	7/15/2021
Peake	Donna		Commissioner of the Revenue	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>					
Cammack	Thomas			1/19/2016	12/31/2018
<i>BCCGC Joint Building Committee</i>					
Ash	David L.		County Administrator		
Dalton	Keith		Berryville Town Manager		
Kitselman	Allen		Berryville Town Council Representativ		
McKay	Beverly B.		BoS - Appointed Member	1/16/2018	12/31/2018
<i>Berryville Area Development Authority</i>					
McFillen	Thomas		Berryville District	3/20/2018	3/31/2022
Ohrstrom, II	George		Russell District	3/15/2016	3/31/2019
Smart	Kathy		White Post District	2/21/2017	3/31/2020
<i>Berryville/Clarke County Joint Committee for Economic Development and</i>					
Arnold, Jr.	Harry Lee		BTC - Appointed Member		
Ash	David L.		County Administrator	1/16/2018	12/31/2018
Capelli	Len		Director of Economic Development	4/14/2015	
Dunkle	Christy		Staff Representative - Town		
Weiss	David S.		BoS - Appointed Member	1/16/2018	12/31/2018
<i>Board of Septic & Well Appeals</i>					
Blatz	Joseph		White Post District; Citizen Member	1/19/2016	2/15/2020
Buckley	Randy		White Post District; Planning Commis	1/3/2018	12/31/2018
Daniel	Mary L.C.		BoS - Alternate	1/16/2018	12/31/2018
Fincham	Ryan		Staff Representative		

Tuesday, June 5, 2018

Page 1 of 8

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
McKay	Beverly B.	BoS - Vice Chair Appointed Member	1/16/2018	12/31/2018
Ohrstrom, II	George	Russell District; Planning Commission	1/3/2018	12/31/2018
<i>Board of Social Services</i>				
Byrd	Barbara J.	BoS - Appointed Member	1/16/2018	12/31/2018
Dodson	Gerald	Berryville District	10/18/2016	7/15/2020
Gray	Lynn	Berryville District	6/17/2014	7/15/2018
Melusen	Alan	Russell District	9/19/2017	7/15/2018
Smith	James	Berryville District	8/15/2017	7/15/2021
<i>Board of Supervisors</i>				
Byrd	Barbara J.	Russell District	1/9/2017	12/31/2019
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2016	12/31/2019
Daniel	Mary L.C.	Berryville District	1/1/2016	12/31/2019
McKay	Beverly B.	White Post District, Vice Chair	1/1/2016	12/31/2019
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chai	1/1/2016	12/31/2019
<i>Board of Supervisors Finance Committee</i>				
Byrd	Barbara J.	BoS - Alternate	1/16/2018	12/31/2018
Catlett	Terri T.	BoS - Appointed Member	1/16/2018	12/31/2018
McKay	Beverly B.	BoS - Alternate	1/16/2018	12/31/2018
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Board of Supervisors Personnel Committee</i>				
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Board of Zoning Appeals</i>				
Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Brumback	Clay	White Post District	12/20/2017	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Fincham	Ryan	Staff Representative		
Kackley	Charles	Russell District	5/2/2018	2/12/2023
Means	Howard	Millwood District	2/15/2016	2/15/2021
Volk	Laurie	White Post District	2/18/2014	2/15/2019
<i>Broadband Implementation Committee</i>				
Bouffault	Robina Rich	White Post District	2/21/2017	
Daniel	Mary L.C.	Berryville District	1/16/2018	12/31/2018

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Kreider	Scott	Buckmarsh / Battletown District	2/21/2017	
McKay	Beverly B.	White Post District	1/16/2018	12/31/2018
<i>Building and Grounds</i>				
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Career and Technical Education Advisory Committee</i>				
Catlett	Terri T.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Clarke County Historic Preservation Commission</i>				
Arnett	Betsy	Berryville District	4/19/2016	5/31/2020
Berger	Katherine	Buckmarsh District	11/21/2017	5/31/2019
Caldwell	Anne	Millwood District	4/18/2017	5/31/2021
Carter	Paige	White Post District	4/19/2016	5/31/2020
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
Kruhm	Doug	Planning Commission Representative	1/3/2018	12/31/2018
Stieg, Jr.	Robert	Millword District	6/17/2014	5/31/2018
Teetor	Alison	Staff Representative		
York	Robert	White Post District	4/18/2017	5/31/2021
<i>Clarke County Humane Foundation</i>				
Byrd	Barbara J.	BoS - Liaison	1/16/2018	12/31/2018
<i>Clarke County Library Advisory Council</i>				
Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Bogert	Aubrey	White Post District	4/17/2018	4/15/2022
Brondstater	Bette	Berryville District	2/21/2017	4/15/2019
Curran	Christopher	Buckmarsh District	2/21/2017	4/15/2021
Daisley	Shelley	Russell District	5/17/2016	4/15/2020
Daniel	Mary L.C.	BoS - Liaison	1/16/2018	12/31/2018
Foster	Nancy	Russell District	4/19/2016	4/15/2020
Graves	Suzette	Berryville District	11/21/2017	4/15/2021
Holscher	Dirck	Russell District	2/21/2017	4/15/2021
Kalbjan	Maral	Millwood District	2/17/2015	4/15/2019
<i>Clarke County Planning Commission</i>				
Bouffault	Robina Rich	White Post / Greenway District	3/15/2016	4/30/2020
Buckley	Randy	White Post District; 2018 Vice Chair	4/17/2018	4/30/2022
Byrd	Barbara J.	BoS - Alternate	1/16/2018	12/31/2018

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Caldwell	Anne	Millwood / Chapel District	3/21/2017	4/30/2021
Daniel	Mary L.C.	BoS - Appointed Member	1/16/2018	12/31/2018
Glover	Robert	Millwood District	1/16/2018	4/30/2019
Kreider	Scott	Buckmarsh / Battletown District	3/15/2016	4/30/2020
Kruhm	Doug	Buckmarsh / Battletown District	4/17/2018	4/30/2022
Lee	Francis	Berryville District	4/17/2018	4/30/2022
Malone	Gwendolyn	Berryville District	3/15/2016	4/30/2020
Nelson	Clifford	Russell / Longmarsh District	3/21/2017	4/30/2021
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Stidham	Brandon	Staff Representative	4/30/2012	

Clarke County Sanitary Authority

DeArment	Roderick	White Post District, Chair	1/17/2017	1/5/2021
Dunning, Jr.	A.R.	White Post District, Treasurer/Secreta	1/16/2018	1/5/2022
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/17/2017	1/5/2021
McKay	Beverly B.	BoS - Liaison	1/16/2018	12/31/2018
Meredith	Mary	Staff Representative	1/2/2018	
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	7/19/2016	6/30/2020

Community Policy and Management Team

Acker	Denise	Northwestern Community Services	7/18/2017	12/31/2018
Bauserman	Ellen	CCPS Director Pupil Svcs	7/18/2017	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/16/2018	12/31/2018
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020
Greene	Colin	VDH Representative	12/19/2017	12/31/2018
Jones	Angie	Director Clarke County DSS	7/18/2017	12/31/2019
Legrys	Mark	Court Services Unit Supervisor	7/18/2017	12/31/2019
Obradovic	Laura	Private Provider - Grafton School	7/18/2017	12/31/2020

Conservation Easement Authority

Bacon	Rives	Berryville District	8/15/2017	12/31/2019
Buckley	Randy	White Post District	12/20/2016	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/16/2018	12/31/2018
Engel	Peter	White Post District	11/17/2015	12/31/2018
Jones	Michelle	Millwood / Pine Grove District	12/20/2016	12/31/2019

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Ohrstrom, II	George	Russell District; Planning Commission	3/15/2016	4/30/2019
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/17/2015	12/31/2018
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2016	12/31/2023
Keeler	Sharon	Treasurer	1/1/2016	12/31/2019
Peake	Donna	Commissioner of the Revenue	1/1/2016	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Williams	Anne	Commonwealth Attorney	11/7/2017	12/31/2019
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Director of Economic Development</i>				
Capelli	Len	Director of Economic Development		
<i>Economic Development Advisory Committee</i>				
Barb	Jim	Real Estate Rep, Business Owner	12/19/2017	12/31/2021
Conrad	Bryan H.	Agriculture, Fire & Rescue	12/16/2014	12/31/2018
Dunkle	Christy	Town of Berryville Representative	1/1/2016	12/31/2019
Kraybill	Christina	2018 Vice Chair, Berryville District, Bu	12/19/2017	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
Milleson	John R.	2018 Chair, Banking, Finance	12/16/2014	12/31/2018
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018
Pritchard	Elizabeth	Hospitality Industry	8/16/2016	8/31/2020
<i>Family Assessment and Planning Team</i>				
Allen	Gay	DSS - Foster Care Worker	7/18/2017	12/31/2018
Davis	Sara	Parent Representative	8/15/2017	12/31/2020
Myers-DePina	Martia	Northwestern Community Svcs Board	2/20/2018	12/31/2018
Phillips	Courtney	26th District Court Svcs Unit	10/17/2017	12/31/2019
Rousseau	Christian	Private Provider - Intensive Superviso	6/12/2017	12/31/2020
Thompson	Christine	CCPS - Social Worker	7/18/2017	12/31/2019
<i>Fire & EMS Commission</i>				
Armacost, Jr.	Van	John H. Enders VFRC Rep	8/15/2017	8/30/2018
Conrad	Bryan H.	Citizen-at-large	9/1/2015	8/31/2019
Harrison	Diane	Citizen-at-large	6/20/2017	8/31/2021

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Hoff	Matt	Boyce VFRC Rep	8/15/2017	8/31/2018
Lichty	Brian	Staff Representative	11/14/2016	
Nicholson	Andrew	Citizen-at-large	10/17/2017	8/31/2020
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Weiss	David S.	BoS - Representative	1/16/2018	12/31/2018
White	Jacob	Blue Ridge VFRC Rep	8/15/2017	8/31/2018

Handley Regional Library Board

Leahy	Cindy	White Post District	11/21/2017	11/30/2021
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Industrial Development Authority of the Clarke County, Virginia

Cochran	Mark	Buckmarsh District; Chair 2018	10/17/2017	10/30/2021
Ferrell	Brian	Buckmarsh District; Vice Chair 2018	6/21/2016	10/30/2019
Jones	Paul	Russell District	3/15/2016	10/30/2019
Juday	David	Russell District	10/21/2014	10/30/2018
Koontz	English	Buckmarsh District	6/16/2015	10/30/2018
Pierce	Rodney	Buckmarsh District	10/18/2016	10/30/2020
Waite	William	Millwood District; Secretary/Treasure	10/31/2017	10/30/2021
Weiss	David S.	BoS - Liaison	1/16/2018	12/31/2018

Joint Administrative Services Board

Ash	David L.	County Administrator	12/22/1993	
Bishop	Chuck	School Superintendent	7/1/2014	
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
McKay	Beverly B.	BoS - Alternate	1/16/2018	12/31/2018
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018

Josephine School Community Museum Board

Daniel	Mary L.C.	BoS - Liaison	1/16/2018	12/31/2018
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Legislative Liaison and High Growth Coalition

Daniel	Mary L.C.	BoS - Liaison	1/16/2018	12/31/2018
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Lord Fairfax Community College Board

Daniel	William	Berryville District	7/19/2016	6/30/2020
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Lord Fairfax Emergency Medical Services Council

Burns	Jason	Career Representative; Buckmarsh Di	4/21/2015	6/30/2018
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Tuesday, June 5, 2018

Page 6 of 8

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Conrad	Bryan H.	Volunteer Representative; White Post	5/16/2017	6/30/2020
Stidham	Angela	Medical Professional; White Post Dist	7/19/2016	6/30/2019
<i>Northern Shenandoah Valley Regional Commission</i>				
Daniel	Mary L.C.	BoS - Alternate	1/16/2018	12/31/2018
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
Stidham	Brandon	Citizen Representative [Planning Dire	4/19/2016	1/31/2019
<i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i>				
Byrd	Barbara J.	Russell District	1/16/2018	12/31/2018
<i>Northwestern Community Services Board</i>				
Brown	Audrey	White Post District	11/21/2017	12/31/2020
Harris	Celie	Millwood District	11/17/2015	12/31/2018
<i>Northwestern Regional Jail Authority</i>				
Ash	David L.	BoS - Appointed Member	1/16/2018	12/31/2018
Byrd	Barbara J.	BoS - Liaison - Alternate	1/16/2018	12/31/2018
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019
<i>Northwestern Regional Juvenile Detention Center Commission</i>				
Byrd	Barbara J.	BoS - Liaison	1/16/2018	12/31/2018
Wyatt	Jimmy	Millwood District	12/20/2016	12/20/2020
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Ser</i>				
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Old Dominion Community Criminal Justice Board</i>				
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Our Health</i>				
Shipe	Diane	Buckmarsh District	7/19/2016	3/15/2019
<i>Parks & Recreation Advisory Board</i>				
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
Heflin	Dennis	White Post District	12/20/2016	12/31/2019
Huff	Ronnie	Town of Berryville Representative	1/1/2016	12/31/2019
Jones	Paul	Russell District; At Large	12/16/2014	12/31/2018
Lichliter	Gary	Russell District	12/20/2016	12/31/2019
Rhodes	Emily	Buckmarsh District	11/17/2015	12/31/2019
Sheetz	Daniel A.	Berryville District	12/19/2017	12/31/2021

Tuesday, June 5, 2018

Page 7 of 8

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Smith	Tracy	Millwood District	12/19/2017	12/31/2021
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	1/2/2018	7/31/2018
<i>People Inc. of Virginia</i>				
Hillerson	Coleen	Clarke County Rep Board of Directors	8/16/2016	7/31/2019
<i>Regional Airport Authority</i>				
Ash	David L.	BoS - Alternate	1/16/2018	12/31/2018
Crawford	John	Buckmarsh District	7/19/2016	6/30/2020
McKay	Beverly B.	BoS - Alternate	1/16/2018	12/31/2018
<i>Shenandoah Area Agency on Aging, Inc.</i>				
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BoS Designee for Chief Elected Offici		
<i>Shenandoah Valley Workforce Development Board</i>				
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017
<i>Strategic Planning Committee</i>				
Catlett	Terri T.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Towns and Villages: Berryville</i>				
Byrd	Barbara J.	BoS - Liaison	1/16/2018	12/31/2018
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/16/2018	12/31/2018
<i>Towns and Villages: Boyce</i>				
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
McKay	Beverly B.	BoS - Liaison	1/16/2018	12/31/2018
<i>Towns and Villages: Millwood</i>				
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
<i>Towns and Villages: Pine Grove</i>				
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
Weiss	David S.	BoS - Liaison	1/16/2018	12/31/2018
<i>Towns and Villages: White Post</i>				
McKay	Beverly B.	BoS - Liaison	1/16/2018	12/31/2018



County of Clarke
David Ash, County Administrator

All,

Attached are proposed revisions to the Clarke County Personnel Policy Document. The entire policy is also attached for your easy reference.

In adopting the policy last July, the Board of Supervisors committed to a review of the document language in June of this year in order to consider any changes, clarifications, or additions that would need to be made to maintain the policy statement agreeable to all.

Please review the proposed changes to verify that I have been successful in correcting or clarifying the issues that were brought to my attention and that I have not created an unintended problem in doing so.

It is important to the Board of Supervisors that this necessary component of the pay and classification plan be accepted and adopted by each office and agency that participates in the plan in order that employees be compensated fairly and in accordance with law and regulation.

Please let me know if there are additional changes that should be considered as I propose to bring these changes to the personnel committee for recommendation in June.

Thanks,
David Ash

In adopting the new Personnel Policy effective July 1, 2017, the Board of Supervisors directed that the policy be reviewed in June of 2018 in order that corrections, clarifications or omissions discovered in the first year of use could be corrected.

As of this time, the following issues have been identified and corrective language is proposed:

1.4 Current Personnel Definitions

Administrative Leave – Leave with pay approved by the Agency Personnel Administrator as recommended by a department head and not covered by any other leave provision.

1.4 Revised Personnel Definitions

Administrative Leave – Administrative Leave is used when it is in the best interest of the County to immediately remove the employee from the worksite. Leave may be with or without pay as determined by the agency personnel administrator.

If an employee is:

- Returned to duty after unpaid Administrative Leave, the employee will be paid for the time that was spent on unpaid administrative leave.
- Separated from employment subsequent to unpaid administrative leave the date of separation shall be that of the first day placed on administrative leave.

4.1 Current Holidays

Clarke County observes legal holidays established by State law and any other such days as may be designated by the Governor of the Commonwealth, the President of the United States and/or the Board of Supervisors

4.1 Revised Holidays

Clarke County observes legal holidays established by State law and any other such days as may be designated by the Governor of the Commonwealth, the President of the United States and/or the Board of Supervisors. Known Holiday Leave (dates) will be posted at the beginning of the calendar year, using the legal holidays schedule.

Holiday Leave is to be used on the legal holiday schedule throughout the year.

If an employee must work on a legal holiday, then the employee will be given an alternate day off (eight-hour equivalent).

Any holiday leave not used within one year shall convert to annual leave at the end of the calendar year and shall thereafter be treated in the same manner as, and subject to the same limits as, annual leave.

4.7 Current Leave Without Pay

Agency Personnel Administrator may grant regular employees leave without pay for a reasonable purpose.

Extended Leave of Absence Without Pay:

The Requests for extended leave of absence without pay must be approved by the Agency Personnel Administrator.

Employees on approved extended leave of absence do not accrue annual leave and sick leave credits.

An approved leave of absence without pay is not considered a break in service.

County may continue to pay the group insurance premiums through the Virginia Retirement System for employees on extended leave of absence without pay in the same manner as it does for employees in pay status.

The employee will be responsible for paying his/her portion of the group health coverage if applicable.

It shall be the responsibility of the Agency Personnel Administrator to provide notice of leave without pay status to the Payroll Department.

4.7 Revised Leave Without Pay

Agency Personnel Administrator may grant regular employees leave without pay for a reasonable purpose for a period of up to 15 days.

Extended Leave of Absence Without Pay:

The Agency Personnel Administrator must approve requests for extended leave of absence without pay exceeding 15 days or for intermittent leave without pay in accordance with the Family and Medical Leave act or other leave without pay schedule.

Employees on approved, extended leave of absence or intermittent leave without pay do not accrue annual leave and sick leave credits.

An approved leave of absence without pay is not considered a break in service.

The County may continue to pay the group insurance premiums through the Virginia Retirement System for employees on extended leave of absence without pay or intermittent leave without pay in the same manner as it does for employees in pay status.

The employee will be responsible for paying his/her portion of the group health coverage if applicable.

It shall be the responsibility of the Agency Personnel Administrator to provide notice of leave without pay status to the Payroll Department.

4.8 Current Administrative Leave

An employee may be placed on administrative leave by their Department Head (with authorization of the Agency Personnel Administrator) when it is in the best interest of the County to remove the employee from the worksite.

The employee may be placed on administrative leave during an investigation.

The employee will stay on administrative leave as deemed necessary by the Agency Personnel Administrator.

The employee may be paid his/her full salary for the duration of the leave.

Time designated as administrative leave with pay will not be charged to the employee's paid leave.

4.8 Revised Administrative Leave

With authorization of the Agency Personnel Administrator, an employee may be placed on administrative leave by their Department Head when it is in the best interest of the County to remove the employee from the worksite.

The employee may be placed on administrative leave during an investigation.

The employee will stay on administrative leave as deemed necessary by the Agency Personnel Administrator.

The employee may be paid his/her full salary for the duration of the leave.

Time designated as administrative leave with pay will not be charged to the employee's paid leave.

Clarke County

dash@clarkecounty.gov

Re: Personnel Policy Changes

From : Anne Williams <awilliams@clarkecounty.gov> Mon, Jun 04, 2018 11:11 AM
Subject : Re: Personnel Policy Changes
To : David Ash <dash@clarkecounty.gov>

Hi Dave,

You said it better than I did!

I have not looked into what other jurisdictions do, so I don't know about other governments.

Being subpoenaed to court as a witness or serving as a juror is taxing. Witnesses for cases are almost always having to miss work to appear, often without pay which is stressful. Jurors, who are paid a minimal amount, are hearing cases that can not only go well past the typical 5:00 "quitting time" of their jobs, but also for more than one day!

I believe it would be a compassionate gesture for the personnel committee to consider.

Many thanks,
Anne

Anne M. Williams
Clarke County Commonwealth's Attorney
102 N. Church Street
Berryville, VA 22611
540-955-5120 (office)
[REDACTED] [REDACTED]
540-955-5156 (fax)
awilliams@clarkecounty.gov

----- Original Message -----

From: "David Ash" <dash@clarkecounty.gov>
To: "Anne Williams" <awilliams@clarkecounty.gov>
Sent: Monday, June 4, 2018 10:19:54 AM
Subject: Re: Personnel Policy Changes

Good Morning Anne,

Just to make sure I understand before I send it on to the Board, your desire is that employees that serve on jury duty be paid their regular salary and, in addition, get to keep any pay that they receive from the courts (usually minimal).

Also, you feel that county employees should receive compensation from the County should an absence unrelated to their work require their attendance in some court proceeding provided that the employee is not a party to the proceeding.

Have I restated your intention properly? Are you aware of any other local governments that provide these benefits?

Thanks,

dave

David Ash, County Administrator
101 Chalmers Court
Berryville, Virginia 22611
Phone: (540) 955-5100
dash@clarkecounty.gov

----- Original Message -----

From: "Anne Williams" <awilliams@clarkecounty.gov>
To: "dash" <dash@clarkecounty.gov>
Sent: Friday, June 1, 2018 11:30:33 AM
Subject: Personnel Policy Changes

Hi Dave,

Thank you for sending over the proposed changes to the county's Personnel Policy. Although I feel like I know what the outcome will be, I ask that the Personnel Committee consider amending section 4.5.1 such that employees are not required to forfeit their compensation, and 4.5.2 to include that employees who are subpoenaed for cases unrelated to their county employment may be absent with leave if it is for a case in which they are not a party.

I would be happy to expand on this via email or with the Personnel Committee.

Thanks!
Anne



County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty



MEMORANDUM

To: Clarke County Personnel Committee

From: Brian Lichty, Director Fire, EMS and Emergency Management
Travis Sumption, Clarke County Sheriff's Office

Cc: David Ash, County Administrator
Tony Roper, Clarke County Sheriff

Date: May 7th, 2018

RE: Clarke County Personnel Policy Recommendations

The Clarke County Department of Fire, EMS and Emergency Management and the Clarke County Sheriff's Office have examined the current Clarke County Personnel policy to assist in determining proper FLSA pay procedures. After reviewing the document, current case law, surrounding jurisdictions and Virginia and Federal FLSA laws it is our recommendation the following amendments be made to the personnel policy;

- Public Safety Personnel Categories – All personnel working in public safety (Law Enforcement and Fire-Rescue) be categorized into the following two areas;
 - Essential Personnel – is defined as staff members designated by the Department Head to be critical to the continuation of key operations and services in the event of weather, holiday or a suspension of operations. In addition these personnel are regularly scheduled to work beyond 40-hours per week. These personnel are often referred to as “Field Staff”.
 - Non-essential Personnel – is defined as staff members designated by the Department Head to be critical to the continuation of administration operations and services. These personnel are often referred to as “Administrative or Support Staff” and normally work an 8 hours per day, 5 day work week.
- Holiday Pay (Public Safety) Personnel; **OPTION 1**
 - Essential Personnel – shall receive pay at a rate of one and one-half their regular rate of pay for hours worked during 00:00 and 23:59 of a designated holiday.

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

- Non-essential Personnel – shall receive time-off for the designated holiday. If a non-essential employee has to work a holiday then they shall receive the same benefit as the essential employee
- Holiday Pay (Public Safety) Personnel; **OPTION 2**
 - Essential Personnel – shall receive pay added to their annual salary equivalent to the number of federal/state holidays authorized. Pay would be commensurate to an 8 hour day based on the employee’s hourly rate.
 - Non-essential Personnel – shall receive time-off for the designated holiday. If a non-essential employee has to work a holiday then they shall receive an additional hourly pay for each hour worked up to 8 hours per day.
- Leave on a Holiday; **OPTION 1**
 - Essential Personnel – Personnel will not be charged vacation or sick leave for hours scheduled to work during 00:00 and 23:59 of the holiday if the holiday is requested off. All leave must be approved by the Department head or his designee.
 - Non-essential Personnel – shall not be charged leave for a designated holiday.
- Leave on a Holiday; **OPTION 2**
 - Essential Personnel – Personnel will be charged vacation or sick leave for hours scheduled to work during 00:00 and 23:59 of the holiday if the holiday is requested off. All leave must be approved by the Department head or his designee.
 - Non-essential Personnel – shall not be charged leave for a designated holiday.
- Annual Leave (Public Safety Employees)
 - Essential Personnel – Full time employees working a schedule of 192 or more hours in the 28-day cycle shall receive the following leave accruals;

Table 1.B

Employee Status	Years of Continuous Services	Monthly Accrual	Maximum Accrual
Full Time	0–4 Years	14.4 hours	280 hours
	5-9 Years	16.8 hours	280 hours
	10 + Years	19.2 hours	280 hours

- Essential personnel working a schedule of 160 hours in a 28-day cycle or a 40 hours a week shall receive leave accrual per table 1.A of the Clarke County Personnel Policy.
- Non-essential Personnel – shall receive leave accrual per table 1.A of the Clarke County Personnel Policy.



County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty



MEMORANDUM

To: David Ash, County Administrator
 From: Brian Lichty, Director Fire, EMS and Emergency Management
 Cc: David Ash, County Administrator
 Date: May 11th, 2018
 RE: Holiday Pay Costs

Option 1

The cost associated with paying time and a half to staff working on a holiday is as follows:

Average hourly rate of Firefighter/Medic is \$23.17 / half hourly rate is \$11.59

There are 12.5 holidays per year by Code of Virginia. If we are fully staffed on holidays, the number of working hours is:

Firefighter/Medic: 48 hours per day / 600 hours per calendar year

Total cost for the County to pay scheduled staff for holidays at time and a half is \$6,954.00 per year. This increase is for wage only and does not take into account FICA, VRS, etc.

Option 2

The cost associated to pay employees equivalent to 8 hours per holiday and build into their salary.

Average hourly rate of Firefighter/Medic is \$23.17.

There are 12.5 holidays per year by Code of Virginia. That equates to 100 hours per year.

Firefighter/Medic: 7 staff members x 100 hours x \$23.17/hour=\$16,219.00

Total cost for the County to pay is \$16,219.00 per year. This increase is for wage only and does not take into account FICA, VRS, etc.

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 Berryville, VA 22611

Fax: 540-955-5180



Clarke County Sheriff's Office

INTEROFFICE MEMORANDUM



DATE: May 9, 2018

TO: Anthony W. Roper, Sheriff

FROM: Travis M. Sumption, Chief Deputy

CC: Pamela L. Hess, Communications Director

SUBJECT: Holiday Pay

Option 1

The cost associated with paying time and a half to staff working on a holiday is as follows:

Average hourly rate of Communications Staff is \$17.98 / half hourly rate is \$8.99.

Average hourly rate of Patrol Sworn Staff is \$22.70 / half hourly rate is \$11.35.

There are 12.5 holidays per year by Code of Virginia. If we are fully staffed on holidays, the number of working hours is:

Communications Staff: 60 hours per day / 750 hours per calendar year

Patrol Sworn Staff: 55 hours per day / 687.5 hours per calendar year

Total cost for the County to pay scheduled staff for holidays at time and a half is \$14,545.62 per year. This increase is for wage only and does not take into account FICA, VRS, etc.

Option 2

The costs associated to pay employees equivalent to 8 hours per holiday and build into their salary.

Average hourly rate of Communications Staff is \$17.98.

Average hourly rate of Patrol Sworn Staff is \$22.70.

There are 12.5 holidays per year by Code of Virginia. That equates to 100 hours per year.

Directive 2015 – 01 Use of Force TASAR

March 19, 2015

Page 2 of 2

Communications Staff: 10 staff members x 100 hours x \$17.98/hour = \$17,980.00

Patrol Sworn Staff: 10 staff members x 100 hours x \$22.70/hour = \$22,700.00

Total cost for the County to pay is \$40,680.00 per year. This increase is for wage only and does not take into account FICA, VRS, etc.

Lord Fairfax Emergency Medical Services Council, Inc.

Amended & Restated Bylaws

Effective October 21, 2015

To the extent any provision of these bylaws conflicts with the Articles of Incorporation (as amended), the Articles shall control.

ARTICLE I - NAME

The name of this Corporation shall be the Lord Fairfax Emergency Medical Services Council, Inc. (the "Council").

ARTICLE II - PURPOSE

The purpose of the Council shall be to form a mechanism to bring together providers of emergency medical services, the public agencies involved with health and safety, and community leaders and citizens to plan and implement a comprehensive emergency medical services system in the area to be served.

The major objectives of this organization shall be, but not limited to, the following:

- a. To plan for and to implement a system which provides for the arrangement of personnel, facilities, and equipment for the effective and coordinated delivery of health care services in the area to be served under emergency conditions occurring either as a result of the patient's condition, or of local or regional disasters and similar situations.
- b. To coordinate and improve the delivery of emergency medical services in the region, and thereby seek to have the highest possible quality of emergency medical services available to residents within the region.
- c. To provide assistance in coordinating the emergency medical services system with other public services, institutions, and agencies in the area of service.
- d. To develop goals and to facilitate broad, regional comprehensive emergency medical services plans and priorities, and to stimulate

action, coordination and otherwise ensure maximum use of existing and future emergency medical facilities, services, and manpower compatible with health delivery systems within the area served.

- e. To serve as the principle advisory group to governments and non-governmental agencies within the area served on matters that require inter-jurisdictional coordination, collaboration, and cooperation concerning emergency medical services.

ARTICLE III - AREA TO BE SERVED

The Council shall serve the areas consisting of the following Virginia political subdivisions, including incorporated towns therein:

- a. City of Winchester
- b. Clarke County
- c. Frederick County
- d. Page County
- e. Shenandoah County
- f. Warren County

The Council may serve additional political subdivisions as may be authorized by the Board of Directors.

ARTICLE IV - LOCATION OF OFFICE

The principal office of the Council shall be located within the Council's region. The Council may have additional offices at such other places as designated by the Board of Directors.

ARTICLE V - BOARD OF DIRECTORS

Section 1. No Members.

The Council shall have no members; rather, the entire voting power of the Council shall be vested in the Board of Directors.

Section 2. Nomination of Directors.

- a. Goals/Objectives. All Directors shall strive to (1) serve as representatives of the public in the public interest, and (2) represent the entire region served by this Council and (3) vote for the best

interest of the area as a whole – and not necessarily such person’s geographic area. The Board is intended to be comprised of persons who are broadly representative of (1) professional and non-professional disciplines involved with providing Emergency Medical Services, (2) units of local government and citizens, and (3) those who make use of such services.

b. Min/Max Directors. There shall be a minimum of 8 directors and a maximum of 50 directors. However, the desire is to have, on average, 22 Directors, consisting of individuals from consumers, government representatives, hospital administration, physicians, nurses and fire/rescue departments from the following areas/positions:

- | | |
|--|---|
| 1. City of Winchester | 3 |
| 2. County of Clarke | 3 |
| 3. Frederick County | 3 |
| 4. Page County | 3 |
| 5. Shenandoah County | 3 |
| 6. Warren County | 3 |
| 7. Regional Medical Director, LFEMSC | 1 |
| 8. Chairperson, LFEMSC Medical Direction Board | 1 |
| 9. Valley Health Systems | 1 |
| 10. Consumer | 1 |

The Council shall strive to have each locality represented on the Board, with at least one being a volunteer and one a career EMS provider. It is anticipated the nominees for Board members from the various geographical areas will be provided by such areas local governing bodies (as provided below) – but Directors are always elected by the then sitting Board of Directors. The locality shall have no veto power or right of appointment/representation.

c. Nomination Process. At least 60 days prior to the annual meeting at which officers and directors will be elected, The Nominating Committee shall fulfill the following charges:

1. Prepare a slate for the election of the Directors for each position to which a political subdivision is entitled from nominees submitted by the political subdivisions.
2. Prepare a slate nominating Directors to serve as Officers of the Board.

3. Prepare a slate nominating one (1) Director to serve on the Executive Committee.
4. Ensure that such slates are submitted in writing to each Director of the Council at least thirty (30) days in advance of each election.
5. Board members may make nominations at least 120 days prior to the election of such position; provided, however, (1) such nominee meets the qualifications for such position, (2) such person meets with the Executive Director and President to discuss duties and responsibilities of a director, and (3) agrees to serve if elected. Upon completion of the above, then such person's name shall be submitted to the Nominating Committee and all other Board members at least 60 days prior to the election for such position. If the above requirements are met, the Board member who recommended such person may submit such person's name for consideration of being elected at the meeting for which such election is to occur.

Section 3. Election of Directors & Term of Office.

- a. Directors shall be elected at the Annual Meeting by a majority vote of the Directors or a special meeting held in lieu thereof for the specific purpose of electing one or more Directors.
- b. Directors shall be elected for a term of one year at the annual meeting. A Director shall continue to serve as such until the end of his/her term and until his/her successor is elected and qualifies. There shall be no term limits on Directors.
- c. As provided above, the Council shall strive to have the Chairperson of the Lord Fairfax EMS Medical Direction Board and the Regional Operational Medical Director of the Lord Fairfax EMS Council as Board members.

Section 4. Resignation/Removal/Vacancy

- a. Resignation. A Director may resign at any time. Resignation mid-term from the Board must be in writing and delivered to the President or Secretary to be effective.
- b. Removal. A board member may be removed at any time for any reason, with or without cause, by a two-thirds vote of the remaining

directors in office (not just a two-thirds vote of those present at such meeting).

- c. Vacancies. If there is vacancy during a Director's term, the Board (by majority vote) may replace such Director to fill such remaining term - at any regular or special meeting - notice of which indicates a successor Director is being elected. It is anticipated (but not required) the nomination of such replacement be by the Nominating Committee as provided herein.

Section 5. Powers.

The Board shall have all powers inherent to corporate directors under Virginia law, including, but not limited to, the following:

- a. Manage and administer the affairs of the Council, each director being entitled to one vote.
- b. Elect the officers of the Council as provided in the Articles of Incorporation and these Bylaws.
- c. Empower the Executive Committee of the Board to manage the affairs of the Council during the interval between meetings of the Board.
- d. Appoint such committees as it may deem expedient for the carrying out of the objectives of the Council and as may be consistent with these Bylaws and to terminate the authority for any such committee at any time.
- e. Arrange for the funds to support the program of the Council and to control the disbursement of these funds.
- f. Employ an Executive Director and authorize the employment of such persons, as it may deem necessary or appropriate for the successful execution of the objectives of the Council, in accordance with its non-profit character.
- g. Enter into such agreements with any government or private philanthropic agencies and public or private consulting organizations, at its judgment, will further and be consistent with the objectives of this Council.
- h. Otherwise perform such acts and functions which will further the objectives and purposes of the Council which are not inconsistent with the Articles of Incorporation or these Bylaws.

Section 6. Voting & Quorum.

- a. Majority Vote. Except as otherwise provided herein requiring a higher vote, all decisions of the Board shall be majority vote of the Directors. A majority vote means more than 50% of Directors present at a duly called meeting at which a quorum is present.
- b. Vote In Person – No Proxies. Each member of the Board present at a meeting shall be entitled to one vote. No proxies are permitted – voting must be in person.
- c. Quorum. A quorum shall be present at a Board meeting if at least one-third of the then elected Directors are present. Less than a quorum may adjourn a meeting.

Section 7. Meetings & Notice.

- a. Annual and Special Meetings. The Annual Meeting of the Board shall be held in June of each year. The date, place, and exact time of each meeting shall be set by the Board. The Board shall have the power to set the date, time, and places of regular meetings of the Board. Special meetings of the Board shall be called by the President or by the Secretary on the written request of any five (5) Directors of the Council. Current income and expenditure statements shall be available at all governing Board meetings.

Nothing herein shall preclude action without a meeting as allowed under Virginia Code Section 13.1-865, as amended - unanimous written consent of all Directors.

- b. Notice. Notice of the time, place, and purpose of Annual or Special Meetings of the Board shall be served as provided by law, but in no case shall such notice be less than five (5) days unless agreed upon by all Directors of the Board. Attendance at such meetings shall constitute waiver of notice, unless such attendance is for the sole purpose of objecting to the notice provisions therefore. Notice is permitted by any means allowed under Virginia law – but at this time, the Council anticipates all notices will be sent by email at the last email address provided by each director/officer. An email notice is deemed received at such time as it is sent by the Council (even if not read by the recipient) to the latest email address provided to the Council by such Director. All Board members shall immediately

notify the President, Secretary and the Executive Director of any change in one's email address in writing. Notice to Committee Members may be made in the same manner.

Section 8. Attendance.

- a. Attendance Required. Regular, in person, attendance is critical to the operation of the Board and each Director should make every effort to attend every meeting. In that light, the following rules shall apply: If any member shall not be in attendance at two (2) or more regularly scheduled consecutive meetings, the President shall direct correspondence (by mail or email) to any and all affected members and their appointing body advising them of such person's record and the potential for removal hereunder. Attendance must be in person. Attendance by conference call/internet communication is not considered attendance.
- b. Removal If Fail To Attend After Notice. If after such notice, the member misses any one of the next three regular meetings, the Board shall have the authority to remove said individual(s) from their seat(s) and notify the appropriate local governing bodies (if applicable) of the action. The Board shall consider, at their discretion, any extenuating circumstances of the affected member(s), under this section.

Section 9. Nominations for Governor's Advisory Board.

Only Directors can be appointed to the Governor's Advisory Board. If the Director expires on the Council prior to their expiration on the Governor's Advisory Board, the appointed representative will be allowed to fulfill the obligation to the Governor's Advisory Board (even though no longer a Director hereunder).

ARTICLE VI - OFFICERS

Section 1. Elected Officers.

The officers shall be elected by and from the directorship of the Board except as hereinafter stated, and shall consist of the following:

- a. President

- b. Vice President
- c. Treasurer
- d. Secretary
- e. Such assistant treasurers and secretaries as the Board may elect.

Officers shall be elected for a term of office at the Annual Meeting of the Board. Officers shall serve until their successors are elected to and take office. An officer shall be eligible to serve unlimited consecutive terms. Officers may also be removed for any reason, with or without cause, at any time, by a majority vote of the Board.

Section 2. President.

The President of the Council shall preside at meetings of the Council and the Executive Committee. He/she shall have the power to make and execute contracts in the ordinary business of the Council and for and in the name of the Council to execute other legal instruments when authorized by the Board.

The President shall have such powers and duties as from time to time may be assigned to him/her by the Board.

Section 3. Vice President.

In the absence of the President, or in the event of his/her inability to act, or if that office is temporarily vacant, the Vice President shall exercise all the powers and perform all the duties of the President of the Council.

Section 4. Treasurer.

The Treasurer shall have general supervision over the care and custody of the funds and securities of the Council. He/she shall deposit the same or cause the same to be deposited in the name of the Council in such banks or other depositories as the Board may direct. He/she shall cause the funds of the Council to be disbursed by checks or drafts upon the authorized depositories of the Council and shall cause to be taken and preserved proper vouchers for all funds disbursed. He/she shall keep or cause to be kept, full and accurate accounts of all receipts and disbursements of the Council and shall present to the Board, whenever requested, a complete report of receipts and disbursements and of financial conditions. He/she shall perform such duties as may be assigned to him/her from time to time by the Board.

Section 5. Secretary.

He/she shall keep the minutes of all meetings of the Council. He/she shall be responsible for the giving and serving of all notices of meetings of the Council and, in general shall perform all duties incident to the Office of Secretary and shall have such other powers and duties as may be assigned to him/her by the Board.

Section 6. Vacancies.

A vacancy in any office shall be filled for the unexpired portion of the term by the Board at any regular meeting, or at a special meeting called for that purpose.

ARTICLE VII - COMMITTEES

Section 1. Executive Committee.

It shall be the purpose of the Executive Committee to conduct the necessary and routine business of the Board between meetings of the Board of Directors.

The Executive Committee shall consist of the following members of the Board:

- a. The President, who shall serve as Chairperson of the Executive Committee
- b. The Vice President
- c. The Treasurer
- d. The Immediate Past President
- e. Secretary
- f. The Chairperson of the Medical Direction Committee
- g. A Director at large (selected by the Board)
- h. The Executive Director, who shall serve in an ex-officio capacity without a vote (and the Executive Director may be asked to leave such meeting - by a majority vote of the other Directors present at that time - if the issue to be discussed is regarding such person's performance or compensation)

No more than two directors from any single political subdivision shall serve on the Executive Committee. A vacancy occurring on the Executive

Committee shall be filled at any regular meeting of the Board or at any special meeting called for that purpose.

Section 2. Nominating Committee.

The Nomination Committee shall be appointed by the President with the consent of a majority vote of the Board present at such meeting. The Nominating Committee shall be composed of not more than one (1) Director of the Board from any of the participating political subdivisions and shall have no fewer than three (3) members. The Nominating Committee shall be appointed sufficiently in advance of the election date so as to perform their duties in an orderly manner.

Section 3. Standing Committees.

The following Committees shall be standing Committees in existence at all times:

- a. There will be a Disaster Planning Committee whose mission is to provide guidance and coordination on a regional basis for a unified and immediate emergency medical services (EMS) mutual aid response by pre-hospital and hospital agencies to, and the effective emergency medical management of, the victims of any type of Mass Casualty Incident (MCI) or disaster.
- b. There will be a Performance Improvement Committee whose mission is to systematically review data of all agencies to improve the quality of patient care on an ongoing basis.
- c. There will be a Trauma Performance Improvement Committee whose mission is to systematically review trauma data of all agencies to improve the quality of trauma patient care.
- d. There will be a Stroke Triage Committee whose mission is to establish a uniform set of criteria for the pre-hospital and inter-hospital triage care and transport of acute stroke patients within the region.
- e. There will be a Regional EMS Instructor Network with the purpose of discussing regional educational performance improvement relating to EMS training, instructors, and Consolidated Test Sites (CTS).
- f. There will be a Medical Direction Board whose mission is to coordinate and oversee the medical direction function of the Council's EMS system.

- g. There will be a Training Committee whose mission is to develop and implement training programs for the various certification levels and specialty programs. The committee will be comprised of the Jurisdictional EMS Education Coordinators from each locality and/or agency represented within the Council region.

The President may appoint or authorize the appointment of such other committees as may be deemed necessary or appropriate to carry out the purpose of the Council.

Section 4. Committees at Discretion of the Board.

Each Committee shall be appointed by the Board, shall have at least two members, and shall serve at the pleasure of the Board. The Board may remove and replace committee members at any time for any reason by a majority vote.

The President shall have the power to name the committee chairpersons, who if possible, should be a member of the Board of Directors, and if not possible, should be a person who has expertise or knowledge in the committee's mission.

Section 5. Voting & Quorums.

- a. Vote In Person – No Proxies. Each Committee member at a meeting shall be entitled to one vote. No proxies are permitted – voting must be in person.
- b. Quorum Requirements.
 - 1. **Executive Committee Meetings.** A quorum shall be present if at least one-third of the Executive Committee Members are present.
 - 2. **Other Committee Meetings.** A quorum shall be present if at least one-half the committee members are present.

Less than a quorum may adjourn a meeting.

ARTICLE VIII – ANNUAL AND OTHER REPORTS

The President, Secretary, and Treasurer shall present to the Board at its Annual Meeting, a report, verified by them, showing the whole amount of

real estate and personal property owned by the Council, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of its acquisition; the amount applied, appropriated or expended during such year and the purposes, objects and persons to or for which such application, appropriations and expenditures have been made; and the names and addresses of the Directors of the Board and Officers of the Council, which report shall be filed with the records of the Council and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting of the Board of the Council. The Council shall also publish at least annually a report or reports adequately summarizing the activities of the Council and shall make such reports and the financial report specified above, available to each Director of the Board, the participating political subdivisions, and shall otherwise cause these reports to be given wide distribution.

Audit Required Each Year. A financial audit will be performed annually and presented to the Board.

ARTICLE IX – EXECUTIVE DIRECTOR

The Board shall be empowered to employ an Executive Director and such assistance as it may deem necessary for the carrying out of the purposes of the Council, at such salary or salaries as may be set by the Board. The Executive Director is the Chief Executive Officer of the staff and is responsible to the Board for the maintenance and operation of the Council's offices and acts under the immediate direction of the Board. The Executive Director is responsible for carrying out the policies and programs of the Council in accordance with the Articles of Incorporation, Bylaws, and policies adopted by the Board. The Executive Director shall be bonded in an amount sufficient to cover his/her responsibilities with the cost of such bond to be borne by the Council. The Executive Director is responsible for supervising/coordinating all staff and consultant services provided to the Council, and for preparing and presenting a proposed budget and work program to the Board. It is expected the Executive Director will attend all board meetings, report on the progress of the organization, answer questions of the Board members and carry out the duties described in the job description. The board can designate other duties as necessary. The Board

may ask the Executive Director to leave any meeting at any time, but it is anticipated this will only be done if the discussions involve the Executive Director.

ARTICLE X - EXECUTION OF INSTRUMENTS

All checks, bills of exchange, notes or other obligations or orders for payment of money shall be signed in the name of the Council by the Executive Director, President, Vice President or Treasurer or such other officer or officers as the Board may, from time to time, designate by resolution.

The Executive Director, President, Vice President, and Secretary shall have the authority to sign checks on behalf of the Council. All persons authorized to execute the instruments set forth in the Articles or to otherwise deal with the receipts and payments of funds of the Council shall be bonded by a corporate surety bond in an amount not less than the annual budget for this Council.

ARTICLE XI - FISCAL YEAR

Section 1. Period.

The fiscal year of the Council shall be from the first day of July to the thirtieth day of June, inclusive, or such other twelve-month period as the Board may designate by resolution.

Section 2. Budget.

Prior to the close of each fiscal year, the Board shall adopt a budget of income and expenses to control the finances of the Council during the next ensuing fiscal year. The adopted budget for any year may be revised from time to time at any meeting of the Board in light of changing conditions.

ARTICLE XII - DISSOLUTION AND DISTRIBUTION OF ASSETS

Should it become necessary for the Council to dissolve its organization, it will be done by a vote of two-thirds of all Board of Directors in office (not

just those present at that meeting) and in accordance to State of Virginia and federal regulations.

Upon the dissolution of the Council, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the IRS code, or corresponding section of any future federal tax code, or shall be distributed to the federal, state or local government which is served by the Council. Any such assets not disposed of shall be disposed of by the Court of the county in which the principal office of the Council is then located, exclusively for such purposes or to such organization(s) as said Court shall determine which are organized and operated exclusively for such purposes.

ARTICLE XIII - AMENDMENTS

These Bylaws may be amended or repealed at any meeting of the Board by an affirmative vote of two-thirds (2/3) of the Directors in office (not just those present) - but notice of the proposed change shall be sent out at least 15 days before the meeting at which such vote will occur.

ARTICLE XIV - INDEMNIFICATION

The Council may indemnify a director as allowed under Virginia Code Section 13.1-876, as amended.

The Council shall indemnify a director as required under Virginia Code Section 13.1-877, as amended.

The Council may pay for or reimburse reasonable expenses incurred by a director who is a party to a proceeding as allowed under Virginia Code Section 13.878, as amended.

A director may apply to the court for indemnification as provided for under Virginia Code Section 13.1-879.1

The determination and authorization of indemnification shall be made as provided for in Virginia Code Section 13.1-880, as amended.

Indemnification of officers shall be as provided for under Virginia Code Section 13.1-881, as amended.

The Corporation shall purchase a reasonable level of directors' and officers' liability insurance, the limits of which shall be determined by the Board.

Article XV - Virginia FOIA

The Council shall comply with the Virginia Freedom of Information Act (Chapter 37 of Title 2.2, as amended) as applicable when the requestor follows the outlined steps cited in the referenced document.

These amended and restated bylaws were adopted on October 21, 2015, to be effective as of that same date.



PRESIDENT, BOARD



SECRETARY, BOARD

Revision History

Description of Change	Change Effective Date
Revised & Approved by Board of Directors	10/2007
Revised & Approved by Board of Directors	5/2008
Revised & Approved by Board of Directors	9/2009
Approved by Board of Directors w/no revisions	12/2009
Approved by Board of Directors w/revisions	10/2015



Board of Supervisors Work Session Agenda
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

June 11, 2018 10:00 AM

Item

No. Description

- A. Economic Development Director Request for Proposals Update By David Ash

2018-06-11 Summary: The Supervisors authorized the scope as presented by the County Administrator.

- B. EMS Staffing Discussion

2018-06-11 Summary: Director Lichty presented his recommendations on additional staffing in response to the request made by Blue Ridge and recommended by the Fire and EMS Commission. Following discussion, **Supervisor Byrd moved to approve the staffing recommendations as presented by Director Lichty. 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

- C. Department of Agriculture and Consumer Services Running Bamboo Model Ordinance Discussion and Review

2018-06-11 Summary: Following discussion, it was the consensus of the Board to delay further consideration until it receives a recommendation from the Cooperative Extension Office.

- D. Approval of Location of "Welcome to Clarke County" Signs in Public Right-of-Way

2018-06-11 Summary: Following discussion, **Supervisor Byrd moved to authorize the County Administrator to send a letter to the Virginia Department of Transportation in order for the signs to be placed in the appropriate places. 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



County of Clarke
David Ash, County Administrator

All,

Attached is a draft for the scope of work to be included in the procurement solicitation for the economic development director.

Please review this draft and let me know if I have drawn the expectations tightly enough. I have a concern that item one will consume a substantial amount of the contractor's time leaving little for the other three activities.

In addition, I am not certain that I have adequately constrained the activities that caused concern on the part of some board members. However, a procurement is not really the place to list those activities.

I have included an extra item under each activity to encourage your letting me know which tasks I have forgotten. I will compile any comments received and return a revised document for your approval before sending it to purchasing for release.

Thank you all,

David Ash

The Director of Economic Development is charged with the following tasks and responsibilities:

1. Plan, direct, supervise, and coordinate the day-to-day activities of the Clarke County Industrial Development Authority; the Economic Development Advisory Committee; and, the Joint Committee for Economic Development. The Director shall also coordinate with and provide advice and information to support independent business development organizations such as the Chamber of Commerce, Farm Bureau, tourism advocacy organizations and other agri-business advocacy groups.
2. Tasks in support of existing businesses shall include:
 - a. Act as the point of contact for local businesses seeking information on taxes, permits, licenses and possible incentives available to assist in business enhancement and expansion.
 - b. Be knowledgeable about Federal, State and local incentives that support the enhancement and expansion of existing businesses in Clarke County.
 - c.

3. Tasks in support of attracting and developing new business shall include:
 - a. Make geographic and demographic information about the County readily available on web sites and other media to insure that the County is easily identified and researched by potential businesses.
 - b. Maintain and make available information provided by private owners about available business locations and sites that are listed as available for sale or lease along with other information about construction, access, location, or zoning that would make the property attractive to specific businesses.
 - c. Be knowledgeable about Federal, State, and Local incentives that potential businesses might be able to qualify for if locating in Clarke County.
 - d. Work with the Industrial Development Authority and the Economic Development Advisory Committee to identify areas and properties for which local action can be taken to enhance development and expansion.
 - e. Maintain a list of business types, sizes, identified by the Board of Supervisors as desirable and potentially eligible for additional inducement or support.
 - f.

4. Tasks in support of maintaining Clarke County's presence and availability with Federal, State, and Regional economic development and job creation agencies and organizations
 - a. Attend selected conference and trade shows to introduce Clarke County to potential businesses
 - b. Be active in local trade and tourism development organizations such as Chamber of Commerce, Artisan Trail etc.
 - c. Maintain contact and knowledge of Federal, State and Regional business development programs and initiatives that would support wanted business development in Clarke County
 - d.



County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty



MEMORANDUM

To: David Ash, County Administrator

From: Brian Lichty, Director Fire, EMS and Emergency Management

Cc:

Date: June 1, 2018

RE: Blue Ridge Staffing Request – Fire-EMS Commission Recommendation

In the May 2018 Fire-EMS Commission meeting the members voted to recommend \$5,497.50, for one 12-hour per day part-time employee to assist with the Blue Ridge Volunteer Fire Department staffing request. This amount is an estimate only and could fluctuate depending on personnel working. Additionally, the effectiveness of this position would be evaluated monthly by the Commission.

If the Board of Supervisors approves this recommendation it is my intent to evaluate the effectiveness of this position in the following ways;

- Each day the employee working would complete an evaluation form. This form would consist of the following;
 - Date
 - Staffing Time (start and stop times)
 - Volunteers in the station staffing
 - Volunteers not in the station but assisting with calls
- As part of the current daily call review, the following would be evaluated;
 - Did this help the system (quicker response, higher level of care, closer location to call, etc.)?
 - Did any calls occur within the first due area during this time?
 - Was there staffing in other stations?
 - Was this employee on scene alone for an extended period of time?
- A cost evaluation of the number of calls and cost of employee;
 - Dividing the number of calls by the employee cost per day (ex. 5 calls/ \$250.00 cost of employee for day = \$50.00 per call cost.
 - This time would be compared to the current cost of employee per call at the Enders VFD

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

In order to effectively manage this position the following steps would need to be followed by Blue Ridge;

- Submit staffing request (which days of the week and times) a minimum of 2 weeks prior to the first date requested. If no staffing is requested no employee will be scheduled. If no time is given the default time will be from 0600 – 1800.
- Clear any non-drivers as quickly and effectively as possible to insure the most effective staffing.
- By the end of each month a written response from the Chief on the effectiveness of this position. This should be reviewed by the membership prior to completion.
- Create a response outline to set expectations of the position. This would include the following;
 - What vehicle and equipment checks should be done each day
 - What house duties should be completed daily (trash taken out daily, sweep floors, etc.)
 - If the employee is alone and it is a medical call, they would respond in the EMS chase vehicle. If vehicle is OOS the employee would respond in an ambulance.
 - If the employee is working with a volunteer (either in station or committed to responding to calls) and a medical call, they would respond in an Ambulance.
 - If a fire call and they are alone, they would respond in the Tanker.
 - If a fire call and volunteers are staffing (either in the station or committed to responding) the employee would respond in the unit outlined by the Chief.

As expressed at the Fire-EMS Commission, this single employee staffing is to provide immediate assistance and in no way is a commitment to long term staffing decisions.



RECEIVED
MAY 25 2018
Clarke County

COMMONWEALTH of VIRGINIA

Department of Agriculture and Consumer Services

PO Box 1163, Richmond, Virginia 23218

Phone: 804 786-3501 • Fax: 804 371-2945 • Hearing Impaired: 800 828-1120
www.vdacs.virginia.gov

May 21, 2018

Dear County Administrator,

Chapter 213 of the 2017 Acts of Assembly required the Virginia Department of Agriculture and Consumer Services (VDACS) and the Virginia Department of Conservation and Recreation to develop a running bamboo model ordinance. The purpose of this letter is to notify you that the model ordinance is now available on the VDACS website at <http://www.vdacs.virginia.gov/plant-industry-services-noxious-weeds.shtml>. The model ordinance establishes restrictions and associated penalties on landowners in order to prevent running bamboo from spreading to adjoining property.

If you have any questions, please contact me at (804) 786-3515 or email debra.martin@vdacs.virginia.gov.

Sincerely,

Debra Martin

Program Manager, Office of Plant Industry Services

Cc: Charles Green, VDACS Acting Commissioner
Clyde Christman, Director, Department of Conservation and Recreation

Running Bamboo Model Ordinance

Purpose: The purpose of this Chapter is to preserve and protect private and public property, indigenous plant materials, and property values from the damaging spread of running bamboo grasses.

Intent: It is the finding of *<insert locality name>* that the planting or the growing of running bamboo within *<insert locality name>* has been and will continue to be destructive to the natural environment and destructive to structures and walkways on properties adjoining and neighboring those properties where running bamboo has been planted or permitted to grow; and because of these effects, the planting or growing of running bamboo threatens the value and physical integrity of both public and private property in *<insert locality name>*. Therefore, in order to protect and preserve said environment and property values, it is the intent of *<insert locality name>* to regulate the planting or growing of running bamboo within *<insert locality name>*.

Section XX Definitions.

As used in this Chapter, the following terms shall have the following meanings:

RUNNING BAMBOO means any tropical or semi-tropical grass with a monopodial (leptomorph) rhizome (root) system characterized by aggressive spreading behavior, typically producing rhizomes far away from the plant. Running bamboo includes, but is not limited to, the plant genera *Phyllostachys*. In the event running bamboo is found to have encroached, spread, invaded, or intruded upon any other property or public right of way, said species shall be presumed to be classified as "running bamboo." This presumption shall be rebuttable. As used in this chapter, running bamboo shall not include clumping bamboo.

CLUMPING BAMBOO means any tropical or semi-tropical grass with a sympodial (pachymorph) root system that typically produces rhizomes near the base of the plant.

Section XX Duty to contain running bamboo; exception.

A. Except as provided in subsection C of this section, a landowner on whose property running bamboo grows shall not allow the running bamboo to spread from his property to any adjoining property not owned by the landowner or within ten feet of a public right of way or a public roadway.

B. A landowner on whose property running bamboo grows shall install or implement an appropriate containment measure effective at preventing such running bamboo from spreading from his property onto an adjoining property not owned by the landowner or within ten feet of a public right of way or public roadway.

C. A landowner on whose property running bamboo has spread from an adjoining property shall not be required to install or implement a containment measure to prevent the spread of this running bamboo if he:

1. Did not plant the running bamboo or cause the running bamboo to be planted or grown on his property;
2. Has provided satisfactory proof to *<insert locality name>* that, within a reasonable period of time after (i) discovering the spread of running bamboo onto his property from an adjoining property or (ii) purchasing property on which running bamboo had spread from an adjoining property, he advised the owner of the adjoining property of his objection to the spread of the running bamboo; and
3. Has initiated steps for the removal of the running bamboo from his property, including remedies at law.

Section XX Containment measures.

A. An appropriate containment measure is any measure that prevents running bamboo from spreading to adjoining property or within ten feet of public right of way or public roadway.

B. A barrier used as a containment measure shall be:

1. Impenetrable to running bamboo; and
2. Installed at a sufficient depth within the property where the running bamboo is planted or growing to prevent the growth of the running bamboo on or the encroachment of the running bamboo upon adjoining property or within ten feet of a public right of way or public roadway.

C. A trench used as a containment measure shall be a sufficient depth within the property where the running bamboo is planted or growing to prevent the growth of the running bamboo on or the encroachment of the running bamboo upon adjoining property or within ten feet of a public right of way or public roadway.

Section XX Penalties.

A. A landowner in violation of this chapter shall be subject to a civil penalty not to exceed \$50 for the first violation or violations arising from the same set of operative facts.

B. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall not exceed \$200.

C. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a 12-month period.

Section XX Regulations.

The <insert name of locality/regulatory authority> may prescribe such rules and regulations as necessary to give effect to this Chapter.

Clarke County

dash@clarkecounty.gov

Fwd: Clarke County Signs

From : Joe Braithwaite <jbraithwaite@clarkecounty.gov> Fri, Jun 01, 2018 09:11 AM
Subject : Fwd: Clarke County Signs
To : dash <dash@clarkecounty.gov>

Dave hit one more roadblock for the welcome to CC signs. Might need your help.
See Below

From: "deana johnson" <deana.johnson@vdot.virginia.gov>
To: "Joe Braithwaite" <jbraithwaite@clarkecounty.gov>
Sent: Friday, June 1, 2018 7:43:31 AM
Subject: Re: Clarke County Signs

Joey,

Here is the regulations dealing with the "Welcome" signs. The portion in red will have to be provided before I can complete the process.

24VAC30-151-570. Miscellaneous signs.

B. The district administrator's designee may authorize the placement of the following miscellaneous signs within right-of-way under the auspices of a single use permit:

1. Locality identification or "welcome to" signs. Requests for locality identification or "welcome to" signs to be located within nonlimited access right-of-way. These signs shall not be placed on limited access right-of-way. Locality identification or welcome to" signs that interfere with roadway safety, traffic capacity, or maintenance shall not be permitted. **A permit application requesting placement of a locality identification or "welcome to" sign within the right-of-way must be accompanied by a formal resolution from the local governing body or a letter from the chief executive officer of the local government.** Such signs shall meet all VDOT breakaway requirements (see Road Design Manual, 24VAC30-151-760) or be erected outside of the clear zone. No advertising shall be placed on these signs. The local governing body shall be responsible for maintenance of the locality's identification or "welcome to" signs in perpetuity.

Government Projects Update

Miscellaneous Items

Board of Supervisors
Summary of Required Actions Status Report

<i>Meeting/Letter Date</i>	<i>Item</i>	<i>Description</i>	<i>Responsibility</i>	<i>Status</i>	<i>Date Complete</i>
5/15/2018	2171	Draft public hearing notice and coordinate with Planning.	Lora B. Walburn	Complete	5/16/2018
5/15/2018	2172	Process approved minutes.	Lora B. Walburn	Complete	5/15/2018
5/15/2018	2173	Process approved 2018-01P	Lora B. Walburn	Complete	5/15/2018
5/15/2018	2174	Create a reduced scope of work for Economic Development Director scope of work for procurement document.	David Ash	Item added to 6/11 agenda	5/22/2018
5/15/2018	2175	Ask CCSA to provide update at July Work Session with Imboden and Mike Legge or Mary Meredith.	Lora B. Walburn	Complete	5/22/2018
5/15/2018	2176	Execute VDOT's Construction Budget FY2019.	David Ash	Complete	5/15/2018
5/15/2018	2177	Draft and process VDOT's Secondary Six-Year Plan resolution 2018-06R.	Lora B. Walburn	Complete	5/18/2018

Upon completion, please provide status update to Lora Walburn for database entry.
June 19, 2018, Clarke County Board of Supervisors Regular Meeting Packet

Clarke County Board of Supervisors

Board Member Committee Status Reports

Supervisor Byrd:

- Board of Social Services
- Clarke County Humane Foundation
- Community Policy and Management Team
- Conservation Easement Authority
- Northwest Regional Adult Drug Treatment Court Advisory Committee
- Northwestern Regional Jail Authority
- Northwestern Regional Juvenile Detention Center Commission
- Towns and Villages: Berryville
- World War I and II Committee

Supervisor Catlett:

- Career and Technical Education Advisory Committee
- Clarke County Historic Preservation Commission
- Clarke County School Board
- Parks & Recreation Advisory Board
- Strategic Planning Committee
- Towns and Villages: Millwood

Supervisor Daniel:

- Broadband Implementation Committee
- Clarke County Library Advisory Council
- Clarke County Planning Commission
- Clarke County Sheriff's Office
- Josephine School Community Museum Board
- Legislative Liaison and High Growth Coalition

Supervisor McKay:

- Agricultural & Forestal District Advisory Committee
- BCCGC Joint Building Committee
- Board of Septic & Well Appeals
- Broadband Implementation Committee
- Building and Grounds
- Clarke County Sanitary Authority
- Economic Development Advisory Committee
- Housing and Community Services Board
- Northern Shenandoah Valley Regional Commission
- Towns and Villages: Boyce
- Towns and Villages: White Post

Supervisor Weiss:

- Clarke County Industrial Development Authority
- Fire & EMS Commission
- Joint Administrative Services Board
- Towns and Villages: Pine Grove
- Berryville/Clarke County Joint Committee for Economic Development and Tourism

Clarke County Board of Supervisors

Citizen Comment Period

Public Hearing Notices

The Clarke County Board of Supervisors will hold a public hearing on Tuesday, June 19, 2018 at 6:30 PM, or as soon thereafter as the matter may be heard, in the Main Meeting Room, 2nd floor, Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider formal action on revisions to the Historic Resources Plan.

PH 18-06: The **Historic Resources Plan** is an implementing component of the Clarke County Comprehensive Plan. The Historic Resources Plan outlines the County's goals and objectives in helping to preserve its numerous historic structures and properties. It contains background information on past and current historic preservation efforts, and details on rehabilitation standards and tax credit programs offered through State and Federal programs. Policies focus on the County's role to assist and facilitate property owners to place their properties on historic registries or in easement, to create ordinance language to protect existing historic resources, and to promote current and future historic preservation efforts.

Any person desiring to be heard regarding the above matters should appear at the appointed time and place. Written copies of statements at public hearings are requested but not required. Copies of the aforementioned plan and related documents are available to the public in the Clarke County Planning Department during regular working hours. Copies of the current and proposed plan may also be downloaded from the County website at www.clarkecounty.gov.

Clarke County does not discriminate on the basis of handicapped status in admission to its programs and activities. Accommodations will be made for handicapped persons upon prior request.

Brandon Stidham, Director of Planning, Clarke County
David L. Ash, Clerk to the Board of Supervisors / County Administrator

Clarke County



Memorandum

TO: Board of Supervisors
FROM: Brandon Stidham
SUBJECT: Historic Resources Plan – Public Hearing
DATE: June 19, 2018

The Historic Resources Plan is an implementing component of the Clarke County Comprehensive Plan. The Historic Resources Plan outlines the County's goals and objectives in helping to preserve its numerous historic structures and properties. It contains background information on past and current historic preservation efforts, and details on rehabilitation standards and tax credit programs offered through State and Federal programs. Policies focus on the County's role to assist and facilitate property owners to place their properties on historic registries or in easement, to create ordinance language to protect existing historic resources, and to promote current and future historic preservation efforts.

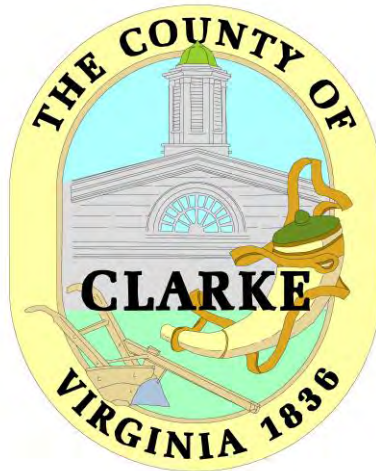
The HRP has been updated to incorporate new National Register Districts added since the last update in 2007. In addition, a list of proposed future projects have been added to the plan.

The Comprehensive Plan committee and the Planning Commission have recommended that the Board set Public Hearing for the attached Historic Resources Plan (HRP).

Recommendation

Approve the Historic Resources Plan as presented.

HISTORIC RESOURCES PLAN
Clarke County Comprehensive Plan
Implementing Component



2018 DRAFT REVISED PLAN

HISTORIC PRESERVATION COMMISSION (2018)

Betsy Arnett, Chair
Page Carter, Vice-Chair
Doug Kruhm, Planning Commission Liaison
Terri Catlett, Board of Supervisors Liaison
Katherine Berger
Anne Caldwell
Bob Stieg
Robin York

Maral S. Kalbian, Architectural Historian
Brandon Stidham, Planning Director
Alison Teetor, Natural Resources Planner

Clarke County Planning Department
101 Chalmers Court
Berryville, VA 22611
540-955-5132

The Clarke County Historic Resources Plan was first adopted 2001 March 20, revised and readopted on 2007 March 20, and revised and readopted on DATE

TABLE OF CONTENTS

Clarke County History and Historic Resources.....2
Clarke County Historic Preservation Projects.....6
State and Federal Historic Preservation Programs in Clarke County.....13
Appendix.....18

Clarke County History and Historic Resources

Native Americans inhabited the area of Clarke County for centuries before the first Europeans, with their African slaves, settled the region. Several prehistoric archeological sites have been discovered on the banks of the Shenandoah River in Clarke County, and records indicate that there are potentially thousands of such sites throughout the County. Native Americans passed through the Shenandoah Valley, a major trade route between present-day New York and Georgia. The Shenandoah River (“Daughter of the Stars”) and the Opequon Creek, are Indian-named, reflecting the heritage of the County's indigenous people. Although few Native American groups were resident in the Shenandoah Valley at the time of European settlement, the area remained within the territorial organization of tribes to the north and west.

Europeans first came into the Shenandoah Valley in the early 1700s. Thomas Fairfax, Sixth Baron Fairfax of Cameron (1693-1781), was the proprietor of the Northern Neck of Virginia as heir to the 1688 royal charter to the land between the Rappahannock and Potomac Rivers. Just less than half of Clarke County was part of a 50,212-acre grant given as payment by Lord Fairfax in 1730 to his agent Robert “King” Carter, the wealthiest and most prominent landholder in the Tidewater of Virginia. The remaining area of the County was distributed in smaller grants, either by the Council of Virginia or Lord Fairfax, or retained by him as the Manor of Greenway Court (his home after 1752) and as the Manor of Leeds. Several buildings and structures of the Greenway Court complex remain, including the 1761 Land Office. The village of White Post, near Greenway Court, grew up around the prominent post directing new settlers to Greenway Court. By tradition, the first post was erected in the early 1750s by George Washington, then a surveyor for Lord Fairfax.

Carter’s land in Clarke County was mostly unavailable for settlement until the mid-1700s when it was divided into tenancies and rented out to farmers. With the end of the Revolutionary War in 1783 and the commercial decline of tobacco, settlers from the Tidewater, most of whom were Carter’s descendents, began to move to Carter’s land in greater numbers. The Tidewater families imported their lifestyle, their appreciation of stylish architecture, their wealth, and the slave system, all of which are reflected in the structures they built. One of the Tidewater settlers was “King” Carter’s great-grandson, Nathaniel Burwell, builder of Carter Hall, the leading plantation in the County. The village of Millwood, near Carter Hall,

developed around a prominent commercial mill completed in 1786. It was operated by Burwell and Revolutionary War hero, General Daniel Morgan. The establishment of this and several other mills during the late eighteenth and early nineteenth centuries reflects the transition from tobacco planting to wheat farming by Tidewater families.

African slaves brought from the Tidewater made the settlement and production of large plantations possible in Clarke County. In the 1840 census, over 50% of the County's population was of African descent. By 2005, the percentage of African Americans in the County had dropped to less than 7%.

Pioneers migrating south from Pennsylvania, New York, New Jersey, and Maryland in search of rich farmlands formed the broad pattern of European settlement of the Lower Shenandoah Valley. These people were, for the most part, Scots-Irish, English Quakers, and Germans, and they settled in the portion of the northern Shenandoah Valley that today is known as Frederick County and, to a lesser extent, in what is now Clarke. Clarke County was part of Orange County until 1738, when Frederick County was established out of Orange. Clarke remained part of Frederick County until 1836, when it became a separate entity. The socio-economic differences between what is now Clarke and the rest of Frederick County, and the considerable distance to the county seat in Winchester, contributed to the separation of Clarke County from Frederick.

The Civil War brought an abrupt end to any new construction and growth in Clarke County. Two of the 384 primary Civil War battles identified by the Federal Civil War Site Advisory Commission occurred in Clarke County in 1864, the Battles of Cool Spring (800 casualties) and of Berryville (500 casualties). Other engagements and skirmishes took place as troops from both sides constantly passed through the County throughout the War, including Lee and his army on the way to Gettysburg in 1863. Numerous buildings, including houses, barns, and mills, were destroyed in 1864 as part of Sheridan's campaign to end the Shenandoah Valley's role as the "breadbasket of the Confederacy," providing Confederate troops with food and grain.

After the Civil War ended, recovery came slowly, and Clarke County saw little growth until the 1880s when the Shenandoah Valley Railroad (now Norfolk Southern) was constructed and provided improved access to larger markets.

2018 DRAFT REVISED HISTORIC RESOURCES PLAN

Clarke County was a highly productive agricultural county throughout the nineteenth century. According to 1860 census data, although Clarke was the smallest county in the Shenandoah Valley, it had the largest percentage of land in farms and ranked second in wheat production in the Valley. Wheat was the largest cash crop in the County until the early 20th century, when it was replaced by apple production. Clarke County's abundance of bluegrass has long made it a desirable location for horse breeding. The Tidewater families brought their thoroughbreds with them and began a tradition of horse breeding that has continued to the present. By the beginning of the 21st century, apple production declined, while beef and dairy cattle and horses were the mainstays of the local agricultural economy.

Berryville, incorporated in 1798, is the largest town in the County. It was first settled in 1775 and was originally known as Battletown, due to its rowdy taverns. Its location at the intersection of major roads leading to Alexandria, Baltimore, and Winchester made it the commercial center of the County and insured its selection as the seat of County government. Boyce, the second town of the County, was incorporated in 1910. It was originally settled in 1880 at the crossing of the Millwood-Winchester Turnpike (now Route 723) and the newly built Shenandoah Valley Railroad (now Norfolk Southern).

Today, Clarke County remains primarily rural, and agriculture is still one of its main sources of income. Berryville remains the commercial, governmental, and manufacturing center of the County. In the late 20th century, people increasingly moved to the County to construct new homes in rural settings, as well as restore older residences. In order to preserve the agricultural economy of the County and its rural character, the County enacted innovative land use regulations in 1980. These regulations limited residential growth in rural areas and focused new housing in the Berryville area.

The large number and diversity of historic structures and buildings accentuate Clarke County's rural and agricultural environment. A Countywide archeological assessment was completed in 1993 to survey the Native American presence. Possible sites of several palisade villages were located, as well as thousands of individual dwelling sites. All pre-World War II structures were also documented with reconnaissance-level surveys. A total of 962 historic properties were identified (each of which may include several structures), dating from the early 1700s through 1941 in the rural portions of the County. From approximately the same period, 236 historic structures and buildings were identified in Berryville, 100 in Boyce, 58 in

2018 DRAFT REVISED HISTORIC RESOURCES PLAN

Millwood, and 28 in White Post. Since then, approximately 300 additional historic properties in the county have been documented. Descriptions of all of these historic resources are available through DHR's database, Virginia Cultural Resources Information System (V-CRIS).

As a follow-up to the general identification of historic properties, more than 45% of the County has been placed in the Virginia Landmarks Register and the National Register of Historic Places, including the historic districts of Greenway (1993; 30 square miles), Long Marsh Run (1996; 16 square miles), Cool Spring Civil War Battlefield (1995; 6 square miles), Bear's Den (2008; 1,855 acres), Chapel (2013; 18 square miles), Berryville (1987; 150 acres), Boyce (2003; 102 acres), White Post (1983; 30 acres), and Josephine City (2015; 40 acres), as well as 28 individually listed structures. In addition, Greenway Court (the site of Lord Fairfax's home and land office) and Saratoga (the home of Daniel Morgan) have been designated National Historic Landmarks, the highest level of national recognition for an historic property.

Clarke County is part of the Mosby Heritage Area, the first heritage area designated in Virginia. Named for Colonel John S. Mosby, who operated in this area with his Rangers during the Civil War, this heritage area encompasses parts of six counties and seeks to preserve the unique historical, cultural and geographical resources of the region. Clarke is the only county included in its entirety. In addition, Clarke County is one of eight counties that constitute the Shenandoah Valley Battlefields National Historic District, established by Congress along with the Shenandoah Valley Battlefields Foundation, which preserves, interprets, coordinates, and promotes all the battlefields in the National Historic District.

Clarke County Historic Preservation Projects

While part of the Washington Metropolitan Statistical Area, Clarke County is on the rural fringe of Northern Virginia, an area that is quickly being developed. Clarke is fortunate to have many of its historic resources surviving to date. Several of the large estates have remained in family ownership or have been purchased by persons knowledgeable about and sympathetic toward historic preservation. The Clarke County Board of Supervisors has recognized the importance of historical resources to the community. They realize that by identifying and maximizing the benefits of these resources, future generations can make intelligent decisions about future development in the County.

Historic Preservation Commission. The Board of Supervisors (BOS) appoints the seven-member Historic Preservation Commission (HPC). Established in 1987, the HPC serves as the architectural review board for properties in the county-designated local historic districts.

The BOS recognizes that they will continue to support, through funding and staff time, historic preservation activities in the County. The HPC will bring priority projects to the BOS on annual basis, using Certified Local Government (CLG) grants and other funding opportunities to help offset the costs.

The Ordinance establishing the Historic Preservation Commission identifies its responsibilities as the following:

- Coordinate local historic preservation efforts with those of the Virginia Department of Historic Resources (DHR).
- Sponsor public information activities and publicize historic preservation efforts, such as: speaking engagements, handouts, press releases, films, and making awards to people who have made significant contributions to preserving the County's heritage.
- Report to the Planning Commission on its activities and make recommendations in an annual report to the Planning Commission and the BOS concerning the operation of the Preservation Commission and the status of Historic Preservation within the County.

2018 DRAFT REVISED HISTORIC RESOURCES PLAN

- Grant the right to display authorized plaques to commemorate buildings or sites that are important and significant physical features in Clarke County.
- Provide advice and recommendations to the Planning Commission on particular projects and developments, as specifically requested by the Planning Commission.
- Review projects and developments that may change or alter the historic character of an existing County Historic District and report findings to the Planning Commission.
- Issue Certificates of Appropriateness and formulate necessary administrative procedures, which shall include prescribed requirements for applications for such Certificates.
- Advise persons living within a County Historic District on measures that they may take to preserve the historic character of their District.
- Provide limited technical guidance to Clarke County citizens on questions regarding Historic Preservation such as the National Register of Historic Places, the Rehabilitation Tax Credits, Preservation Easements, and other related subjects.
- Develop specific guidelines for each County Historic District before establishment of each such District, to delineate specific criteria for the approval of Certificates of Appropriateness, based upon the criteria listed in County Zoning Ordinance Section 4-I-5-c and the distinctive characteristics and features of each District. After establishing a County Historic District, proposed changes or amendments to the specific guidelines for that District shall be reviewed by the Planning Commission before instituting or implementing such changes or amendments.
- Hold public meetings, as often as necessary, to fulfill the responsibilities assigned by this Ordinance.

County Historic Districts. At this time, two areas are designated as Local Historic Districts, one area in the village of White Post, encompassing 28 parcels, and seven parcels in the village of Millwood, primarily focused on its commercial core.

County Historic Rehabilitation Incentives. In 1990, Clarke County enacted legislation (Clarke County Code Section 11-24) that provides a ten-year freeze of a property's assessed value, if renovation on it is done according to The Secretary of the Interior's Guidelines for Rehabilitation and is approved by the HPC. As of 2017, several property owners have taken advantage of this initiative.

Current Historic Preservation Activities. Current projects and efforts of the Historic Preservation Commission include:

- The development of a publication that brings together the numerous archaeological and architectural studies of the County into one volume. The first phase of this project, developing a detailed outline of the book, was completed in June 2017.
- For several years, the HPC has focused on finding ways to discourage demolition by neglect of historic resources. This year (2017/2018) they received a Certified Local Government (CLG) Grant to make recommendations about developing a program that would select and prioritize buildings and applications for county stabilization funds.
- Find ways to discourage demolition by neglect of historic properties and encourage owners of abandoned historic properties to mothball them for later rehabilitation. Although priority is for properties within the county's local historic districts, a goal is to address all historic properties under threat.
- The HPC is interested in learning more about the history of several stone fish weirs that are located in the Shenandoah River. It is believed that these v-shaped stone structures were erected by Native Americans. Priority has been given to documenting and researching at least one of these structures.
- Continue to work closely with the Clarke County Building Department in order to fully document historic structures (outside of rural historic districts) before issuing a demolition permit.
- Continue to respond to citizens inquires regarding questions related to Historic Preservation issues and programs.

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Past Historic Preservation Accomplishments. Past accomplishments of the Historic Preservation Commission include:

DATE	DESCRIPTION OF PROJECT
1983	Listing of White Post to the National Register of Historic Places
1985	Survey of historic resources in Berryville, Millwood, and Boyce
1985	Listing of Berryville to the National Register of Historic Places
1989	Survey of rural historic properties in Clarke County - Phase 1
1991	Historic Access Corridor Overlay District
1992	Survey of rural historic properties in Clarke County - Phase 2
1992	Listing of Blandy Historic District to the National Register of Historic Places (700 acres)
1993	Listing of Greenway Rural Historic District to the National Register of Historic Places (19,000 acres)
1994	Archaeological Assessment of the County
1994	Listing of Josephine City School to the National Register of Historic Places (now the Josephine School Community Museum and the Clarke County African-American Cultural Center)
1995	Listing of Cool Spring Battlefield to the National Register of Historic Places (4,000 acres)
1995	Driving Tours highlighting historic sites
1996	Listing of Long Marsh Run Rural Historic District to the National Register of Historic Places (10,000 acres)
1996	Archaeological Mill Study
1997	Replacement of missing Historic Highway Markers
1999	New Historic Highway Markers
2000	Initiation of annual Clarke County Historic Preservation Awards Program
2000	Listing of Millwood Colored School to the National Register of Historic Places
2002	Renovation of Josephine School for use as the county's African-American Museum
2002	Completion of an African-American Historic Context and identification of communities
2003	Listing of Boyce to the National Register of Historic Places
2003	Rehabilitation Tax Credit for Old Clarke County Courthouse

2018 DRAFT REVISED HISTORIC RESOURCES PLAN

2004	Preliminary Information Form for the Bear’s Den Rural Historic District
2004	Listing of Millwood Commercial Historic District to the National Register of Historic Places
2006	Greenway Court Architectural Assessment
2007	Henry A. Jordan Preservation Excellence fund for a planning session for Greenway Court
2007	Greenway Court - Continued Work
2007	Expansion of Greenway Historic District boundaries to include Ebenezer Baptist Church
2007	Listing of Bear’s Den Rural Historic District to the National Register of Historic Places (2,000 acres)
2010	Greenway Court Phase 1 Rescue
2010	Chapel Rural Historic District Preliminary Information Form
2011	Architectural Survey of Chapel Rural Historic District
2012	National Register for Chapel Rural Historic District Form (11,496 acres)
2012	Architectural Survey and Preliminary Information Form for Josephine City Historic District.
2014	National Register for Josephine City Historic District
2014	Revised and expanded Historic District Walking and Driving Tour brochure
2017	Hurricane Sandy Grant for Greenway Court Repairs
2017	Detailed Outline for Book about Clarke County’s Historical Resources

Clarke County has achieved the major milestone of having surveyed its historic resources and has made significant efforts in formally recognizing, protecting, and preserving these resources. In the future, efforts must be continued in the conservation of the County's heritage through public information and public assistance in compatible reuse projects. In addition, protecting the County's rich archaeological resources must also be a high priority. A balance between desires of property owners and respect for community identity must be achieved in order to benefit all.

Future Historic Preservation Activities. The Historic Preservation Commission has identified the following projects, programs, and initiatives for future consideration. Many of these projects are dependent upon funding, and the Commission will continue to seek grant funding to leverage local funding for historic preservation projects.

- Document under-represented historic resources, particularly Native American resources along the Shenandoah River and Opequon Creek, historic resources related to African-American history, and resources associated with other under-represented groups.
- Encourage more investigation of the county's archaeological resources.
- Update the architectural survey and National Register Historic District for the Town of Berryville and the village of White Post.
- Consider the creation of a National Register Rural Historic District in the northwestern part of Clarke County, which contains many early and significant historic resources.
- Encourage the update of older individual National Register nominations including Greenway Court, Old Chapel, the Burwell-Morgan Mill, Saratoga, Annfield, Carter Hall, Fairfield, The Tuleyries, and Clermont.
- Encourage community education about Historic Preservation incentives in the county.
- Encourage appropriate scale and form of new developments and construction within the county's historic villages and hamlets and investigate the possibility of initiating Conservation Districts in those areas.
- Work with the County Economic Development and Tourism authorities to maximize the economic benefits of the County's historic resources.
- Establish a Heritage Resources Roundtable that would meet bi-annually and that would include representatives from County and local organizations concerned with Historic Preservation.

2018 DRAFT REVISED HISTORIC RESOURCES PLAN

- Create a smartphone app with GPS navigation functionality from the driving tours of the historic resources in the County.
- Continue to seek opportunities for collaboration with state- and federally-owned properties in the County.
- Continue to seek grant funding from DHR as well as local foundations.
- Conduct periodic architectural surveys with the objective of maintaining an updated architectural database (with V-CRIS).
- Consider a plaque program whereby historically significant sites will be recognized.
- Work with residents wishing to identify and prepare nominations for individual properties and districts to the National Register of Historic Places.
- Work toward establishing a Heritage Tree program whereby exceptionally old, large, and grand trees are recognized for the contribution they make to the county's rich rural landscape.
- Work with the local officials in the Towns of Berryville and Boyce to help educate them about Historic Preservation opportunities available to them.
- Study, and possibly nominate to the Virginia Landmarks Register and the National Register of Historic Places, the site of the Battle of Berryville.

State and Federal Historic Preservation Programs in Clarke County

The Commonwealth of Virginia encourages historic preservation through enabling legislation for local historic overlay districts and through its Department of Historic Resources (DHR). The DHR is made up of architectural historians, architects, archaeologists, historians, and archivists who administer the state's preservation program and serve as the State Historic Preservation Office in the federal preservation system. In 1995, DHR opened a satellite office in Winchester to serve the northern portion of the state. The office moved to Stephens City in 2006 and is now known as the Northern Region Preservation Office. The DHR works with local governments, private citizens, and organizations to carry out preservation programs.

A large part of these programs is the documentation of historic properties. Clarke County has conducted four historic surveys, the last completed in 1992. These surveys have resulted in the documentation of more than 1,300 historic properties (some containing multiple structures) in the rural parts of the County, 236 in Berryville, 100 in Boyce, 58 in Millwood, and 28 in White Post. These surveys were partially funded with County money and partially with grants awarded by DHR.

After general documentation of the County's resources through surveying, registering each important building provides formal certification of its historic value. The Virginia Landmarks Register and the National Register of Historic Places provide formal certification of the local, statewide, or national importance of a resource (building, district, sites or object) with integrity of location, design, setting, materials, feeling, workmanship, and association, in addition to the following four Criteria for Evaluation:

1. Properties associated with events that have made a significant contribution to the broad patterns of our history.
2. Properties associated with the lives of persons significant in our past.
3. Properties that embody the distinctive characteristics of a type, period, or method of construction or that represent a significant and distinguishable entity whose components may lack individual distinction.

2018 DRAFT REVISED HISTORIC RESOURCES PLAN

4. Properties that have yielded, or may be likely to yield, information important in prehistory or history.

When considering properties for the National Register, the National Park Service may determine that a property has outstanding historic qualities and designate it a National Historic Landmark. Currently, two properties in the County are listed as National Historic Landmarks, in part because of their association with significant historic figures, Lord Fairfax and Daniel Morgan (Figure 1).

<u>Property Name</u>	<u>DHR File #</u>
1. Greenway Court	021-0028
2. Saratoga	021-0070

Twenty-six additional individual properties and ten historic districts are listed in the State and National Registers.

<u>Property Name</u>	<u>DHR File #</u>
1. Annfield	021-0002
2. Bethel Memorial Church	021-0035
3. Blandy Experimental Farm	021-0550
4. Burwell-Morgan Mill	021-0023
5. Carter Hall	021-0012
6. Chapel Hill	021-0014
7. Clermont	021-0019
8. Fairfield	021-0029
9. Farnley	021-0030
10. Glendale Farm	021-0034
11. Guilford	021-0039
12. Huntingdon	021-0188
13. Josephine City School	021-0177
14. Long Branch	021-0095
15. Lucky Hit	021-0045
16. Meadea	021-0618
17. Millwood Colored School	021-0192-0008
18. Norwood	021-0057
19. Old Chapel	021-0058
20. Old Clarke County Courthouse	021-0021
21. The River House	021-0064

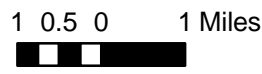
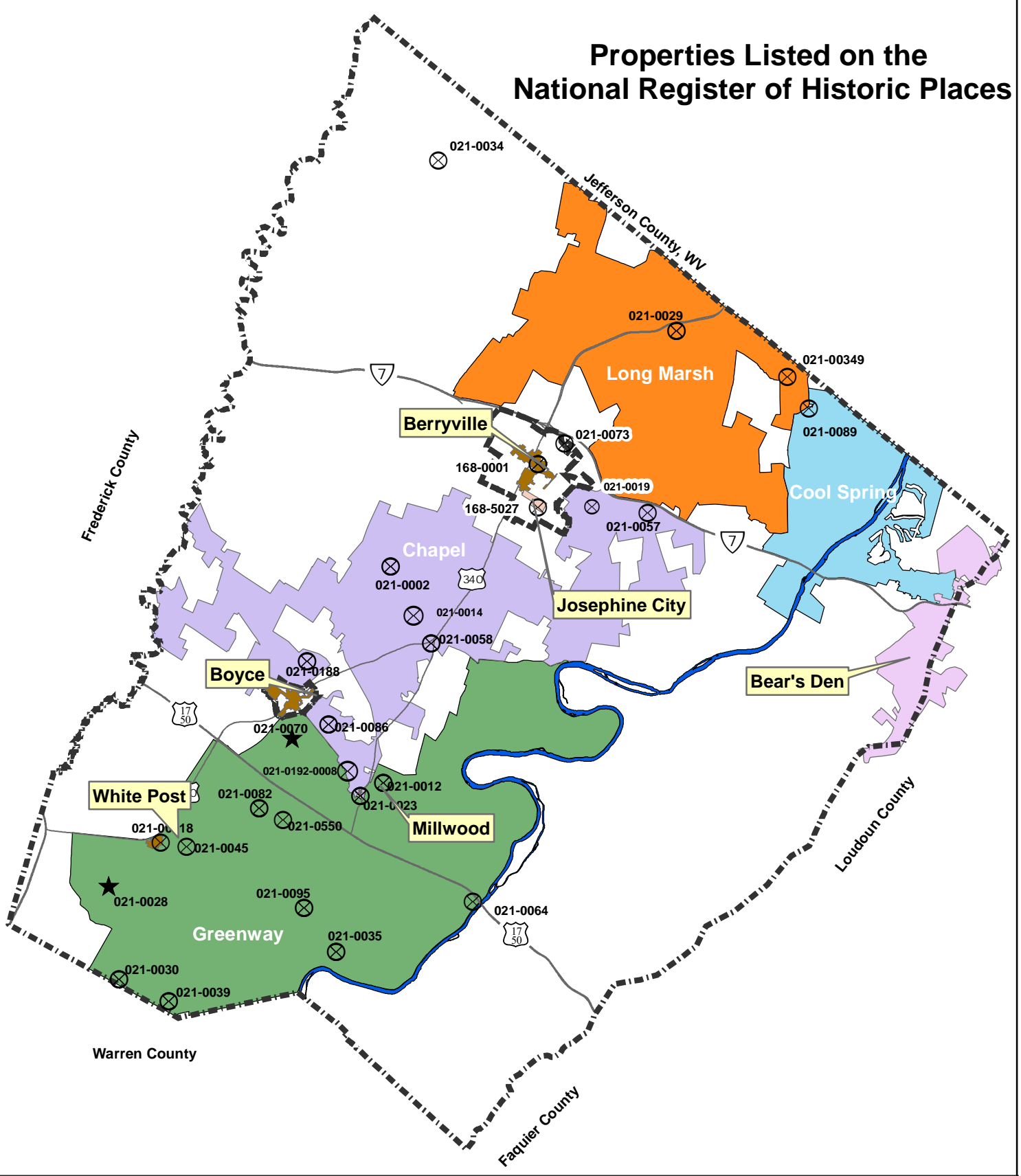
2018 DRAFT REVISED HISTORIC RESOURCES PLAN

22. Scaleby	021-0086
23. Smithfield	021-0349
24. Soldier's Rest	021-0073
25. The Tuleyries	021-0082
26. Wickliffe Church	021-0089

<u>District Name</u>	<u>DHR File #</u>
1. Bear's Den Rural Historic District 1,855 acres, 173 contributing resources*	021-5010
2. Berryville Historic District 150 acres, 314 contributing resources*	168-0012
3. Boyce Historic District 102 acres, 100 contributing resources*	172-0001
4. Chapel Rural Historic District 11,496 acres, 688 contributing resources*	021-5025
5. Cool Spring Battlefield Historic District 4,064 acres, 54 contributing resources*	021-0976
6. Greenway Rural Historic District 19,107 acres, 606 contributing resources*	021-0963
7. Josephine City Historic District 40 acres, 40 contributing resources*	168-5029
8. Long Marsh Run Rural Historic District 10,293 acres, 366 contributing resources*	021-0967
9. Millwood Commercial District 4 acres, 10 contributing resources*	021-0059
10. White Post Historic District 30 acres, 28 contributing resources*	021-0066

*Contributing resources include buildings, structures, sites, and objects.

Properties Listed on the National Register of Historic Places



Clarke County GIS
May 7, 2018



National Register Districts

- Cool Spring
- Greenway
- Long Marsh
- Blue Ridge
- Chapel
- Josephine City
- Berryville, Boyce, White Post, Millwood

Shenandoah River

- X National Register Properties
- ★ National Historic Landmark

2018 DRAFT REVISED HISTORIC RESOURCES PLAN

Many additional properties in the County could be potentially eligible for the Virginia Landmarks Register and the National Register of Historic Places, but they have not yet been officially evaluated by DHR.

Inclusion in the Virginia Landmarks Register and the National Register is an honor bestowed on historic properties by the state and federal governments. It recognizes the historic value of a property and encourages present and future owners to continue to exercise good stewardship. It accomplishes the following:

1. Increases public awareness of the significance of an historic resource and encourages its preservation.
2. Does not restrict the property owner from using private funds in any way. However, when federal funds, licenses, or permits are used, the project review process will consider the impact of the project on the property.
3. Provides financial benefits, mostly in the form of federal and state historic rehabilitation tax credits, for rehabilitation of listed buildings.
4. Allows owners of registered properties to donate historic preservation easements to DHR (which can reduce real estate taxes).
5. Allows owners to receive technical assistance from DHR for maintenance and rehabilitation.

Appendix

This appendix provides general information regarding:

1. The Four Approaches to the Treatment of Historic Buildings
2. The Secretary of the Interior's Standards for Rehabilitation
3. Tax Credits for Rehabilitation:
 - 3a. The Federal Rehabilitation Tax Credit Program
 - 3b. The State Rehabilitation Tax Credit Program

The U.S. National Park Service (NPS) and the Virginia Department of Historic Resources (DHR) are the sources of this information. More detailed information can be obtained on the websites that are provided.

1. The Four Approaches to the Treatment of Historic Properties

The four approaches to the treatment of historic buildings are: Preservation, Rehabilitation, Restoration, and Reconstruction. These four treatments are distinct but interrelated and are intended to assist users in making sound historic preservation decisions and promote the use of 'a common language' in the planning stages of work. The choice of treatment depends on a variety of factors, including the property's historical significance, physical condition, proposed use, and intended interpretation.

Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. This is the treatment used for the state and federal rehabilitation tax credits.

Restoration depicts a property at a particular period of time in its history, while removing evidence of other periods.

Reconstruction re-creates vanished or non-surviving portions of a property for interpretive purposes.

For more information, visit: www.nps.gov/tps/standards/four-treatments.htm and www.nps.gov/tps/standards/treatment-guidelines-2017.pdf

2. **The Secretary of the Interior's Standards for Rehabilitation**

The *Standards* were first codified in 1979 in response to a federal mandate requiring the establishment of policies for all programs under the authority of the Department of the Interior. The *Standards* enable the Department of the Interior to direct work undertaken on historic buildings. They are used in review of all federal projects involving historic properties listed on or eligible for listing in the National Register of Historic Places. Compliance with the *Standards* provides for the preservation of the historic and architectural integrity of buildings being rehabilitated. The *Standards* were most recently revised in 1992. These are the specific standards used in state and federal rehabilitation tax credit projects.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

3. Tax Credits for Rehabilitation

Rehabilitation Tax Credits are dollar-for-dollar reductions in income tax liability for taxpayers who rehabilitate historic buildings. Credits are available from both the federal government and the State of Virginia. The amount of the credit is based on total rehabilitation costs. The federal credit is 20% of eligible rehabilitation expenses. The state credit is 25% of eligible rehabilitation expenses. In some cases, taxpayers can qualify under both programs, allowing them to claim credits of 45% of their eligible rehabilitation expenses.

Rehabilitation is the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its

historic, architectural, and cultural values. In order to receive tax credits (either on a state or national level), the rehabilitation work needs to be done according to the *Secretary of the Interior's Standards for Rehabilitation*. The *Standards* are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

The rehabilitation, re-use, and preservation of Virginia's historic residential and commercial buildings are good for the state's economy according to a study conducted by Virginia Commonwealth University in 2013. The benefits of bringing old buildings back to life ripples across the economy and through local communities, adding upwards of an estimated \$3.9 billion to the commonwealth's economic health. Those rehabilitation expenses and their domino effect have also created more than 31,000 full and part-time jobs during a 17-year period and generated an estimated \$133 million in state and local tax revenues.

Both the federal and state tax credit programs are administered in Virginia through the Department of Historic Resources. Federal rehabilitation tax credits are only available for income-producing properties, whereas the state tax credits is available for owner-occupied, as well as income-producing buildings.

A building must be designated a "certified historic structure" to qualify for the tax credit.

The credits described above are available only for Certified Historic Structures, defined as follows.

Under the federal program, a certified historic structure is one that is either:

- Listed individually in the National Register of Historic Places, or
- Certified as "contributing" to a district that is so listed.

Under the state program, a certified historic structure is one that is:

- Individually listed in the Virginia Landmarks Register, or
- Certified as eligible for listing, or
- Certified as a contributing structure in a district that is so listed.

With a few exceptions, a Virginia property that is listed in one of these registers is listed in the other. Certification that a building contributes to a listed district (or for purposes of the state credit is *eligible* for individual listing) is obtained only by submitting Part 1 of the tax credit application.

DHR has records of all properties in Virginia that are listed in the National Register, and records of all registered historic districts on their website at www.dhr.virginia.gov (search under Clarke County).

Applying for the credit is a three-part process. **Part 1** requests certification that the building is historic and therefore eligible for the program. **Part 2** requests certification that the proposed rehabilitation work appears to be consistent with the Secretary's *Standards*. Part 2 is the most complex part of the application. It requires a description of each significant architectural feature of the property and how it will be treated in the rehabilitation as well as photographs documenting the current condition. **Part 3** requests certification that the completed work is consistent with the Secretary's Standards. Photographs showing the completed work must accompany Part 3. For the state credit, if the eligible expenses exceed \$100,000, a CPA certification is also required.

The federal regulations governing the National Park Service's review of tax credit applications are found at 36 CFR 67. The regulations governing the use of the tax credit itself (the IRS regulations) are found at 26 CFR 1.48-12. The Virginia legislation authorizing the state tax credit is found at *Virginia Code*. §58.1-339.2.

3a. The Federal Rehabilitation Tax Credit Program

A 20% income tax credit is available for the rehabilitation of historic, income-producing buildings that are determined by the Secretary of the Interior, through the National Park Service to be "certified historic structures."

The State Historic Preservation Office (DHR) and the National Park Service review the rehabilitation work to ensure that it complies with the Secretary's Standards for Rehabilitation. The Internal Revenue Service defines qualified rehabilitation expenses on which the credit may be taken. Owner-occupied residential properties do not qualify for the federal rehabilitation tax credit.

To learn more about this credit, visit: <https://www.nps.gov/tps/tax-incentives/before-you-apply.htm>

3b. The State Rehabilitation Tax Credit Program

A 25% income tax credit is available for the rehabilitation of historic, owner-occupied or income-producing buildings that are determined to be “certified historic structures.”

The state tax credit, which reduces the taxpayer’s Virginia Income Tax liability, is calculated as 25 % of the eligible rehabilitation expenses. DHR issues certifications of buildings and rehabilitations, so that property owners can claim the credits. The Virginia Department of Taxation has full authority to determine tax treatment questions.

The tax credit is available to the owners of a qualified rehabilitated building. Generally, the credits are claimed for the tax year in which the rehabilitation is completed and the building is placed in service. An approved Historic Preservation Certification Application, Part 3, “Request for Certification of Completed Work” should be filed with the tax return claiming the credit.

The credit is 25% of the eligible rehabilitation expenses. If the amount of such credit exceeds the taxpayer's tax liability for such taxable year, the amount that exceeds the tax liability may be carried over for credit against the income taxes of such taxpayer in the next five taxable years or until the full credit is used, whichever occurs first. Credits granted to a partnership or electing small business corporation (S corporation) shall be passed through to the partners or shareholders, respectively.

In 2014, a report from the VCU Center for Urban and Regional Development on the positive economic impacts of historic rehabilitation tax credit programs in Virginia was completed and can be accessed at:

www.dhr.virginia.gov/pdf_files/VCU_Historic%20Tax%20Credit%20Report_FINAL_21-1-2014.pdf.

More information can be found by visiting:
www.dhr.virginia.gov/tax_credits/tax_credit.htm.

Adjournment

Clarke County Board of Supervisors

Reports:

1. Building Department
2. Commissioner of the Revenue
3. Economic Development: Minutes Economic Development Advisory Committee May 16, 2018
4. Fire & EMS
5. Handley Regional Library
6. Virginia Transit
7. Zoning and Subdivision Ordinance Update Project Progress

Building Department - Clarke County
New Single Family Dwellings 2018

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS
January	2						2	
February			2	1			3	
March	1	1	1	1	1	1	6	
April				2	1		3	
May	1					1	2	
June								
July								
August								
September								
October								
November								
December								
TOTAL	4	1	3	4	2	2	16	

Project Application Report - Building Dept

For Period: 5/1/2018 to 5/31/2018

Project Type	Project Number	Project Fees
Commercial Electric Permit	180201	86.70
	180231	198.90
Commercial Mechanical Permit	180227	
Commercial Plumbing Permit	180190	168.30
Demolition of Building	180239	
	180240	
Minor Land Disturbance	180218	50.00
Residential Accessory	180228	355.75
Residential Addition	180191	644.73
	180215	1089.27
Residential Deck/Porch no Roof	180189	51.00
	180208	51.00
	180211	51.00
Residential Deck/Porch w/Roof	180186	158.10
Residential Electric Permit	180187	96.90
	180192	45.90
	180193	102.00
	180199	45.90
	180202	56.10
	180209	45.90
	180219	40.80
	180223	45.90
	180226	45.90
	180233	40.80
	180238	45.90
Residential Garage	180195	472.40
	180197	857.85
	180216	383.20
Residential Gas Permit	180214	40.80
	180229	40.80
	180236	40.80
Residential Mechanical Permit	180196	40.80

Project Application Report - Building Dept

For Period: 5/1/2018 to 5/31/2018

Project Type	Project Number	Project Fees
Residential Mechanical Permit	180200	122.40
	180205	163.20
	180217	40.80
	180230	122.40
Residential New	180198	2655.13
	180206	2547.41
Residential Plumbing Permit	180203	71.40
	180234	51.00
	180235	40.80
Residential Remodel	180188	219.30
	180194	102.00
	180204	436.59
	180212	263.61
	180213	545.20
	180220	102.00
	180222	309.96
	180224	407.29
	180232	102.00
	180237	50.00
Solar Array System	180210	168.30
	180221	268.30
Total		14182.49

Project Application Report - Building Dept

For Period: 5/1/2018 to 5/31/2018

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Electric Permit	180201	620 SUNNY CANYON LN	OHRSTROM GEORGE L II	\$0	\$86.70	ISSUED W/O CONDITIONS
	180231	180 GRAFTON LN	GRAFTON SCHOOL INC	\$0	\$198.90	ISSUED W/O CONDITIONS
Commercial Mechanical Permit	180227	2 E MAIN ST	BANK OF CLARKE COUNTY	\$0		ISSUED W/O CONDITIONS
Commercial Plumbing Permit	180190	120 COOL SPRING LN	COMMUNITY OF CISTERCIANS OF THE	\$0	\$168.30	ISSUED W/O CONDITIONS
Demolition of Building	180239	706 MOUNT CARMEL RD	TAVENNER STEVEN D & ALICE JANE	\$0		WITHDRAWN
	180240	706 MOUNT CARMEL RD	TAVENNER STEVEN D & ALICE JANE	\$0		ISSUED W/O CONDITIONS
Minor Land Disturbance	180218	345 SILVER RIDGE LN	WILSON KATHERINE J	\$0	\$50.00	ISSUED W/O CONDITIONS
Residential Accessory	180228	188 ASHLEY WOODS LN	NEWMAN GEORGE J & JOAN S	\$23,040	\$355.75	ISSUED W/O CONDITIONS
Residential Addition	180191	792 SOLITUDE LN	ARNOLD FRANCIS M & AMELIA R	\$64,886	\$644.73	ISSUED W/O CONDITIONS
	180215	2704 SPRINGSBURY RD	FRED W. DODSON, II	\$103,958	\$1,089.27	ISSUED W/O CONDITIONS
Residential Deck/Porch no Roof	180189	213 CRAIGS RUN CT	KING RON	\$0	\$51.00	ISSUED W/O CONDITIONS
	180208	1919 CASTLEMAN RD	HANSCOM JAMES W & E BUCHAN-HANSCOM	\$0	\$51.00	CLOSED W/ FINAL
	180211	701 MCGUIRE CIR	LUCIER, COREY	\$0	\$51.00	APP PENDING
Residential Deck/Porch w/Roof	180186	791 MCGUIRE CIR	ANDREW K RAMSAY	\$0	\$158.10	ISSUED W/O CONDITIONS
Residential Electric Permit	180187	13142 LORD FAIRFAX HWY	MCINTIRE P T FAM LIM PARTNERSHIP	\$0	\$96.90	ISSUED W/O CONDITIONS
	180192	0	DUNN KENNETH L	\$0	\$45.90	ISSUED W/O CONDITIONS

Project Application Report - Building Dept

For Period: 5/1/2018 to 5/31/2018

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees <small>Blank = collected by another dept</small>	Project Status
Residential Electric Permit	180193	0	KKR 2 LC	\$0	\$102.00	ISSUED W/O CONDITIONS
	180199	1638 ELLERSLIE RD	FERRELL ESTATE LLC	\$0	\$45.90	ISSUED W/O CONDITIONS
	180202	581 GLEBE LN	COMMUNITY OF CISTERCIANS OF THE	\$0	\$56.10	ISSUED W/O CONDITIONS
	180209	570 NATIONS SPRING RD	FRANKLIN LEWIS F & MAXINE W	\$0	\$45.90	ISSUED W/O CONDITIONS
	180219	220 HENDERSON CT	CURRY, DON	\$0	\$40.80	CLOSED W/ FINAL
	180223	61 LANDER LN	WHITE, JEFF	\$0	\$45.90	ISSUED W/O CONDITIONS
	180226	1384 ELLERSLIE RD	WARNER LEON C III & CATHERINE O	\$0	\$45.90	ISSUED W/O CONDITIONS
	180233	39 W MAIN ST	FASCELLI MICHELE	\$0	\$40.80	CLOSED W/ FINAL
	180238	214 RITTER PL	SHAW MICHAEL D & LISA PASZTOR-	\$0	\$45.90	ISSUED W/O CONDITIONS
Residential Garage	180195	1932 LORD FAIRFAX HWY	CARROLL TERRY R & KARIN H	\$48,453	\$472.40	ISSUED W/O CONDITIONS
	180197	1542 CHILLY HOLLOW RD	RUSSELL GORDON D	\$182,886	\$857.85	ISSUED W/O CONDITIONS
	180216	222 BARRED OWL LN	GEURTSSEN, FRITZ	\$29,021	\$383.20	ISSUED W/O CONDITIONS
Residential Gas Permit	180214	1691 CALMES NECK LN	RATCLIFFE, ROBERT	\$0	\$40.80	ISSUED W/O CONDITIONS
	180229	200 DORSEY ST	GIGLIO LISA E	\$0	\$40.80	ISSUED W/O CONDITIONS
	180236	140 ROSEVILLE CT	MCKAY JAY KENT	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Mechanical Permit	180196	114 ROSEMONT CIR	JUDGE THOMAS J & ANN W	\$0	\$40.80	ISSUED W/O CONDITIONS

Project Application Report - Building Dept

For Period: 5/1/2018 to 5/31/2018

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees <small>Blank = collected by another dept</small>	Project Status
Residential Mechanical Permit	180200	202 E MAIN ST	STALEY, GABRIEL	\$0	\$122.40	ISSUED W/O CONDITIONS
	180205	121 ACADEMY ST	DUNPHY, THERESA	\$0	\$163.20	ISSUED W/O CONDITIONS
	180217	598 CLAY HILL RD	WILLIAMS MICHAEL C &	\$0	\$40.80	ISSUED W/O CONDITIONS
	180230	287 BARKER LN	BALL, GREG	\$0	\$122.40	ISSUED W/O CONDITIONS
Residential New	180198	320 MINNIEWOOD LN	ERISMAN, KEVIN	\$366,084	\$2,655.13	ISSUED W/O CONDITIONS
	180206	1391 BEECHWOOD LN	THIEL JOHN R & EVELYN JORANTHIEL	\$355,906	\$2,547.41	ISSUED W/O CONDITIONS
Residential Plumbing Permit	180203	41 LANHAM LN	CORBET, PATRICIA	\$0	\$71.40	APP PENDING
	180234	11 LOIS LN	NUNES, DOROTHY	\$0	\$51.00	ISSUED W/O CONDITIONS
	180235	206 S CHURCH ST	CASEY CHARLES W & BILLIE B	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Remodel	180188	524 PAGE ST	CARSON RICHARD C & TERRIE D	\$5,250	\$219.30	ISSUED W/O CONDITIONS
	180194	41 LANHAM LN	CORBET, PATRICIA	\$0	\$102.00	ISSUED W/O CONDITIONS
	180204	21860 BLUE RIDGE MTN RD	TAYLOR GREG L & DESTA B GOLDEN	\$48,450	\$436.59	ISSUED W/O CONDITIONS
	180212	535 ALDER LN	PROTECH BUILDERS LLC	\$31,875	\$263.61	ISSUED W/O CONDITIONS
	180213	997 BISHOP MEADE RD	HUMMER FLORENCE A ESTATE	\$118,779	\$545.20	ISSUED W/O CONDITIONS
	180220	376 EDENBROOK LN	SCOTT SUSAN G & JOHN	\$0	\$102.00	ISSUED W/O CONDITIONS
	180222	785 PYLETOWN RD	DARLINGTON, TARA	\$39,750	\$309.96	ISSUED W/O CONDITIONS

Project Application Report - Building Dept

For Period: 5/1/2018 to 5/31/2018

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees <small>Blank = collected by another dept</small>	Project Status
Residential Remodel	180224	2752 OLD WINCHESTER RD	JAEGER TIMOTHY C & TRACY S	\$35,400	\$407.29	ISSUED W/O CONDITIONS
	180232	18521 BLUE RIDGE MTN RD	SEEBERGER SCOTT CHRISTOPHER & LISA	\$0	\$102.00	ISSUED W/O CONDITIONS
	180237	28 BUSHLAND LN	ULBRICH BRIAN N & VALERIE B	\$0	\$50.00	ISSUED W/O CONDITIONS
Solar Array System	180210	1326 SWIFT SHOALS RD	MCINTOSH WILLIAM & ANNE TRUSTEES	\$0	\$168.30	ISSUED W/O CONDITIONS
	180221	146 MORNING STAR LN	LIGHT RONALD N & ELIZABETH A	\$0	\$268.30	ISSUED W/O CONDITIONS

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Clarke County
INSPECTION REPORT

P 1
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Building Inspections

INSPECTIONS PERFORMED: 05/01/18 to 05/31/18

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Ditch Electric	05/01/18	BT	P	ELEC RES	BLMT	BLTN	1036 RETREAT RD	HILL JAMES MICHAEL & SU	6064	A
Plumbing Rough In	05/01/18	BT	P	Rmdl Res	BLMT	BLTN	531 BARKER LN	CREECH, BONNIE	6036	A
Footings	05/01/18	BT	P	NRSF	BYC	CHPL	3444 CALMES NECK LN	BATHON STEPHEN R & GAYL	5925	A
Framing	05/01/18	BT	P	NRSF	CLK	BLTN	130 ASHLEY WOODS LN	ADELL KAMRAN & MARJANEH	4394	A
Electrical Rough In	05/01/18	BT	P	NRSF	CLK	BLTN	130 ASHLEY WOODS LN	ADELL KAMRAN & MARJANEH	4396	A
Plumbing Rough In	05/01/18	BT	P	NRSF	CLK	BLTN	130 ASHLEY WOODS LN	ADELL KAMRAN & MARJANEH	4400	A
Mechanical Rough In	05/01/18	BT	P	NRSF	CLK	BLTN	130 ASHLEY WOODS LN	ADELL KAMRAN & MARJANEH	4402	A
Erosion & Sediment C	05/02/18	BT	P	NRSF			236 TILTHAMMER MILL RD	CAPITAL BUILDERS LLC	6083	A
Erosion & Sediment C	05/02/18	BT	P	NRSF	BLMT	CHPL	750 MORGANS MILL RD	TAYLOR, NEEL	6084	A
Final Closing Buildi	05/02/18	BT	P	Rmdl Res	BYC	CHPL	1769 BISHOP MEADE RD	WALKER ALLAN & TERRY GW	5858	A
Slab Garage/Carport	05/02/18	BT	P	NRSF			236 TILTHAMMER MILL RD	CAPITAL BUILDERS LLC	6080	A
Footings	05/02/18	BT	P	NRSF	BLMT	CHPL	750 MORGANS MILL RD	TAYLOR, NEEL	5866	A
Footings	05/02/18	BT	P	NRSF	BVL	LNGM	112 PIERCE RD	MATHENY CHARLES K JR &	5636	A
Erosion & Sediment C	05/03/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	6097	A
Erosion & Sediment C	05/03/18	BT	P	NRSF		BLTN	3101 CASTLEMAN RD	CALDWELL, JAMES	6094	A
Erosion & Sediment C	05/03/18	BT	P	NRSF	BYC	BYC	205 PLEASANT HILL DR	OAKCREST BUILDERS	6095	A
Erosion & Sediment C	05/03/18	BT	P	NRSF	BYC	BYC	233 PLEASANT HILL DR	OAKCREST BUILDERS INC	6096	A
Final Closing Electr	05/03/18	BT	P	Elec Per-C	BVL	BVL	100 SOUTH CHURCH ST	TOWN OF BERRYVILLE	6031	A
Backfill	05/03/18	BT	P	NRSF	BVL	BLTN	1362 SHEPHERDS MILL RD	GROSHIRE WHITE LLC	6088	A
Erosion & Sediment C	05/03/18	BT	P	NRSF	BVL	BLTN	1362 SHEPHERDS MILL RD	GROSHIRE WHITE LLC	6089	A
Steel/Rebar Pool	05/03/18	BT	P	SPIG	BLMT	BLTN	764 BENCH LN	HOFFMAN DONALD L JR & S	6086	A
Final Closing Plumbi	05/03/18	BT	P	PlumPer-R	BYC		11 WEST MAIN ST	BOYCE BAPTIST CHURCH PA	5994	A
Electric Service	05/03/18	BT	P	NRSF	CLK	BLTN	130 ASHLEY WOODS LN	ADELL KAMRAN & MARJANEH	4397	A
Fire Off Mechanical	05/03/18	BT	P	Mech Per-C	BVL	BVL	110 NORTH CHURCH ST	GRACE EPISCOPAL PARISH	5991	A
Final Closing Mechan	05/03/18	BT	P	Mech Per-C	BVL	BVL	110 NORTH CHURCH ST	GRACE EPISCOPAL PARISH	5992	A
Erosion & Sediment C	05/04/18	BT	P	NRSF	BYC		189 JUNIPER LN	WATTS BUILDERS & HOME I	6102	A
Footings	05/04/18	BT	P	Add Res	BVL	BVL	18 PAGE ST	MCDONALD JEFFREY L & MA	5656	A
Bonding Pool	05/04/18	BT	F	SPIG	BVL	BVL	765 MCGUIRE CIR	TRAPNELL, MELANIE	6085	A
Final Closing Electr	05/04/18	BT	P	Rmdl Res	CLK	GNWY	131 OLD WATERLOO RD	BRIAN GARDNER	3410	A
Final Closing Plumbi	05/04/18	BT	F	Rmdl Res	CLK	GNWY	131 OLD WATERLOO RD	BRIAN GARDNER	3412	A
Final Closing Buildi	05/04/18	BT	F	Rmdl Res	CLK	GNWY	131 OLD WATERLOO RD	BRIAN GARDNER	3418	A
Footings	05/04/18	BT	P	NRSF	BYC		189 JUNIPER LN	WATTS BUILDERS & HOME I	5973	A
Electrical Rough In	05/07/18	BT	P	Garage	CLK	BLTN	79 HAWTHORNE LN	JAMES A. COLVILLE	6087	A
Electrical Rough In	05/07/18	BT	P	Rmdl Res	BLMT	BLTN	254 GOOD SHEPHERD RD	BEACHMARK CONSTRUCTION	6108	A
Electric Service	05/07/18	BT	F	Rmdl Res	BLMT	BLTN	254 GOOD SHEPHERD RD	BEACHMARK CONSTRUCTION	6109	A
Framing	05/07/18	BT	P	Garage	CLK	BLTN	2167 SHEPHERDS MILL RD	GRETCHEN YOUNG	4985	A
Plumbing Rough In	05/07/18	BT	P	Rmdl Res	BLMT	BLTN	254 GOOD SHEPHERD RD	BEACHMARK CONSTRUCTION	6103	A
Final Closing Buildi	05/07/18	BT	P	Rmdl Res	BVL	BVL	412 CUSTER CT	WIITA WILLIAM R JR & PA	5663	A
Ditch Electric	05/08/18	BT	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6175	A
Framing	05/08/18	BT	P	Rmdl Res	BVL	BVL	406 BLOSSOM DR	CASTILLO, EDWIN	5777	A
Electric Service	05/08/18	BT	P	ELEC RES		BLTN		DUNN KENNETH L	6106	A
Footings	05/08/18	BT	P	Deck/Porch	BVL	BVL	213 CRAIGS RUN CT	KING RON	6072	A
Mechanical Rough In	05/08/18	BT	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6113	A
Concrete Form	05/08/18	BT	P	NRSF	BVL	LNGM	112 PIERCE RD	MATHENY CHARLES K JR &	6114	A
Insulation	05/09/18	BT	P	Add Res	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	6093	A
Final Closing Buildi	05/09/18	BT	P	Add Res	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	6146	A
Final Closing Electr	05/09/18	BT	P	NRSF	BVL	BVL	6 BEL VOI DR	PIFER, COURT	5113	A
Final Closing Plumbi	05/09/18	BT	P	NRSF	BVL	BVL	6 BEL VOI DR	PIFER, COURT	5116	A
Final Closing Buildi	05/09/18	BT	P	NRSF	BVL	BVL	6 BEL VOI DR	PIFER, COURT	5119	A
Concrete Form	05/09/18	BT	P	NRSF	BLMT	CHPL	750 MORGANS MILL RD	TAYLOR, NEEL	6131	A
Plumbing Groundworks	05/09/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	6132	A
Framing	05/09/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	6133	A

06/06/2018 09:12
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Clarke County
INSPECTION REPORT

P 2
piinhrpt

Building Inspections

INSPECTIONS PERFORMED: 05/01/18 to 05/31/18

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Ditch Electric	05/10/18	BT	P	Nw Commrc1	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6174	A
Final Closing Gas	05/10/18	BT	F	Gas Per-R	BLMT	BLTN	117 SELTENHORST LN	BARNES MURPHY L & MARTH	5692	A
Insulation	05/10/18	BT	P	Garage	CLK	BLTN	79 HAWTHORNE LN	JAMES A. COLVILLE	4576	A
Plumbing Rough In	05/10/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	6147	A
Gas Tank	05/11/18	BT	P	Garage	BVL	BLTN	165 PASTORAL LN	CARL E REILLY	6151	A
Gas Line	05/11/18	BT	P	Garage	BVL	BLTN	165 PASTORAL LN	CARL E REILLY	6152	A
Final Closing Mechan	05/11/18	BT	P	MechPer-R	BVL	BVL	114 ROSEMONT CIR	JUDGE THOMAS J & ANN W	6126	A
Gas Line	05/11/18	BT	P	NRSF	CLK	BLTN	130 ASHLEY WOODS LN	ADELL KAMRAN & MARJANEH	6153	A
Electrical Rough In	05/11/18	BT	P	ELEC RES	BVL	BLTN	581 GLEBE LN	COMMUNITY OF CISTERCIAN	6161	A
Electrical Rough In	05/11/18	BT	P	Rmdl Res	BVL	BVL	524 PAGE ST	CARSON RICHARD C & TERR	6164	A
Electric Service	05/11/18	BT	P	NRSF		BLTN	3101 CASTLEMAN RD	CALDWELL, JAMES	5267	A
Ditch Electric	05/11/18	BT	P	Nw Commrc1	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6173	A
Plumbing Rough In	05/11/18	BT	P	Rmdl Res	BVL	BVL	524 PAGE ST	CARSON RICHARD C & TERR	6165	A
Framing	05/11/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	6176	A
Electrical Rough In	05/11/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	6177	A
Footings	05/11/18	BT	P	Accessory	BLMT	BLTN	18099 RAVEN ROCKS RD	KIDBY SCOTT W & MELISSA	5713	A
Framing	05/11/18	BT	P	Rmdl Res	BVL	BVL	524 PAGE ST	CARSON RICHARD C & TERR	6069	A
Final Closing Electr	05/11/18	BT	P	Solar	BYC	CHPL	1150 TILTHAMMER MILL RD	BURWELL BELINDA L & JAM	5987	A
Final Closing Buildi	05/11/18	BT	P	Solar	BYC	CHPL	1150 TILTHAMMER MILL RD	BURWELL BELINDA L & JAM	5988	A
Electrical Rough In	05/11/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	6178	A
Plumbing Rough In	05/11/18	BT	P	Plum.Per-C	BVL	BLTN	120 COOL SPRING LN	COMMUNITY OF CISTERCIAN	6081	A
Insulation	05/11/18	BT	P	NRSF	CLK	BLTN	130 ASHLEY WOODS LN	ADELL KAMRAN & MARJANEH	4395	A
Framing	05/11/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	5750	A
Erosion & Sediment C	05/14/18	BT	P	NRSF			236 TILTHAMMER MILL RD	CAPITAL BUILDERS LLC	6397	A
Erosion & Sediment C	05/14/18	BT	P	NRSF			558 MANOR RD	LICKING VALLEY CONSTRUC	6396	A
Erosion & Sediment C	05/14/18	BT	P	NRSF	BVL	LNGM	112 PIERCE RD	MATHENY CHARLES K JR &	6395	A
Electrical Rough In	05/14/18	BT	P	Rmdl Res	CLK	BLTN	19548 BLUE RIDGE MTN RD	MARK STIVERS	6180	A
Mechanical Rough In	05/14/18	BT	P	Rmdl Res	CLK	BLTN	19548 BLUE RIDGE MTN RD	MARK STIVERS	6181	A
Insulation	05/14/18	BT	P	Rmdl Res	CLK	BLTN	19548 BLUE RIDGE MTN RD	MARK STIVERS	6182	A
Plumbing Rough In	05/14/18	BT	P	Rmdl Res	BVL	BVL	16 BATTLETOWN DR	POSTON LINDA & BRENDA E	6198	A
Electrical Rough In	05/14/18	BT	P	Rmdl Res	BVL	BVL	16 BATTLETOWN DR	POSTON LINDA & BRENDA E	6199	A
Mechanical Rough In	05/14/18	BT	P	Rmdl Res	BVL	BVL	16 BATTLETOWN DR	POSTON LINDA & BRENDA E	6200	A
Framing	05/14/18	BT	P	Rmdl Res	BVL	BVL	16 BATTLETOWN DR	POSTON LINDA & BRENDA E	6201	A
Ditch Electric	05/14/18	BT	P	Nw Commrc1	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6207	A
Erosion & Sediment C	05/15/18	BT	P	NRSF	BLMT	CHPL	750 MORGANS MILL RD	TAYLOR, NEEL	6398	A
Erosion & Sediment C	05/15/18	BT	P	Accessory	BYC	GNWY	2215 SWIFT SHOALS RD	GILPIN THOMAS T & JEAN	6399	A
Final Closing Buildi	05/15/18	BT	P	Deck/Porch	BYC	BYC	4 NORTH GREENWAY AVE	FRIESS DAVID W	4954	A
Backfill	05/15/18	BT	P	NRSF	BLMT	CHPL	750 MORGANS MILL RD	TAYLOR, NEEL	6206	A
Backfill	05/15/18	BT	P	Accessory	BYC	GNWY	2215 SWIFT SHOALS RD	GILPIN THOMAS T & JEAN	6205	A
Erosion & Sediment C	05/16/18	BT	P	NRSF	BVL	BLTN	1362 SHEPHERDS MILL RD	GROSHIRE WHITE LLC	6404	A
Erosion & Sediment C	05/16/18	BT	P	NRSF		BLTN	160 RETREAT RD	MURDICK, ROBERT A	6401	A
Erosion & Sediment C	05/16/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	6403	A
Erosion & Sediment C	05/16/18	BT	P	NRSF		BLTN	3101 CASTLEMAN RD	CALDWELL, JAMES	6402	A
Erosion & Sediment C	05/16/18	BT	P	NRSF	BYC	BYC	205 PLEASANT HILL DR	OAKCREST BUILDERS	6405	A
Erosion & Sediment C	05/16/18	BT	P	NRSF	BYC	BYC	233 PLEASANT HILL DR	OAKCREST BUILDERS INC	6406	A
Plumbing Rough In	05/16/18	BT	P	Garage	CLK	BLTN	79 HAWTHORNE LN	JAMES A. COLVILLE	6212	A
Electrical Rough In	05/16/18	BT	P	Garage	CLK	BLTN	2167 SHEPHERDS MILL RD	GRETCHEN YOUNG	6221	A
Ditch Electric	05/16/18	BT	P	Garage	CLK	BLTN	2167 SHEPHERDS MILL RD	GRETCHEN YOUNG	6211	A
Bonding Pool	05/16/18	BT	P	SPIG	BVL	BVL	508 COBBLER DR	NEIMAN DARYN L & MICHEL	6179	A
Steel/Rebar Pool	05/16/18	BT	P	SPIG	BVL	BVL	508 COBBLER DR	NEIMAN DARYN L & MICHEL	5783	A
Plumbing Rough In	05/16/18	BT	P	NRSF		BLTN	3101 CASTLEMAN RD	CALDWELL, JAMES	5270	A
Gas Rough In	05/16/18	BT	P	NRSF		BLTN	3101 CASTLEMAN RD	CALDWELL, JAMES	6213	A

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Clarke County
INSPECTION REPORT

P 3
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Building Inspections

INSPECTIONS PERFORMED: 05/01/18 to 05/31/18

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Slab Garage/Carport	05/16/18	BT	P	NRSF	BYC	BYC	205 PLEASANT HILL DR	OAKCREST BUILDERS	6222	A
Mate Line Modular	05/16/18	BT	PWC	NRSF	BVL	BLTN	1362 SHEPHERDS MILL RD	GROSHIRE WHITE LLC	6241	A
Mechanical Rough In	05/16/18	BT	P	NRSF	BLTN	BLTN	3101 CASTLEMAN RD	CALDWELL, JAMES	5272	A
Insulation	05/16/18	BT	P	Rmdl Res	BVL	BVL	16 BATTLETOWN DR	POSTON LINDA & BRENDA E	5812	A
Electric Service	05/17/18	BT	P	NRSF	BYC	BYC	205 PLEASANT HILL DR	OAKCREST BUILDERS	5369	A
Framing	05/17/18	BT	P	Garage	BVL	LNGM	933 RUSSELL RD	ROBERTS GEORGE R III &	5838	A
Electric Service	05/17/18	BT	P	ELEC RES	BYC	GNWY	13142 LORD FAIRFAX HWY	MCINTIRE P T FAM LIM PA	6066	A
Framing	05/17/18	BT	P	NRSF	BLTN	BLTN	3101 CASTLEMAN RD	CALDWELL, JAMES	5264	A
Electrical Rough In	05/17/18	BT	P	NRSF	BLTN	BLTN	3101 CASTLEMAN RD	CALDWELL, JAMES	5266	A
Final Closing Electr	05/17/18	BT	F	ELEC RES	BLMT	BLTN	1036 RETREAT RD	HILL JAMES MICHAEL & SU	6006	A
Final Closing Electr	05/17/18	BT	P	NRSF	BVL	BVL	417 MADDEN ST	SILVER LAKE PROPERTIES	3981	A
Final Closing Plumbi	05/17/18	BT	P	NRSF	BVL	BVL	417 MADDEN ST	SILVER LAKE PROPERTIES	3984	A
Final Closing Mechan	05/17/18	BT	P	NRSF	BVL	BVL	417 MADDEN ST	SILVER LAKE PROPERTIES	3986	A
Final Closing Buildi	05/17/18	BT	P	NRSF	BVL	BVL	417 MADDEN ST	SILVER LAKE PROPERTIES	3987	A
Framing	05/17/18	BT	P	Deck/Porch	BVL	BVL	213 CRAIGS RUN CT	KING RON	6073	A
Final Closing Mechan	05/17/18	BT	F	MechPer-R	BVL	BVL	305 TAYLOR ST	SPITLER ROBERT W II & K	6012	A
Mechanical Rough In	05/17/18	BT	F	MechPer-R	BVL	BVL	305 TAYLOR ST	SPITLER ROBERT W II & K	6010	A
Fire Off Mechanical	05/17/18	BT	F	MechPer-R	BVL	BVL	305 TAYLOR ST	SPITLER ROBERT W II & K	6166	A
Electric Service	05/18/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	4851	A
Erosion & Sediment C	05/18/18	BT	P	NRSF	BYC	GNWY	82 THORNTON RD	ARTHUR, SEAN	6407	A
Erosion & Sediment C	05/18/18	BT	P	NRSF		LNGM	374 CLIFTON RD	WHITE SAMUEL STUART	6408	A
Final Closing Plumbi	05/18/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	6248	A
Gas Rough In	05/18/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	6249	A
Plumbing Rough In	05/18/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	4854	A
Mechanical Rough In	05/18/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	4856	A
Framing	05/18/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	4848	A
Electrical Rough In	05/18/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	4850	A
Final Closing Gas	05/18/18	BT	P	Gas Per-R	BLMT	BLTN	117 SELTENHORST LN	BARNES MURPHY L & MARTH	6243	A
Final Closing Electr	05/18/18	BT	F	Rmdl Res	BYC	GNWY	12470 LORD FAIRFAX HWY	LEVI ROBIN E	6253	A
Final Closing Plumbi	05/18/18	BT	F	Rmdl Res	BYC	GNWY	12470 LORD FAIRFAX HWY	LEVI ROBIN E	6254	A
Final Closing Buildi	05/18/18	BT	F	Rmdl Res	BYC	GNWY	12470 LORD FAIRFAX HWY	LEVI ROBIN E	5826	A
Plumbing Groundworks	05/18/18	BT	P	PlumPer-R	CLK	CHPL	1581 MILLWOOD RD	MARTIN, TIMOTHY	6259	A
Erosion & Sediment C	05/21/18	BT	P	NRSF			558 MANOR RD	LICKING VALLEY CONSTRUC	6409	A
Erosion & Sediment C	05/21/18	BT	P	NRSF	CLK	BLTN	130 ASHLEY WOODS LN	ADELL KAMRAN & MARJANEH	6410	A
Erosion & Sediment C	05/21/18	BT	P	NRSF	BLMT	CHPL	750 MORGANS MILL RD	TAYLOR, NEEL	6411	A
Erosion & Sediment C	05/21/18	BT	P	NRSF		CHPL	831 SUNNY CANYON LN	BROWN ANDREW KEONE & ZO	6412	A
Final Closing Buildi	05/21/18	BT	P	Deck/Porch	BVL	BVL	741 MCGUIRE CIR	ROSENBOHM STEVE	2672	A
Plumbing Groundworks	05/21/18	BT	P	NRSF	BLMT	CHPL	750 MORGANS MILL RD	TAYLOR, NEEL	5872	A
Electric Service	05/21/18	BT	P	Rmdl Res	PRS	CHPL	21860 BLUE RIDGE MTN RD	TAYLOR GREG L & DESTA B	6264	A
Footings	05/21/18	BT	P	Add Res	BYC	GNWY	792 SOLITUDE LN	ARNOLD FRANCIS M & AMEL	6098	A
Erosion & Sediment C	05/22/18	BT	P	NRSF		BLTN	160 RETREAT RD	MURDICK, ROBERT A	6416	A
Erosion & Sediment C	05/22/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	6415	A
Erosion & Sediment C	05/22/18	BT	P	Land Dis		CHPL		BROOKE A DEVEREUX	6413	A
Erosion & Sediment C	05/22/18	BT	P	Land Dis		CHPL		BROOKE A DEVEREUX	6414	A
Footings Porch/Deck	05/22/18	BT	P	Rmdl Res	BVL	BVL	121 ACADEMY ST	DUNPHY, THERESA	6278	A
Final Closing Electr	05/22/18	BT	P	ELEC RES	BVL	BVL	220 HENDERSON CT	CURRY, DON	6258	A
Final Closing Mechan	05/22/18	BT	P	MechPer-R	BVL	BVL	305 TAYLOR ST	SPITLER ROBERT W II & K	6255	A
Fire Off Mechanical	05/22/18	BT	P	MechPer-R	BVL	BVL	305 TAYLOR ST	SPITLER ROBERT W II & K	6011	A
Insulation	05/22/18	BT	PWC	Nw Commrc1	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	4641	A
Fire Alarm System	05/22/18	BT	PWC	Nw Commrc1	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6279	A
Final Closing Buildi	05/23/18	BT	P	Deck/Porch	BVL	BVL	819 MCGUIRE CIR	NESTOR DARLENE	5897	A
Electric Service	05/23/18	BT	P	ELEC RES	BVL	CHPL	1384 ELLERSLIE RD	WARNER LEON C III & CAT	6285	A

06/06/2018 09:12
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Clarke County
INSPECTION REPORT

P 4
piinhrpt

Building Inspections

INSPECTIONS PERFORMED: 05/01/18 to 05/31/18

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Electric Service	05/23/18	BT	P	ELEC RES	BVL	CHPL	1638 ELLERSLIE RD	FERRELL ESTATE LLC	6149	A
Final Closing Buildi	05/23/18	BT	P	Deck/Porch	CLK	CHPL	308 PROSPECT SPRING LN	GUSTAFSON SCOTT F & SUS	4758	A
Gas Line	05/23/18	BT	P	Gas Per-R	BYC	CHPL	1691 CALMES NECK LN	RATCLIFFE, ROBERT	6234	A
Gas Tank	05/23/18	BT	P	Gas Per-R	BYC	CHPL	1691 CALMES NECK LN	RATCLIFFE, ROBERT	6265	A
Framing	05/23/18	BT	P	NRSF		GNWY	558 MANOR RD	LICKING VALLEY CONSTRUC	5625	A
Water Line	05/23/18	BT	P	ELEC RES	CLK	LNGM	1329 FISHPAW RD	RUNYON PUMP SERVICE	6287	A
Electrical Rough In	05/23/18	BT	P	NRSF		GNWY	558 MANOR RD	LICKING VALLEY CONSTRUC	5627	A
Electric Service	05/23/18	BT	P	NRSF		GNWY	558 MANOR RD	LICKING VALLEY CONSTRUC	5628	A
Plumbing Rough In	05/23/18	BT	P	NRSF		GNWY	558 MANOR RD	LICKING VALLEY CONSTRUC	5631	A
Mechanical Rough In	05/23/18	BT	P	NRSF		GNWY	558 MANOR RD	LICKING VALLEY CONSTRUC	5633	A
Ditch Electric	05/24/18	BT	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6318	A
Electric Service	05/24/18	BT	P	NRSF		BLTN	160 RETREAT RD	MURDICK, ROBERT A	5141	A
Framing	05/24/18	BT	P	Add Res	BYC	CHPL	185 BLUE BIRD LN	SANDRA BITTNER	5807	A
Electrical Rough In	05/24/18	BT	P	Add Res	BYC	CHPL	185 BLUE BIRD LN	SANDRA BITTNER	6274	A
Insulation	05/24/18	BT	P	NRSF		BLTN	3101 CASTLEMAN RD	CALDWELL, JAMES	5265	A
Final Closing Electr	05/24/18	BT	P	Garage	BVL	LNGM	538 CATHER RD	EDGEComb, CHRIS	2649	A
Final Closing Buildi	05/24/18	BT	P	Garage	BVL	LNGM	538 CATHER RD	EDGEComb, CHRIS	2650	A
Insulation	05/25/18	BT	P	NRSF	BLMT	BLTN	165 RATCLIFFE LN	MCGRANAHAN, BRIAN	4849	A
Final Closing Buildi	05/25/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	5752	A
Plumbing Rough In	05/25/18	BT	P	Rmdl Res	BLMT		535 ALDER LN	PROTECH BUILDERS LLC	6321	A
Electrical Rough In	05/25/18	BT	P	Rmdl Res	BLMT		535 ALDER LN	PROTECH BUILDERS LLC	6322	A
Final Closing Electr	05/25/18	BT	P	ELEC RES	BVL	BVL	39 WEST MAIN ST	FASCELLI MICHELE	6316	A
Final Closing Electr	05/25/18	BT	P	Rmdl Comm	BYC	GNWY	8152 JOHN MOSBY HWY	MCDONALDS CORPORATION	6320	A
Framing	05/25/18	BT	P	Rmdl Res	BLMT		535 ALDER LN	PROTECH BUILDERS LLC	6225	A
Electrical Rough In	05/25/18	BT	P	Rmdl Res	BVL	BVL	524 PAGE ST	CARSON RICHARD C & TERR	6323	A
Plumbing Rough In	05/25/18	BT	P	Rmdl Res	BVL	BVL	524 PAGE ST	CARSON RICHARD C & TERR	6324	A
Final Closing Electr	05/29/18	BT	P	Add Res	BVL	CHPL	2704 SPRINGSBURY RD	FRED W. DODSON, II	6333	A
Insulation	05/29/18	BT	F	NRSF		GNWY	558 MANOR RD	LICKING VALLEY CONSTRUC	5626	A
Backfill	05/29/18	BT	P	NRSF	BYC	CHPL	3444 CALMES NECK LN	BATHON STEPHEN R & GAYL	6325	A
Slab Basement	05/29/18	BT	P	NRSF			320 MINNIEWOOD LN	ERISMAN, KEVIN	6296	A
Well Pump Electrical	05/29/18	BT	P	NRSF	BVL	BLTN	1362 SHEPHERDS MILL RD	GROSHIRE WHITE LLC	6329	A
Water Line Ditch	05/29/18	BT	P	NRSF	BVL	BLTN	1362 SHEPHERDS MILL RD	GROSHIRE WHITE LLC	6330	A
Electrical Rough In	05/29/18	BT	PRT	Rmdl Res	BVL	BVL	202 WALNUT ST	HINKLE MILTON P	760	A
Plumbing Rough In	05/29/18	BT	PRT	Rmdl Res	BVL	BVL	202 WALNUT ST	HINKLE MILTON P	763	A
Final Closing Buildi	05/29/18	BT	P	Add Res	BVL	CHPL	2704 SPRINGSBURY RD	FRED W. DODSON, II	4755	A
Framing	05/29/18	BT	PRT	Rmdl Res	BVL	BVL	202 WALNUT ST	HINKLE MILTON P	758	A
Insulation	05/30/18	BT	P	NRSF			558 MANOR RD	LICKING VALLEY CONSTRUC	6334	A
Final Closing Buildi	05/30/18	BT	P	Deck/Porch	BVL	BVL	213 CRAIGS RUN CT	KING RON	6074	A
DrainTile	05/30/18	BT	P	NRSF			320 MINNIEWOOD LN	ERISMAN, KEVIN	6336	A
Waterproofing/Pargin	05/30/18	BT	P	NRSF			320 MINNIEWOOD LN	ERISMAN, KEVIN	6337	A
Insulation	05/30/18	BT	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6335	A
Framing	05/30/18	BT	P	NRSF	BYC	BYC	205 PLEASANT HILL DR	OAKCREST BUILDERS	5366	A
Electrical Rough In	05/30/18	BT	P	NRSF	BYC	BYC	205 PLEASANT HILL DR	OAKCREST BUILDERS	5368	A
Plumbing Rough In	05/30/18	BT	P	NRSF	BYC	BYC	205 PLEASANT HILL DR	OAKCREST BUILDERS	5372	A
Mechanical Rough In	05/30/18	BT	P	NRSF	BYC	BYC	205 PLEASANT HILL DR	OAKCREST BUILDERS	5374	A
Footings	05/30/18	BT	P	Garage	BLMT	CHPL	4455 RIVER RD	MAURER, CHARLES	5819	A
Final Closing Electr	05/31/18	BT	P	NRSF		LNGM	374 CLIFTON RD	WHITE SAMUEL STUART	4356	A
Final Closing Plumbi	05/31/18	BT	P	NRSF		LNGM	374 CLIFTON RD	WHITE SAMUEL STUART	4359	A
Final Closing Mechan	05/31/18	BT	P	NRSF		LNGM	374 CLIFTON RD	WHITE SAMUEL STUART	4361	A
Final Closing Buildi	05/31/18	BT	P	NRSF		LNGM	374 CLIFTON RD	WHITE SAMUEL STUART	4362	A
Insulation	05/31/18	BT	F	Rmdl Res	PRS	CHPL	21860 BLUE RIDGE MTN RD	TAYLOR GREG L & DESTA B	6171	A
Footings Porch/Deck	05/31/18	BT	P	Rmdl Res	BYC	CHPL	731 BISHOP MEADE RD	CRESCENT RIVER PROPERTI	6346	A

06/06/2018 09:12
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Clarke County
INSPECTION REPORT

P 5
piinhrpt

Building Inspections

INSPECTIONS PERFORMED: 05/01/18 to 05/31/18

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T	
Electrical Rough In	05/31/18	BT	P	Rmdl Res	PRS	CHPL	21860 BLUE RIDGE MTN RD	TAYLOR GREG L & DESTA B	6355	A	
Plumbing Rough In	05/31/18	BT	P	Rmdl Res	PRS	CHPL	21860 BLUE RIDGE MTN RD	TAYLOR GREG L & DESTA B	6356	A	
INSPECTOR TOTALS:			210	INSPECTIONS	FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00
Final Closing Plumbi	05/03/18	JR	P	Add Res	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	6091	A	
Final Closing Buildi	05/03/18	JR	PWC	Add Res	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	6092	A	
Framing	05/03/18	JR	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	4640	A	
Electrical Rough In	05/03/18	JR	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	4642	A	
Final Closing Electr	05/03/18	JR	P	NRSF	LNGM	888	TRAPP HILL RD	BERNARD THOMPSON	1540	A	
Final Closing Plumbi	05/03/18	JR	PWC	NRSF	LNGM	888	TRAPP HILL RD	BERNARD THOMPSON	1543	A	
Final Closing Mechan	05/03/18	JR	P	NRSF	LNGM	888	TRAPP HILL RD	BERNARD THOMPSON	1545	A	
Final Closing Buildi	05/03/18	JR	PWC	NRSF	LNGM	888	TRAPP HILL RD	BERNARD THOMPSON	1546	A	
Framing	05/03/18	JR	PWC	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6075	A	
Final Closing Electr	05/03/18	JR	P	Add Res	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	6077	A	
Electrical Rough In	05/03/18	JR	F	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6076	A	
Final Closing Mechan	05/03/18	JR	P	Add Res	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	6078	A	
Final Closing Plumbi	05/03/18	JR	F	Add Res	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	6079	A	
Final Closing Buildi	05/03/18	JR	F	Add Res	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	4613	A	
Mechanical Rough In	05/03/18	JR	PWC	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6052	A	
PreDemolition Inspec	05/07/18	JR	P	Demolition	BVL	BVL	27 BYRD AVE	FORDENBACHER MARK	6115	A	
Fire Alarm System	05/07/18	JR	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6090	A	
Mechanical Rough In	05/07/18	JR	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6104	A	
Final Closing Buildi	05/08/18	JR	P	Nw Commrcl	BVL	BVL	36 EAST MAIN ST	COUNTY OF CLARKE	6050	A	
Meeting with Inspect	05/09/18	JR	P	Add Res	CLK	BLTN	3687 LORD FAIRFAX HWY	EDMONDS SHAWN & TUMIYEM	6288	A	
Insulation	05/10/18	JR	P	Rmdl Res	BLMT	BLTN	254 GOOD SHEPHERD RD	BEACHMARK CONSTRUCTION	5521	A	
Footings	05/14/18	JR	P	Deck/Porch	BVL	BLTN	1919 CASTLEMAN RD	HANSCOM JAMES W & E BUC	6202	A	
Framing	05/14/18	JR	P	Deck/Porch	BVL	BLTN	1919 CASTLEMAN RD	HANSCOM JAMES W & E BUC	6203	A	
Final Closing Buildi	05/14/18	JR	P	Deck/Porch	BVL	BLTN	1919 CASTLEMAN RD	HANSCOM JAMES W & E BUC	6204	A	
Hydro Test	05/14/18	JR	F	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6214	A	
Final Closing Buildi	05/15/18	JR	P	Demolition	BVL	BVL	27 BYRD AVE	FORDENBACHER MARK	6051	A	
Hydro Test	05/16/18	JR	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6223	A	
Mechanical Rough In	05/23/18	JR	P	Nw Commrcl	BVL	BVL	450 MOSBY BLVD	BERRYVILLE HEALTH INVES	6242	A	
Footings	05/24/18	JR	P	Add Res	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	6317	A	
Footings	05/24/18	JR	P	Com Access	CLK	LNGM	225 AL SMITH CIR	BOARD OF SUPERVISORS	6302	A	
Final Closing Buildi	05/25/18	JR	P	Tents Lrg	WHPT	GNWY	830 LONG BRANCH LN	LONG BRANCH HISTORIC HO	6026	A	
INSPECTOR TOTALS:			31	INSPECTIONS	FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00
Footings	05/16/18	RE	P	Rmdl Res	BVL	CHPL	41 LANHAM LN	CORBET, PATRICIA	6116	A	
INSPECTOR TOTALS:			1	INSPECTIONS	FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00
DEPARTMENT TOTALS:			242	INSPECTIONS	FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00
REPORT TOTALS:			242	INSPECTIONS	FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00

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Clarke County
INSPECTION REPORT

P 6
piinhrpt

Building Inspections

INSPECTIONS PERFORMED: 05/01/18 to 05/31/18

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	4	Bernie Thompson	210	FAIL	18
Bonding Pool	2	Jamie Royston	31	PARTIAL	3
Concrete Form	2	Ruckman Engineering PLC	1	PASS	213
Ditch Electric	7			PASS WITH CONDITIONS	8
Drain Tile	1				
Electric Service	12				
Electrical Rough In	21				
Erosion & Sediment Control	29				
Final Closing Building	24				
Final Closing Electric	15				
Final Closing Gas	2				
Final Closing Mechanical	8				
Final Closing Plumbing	10				
Fire Alarm System	2				
Fire Off Mechanical or Gas	3				
Footings	13				
Footings Porch/Deck	2				
Framing	20				
Gas Line	3				
Gas Rough In	2				
Gas Tank	2				
Hydro Test	2				
Insulation	13				
Mate Line Modular	1				
Mechanical Rough In	12				
Meeting with Inspector	1				
Plumbing Groundworks	3				
Plumbing Rough In	16				
PreDemolition Inspection	1				
Slab Basement	1				
Slab Garage/Carport	2				
Steel/Rebar Pool	2				
Water Line	1				
Water Line Ditch	1				
Waterproofing/Parging	1				
Well Pump Electrical Connect	1				
TOTAL INSPECTIONS:	242				

06/06/2018 09:12
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Clarke County
INSPECTION REPORT

P 7
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ALL

INSPECTIONS PERFORMED: 05/01/18 to 05/31/18

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	4	Bernie Thompson	210	FAIL	18
Bonding Pool	2	Jamie Royston	31	PARTIAL	3
Concrete Form	2	Ruckman Engineering PLC	1	PASS	213
Ditch Electric	7			PASS WITH CONDITIONS	8
Drain Tile	1				
Electric Service	12				
Electrical Rough In	21				
Erosion & Sediment Control	29				
Final Closing Building	24				
Final Closing Electric	15				
Final Closing Gas	2				
Final Closing Mechanical	8				
Final Closing Plumbing	10				
Fire Alarm System	2				
Fire Off Mechanical or Gas	3				
Footings	13				
Footings Porch/Deck	2				
Framing	20				
Gas Line	3				
Gas Rough In	2				
Gas Tank	2				
Hydro Test	2				
Insulation	13				
Mate Line Modular	1				
Mechanical Rough In	12				
Meeting with Inspector	1				
Plumbing Groundworks	3				
Plumbing Rough In	16				
PreDemolition Inspection	1				
Slab Basement	1				
Slab Garage/Carport	2				
Steel/Rebar Pool	2				
Water Line	1				
Water Line Ditch	1				
Waterproofing/Parging	1				
Well Pump Electrical Connect	1				

TOTAL INSPECTIONS: 242

** END OF REPORT - Generated by Angela Cather **

CLARKE COUNTY CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR MAY, 2018

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓ 05/01/18	18718	MARTHA ANNEM CGRAIL REVOCABLE	N CAREY, FRANK SUMNER; ETUX P O BOX 120 MILLWOOD, VA. 22646	N 102,000.00	DBS	100%
		RECORDED TIME: 14:45				
		DESCRIPTION 1: CHAPEL DISTRICT				
		DATE OF DEED : 04/30/18 BOOK: 628	PAGE: 92 MAP: 21A1-A-97			
		NUMBER PAGES : 2				
						<i>135,100</i> <i>w/imprv</i>
✓ 05/01/18	18720	TABER, SARAH G	N VAN ETEN, KIMBERLY NIGRO 244 PARIS HEIGHTS LANE PARIS, VA. 20130	N 248,000.00	DBS	100%
		RECORDED TIME: 15:51				
		DESCRIPTION 1: CHAPEL DISTRICT, LOT 10				
		DATE OF DEED : 04/29/18 BOOK: 628	PAGE: 104 MAP: 40A-3-10			
		NUMBER PAGES : 2				
						<i>257,100</i> <i>w/imprv</i>
✓ 05/02/18	18725	ESTATE OF SHARON K EDWARDS	N RAPHAEL, VICTOR GEORGE; JR 7670 MIDTOWN ROAD FULTON, MD. 20759	N 235,000.00	DBS	100%
		RECORDED TIME: 12:35				
		DESCRIPTION 1: CHAPEL DISTRICT, 9.61 ACRES				
		DATE OF DEED : 04/25/18 BOOK: 628	PAGE: 132 MAP: 32-A-15			
		NUMBER PAGES : 3				
						<i>222,600</i> <i>w/imprv</i>
✓ 05/02/18	18728	WILMINGTON SAVINGS FUND SOCIET	N LEVEILLE, RYAN 525 OLD FERRY LANE BLUEMONT, VA. 20135	N 350,000.00	DBS	100%
		RECORDED TIME: 14:26				
		DESCRIPTION 1: BATTLETOWN DISTRICT				
		DATE OF DEED : 00/00/00 BOOK: 628	PAGE: 154 MAP: 25B-2-1			
		NUMBER PAGES : 4				
						<i>415,100</i> <i>w/imprv</i>
✓ 05/02/18	18731	LOCKLEY, JOSEPHINE M	N LOCKLEY, RICHARD A 25 BUNDY STREET BERRYVILLE, VA. 22611	N .00	DG	100%
		RECORDED TIME: 16:00				
		DESCRIPTION 1: TOWN OF BERRYVILLE				
		DATE OF DEED : 05/02/18 BOOK: 628	PAGE: 184 MAP: 14A2-A-28			
		NUMBER PAGES : 2				
✓ 05/03/18	18739	WANN, DOUGLAS G; EXEC	N HUDSON, FLOYD; ETUX P O BOX 62 BOYCE, VA. 22620	N 175,000.00	DBS	100%
		RECORDED TIME: 14:25				
		DESCRIPTION 1: BATTLETOWN DISTRICT				
		DATE OF DEED : 05/03/18 BOOK: 628	PAGE: 216 MAP: 14D-1-5			
		NUMBER PAGES : 3				
						<i>186,000</i> <i>w/imprv</i>
✓ 05/04/18	18742	TAVENNER, LARRY	N TAVENNER, WILLIAM N/A N/A, XX. 00000 0000	N .00	OPM	100%
		RECORDED TIME: 12:40				
		DESCRIPTION 1:				
		DATE OF DEED : 00/00/00 BOOK: 13	PAGE: 18 MAP: 39-A-14			
		NUMBER PAGES : 1				
✓ 05/04/18	18743	TAVENNER, LARRY S	N TAVENNER, WILLIAM D N/A N/A, XX. 00000 0000	N .00	DE	100%
		RECORDED TIME: 12:41				
		DESCRIPTION 1: GREENWAY DISTRICT				
		DATE OF DEED : 05/04/18 BOOK: 628	PAGE: 235 MAP: 39-A-14			
		NUMBER PAGES : 2				

CLARKE COUNTY CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR MAY, 2018

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓ 05/07/18	18746	KELLEHER, THOMAS; JR RECORDED TIME: 13:35 DESCRIPTION 1: LOT 171 HERMITAGE DATE OF DEED : 04/30/18 BOOK: 628 NUMBER PAGES : 3	N THOMAS KELLER TRUST 429 MONTGOMERY CT BERRYVILLE, VA. 22611 PAGE: 240 MAP: 14A84171	N 22611	.00 DBS	100%
✓ 05/07/18	18748	KELLEHER, THOMAS; JR RECORDED TIME: 13:55 DESCRIPTION 1: LOT 171 HERMITAGE DATE OF DEED : 04/30/18 BOOK: 628 NUMBER PAGES : 3	N THOMAS KELLHER TRUST N/A N/A, XX. 00000 0000 PAGE: 264 MAP: 14A84171	N	.00 DBS	100%
✓ 05/07/18	18753	RICKARD, JOHN RECORDED TIME: 15:10 DESCRIPTION 1: CHAPEL DISTRICT 50 ACRES DATE OF DEED : 05/04/18 BOOK: 628 NUMBER PAGES : 2	N INDIE DEVELOPMENT N/A N/A, XX. 00000 0000 PAGE: 271 MAP: 31A21	N	390,000.00 DBS	100%
✓ 05/08/18	18763	RICHMOND, JUSTIN RECORDED TIME: 14:05 DESCRIPTION 1: BATTLETOWN AND CHAPEL DISTRICT DATE OF DEED : 05/08/18 BOOK: 628 NUMBER PAGES : 4	N KEISTER, BRADLEY 240 ASHLEY WOODS LANE BLUEMONT, VA. 20135 PAGE: 303 MAP: 336H	N 20135	869,975.79 DBS	100%
✓ 05/08/18	180766	SHAW, GEORGE F RECORDED TIME: 15:39 DESCRIPTION 1: LOT 6, BATTLETOWN DIST DATE OF DEED : 00/00/00 BOOK: 628 NUMBER PAGES : 8	N YANCEY, WILLIAM K; ETUX 957 COULSON LN BLUEMONT, VA. 20135 PAGE: 320 MAP:	N 20135	712,000.00 DBS	100%
✓ 05/09/18	180768	BRADBURN, JOHN RECORDED TIME: 10:07 DESCRIPTION 1: GREENWAY DIST DATE OF DEED : 00/00/00 BOOK: 628 NUMBER PAGES : 3	N BRADBURN, JOHN; ETUX 43 CHESTER ST FRONT ROYAL, VA. 22630 PAGE: 349 MAP:	N	.00 DBS	100%
✓ 05/09/18	180000289	LICHLITER, HARRY BOYD RECORDED TIME: 10:14 DESCRIPTION 1: PROBATE WILL DATE OF DEED : 05/09/18 BOOK: 101 NUMBER PAGES : 3	N/A N/A PAGE: 476 MAP:		.00 PROBATE	00%
✓ 05/09/18	18772	CRAWFORD, CHRIS RECORDED TIME: 14:17 DESCRIPTION 1: TOWN OF BERRYVILLE DORSEY ST DATE OF DEED : 05/08/18 BOOK: 628 NUMBER PAGES : 3	N CRAWFORD TRUST 20 DORSEY ST BERRYVILLE, VA. 22611 PAGE: 367 MAP: 14A1-A-6A	N 22611	385,000.00 DBS	100%

*387,300
val*

*860,700
w/imprv.*

*511,100
w/imprv*

*331,200
w/imprv.*

57M

CLARKE COUNTY CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR MAY, 2018

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓ 05/10/18	18775	JONES, FREDERICK R; JR RECORDED TIME: 11:42 DESCRIPTION 1: CHAPEL DISTRICT, LOT 7 56.0857 ACRES DATE OF DEED : 04/26/18 BOOK: 628 PAGE: 371 MAP: 12-A-33H NUMBER PAGES : 2	N F J FARMS, LLC 135 MUSKET DRIVE WINCHESTER, VA. 22602	N .00	DG	100%
05/11/18	180780	MICHAEL, BRETT G; ETUX RECORDED TIME: 10:25 DESCRIPTION 1: GREENWAY DISTRICT, 3.3520 ACRES DATE OF DEED : 00/00/00 BOOK: 628 PAGE: 389 MAP: 27A-A-1 NUMBER PAGES : 2	N SHEPHERD, ANGELA K 15992 LORD FAIRFAX HYW BERRYVILLE, VA. 22633	N .00	DG	100%
✓ 05/11/18	180787	WHITE, SAMUEL; TR RECORDED TIME: 14:55 DESCRIPTION 1: LOT 28, CHAPEL DIST DATE OF DEED : 00/00/00 BOOK: 628 PAGE: 405 MAP: NUMBER PAGES : 2	N SECY VETERANS AFFAIRS 3401 W END AVE NASHVILLE, TN. 37203	Y 268,960.00	DBS	100%
✓ 05/14/18	180791	PARKER, MARIE ERNESTINE; ES RECORDED TIME: 11:45 DESCRIPTION 1: GREENWAY DIST DATE OF DEED : 00/00/00 BOOK: 628 PAGE: 415 MAP: NUMBER PAGES : 3	N MATULA, STEPHEN C; TRUST 3713 GEORGE MASON FALLS CHURCH, VA. 22041	N .00	DODS	100%
✓ 05/14/18	18795	CONRADI, GREGORY RECORDED TIME: 14:10 DESCRIPTION 1: LOT 7 SCHLADT SUBDIVISION GREENWAY DISTRICT DATE OF DEED : 05/02/18 BOOK: 628 PAGE: 424 MAP: 26-1-7 NUMBER PAGES : 2	N NSOUR, FARIS 360 EBENEZER RD BLUEMONT, VA. 20135	N 430,000.00	DBS	100%
✓ 05/14/18	18	DOVE, JOSEPH RECORDED TIME: 15:45 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 628 PAGE: 446 MAP: NUMBER PAGES : 5	N FARMERS LANE LLC 18777 BLUERIDGE MTN RD BLUEMONT, VA. 20135	N 169,600.00	DBS	100%
✓ 05/14/18	18802	DOVE, JOSEPH RECORDED TIME: 15:46 DESCRIPTION 1: 11 FARMERS LANE BERYVILLE VA DATE OF DEED : 00/00/00 BOOK: 628 PAGE: 451 MAP: 14A2A120 NUMBER PAGES : 2	N FARMERS LANE LLC 18777 BLUE RIDGE MTN RD BLUEMONT, VA. 20135	N 30,000.00	DBS	100%
✓ 05/15/18	18803	WILLIAMS, RONALD RECORDED TIME: 09:00 DESCRIPTION 1: LOT 10 BATTLETOWN DISTRICT DATE OF DEED : 05/08/18 BOOK: 628 PAGE: 453 MAP: 25D110 NUMBER PAGES : 2	N NOUNG, YAN 530 LONGWOOD LANE BLUEMONT, VA. 20135	N 525,000.00	DBS	100%

270,900
w/imprv.

394,800
w/imprv.

169,600.00
169,000
Assessed 169,600
w/imprv.

30,000.00
24,000
Assessed 30,000
vac.

417,900
w/imprv.

CLARKE COUNTY CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR MAY, 2018

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓ 05/15/18	180805	FORBES-WALLING, ANNE R; TR RECORDED TIME: 10:28 DESCRIPTION 1: BATTLETOWN DIST DATE OF DEED : 00/00/00 BOOK: 628 NUMBER PAGES : 2	N WALLING, EARL G; III 5840 KEARNEY DR. RENO, NV. 89506 PAGE: 471 MAP:	N .00	DG	100%
✓ 05/15/18	18809	NEGER, OLGA RECORDED TIME: 10:48 DESCRIPTION 1: BATTLETOWN DISTRICT DATE OF DEED : 05/11/18 BOOK: 628 NUMBER PAGES : 3	N GROSHIRE WHITE LLC N/A N/A, XX. 00000 0000 PAGE: 483 MAP: 16 A 14 <i>16 A 13</i>	N 200,000.00	DBS	100% <i>74,000 w/imprv.</i>
05/15/18	18806	HART, RICHARD RECORDED TIME: 10:55 DESCRIPTION 1: BOOK 624 PG 766 DATE OF DEED : 03/22/18 BOOK: 628 NUMBER PAGES : 3	N NEGER, OLGA N/A N/A, XX. 00000 0000 PAGE: 473 MAP: 16A14	N .00	DE	100%
✓ 05/15/18	18817	STAEIN, JOHN RECORDED TIME: 13:52 DESCRIPTION 1: 66.85 ACRES CHAPEL DISTRICT DATE OF DEED : 05/11/18 BOOK: 628 NUMBER PAGES : 3	N LOCKE, ELIZABETH PO BOX 315 MILLWOOD, VA. 22646 PAGE: 559 MAP: 30A101	N .00	DG	100%
✓ 05/15/18	18818	STAEIN, JOHN RECORDED TIME: 13:55 DESCRIPTION 1: 66 ACRES CHAPEL DISTRICT DATE OF DEED : 05/11/18 BOOK: 628 NUMBER PAGES : 4	N STAEIN & LOCK TRUSTEES N/A N/A, XX. 00000 0000 PAGE: 562 MAP: 30A101	N .00	DG	100%
✓ 05/16/18	18820	DEUTCHE BANK COMPANY RECORDED TIME: 09:41 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 628 NUMBER PAGES : 3	N TAVENNER, RICHARD; II 987 CLIFTON RD BERRYVILLE, VA. 22611 PAGE: 576 MAP: 9A8	N 250,000.00	DBS	100% <i>415,300. w/imprv</i>
05/16/18	18822	LAMAR, WILLIAM RECORDED TIME: 09:43 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 05/11/18 BOOK: 628 NUMBER PAGES : 4	N TAVENNER, RICHARD; III N/A N/A, XX. 00000 0000 PAGE: 595 MAP: 9A8	N .00	DE	100%
05/16/18	18823	GEURTSSEN, FRITS RECORDED TIME: 10:21 DESCRIPTION 1: LOT 91 CALMES NECK DATE OF DEED : 00/00/00 BOOK: 13 NUMBER PAGES : 1	N BITTNER, SANDRA N/A N/A, XX. 00000 0000 PAGE: 19 MAP: 31-1-84	N .00	OPM	100%

CLARKE COUNTY CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR MAY, 2018

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓ 05/16/18	18826	ESTATE OF JOHN BURNS BY CHRIS	N IBARRA, JORGE BERUMEN 8763 JOHN MOSBY HIGHWAY BOYCE, VA. 22620	N 235,000.00	DBS	100%
		RECORDED TIME: 12:50				
		DESCRIPTION 1: GREENWAY DISTRICT, 2 PARCELS				
		DATE OF DEED : 05/14/18 BOOK: 628	PAGE: 626 MAP: 20-A-34			
		NUMBER PAGES : 3				
						279,100 w/imprv.
✓ 05/16/18	180833	BENNETT, NICOLE	N RED SHIRT, LLC 340 TIMBER LANE BLUEMONT, VA. 20135	N 148,000.00	DBS	100%
		RECORDED TIME: 16:12				
		DESCRIPTION 1: BATTLETOWN DIST				
		DATE OF DEED : 00/00/00 BOOK: 628	PAGE: 660 MAP:			
		NUMBER PAGES : 2				
						119,900 w/imprv.
✓ 05/17/18	18834	WYCK III, VAN TRUSTEE	N SIBLEY, WENDY ANN 17842 RAVEN ROCKS RD BLUEMONT, VA. 20135	N .00	DBS	100%
		RECORDED TIME: 10:01				
		DESCRIPTION 1: BATTLETOWN DISTRICT NOT TAXED IN CLARKE				
		DATE OF DEED : 05/16/18 BOOK: 628	PAGE: 662 MAP:			
		NUMBER PAGES : 10				
✓ 05/18/18	180842	PEARSON, WILLIAM L; ETUX	N WOOD, JOSEPH W 394 SHADY GROVE LANE BERRYVILLE, VA. 22611	N .00	DG	100%
		RECORDED TIME: 11:05				
		DESCRIPTION 1: CHAPEL DISTRICT, 1/2 ACRE MORE OR LESS				
		DATE OF DEED : 05/15/18 BOOK: 628	PAGE: 691 MAP: 12-A-29			
		NUMBER PAGES : 2				
✓ 05/18/18	18843	BODKIN, DAVID G; ETUX	N DARLINGTON, MARLON CHRISTOPHER N 785 PYLETOWN ROAD BOYCE, VA. 22620	N 475,000.00	DBS	100%
		RECORDED TIME: 14:10				
		DESCRIPTION 1: CHAPEL DISTRICT				
		DATE OF DEED : 05/17/18 BOOK: 628	PAGE: 693 MAP: 21A3-4-A			
		NUMBER PAGES : 2				
						Ele, 100 vac.
✓ 05/18/18	180845	LLOYD, MARK D	N LLOYD, MARK N/A	N .00	OPM	100%
		RECORDED TIME: 15:03				
		DESCRIPTION 1: LONGMARSH DIST				
		DATE OF DEED : 00/00/00 BOOK: 628	PAGE: 20 MAP:			
		NUMBER PAGES : 1				
✓ 05/18/18	180847	LLOYD, MARK D	N YEATES, JOHN EDMOND 850 DENBIGH BLVD NEWPORT NEWS, VA. 25608	N 435,000.00	DBS	100%
		RECORDED TIME: 15:12				
		DESCRIPTION 1: LONGMARSH DIST				
		DATE OF DEED : 00/00/00 BOOK: 628	PAGE: 711 MAP:			
		NUMBER PAGES : 2				
						279,000 Assessed 435,000 w/imprv.
✓ 05/21/18	18852	ZUBER FAMILY TRUST	N ZUBER, ROBERT ARTHUR; JR N/A N/A, XX. 00000 0000	N .00	DG	100%
		RECORDED TIME: 10:55				
		DESCRIPTION 1: LOT 120 4 B BATTLEFIELD ESTATES				
		DATE OF DEED : 04/26/18 BOOK: 628	PAGE: 736 MAP: 14A714120			
		NUMBER PAGES : 4				

CLARKE COUNTY CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR MAY, 2018

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓ 05/21/18	18856	DILANDRO, WARREN RECORDED TIME: 15:27 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 05/16/18 BOOK: 628 NUMBER PAGES : 4	N POE, BRYAN 319 N BUCKMARSH ST BERRYVILLE, VA. 22611 PAGE: 754 MAP: 14A1A101	N 333,000.00	DBS	100%
						251,400 w/imprv.
✓ 05/21/18	18863	BURK, DENNIS G; ETUX RECORDED TIME: 16:29 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 145 DATE OF DEED : 05/18/18 BOOK: 628 NUMBER PAGES : 3	N WALLACE, JAMES; ETUX 117 TYSON DRIVE BERRYVILLE, VA. 22611 PAGE: 796 MAP: 14A8-4-145	N 475,000.00	DBS	100%
						472,800 w/imprv.
✓ 05/22/18	18865	CAPPERT, JAMES RECORDED TIME: 09:50 DESCRIPTION 1: LOTS 66 67 68 RETREAT BATTLETOWN DISTRICT DATE OF DEED : 00/00/00 BOOK: 628 NUMBER PAGES : 6	N CAPPERT, DAVID JAMES N/A N/A, XX. 00000 0000 PAGE: 810 MAP: 17A1866	N .00	PM	100%
05/22/18	18866	FOSTER, DAVID M RECORDED TIME: 11:04 DESCRIPTION 1: CHAPEL DISTRICT LOT 17 SENSENY RD DATE OF DEED : 00/00/00 BOOK: 628 NUMBER PAGES : 6	N JOHNSON, FREDDIE R N/A N/A, XX. 00000 0000 PAGE: 816 MAP: 12-3-17	N .00	DBL	100%
✓ 05/22/18	18	JOHNSON, BROCK RECORDED TIME: 12:20 DESCRIPTION 1: BATTLETOWN DISTRICT CHURCH ST DATE OF DEED : 05/18/18 BOOK: 628 NUMBER PAGES : 2	N LIGDAY, STEPHEN 311 S CHURCH ST BERRYVILLE, VA. 22611 PAGE: 822 MAP: 14A511B	N 635,000.00	DBS	100%
						486,000 w/imprv.
✓ 05/22/18	18870	LENNY BIANCHI TRUST RECORDED TIME: 15:51 DESCRIPTION 1: BATTLETOWN DISTRICT, 10.38 ACRES DATE OF DEED : 05/18/18 BOOK: 628 NUMBER PAGES : 2	N DEHART, KEVIN SEAN; ETUX 19417 BLUE RIDGE MTN RD BLUEMONT, VA. 20135 PAGE: 846 MAP: 33-A-28	N 685,000.00	DBS	100%
						497,600 w/imprv.
✓ 05/23/18	18875	BLOOMFIELD FARM RECORDED TIME: 12:15 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 00/00/00 BOOK: 13 NUMBER PAGES : 2	N MCINTYRE CATTLE COMPANY N/A N/A, XX. 00000 0000 PAGE: 21 MAP: 9A5	N .00	OPM	100%
✓ 05/23/18	18876	MACYNTIRE CATTLE COMPANY RECORDED TIME: 12:16 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 05/23/18 BOOK: 628 NUMBER PAGES : 1	N TIERNEY, KIM N/A N/A, XX. 00000 0000 PAGE: 883 MAP: 9A5A	N 150,000.00	DBS	100%
						LAND Split

CLARKE COUNTY CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR MAY, 2018

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓ 05/23/18	18877	FASCELLI, MICHELE RECORDED TIME: 12:50 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 00/00/00 BOOK: 628 NUMBER PAGES : 3	N FASCELLI, MICHELE N/A N/A, XX. 00000 0000 PAGE: 884 MAP: 14A2-A-53	N .00	PM	100%
✓ 05/23/18	18878	POE, BRYAN RECORDED TIME: 12:58 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 05/18/18 BOOK: 628 NUMBER PAGES : 3	N KOSS, MATTHEW; ETUX 327 N BUCKMARSH STREET BERRYVILLE, VA. 22611 PAGE: 887 MAP: 14A1-A-103	N 215,000.00	DBS	100%
✓ 05/23/18	18881	REO TRUST RPL 1 RECORDED TIME: 15:16 DESCRIPTION 1: LOT 84 SECTION 2 APPLEWOOD GLEN DATE OF DEED : 00/00/00 BOOK: 628 NUMBER PAGES : 4	N SMITH, DOUGLAS N/A N/A, XX. 00000 0000 PAGE: 908 MAP: 14A21384	N 351,500.00	DBS	100%
X 05/24/18	18886	ALG TRUSTEE LLC RECORDED TIME: 10:15 DESCRIPTION 1: BATTLETOWN DISTRICT LOT 36 DATE OF DEED : 05/11/18 BOOK: 628 NUMBER PAGES : 2	N NATIONSTAR MORTGAGE 31 ASPEN LANE BLUEMONT, VA. 20135 PAGE: 961 MAP: 17A492M-36	N 203,300.00	DBS	100%
05/24/18	18887	MCCUAN, JOHN; ETUX RECORDED TIME: 11:00 DESCRIPTION 1: TOWN OF BOYCE DATE OF DEED : 05/19/18 BOOK: 628 NUMBER PAGES : 2	N LONGERBEAM, TERESA MCCUAN 5 EAST HUNTINGDON LANE BOYCE, VA. 22620 PAGE: 963 MAP:	N .00	DBS	100%
✓ 05/24/18	18893	WALKER ARENA LLC RECORDED TIME: 13:55 DESCRIPTION 1: PLAT DATE OF DEED : 00/00/00 BOOK: 13 NUMBER PAGES : 1	N WALKER ARENA LLC N/A PAGE: 23 MAP: 6 A 38	N .00	OPM	100%
✓ 05/25/18	18896	CREECH, BONNIE M; ETAL RECORDED TIME: 12:28 DESCRIPTION 1: BATTLETOWN DISTRICT, BOUNDARY LINE ADJ DATE OF DEED : 00/00/00 BOOK: 13 NUMBER PAGES : 1	N CREECH, BONNE M; ETAL N/A N/A, XX. 00000 0000 PAGE: 24 MAP: 33-A-38	N .00	OPM	100%
✓ 05/25/18	180897	FELTNER, WENDY S RECORDED TIME: 14:04 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 00/00/00 BOOK: 629 NUMBER PAGES : 2	N ALLEN, CHARLES B; ETUX 221 WALNUT ST BERRYVILLE, VA. 22611 PAGE: 44 MAP:	N 278,000.00	DBS	100%

160,100
w/imprv.

383,600
w/imprv.

188,300
w/imprv.

Missing
#18886 Alg Trustee
LLC
Map# 17A492M-36

CLARKE COUNTY CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR MAY, 2018

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
05/25/18	18899	GRANT, ALICE L; ETVIR RECORDED TIME: 15:00 DESCRIPTION 1: GREENWAY DISTRICT, LOT 3, 1.3378 ACRES DATE OF DEED : 05/25/18 BOOK: 629 PAGE: 65 MAP: 28-7-3 NUMBER PAGES : 2	N TOMS, JAMES O; III 75 VISTA LANE WHITE POST, VA. 22663	N 495,000.00	DBS	100%
						394,900 w/impv
05/25/18	18901	MILLER, JAMES L RECORDED TIME: 16:25 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 05/17/18 BOOK: 629 PAGE: 87 MAP: 23A-2-14 NUMBER PAGES : 2	N YATES, COLBY M; ETUX 1143 APPLE PIE RIDGE ROAD WINCHESTER, VA. 22603	N 6,000.00	DBS	100%
						10K vac
05/25/18	18902	THIEL, JOHN R; ETUX RECORDED TIME: 16:26 DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RET, LOT 1, 2.4049 DATE OF DEED : 05/25/18 BOOK: 629 PAGE: 89 MAP: 17A4-26-2S-1 NUMBER PAGES : 2	N THIEL, NICHOLAS R; ETUX P O BOX 969 BERRYVILLE, VA. 22611	N 450,000.00	DBS	100%
						432,290 w/impv
05/30/18	18904	GORDON, LINDA FRAZIER RECORDED TIME: 11:25 DESCRIPTION 1: BATTLETOWN DISTRICT, 2.063 ACRES, RECORDED 052918 MANUAL # 79801 DATE OF DEED : 05/23/18 BOOK: 629 PAGE: 108 MAP: 15-A-1A NUMBER PAGES : 2	N FRAZIER, SAMUEL JUSTIN 304 CLARKE LANE BERRYVILLE, VA. 22611	N .00	DG	100%
05/30/18	18912	GASTON, PATRICIA RECORDED TIME: 13:56 DESCRIPTION 1: GREENWAY DISTRICT DATE OF DEED : 05/30/18 BOOK: 629 PAGE: 129 MAP: 28716 NUMBER PAGES : 2	N KNIGHT, TRAVIS 238 VISTA LANE WHITE POST, VA. 22663	N 530,000.00	DBS	100%
						452K w/impv
05/30/18	18906	PEFFER, BARBARA H RECORDED TIME: 15:23 DESCRIPTION 1: TOWN OF BERRYVILLE, RECORDED 052918 REC # 79803 DATE OF DEED : 05/29/18 BOOK: 629 PAGE: 120 MAP: 14A4-2-B NUMBER PAGES : 2	N PEFFER, BARBARA H; ETAL P O BOX 1144 BERRYVILLE, VA. 22611	N .00	DG	100%
05/30/18	18914	STORM, DANA; ETAL RECORDED TIME: 15:30 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 67A, BATTLEFIELD EST DATE OF DEED : 05/25/18 BOOK: 629 PAGE: 143 MAP: 14A7-1-67A NUMBER PAGES : 4	N JONES, AARON ASHER; ETUX 300 PICKETT COURT BERRYVILLE, VA. 22611	N 405,000.00	DBS	100%
						321,800 w/impv
05/30/18	18907	MESSER, SARAH MARIE; ETVIR RECORDED TIME: 15:45 DESCRIPTION 1: CHAPEL DIST, LOT 43, 1.697 AC, RECD 052918 MAN REC # 79804 DATE OF DEED : 05/25/18 BOOK: 629 PAGE: 122 MAP: 40A-1-43 NUMBER PAGES : 2	N SEYRLHNER, GEORG J; ETUX 21826 BLUE RIDGE MTN ROAD PARIS, VA. 20130	N 305,000.00	DBS	100%
						187,500 w/impv

CLARKE COUNTY CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR MAY, 2018

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
***** DEEDS TRANSFER UPON DEATH *****						
05/08/18	18762	LONGENFELTER, EVA MARIE RECORDED TIME: 12:17 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 05/02/18 BOOK: 628 NUMBER PAGES : 4	N RITTER, JENNIFER ROBERTS 102 TILTHAMMER MILL ROAD BOYCE, VA. 22620 PAGE: 299 MAP:	N .00	DTD	100%
05/14/18	18793	FOSTER, THURMAN; JR RECORDED TIME: 14:00 DESCRIPTION 1: LOT 31 KEYSTONE ESTATES DATE OF DEED : 05/07/18 BOOK: 628 NUMBER PAGES : 4	N FOSTER, LINDA SUE N/A N/A, XX. 00000 0000 PAGE: 419 MAP: 6231 & 37	N .00	DTD	100%

TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE: 65
 TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION : 0
 TOTAL NUMBER OF COUNTY WILL/FIDUCIARY : 1

Clarke County Economic Development Advisory Committee
May 16, 2018 Minutes

A meeting of the Economic Development Advisory Committee (EDAC) held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, May 16, 2018, at 1:00 PM.

Board: Jim Barb, Christy Dunkle, Christina Kraybill, Bev McKay, Elizabeth "Betsy" Pritchard

Absent: Bryan Conrad, John Milleson, Eric Myer

Staff: Len Capelli, Cathy Kuehner, Brianna Taylor, Lora B. Walburn

Press: None

Others Present: Liz Ryan, Turner Kobayashi, Karie Griffin

1. Call to Order

At 1:00 pm, Vice Chair Kraybill called the meeting to order.

2. Adoption of Agenda

Bev McKay, seconded by Jim Barb, moved to adopt the agenda as presented. The motion carried by the following vote:

Jim Barb	-	Aye
Bryan Conrad	-	Absent
Christy Dunkle	-	Aye
Christina Kraybill	-	Aye
Beverly B. McKay	-	Aye
John Milleson	-	Absent
Eric Myer	-	Absent
Elizabeth "Betsy" Pritchard	-	Aye

3. Approval of Minutes

Bev McKay, seconded by Christie Dunkle, moved to approve the January 17, 2018, minutes as presented. The motion carried as follows:

Jim Barb	-	Aye
Bryan Conrad	-	Absent
Christy Dunkle	-	Aye
Christina Kraybill	-	Aye
Beverly B. McKay	-	Aye
John Milleson	-	Absent
Eric Myer	-	Absent
Elizabeth "Betsy" Pritchard	-	Aye

4. New Business

Clarke County Farmer's Market 2018

Representatives from the Clarke County Farmer's Market [CCFM], Turner Kobayashi, Audley Farm Manager and participant in the CCFM, and Karie Griffin, CCFM Market Manager, joined the Committee to review the upcoming Farmer's Market.

- Lillian Ledford, former Market Manager, stepped down.
- First year for new Market Manager Karie Griffin.
- Added Blue Fox as a food vendor.
- Added live music each week.
- Twenty-nine total vendors, some come every other week.
- To keep balance, have declined a few vendors.
- Still receiving applications.
- No waiting list but interest is increasing.
- Priority given to Clarke County businesses.
- Approximately 250 plus customers each week.
- Open tables available to the community. Last week, Future Farmers of America attended.
- Executive Committee is looking for groups and individuals to help promote CCFM.
- Building sponsorship pool for funds, marketing, and events.
 - o Relay for Life in June
 - o Volunteer fire and rescue in July
 - o Successful events include:
 - Paw Patrol
 - Meet the Clarke Football Team
- Working to increase participation with Schools and youth organizations.

Draft for approval July 18, 2018

- Working with Town of Berryville to synchronize events.
- Goal is to help the local economy.
- CCFM signs at Clermont Farm, Ruritan Fairgrounds, and Gary Hornbaker's property.
- Kimber Herron assisted with application paperwork.
- Share ideas at manager@clarkecountyfarmersmarket.com

Clarke County Farmer's Market Vendor Winter Potluck Report

Christina Kraybill provided the following information:

- In January, Audley Farm hosted a Vendor Potluck for all 2017 participants.
- Many vendors attended the event.
- Discussed individual businesses.
- Discussed ways the County might provide greater support to local farms.
- Event was an opportunity to show appreciation to Lillian Ledford.

5. Old Business

Forum for Rural Innovation Update / Follow Up

Christy Dunkle

- Fourteenth year
- Excellent speakers at the event.
- Well run event that continues to grow.
- Len Capelli staffed an Economic Development and Tourism table at the event answering questions and distributing ink pens and brochures.

Economic Development Strategic Plan Preliminary Review of Matrix

Highlights of discussion include:

- Five-year update in 2019 of the Economic Development Strategic Plan, adopted by the Board of Supervisors October 2014.
- The Economic Development Advisory Committee [EDAC] conduct preliminary review and provide its recommendation to the Planning Commission for its review and recommendation to the Board of Supervisors. The Board of Supervisors have final approval of the revised plan.

- EDAC members are asked to select their top five to ten items from the matrix and provide to Lora Walburn, EDAC Clerk, prior to or at the July meeting.
- The EDAC Clerk will compile the top items, create a matrix with the top items, and schedule for review at the September meeting.
- Market research: Liz Ryan, Berryville Main Street, may be a resource in this effort should the EDAC opt to pursue.
 - May wish to review online effect on retail, trends, products, how to accommodate new types of businesses, etc.
- Local Business Listing: Cathy Kuehner, Director Public Information, with Brianna Taylor, Administrative Assistant County Administration, are in the early stages of development.
- Economic Development Director: Len Capelli asked Ms. Walburn to provide EDAC members with the matrix he uses to capture hours worked.
- During review, seek input from constituents representing:
 - Equine business
 - Agricultural business
 - Recreational business
 - Retail business
 - Service business
 - Existing business owners in the County
 - Determine, where possible:
 - What businesses currently exist?
 - What businesses might support existing businesses?
 - Identify consumers / buyers.

6. Next Meeting

The next meeting is scheduled for Wednesday, July 18, 2018.

Note: A two-day winter weather event caused the cancellation of the March 21, 2018, regular meeting.

7. Adjournment

At 1:47 pm, being no further business, Vice Chair Kraybill adjourned the meeting.

Minutes recorded and transcribed by Lora B. Walburn

**Clarke County Fire & EMS
FY 17-18 Closing Balance Summary**

Description	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	YTD Totals
Billable Calls													
Enders (Co 1)	76	57	65	68	56	73	66	57	69	55	59		701
Boyce (Co 4)	8	7	9	10	13	9	12	14	8	14	13		117
Blue Ridge (Co 8)	6	4	6	7	5	6	5	5	8	8	1		61
Total # of Billable Calls	90	68	80	85	74	88	83	76	85	77	73		879
ALS Trips Billed	42	36	46	48	41	53	45	38	34	40	35		458
BLS Trips Billed	48	32	34	37	33	35	38	38	51	37	38		421
Total	90	68	80	85	74	88	83	76	85	77	73		879
Calls Dispatched													
Co 1 Career	51	52	38	57	53	49	40	25	56	39	36		496
Co 1 Volunteer	3	3	2	6	4	6	6	6	1	6	3		46
Co 1 Split	57	36	55	48	49	57	49	58	42	43	46		540
Co 4 Career	4	8	3	7	0	5	6	6	0	3	2		44
Co 4 Volunteer	1	1	5	5	11	7	1	1	5	4	5		46
Co 4 Split	12	7	8	11	10	4	15	15	9	14	9		114
Co 8 Career	0	0	0	0	0	0	0	0	0	0	0		0
Co 8 Volunteer	8	19	9	25	26	15	10	16	17	15	7		167
Co 8 Split	3	1	1	0	0	0	0	0	1	2	0		8
Unknown	1	1	0	0	0	0	3	0	4	0	7		16
Total # of Calls Dispatched	140	128	121	159	153	143	130	127	135	126	115		1477
Total Payments	\$35,399.39	\$32,794.29	\$26,481.68	\$32,989.12	\$33,645.60	\$28,862.07	\$39,176.09	\$27,618.51	\$32,897.78	\$29,271.06	\$28,797.07		\$347,932.66

MAY 21 2018



Clarke County **Director's Report to the Library Board**
For April 2018

Submitted May 15, 2018



At Bowman Library, teens set up and registered the new Xbox in preparation for their monthly Game Night.



At Handley Library, a Graphic Novel Club meets monthly to chat about their favorite DC and Marvel characters and enjoy snacks.

Increased emphasis on Teen Activities at Libraries

Increased evening hours and more funding have allowed the library system to sponsor activities that draw teens to the libraries. At Bowman Library, a Teen Advisory Board has been planning and carrying out teen activities for several years. One of the popular activities is game night. Bringing their own game consoles and games to the library, the teens spend the evening socializing and playing a variety of games, from video games to card and board games. A recent donation was used to purchase an Xbox game console with the Minecraft game bundle and four controllers for program use at Bowman Library. Knowledgeable teens volunteered additional time to set up and register the equipment and then get it ready for the monthly Game Night. The attendance at the Game Night exceeded other gatherings. A weekly Xbox game time is planned for mid-May and going forward.

At Handley Library, funds from the Robinson Trust purchased new comfortable seating and two tall tables with stools for small group work, and more furniture and artwork are on order. It's a terrific space for Four Color Fantasies of Winchester to meet with the Graphic Novel Club monthly. On Thursdays in June, experienced graphic novel illustrators and authors sponsored by Four Color will hold workshops on how to write a graphic novel. Since July 2017, Youth Services staff at both Bowman and Handley Libraries have doubled the number of teen programs offered. The number of teens participating at library programs has more than doubled.

Business Symposium at Handley High School is Opportunity for Library

Library Director John Huddy, Head of Circulation Services Mary Anton, and Reference Assistant Sara Andersen went to the second annual Handley Business Symposium after being invited by Library Board member Carl Rush. Library staff spoke to over 100 students about library services, and more than a dozen students received new library cards. During the evening, Mary also talked with other organizations about library services that could impact their clients. In particular, we caught the interest of some of the Armed Forces staff in regards to our online practice tests for ASVAB Armed Services Vocational Aptitude Battery!

April Donations

In honor of library staff member Katie Moss, the following people donated items to the Youth Services department at Handley Library: Frank and Clara Moss, Patty Leonard, Laura Moss, Debbie and Rob Moss, and Chrissy Murray.

Month at a Glance

26,778	Library visitors
57,164	Checkouts of books & materials
5,588	Checkouts of eBook, eMagazine, audiobook
130	In-house Library programs
3,091	Attendance at in-house Library programs
9	Outreach programs (presented outside the library)
399	Attendance at Outreach programs

Organizations that helped sponsor or participated in April programs

Barns of Rose Hill	La Leche League, Natasha Ossinova
Belle Grove Plantation	Laurel Center Legacy Christian Academy
Blandy Farms	Shenandoah Discovery Museum
Blue Ridge Dog Training Club	Shenandoah University Spanish Language interns
Cather Institute at Shenandoah University	Shenandoah Valley Chess Club
Clarke County Historical Society	Sinclair Health Clinic
Clarke County Parks & Recreation	Students Latino Initiative, John Handley HS
Daughters of the American Revolution	Todd Strader, author
Discovery Museum	Valley Makers Association
Dragon Fire Comics	Winchester Book Gallery
Four-Color Fantasies	Winchester Chapter of the Embroidery Guild of America, Tapestry Project
Friends of Handley Regional Library	Winchester City Sheriff's Office
Independent School of Winchester	Winchester Montessori
Indian Hollow Elementary School	

Outreach—where library staff went in April

Mountain View Christian Academy
Village at Orchard Ridge
Mid-Atlantic Archives Conference (professional group)
Handley High School Business Symposium
I'm Determined Youth & Parent Summit, Frederick County Middle School
Winchester Montessori
Spring Book Fair, Boyce Elementary
Home School Expo, LFCC
Science Café

Kudos from library patron

"I just wanted to say that everyone at the Bowman Library location are the best in the world, all of you are so helpful and nice and willing to help out in any way. I just wanted to thank you and show you my gratitude for everything since I started coming there about 8 years ago. Thank you, and I consider all of you family."

Adult Services, Adrienne Davis

April was a busy month for the Adult Services Division and Programs for Grown Ups starting with a *Free Health Screening* coordinated by Todd Strader on April 4 and ending with a *Maker Workshop: Knitting for First Timers* on April 21. During *Library Week* (April 8-14), we provided a tour for residents of the Village at Orchard Ridge and had two more workshops: *Found Poetry* with Donna Funk-Smith and *Meet Libby! eBook How-To*. Cheryl McKelvey created and posted her annual staff photo collage in recognition of National Library Workers Day (April 10). On May 17, Adrienne Davis attended an area wide *Career Day* hosted by *Mountain View Christian Academy* to present on the current and future status of librarianship and public libraries. On May 20, Donna and Adrienne conducted library tours and research instruction for students from the *Independent School of Winchester*. We were also happy to welcome Amanda "Mandy" Foote, who joined the department at the beginning of the month.



Employees from American Woodmark Corporation (AWC) toured Handley Library on April 7. Coordinated by AWC's Professional Development committee, this was their fourth annual library tour. AWC's foundation has made numerous gifts to the library system, with the most recent being an automated external defibrillator (AED) for Bowman Library.

Bowman Operations, Kim Bean

The Bowman Library's new stainless steel media drop was installed on April 9 and not a moment too soon. The rusted base of the old media drop was leaning sideways and looked ready to give way at any time. The new drop, which has the word Media printed down its side, matches the book drop that stands next to it. It looks great and Circulation staff members say it is much more user-friendly than the previous drop. We're all very pleased with it!

The Bowman Library staff received a nice compliment via an April 30 email from patron, Travis Custer:

"I just wanted to say that everyone at the Bowman Library location are the best in the world, all of you are so helpful and nice and willing to help out in any way. I just wanted to thank you and show you my gratitude for everything since I started coming there about 8 years ago. Thank you and I consider all of you family."

Youth Services, Donna Hughes

The Spring graduation of 1,000 Books before Kindergarten was held on Saturday, April 21 with 26 graduates. Updates: 226 have graduated from the program; 603 are actively moving through the challenge to read 1000 books before Kindergarten.

The Bilingual Storytime Sneak Peek at Handley Library on April 24 was successful in reaching a broad range of families who either want to enhance their English skills or learn a new language. This program will start on May 22 and continue through the end of summer.

Business Manager and Handley Operations, Ann White

Inaugural Winchester-Frederick County Convention and Visitors Bureau Tourism ambassador Program training was held at Handley Library on Tuesday, April 17th. "This program was created to educate and engage local employees, businesses and attractions so that they can answer questions about the area and stay involved in the area's healthy and growing tourism industry."

Laurel Center partnership: During the month of April, the Laurel Center and Handley Library partnered in promoting the awareness of sexual assault and resources available to victims through a Sexual Assault

Circulation Services, Mary Anton

In addition to the above mentioned Outreach Mary and her crew sorted out some significant TLC issues and installed the new book drops!

Clarke County Library, Laurine Kennedy

I am continuing as a member of the Barns of Rose Hill programming committee. It is great for the community and the Clarke Library, since we hold many of our events there. We are currently planning a Spoken Word event for June.

On April 21 the library hosted the third Garden Talk of the season with 25 attendees.

On April 18th, we co-hosted another Trivia night with the Clarke County Historical Association, with a whopping 56 in attendance! This is very popular and plan to continue this twice yearly.

Several new things are planned for summer 2018, including a Storytime in the Park on Saturday mornings with changing readers. I think this will be fun and well received. I have purchased a large sandwich board that we will be placing at the Farmers Market in town, directing people to the library.

Wi-Fi hotspots continue to be very popular. They never sit on the shelf for more than a half of a day. As time goes we are figuring new policies and checkout rules.

Friends of the Handley Library, Barbara Dickinson

The Friends of Handley Regional Library sponsored a poetry workshop with area middle school poets on Saturday, April 21. Students attended from Daniel Morgan Middle School, Frederick County Middle School, James Wood Middle School, Sacred Heart Academy, The Independent School of Winchester, Powhatan School and Johnson-Williams Middle School. These motivated students were selected by their teachers to attend this workshop with Annie Castillo. Annie is a member of the Class of 2017, Library of Congress Student Poets Program. She lives in Falls Church, VA. Two recently retired teachers, Beth Huddleston and Gwen Malone contacted the teachers who selected these students. Old Stone Pizza donated snacks.

The Friends also sponsored a panel program celebrating the 100th anniversary of *My Antonia*, by Willa Cather. John Jacobs, former head of the Willa Cather Institute at Shenandoah University was host and producer of this well attended event for a famous Frederick County author. Sixty two people came to this event!

Clarke County Demand Response Metrics

Month	Service Days	Service Hours	Passengers	Miles Traveled
Jan-18	22	88	185	1162
Feb-18	20	80	148	1111
Mar-18	21	84	172	1208
Apr-18	21	84	174	1151

**ZONING AND SUBDIVISION ORDINANCE UPDATE PROJECT
PROGRESS REPORT (JUNE 2018)**

- Work Plan Items Completed to Date:
 - Step 1 – Adopt Work Plan, Project Policies and Timeline

- Work Plan Items in Process: Issues reviewed or completed since the May report include:
 - Develop Framework of Zoning and Subdivision Ordinances (Step 3). Staff will be developing detailed outlines that will depict the layout and organization of the revised Zoning and Subdivision Ordinances. Review and approval of these outlines by the Ordinances Committee is Step 3 in the Update Project Work Plan. Since review of Policy and Technical issues will take longer than expected, review of the Ordinances framework will likely take place concurrently with the completion of Step 2.

 - Evaluate whether to allow construction of accessory buildings over 150 square feet on parcels that do not have a current permitted or special use (P7). The Committee reviewed this issue at their April 25 and May 4 meetings. Concerns discussed included whether to allow owners of vacant AOC, FOC, and RR-zoned properties to construct non-residential structures and how to ensure that such structures are not used for unapproved residential or business uses. The Committee also discussed coordinating the floor area limitation with the Building Code floor area requirement for permitting, and how the County’s modern record-keeping system and improved application forms could help address this issue.

 - Consider adding new regulations and a definition for “agritourism” (P18). The Committee reviewed this issue at their May 4 meeting which addresses certain temporary or seasonal activities held in conjunction with agricultural operations that are known collectively as “agritourism activities.” Concerns discussed included State code limitations on local government regulation of agritourism activities, identifying usual and customary agritourism activities, and whether to establish a new review process to fill in the gaps between Zoning Ordinance regulation and the County’s Special Event Permit process.

- Upcoming Meetings Scheduled:
 - The meeting that was scheduled for Wednesday, May 23 was cancelled due to member absences. Agenda items are moved to the June 5 scheduled meeting.

 - #13, Tuesday, June 5 (2:00PM) – Continue review of policy and technical issues; begin review of process maps

- #14, Thursday, June 21 (2:00PM) -- Continue review of policy and technical issues; begin review of process maps
- #15, Wednesday, July 11 (2:00PM) – Complete review of policy and technical issues and the review of process maps
- Other Staff Items In Process:
 - County Attorney review of previous policy issues
 - Initial development of the Guidance Manual outline