



# Clarke County Board of Supervisors Regular Meeting Agenda

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

Item	December 20, 2011	Packet Page
<b>Afternoon Session 1:00 PM</b>		
1) Call To Order		3
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3) Presentation of the Accreditation Certificate to the Clarke County Sheriff's Office		5
4) PH 11-17 Public Hearing With Regard to Sale of Publicly-held Residential Real Estate Located at 2125 Blue Ridge Mountain Road Pursuant to §15.2-1800 of the Code of Virginia. The Clarke County Board of Supervisors proposes to sell residential real estate conveyed to the Board by the Shenandoah Area Agency on Aging, the proceeds of which are to be used for the exclusive benefit and use of the Clarke County Senior Center.		8
5) PH 11-18 CC-11-05 Chapter 120 § 120-6. Exempt sounds. Item c) Amendment of the Clarke County Code to recognize that as work is sometimes done on public roads during the night and/or weekends in order to do the work when there is less traffic, to minimize the disruption to the public, to expedite the work, and/or for other reasons of public convenience and/or safety therefore amend as follows: § 120-6. Exempt sounds. c) Construction, demolition and/or maintenance activities. Sounds generated from construction, demolition and/or maintenance activities between 7:00 a.m. and 10:00 p.m., except that the aforesaid time limitations shall not apply to the construction or maintenance of public roads.		9
6) FY 2011 Financial Report by Robinson Farmer Cox		11
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9) Adopt Resolution Of The Board Of Supervisors Of Clarke County Concurring With A Financing Undertaken By The Industrial Development Authority Of Clarke County, Virginia, To Benefit Shenandoah University 2011-20R – Draft Included in Packet		14
10) Citizen's Comment Period		17
11) Approval of Minutes		
– November 21, 2011 Regular Meeting		18
12) Set Public Hearing TA-11-08B Design Criteria for that portion of the Historic Access Corridor Overlay District outside of the boundaries of the Berryville Area Plan		49
13) Board of Supervisors Work Session Items		54
1. Clarke County Board of Supervisors Administration of Oath of Office. Action: Oath administered at the 12/12/2011 Work Session by the Honorable Helen Butts, Circuit Court Clerk.		54
1 (a) Resolution in Appreciation of Service A.R. "Pete" Dunning, Jr. White Post District		

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

12/14/2011 4:00 PM



# Clarke County Board of Supervisors Regular Meeting Agenda

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

Item	December 20, 2011	Packet Page
	Supervisor. Action: Adopted and presented during the December 12, 2011 Work Session.	
2.	Recreation Center Additions Bid Award. Action: Adopted at the December 12, 2011 Work Session the proposed resolution as amended.	63
3.	Status Update IDA Bond Issue. Action: See Agenda Item 9.	14
4.	Posting of Clarke County Code 1997 as amended in PDF Format to Clarke County Website. Action: Adopt Resolution <i>"Be it resolved that the Clarke County Board of Supervisors authorizes the posting of the Clarke County Code of 1997 as amended in pdf format on the Clarke County website with the inclusion of the following editorial note and further authorizes the County Administrator to make any necessary non-substantive revisions to facilitate this posting."</i> Action: Adopted at the December 12, 2011 Work Session the resolution as presented.	84
5.	Closed Session Pursuant to §2.2-3711-A3 Acquisition or Sale of Property. Action: No action taken following Closed Session held at the December 12, 2011 Work Session.	60
14)	Joint Administrative Services Update	85
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16)	Miscellaneous	104
17)	Summary Of Required Action	105
18)	Board Member Committee Status Reports	106
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	Reports in December Packet:	109
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Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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12/14/2011 4:00 PM

# Clarke County Board of Supervisors

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## Call To Order

# Clarke County Board of Supervisors

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## Adoption of Agenda

# Clarke County Board of Supervisors

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## Presentation of the Accreditation Certificate to the Clarke County Sheriff's Office

## Public Hearing Notice

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The Clarke County Board of Supervisors will hold public hearings on Tuesday, December 20, 2011 at 1:30 pm or as soon thereafter as the matter may be heard in the Berryville Clarke County Government Center Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, VA, to consider the following matters:

**PH 11-17** Public Hearing With Regard to Sale of Publicly-held Residential Real Estate Located at 2125 Blue Ridge Mountain Road Pursuant to §15.2-1800 of the Code of Virginia. The Clarke County Board of Supervisors proposes to sell residential real estate conveyed to the Board by the Shenandoah Area Agency on Aging, the proceeds of which are to be used for the exclusive benefit and use of the Clarke County Senior Center.

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David L. Ash - County Administrator

*If weather or other conditions make it hazardous for members to attend, then, the matter shall be heard at 1:00 pm on the Thursday following the regularly scheduled Tuesday. All hearings previously advertised shall be conducted at the continued meeting. In the event said day falls upon any legal holiday, the meeting shall be held on the next following regular business day.*

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ADVERTISE: The Winchester Star

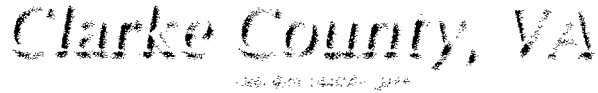
November 29, 2011

December 6, 2011

INVOICE: Attention: Lora B. Walburn  
Clarke County Board of Supervisors  
101 Chalmers Court, Suite B, Berryville, VA 22611

Contact: Lora B. Walburn 540-955-5175; Fax 955-5180

Note: Please provide Affidavit / Certification of Publication.



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## Clarke County Board of Supervisors Public Hearing Notice December 20, 2011 at 1:30 pm [Email](#)

The Clarke County Board of Supervisors will hold public hearings on Tuesday, December 20, 2011 at 1:30 pm or as soon thereafter as the matter may be heard in the Berryville Clarke County Government Center Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, VA, to consider the following matters:

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#### County Offices

101 Chalmers Court, Suite B  
Berryville, VA 22611  
540-955-5100

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# Clarke County Board of Supervisors

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**PH 11-17 Public Hearing With Regard to Sale of Publicly-held Residential Real Estate Located at 2125 Blue Ridge Mountain Road Pursuant to §15.2-1800 of the Code of Virginia. The Clarke County Board of Supervisors proposes to sell residential real estate conveyed to the Board by the Shenandoah Area Agency on Aging, the proceeds of which are to be used for the exclusive benefit and use of the Clarke County Senior Center.**



Chapter 120 Noise

The Clarke County Board of Supervisors shall consider amending the Clarke County Code to recognize that as work is sometimes done on public roads during the night and/or weekends in order to do the work when there is less traffic, to minimize the disruption to the public, to expedite the work, and/or for other reasons of public convenience and/or safety therefore amend the Chapter 120 Noise as follows:

§ 120-6. Exempt sounds. c) **Construction, demolition and/or maintenance activities.** Sounds generated from construction, demolition and/or maintenance activities between 7:00 a.m. and 10:00 p.m., ***except that the aforesaid time limitations shall not apply to the construction or maintenance of public roads.***

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Set Public Hearing: 11/21/2011  
Publication Dates: Print: 11/29/2011; 12/6/2011 Media: Print: Winchester Star;  
Web: 11/23/2011 – 12/24/2011 Web: County website  
Public Hearing: \_\_\_\_\_ Code Update: \_\_\_\_\_  
Approved/Denied on a motion by: \_\_\_\_\_

11/21/2011: Following discussion, on a motion by Vice Chairman Weiss and unanimously approved, the matter was set for public hearing.

§ 120-6. Exempt sounds. The following sounds shall not be prohibited by this article:

- a) **Emergency operations.** Sound generated in the performance of emergency operations including, but not limited to, audible signal devices, which are employed as warning or alarm signals in case of fire, collision or imminent danger.
- b) **Silvicultural or agricultural activities.** Sounds generated during lawfully permitted bona fide silvicultural or agricultural activities including, but not limited to, logging activities and sounds caused by livestock.
- c) **Construction, demolition and/or maintenance activities.** Sounds generated from construction, demolition and/or maintenance activities between 7:00 a.m. and 10:00 p.m., ***except that the aforesaid time limitations shall not apply to the construction or maintenance of public roads.***
- d) **Transient sounds from transportation.** Transient sounds

generated by land or air-based transportation including, but not limited to, public and private airports (except as otherwise regulated), aircraft, railroads and other means of public transit.

- e) **School athletic contests or practices, and other school activities.** Sounds generated from school athletic contests or practices, and other school activities, but only if conditions are imposed which regulate the generation of sound including, but not limited to, conditions regulating the hours of the activity and the amplification of sound.
- f) **Parades, fireworks and similar officially sanctioned events.** Sounds generated from parades, fireworks or other similar events, which are officially sanctioned, if required. This exemption shall not apply to private fireworks displays.
- g) **Yard maintenance activities.** Sounds generated from routine yard maintenance activities including, but not limited to, mowing, trimming, clipping, leaf blowing and snow blowing.
- h) **Public facilities.** Sounds generated from the operation of a public facility or public use, including events at the Clarke County Ruritan Grounds between 7:00 a.m. and 10:00 p.m.
- i) **Warning devices.** Sounds generated by a horn or warning device of a vehicle when used as a warning device, including back-up alarms for trucks and other equipment.
- j) **Bells or chimes.** Sounds generated by bells or chimes.
- k) **Firearms.** Sounds generated from the lawful discharge of a firearm for the purposes of hunting, protection, local law enforcement exercises and lawfully permitted sport shooting ranges (as defined in Va. Code Section 15.2-917)
- l) **Protected expression.** Any other lawful activity, which constitutes protected expression pursuant to the First Amendment of the United States Constitution, but not amplified expression.

State law reference—Va. Code § 15.2-1200.

# Clarke County Board of Supervisors

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## FY 2011 Financial Report by Robinson Farmer Cox

# Clarke County Board of Supervisors

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## Clarke County Public Schools School Board Update

# Clarke County Board of Supervisors

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**VDOT**

## **Concurrence with the Financing Undertaken by the Industrial Development Authority of Clarke County, Virginia to Benefit Shenandoah University**

To: Clarke County Board of Supervisors

From: Jesse Russell, Economic Development Coordinator

Date: December 12, 2011

Shenandoah University is requesting a resolution of the Board of Supervisors that concurs with the financing approved by the Clarke County Industrial Authority. The bond request was for \$8 million and would be used to finance the cost of acquiring, constructing, renovating and equipping the hotel site known as the Quality Inn in Winchester, Virginia for the purpose of student housing. In addition, the bond would also be used for construction and equipping one or more capital improvements on the main campus of the university.

At the IDA's December 8, 2011 meeting, the members unanimously approved Shenandoah University's bond request. The bond has been written so as to condition it on the Board of Supervisors passing a resolution concurring with the IDA's action to approve such bond.

Shenandoah University is an institution attended by Clarke County students, as well as attended by County residents for their many art and cultural events. The County does not have any obligation to pay off the bonds or its interest. Bonds of this type are typically held either by a bank or individuals or both. The IDA has received an application fee of \$5,000 and will receive an annual fee of 1/20 of 1% (.0005) annually for the duration of the bond.

### **RECOMMENDATION**

**Concur with the financing undertaken by the Industrial Development Authority of Clarke County, Virginia to benefit Shenandoah University as stated in 2011-20R Resolution Of The Board Of Supervisors Of Clarke County Concurring With A Financing Undertaken By The Industrial Development Authority Of Clarke County, Virginia, To Benefit Shenandoah University.**

# Clarke County Board of Supervisors



Berryville Voting District  
J. Michael Hobert – Chair  
(540) 955-4141

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

Millwood Voting District  
John R. Staelin  
(540) 837-1903

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

White Post Voting District  
A.R. Dunning  
(540) 837-1719

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

## Resolution Of The Board Of Supervisors Of Clarke County Concurring With A Financing Undertaken By The Industrial Development Authority Of Clarke County, Virginia, To Benefit Shenandoah University 2011-20R - Draft

**WHEREAS**, the Industrial Development Authority of Clarke County, Virginia (the "Authority"), on December 8, 2011, adopted a resolution (the "Authority Resolution") authorizing the issuance and sale of its Educational Facilities Revenue Bonds, Series 2011, in a principal amount not to exceed \$8,000,000 (the "Bonds"), for the benefit of Shenandoah University, a not-for-profit Virginia non-stock corporation (the "University"), to finance the costs of:

- (1) acquiring from a University-related entity an existing hotel site known as the Quality Inn Winchester, located within Frederick County, Virginia at 1017 Millwood Pike, Winchester, Virginia 22602 (the "Hotel Property"), and constructing, renovating and equipping improvements to the Hotel Property for student housing and other University purposes,
- (2) acquiring, constructing and equipping one or more capital improvements to the University facilities located on the portion of the University's main campus in the City of Winchester, Virginia, including without limitation,
  - (a) a new residence hall of approximately 10,000 square feet to 150,000 square feet,
  - (b) a new health sciences building of approximately 30,000 square feet to 100,000 square feet,
  - (c) a new parking garage of approximately 100 to 500 parking spaces and
  - (d) perimeter boundary & landscaping, and
- (3) funding certain working capital and issuance expenses incurred in connection with the issuance of such bonds (collectively, the "Project"); and

**WHEREAS**, Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Internal Revenue Code") and Section 15.2-4906 of the Code of Virginia of 1950, as amended (the "Virginia Code"), require that the governmental unit having jurisdiction over the area in which any facility financed with the proceeds of the Bonds is located approve the issuance of such Bonds;

**WHEREAS**, Section 147(f) of the Internal Revenue Code requires that any such approval by the applicable governmental unit be given after a public hearing following reasonable public notice, which hearing may be held by the public authority issuing the Bonds;

101 Chalmers Court, Suite B  
Berryville, VA 22611

[www.clarkecounty.gov](http://www.clarkecounty.gov)

Telephone: [540] 955-5175  
Fax: [540] 955-5180

**WHEREAS**, on December 8, 2011, in accordance with the requirements of Section 147(f) of the Internal Revenue Code and Section 15.2-4906 of the Virginia Code, the Authority held a public hearing and adopted the Authority Resolution approving the issuance of the Bonds;

**WHEREAS**, the University has requested the Board of Supervisors of Clarke County, Virginia (the "Board"), to approve the issuance of the Bonds to comply with Section 147(f) of the Internal Revenue Code and to concur in the Authority Resolution to comply with Section 15.2-4906 of the Virginia Code; and

**WHEREAS**, a copy of the Authority Resolution, a record of the public hearing and a fiscal impact statement with respect to the issuance of the Bonds have been filed with the Board;

**BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CLARKE COUNTY, VIRGINIA:**

1. The Board of Supervisors hereby approves the issuance of the Bonds by the Authority for the benefit of the University, as required by Section 147(f) of the Internal Revenue Code, and concurs with the Authority Resolution adopted by the Authority for the benefit of the University to the extent required by Section 15.2-4906 of the Virginia Code.
2. The County having not previously issued in calendar year 2011 any tax-exempt obligations (not including "private activity bonds" other than "qualified 501C(c)(3) bonds." As those terms are defined in the Code). which are required to be aggregated with obligations issued by the Authority for purposes of Section 265(b)(3)(B) of the Code. and the County and all its subordinate issuing entities or authorities (including the Authority) not reasonably expecting to issue in calendar year 2011 any other such obligations that when aggregated with the Bonds will be in excess of \$10,000,000. The County hereby concurs with the Authority's intention to designate the Bonds as "qualified tax-exempt obligations" under Section 265(b)(3)(B) of the Code.
3. The approval of the issuance of the Bonds does not constitute an endorsement of the Bonds or the creditworthiness of the University. As required by Section 15.2-4909 of the Virginia Code, the Bonds shall provide that the County will have no obligation to pay the Bonds or the interest thereon or other costs incident thereto.
4. All acts and doings of the officers of the County and the Board of Supervisors that are in conformity with the purposes and intent of this resolution shall be, and the same hereby are, in all respects approved and confirmed.
5. This resolution shall take effect immediately.

Adopted this 20th day of December 2011.

Attest:

\_\_\_\_\_  
J. Michael Hobert, Chair



# Clarke County Board of Supervisors

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## Citizen Comment Period

CLARKE COUNTY BOARD OF SUPERVISORS  
November 21 2011                      Regular Meeting                      1:00 p.m.  
Main Meeting Room

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Main Meeting Room, 2<sup>nd</sup> Floor Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia on Monday, November 21, 2011.

**Board Members Present**

Barbara Byrd; A.R. Dunning, Jr. [left 4:10 pm]; J. Michael Hobert; John Staelin; David Weiss

**Board Members Absent:**

None

**Staff Present**

David Ash; Tom Judge; Jesse Russell; Alison Teetor; Lora B. Walburn

**Others Present**

Robina Rich Bouffault; Michael Murphy; Lisa Floyd; Keith Dalton; Val Van Meter; Ed Leonard and other citizens

**1) Call to Order**

Chairman Hobert called the meeting to order at 1:04 p.m.

**2) Adoption of Agenda**

- Add to Item 13 Board of Supervisors Finance Items No. 7: HVAC & Humidity Control Circuit Court Vault

By consensus, the Board of Supervisors adopted the agenda as modified.

### 3) Clarke County Public Schools Update

Mike Murphy, Superintendent Clarke County Public Schools, appeared before the Board for the monthly update from the Schools. Highlights include:

- Advised that Barbara Lee, School Board Chair, was unable to attend the regular meeting.
- Masonic Cornerstone setting conducted this weekend at the new high school.

Lisa Floyd, Director Curriculum and Instruction Clarke County Public Schools

- Curriculum Update
  - o Testing
    - Implemented an Algebra Readiness assessment to better prepare teachers in meeting student needs.
    - Training regarding the use of that data is ongoing.
    - SOL assessments are moving online at the elementary level.
    - Student training progresses throughout the year through visits to practice test sites. Teacher training progresses- they are exposed to tools students have access to, how to monitor student time on task, and proper exiting of online assessments.
    - Online writing takes places this February.
  - o Special Education
    - The IEP Plus program is in training phase with implementation expected for the 2012-2013 school year. The program will allow teachers access to IEPs online, improved ability to track student goals, and assist with state reporting.
  - o Math Standards
    - Alignment of New Math Standards K-12- Teachers attended the Virginia Department of Education Math Institutes to learn about the changes in math standards, the impact these standards have on the state assessments, and the focus teachers should have as they deliver instruction. These teachers provided training to their colleagues during our School Improvement Day.
  - o PAL
    - Renewed focus on Phonological Awareness Literacy Screening (PALS) at the elementary level.
    - A PALS representative provided training on Data Analysis of our PALS data.
    - A second training was held to discuss the importance of teaching Concept of Word and strategies to assist that training.

- A third training is scheduled for our next School Improvement Day targeting Progress Monitoring of students.
- Benchmark Assessments
  - Benchmark Assessment Initiative-
  - Interactive Achievement is used division wide to administer benchmark assessments as a means to monitor instruction to students. As benchmarks are linked to pacing guides, this has initiated discussion about consistency of pacing guides across buildings.
  - Training regarding administering benchmarks and use of the reporting tools available is on-going. This looks different in each of the buildings.
  - The elementary level has begun the process of administering benchmark assessments only.
  - The middle school uses the tool for benchmarks and classroom assessments. Use of the reporting tool varies.
  - The high school has principal led discussions regarding use of the reporting tool to make instructional decisions.
- Teacher Evaluation Guidelines
  - A Teacher Evaluation Committee has been created to address the Virginia Department of Education's new guidelines.
  - Divisions across the state are required to implement a teacher evaluation tool that addresses the new guidelines for the 2012-2013 school year.
  - Our committee include 8 teachers and 7 administrators.
  - The committee is well underway in working out templates for the Walk Through, the Formal Observation, the Summative Evaluation, and the Improvement Plan.
  - Our initial goal was to have something we could pilot for second semester, allowing time to tweak it before the official roll out.
- Gifted
  - Clarke County is a member of the Northern Virginia Council for Gifted & Talented Education (NVCGTE)- This group has been working to address the new Virginia Department of Education gifted guidelines that must be implemented for the 2012-2013 school year.
  - We have a committee that is reviewing the original plan, the new guidelines, and is working on creating a new plan that keeps us in compliance with the guidelines, addresses needs of students, and is manageable by staff.
- Textbook
  - Math textbooks K-5, Algebra I and Algebra II textbooks have been reviewed.

- A purchase order has been submitted.
- Training regarding use of the textbooks, CDs, and online features of the materials have been scheduled.
- Chairman Hobert asked about teacher evaluations and curriculum goals. Dr. Floyd's responses included:
  - High School has the walk-thru form that they are using to get feedback.
  - A division-wide improvement plan that identifies weakness has not yet been developed but it should take about a month to develop.
  - Discussion of the division-wide improvement plan is anticipated at the next school committee meeting.
- Supervisor Dunning expressed his support for vocational training and the need for more options noting that these options were not included in the curriculum update. Dr. Floyd remarked that there was a need to look at vocational, arts, band, etc. and noted that vocational offerings were under consideration but not division wide.
- Supervisor Byrd added her support for vocational training. She also queried Dr. Floyd on the use of IQ tests. Dr. Floyd responded that IQ tests were still used however they could not be used as the sole-identifier.
- Vice Chairman Weiss asked how much the teacher is allowed to personalize the atmosphere in the classroom. Dr. Floyd responded that this was a philosophy question. She stated that teachers must teach to the SOL's. Also benchmarks help identify areas of weakness and assistance is available to aid teachers in developing teaching strategies.
- Supervisor Dunning expressed interested in receiving information on the percentage of students that go to college and how well they performed.
- Supervisor Staelin asked about teacher evaluation. Dr. Floyd responded that teachers are either identified as exemplary or "in need" with this group targeted for areas of growth and follow up plan items are identified.

Robina Rich Bouffault, White Post Member - Clarke County School Board New High School:

- Project on budget and on time.
- January 23 is substantial completion date. Final completion is scheduled for March 23 – allowing two months for punch list review and any identified corrections.
- Judy Construction has finished rock removal.
- There have delays in laying of some top soil. Therefore, since it is very late in the season to seed, grass may not come up; however, Shockey will be looking for this in spring and will seed as necessary.
- Terrazzo moving along. It has not yet been polished.

- Wood floor down in the gymnasium and retractable bleachers have been installed.
- Auditorium equipment placement should be complete in two weeks.
- Roof is finished.
- Caulking of windows should be complete by next week.
- Tile is finished.
- Glass doors should be in this week or next.
- Millwork has been finalized.
- Cabinetry is up.
- Greenhouse, including the well, is completely finished with landscaping and fencing. The well is showing a very high yield and no holding tank is necessary. While the water is non-potable, it is being tested.
- Lights are going in – lots of parking lights and building lights. Lights will be turned on December 2.
- All landscaping is close to completion.
- One change order in for stormwater crossing on Main Street. Stormwater design is incorrect because utilities were not in the location indicated.
- Cornerstone was not correctly cut due to a mishap with the dimensions however this will be corrected.

#### 4) Approval of Minutes

Supervisor Byrd requested:

- Page 779 – under Crims Curve change from Mr. Watson to Mr. Watkins.

Supervisor Staelin requested:

- Page 783 – Remove Dr. Davis from Copy: Virginia Commonwealth Transportation Board
- Page 791 – Change 2nd bullet under Status of neighboring wells to read Spreading slowly to the north and east.

**Supervisor Staelin moved to approve the October 18, 2011 Regular Meeting minutes as corrected. The motion carried by the following vote:**

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Aye
John R. Staelin	- Aye

5) Consent Agenda

A. 2011 Abstract of Votes

B. 2011-2012 Lord Fairfax Health District Locality Agreement

Supervisor Staelin asked about the referenced meetings in the agreement. Alison Teetor provided that she meets with the director at least twice per year.

C. Resolution Appreciation of Service on the Conservation Easement Authority Jane Radford

**Resolution in Appreciation of Service  
Conservation Easement Authority  
Jane Radford  
2011-17R**

**WHEREAS**, Jane Radford was appointed as an original member of the Clarke County Conservation Easement Authority beginning June 18, 2002 and has served continuously through October 18, 2011;

**WHEREAS**, during her tenure, the Authority actively aided in the protection and preservation of land with significant agricultural, natural, scenic, and historic resources through the acquisition of easements upon 124 properties totaling over 3,600 acres;

**WHEREAS**, Jane Radford was tireless in seeking qualified parcels of mountain land for acceptance into the Conservation Easement Program;

**NOW THEREFORE BE IT RESOLVED**, by the Clarke County Board of Supervisors that Jane Radford be recognized and congratulated for her service on the Clarke County Conservation Easement Authority and the impact this service has made on Clarke County;

**BE IT FURTHER RESOLVED**, that her dedication, loyalty, and service to the citizens of Clarke County be hereby memorialized and that a suitable copy of this resolution be presented to Jane Radford as a token of the respect and high esteem in which she is held by the Clarke County Board of Supervisors and the staff of Clarke County.

**APPROVED AND ORDERED ENTERED** in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled in regular session on the 21st day of November 2011.

Attest:

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Board of Supervisors Meeting Minutes For November 21, 2011 – Regular Meeting

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J. Michael Hobert, Chairman

D. 2012 Legislative Priorities

Note: 2011 Annual Legislative Luncheon 12 Noon, Wednesday, December 14, at the Battletown Inn, Berryville, VA

- Issue: Chesapeake Bay TMDL**
- Clarke County believes there must be a way to have clean rivers, a clean Bay and a viable agricultural community. Clarke recognizes that the Commonwealth is still negotiating with EPA on this issue so it is difficult to make specific comments. However, Clarke wants to see a supportable plan with adequate funding and/or regulations that will ultimately protect our rivers and the Bay at a reasonable cost to farmers, towns and citizens.
  - Clarke County supports continued state funding of programs that will protect our groundwater, rivers and the Bay.
- Issue: Eminent Domain**
- Clarke County supports property rights but feels the wording of the currently proposed Constitutional Amendment is too broad and vague.
- Issue: Voting Districts**
- Clarke County requests that the boundary line between House Districts 10 and 33 be revised to match the line between the local election Districts. This change would affect about 150 voters and would dramatically ease the burden on local election officials.
- Issue: State Year-end Surplus Funds**
- Clarke County understands why the Commonwealth cut \$60 million in local support to localities during the Great Recession; we all had to share the burden as things got bad. However, Clarke feels localities were not treated fairly by the State as the economy improved as virtually none of the State's end-of-year surplus was used to restore lost aid to localities. As it stands now, the Commonwealth is forcing a "back door" tax increase on its citizens; a regressive tax increase based on property values, not income.
- Issue: Education**
- Clarke County asks the Commonwealth to take steps to fully fund its share of the true cost of K-12 public education without reducing other parts of the budget affecting local government or shifting costs from the Commonwealth to localities.
  - Clarke County supports a change to the Composite Index, which would cause it to reflect land use values. Additionally, the income figure used to calculate the Composite Index should be average median income, not total countywide income.
- Issue: Groundwater**
- Clarke County is adamantly opposed to HB 2185 which would effectively eliminate onsite review by the Health Department of soil



**Quality**

work submitted by licensed onsite soil evaluator (OSE) or a professional engineer. This onsite review is necessary to insure adherence to local ordinance regulations.

- Clarke County supports legislation that would allow counties to exempt areas within their jurisdiction from installing alternative onsite sewage systems due to environmental conditions. Moreover, Clarke believes the inspectors (operators) of alternative systems (AOSS) should be required to both sample the effluent of their AOSS and submit a written report to the Health Department annually. In addition, each local Health Department should be required to make an annual random sample of 10% of the AOSS in their area.
- Clarke County is very concerned about the environmental hazards associated with natural gas drilling in Marcellus Shale. Clarke believes that localities should have some control over natural gas drilling. Moreover, Clarke County believes state regulations with regard to drilling in Marcellus Shale should be strengthened.

**Issue: Cost and Revenue Shifting**

- Clarke County is opposed to the gradual shifting of costs that has taken place over the past several years, especially the large cost shifting that occurred in the FY 2011-12 biennium budget with the reduction in aid to localities. With each passing year the County has been required to incrementally subsidize a variety of traditionally state funded (or state shared) costs (Compensation Board, Registrar, Cooperative Extension, Line of Duty, Social Services and the court system). This cost shifting places a tremendous burden on a regressive real estate tax system. Cost shifting must stop and/or the tax system must be reformed to reduce the burden on the Real Estate tax.
- Clarke County calls on the Commonwealth to fully fund state mandated retirement and employment benefits, including VRS and Line of Duty costs.
- Clarke County opposes any reduction in aid to localities (or the fees localities are allowed to charge) unless the tax system is reformed to reduce the burden on the Real Estate tax.

**Issue: Tax Reform**

- Clarke County supports tax reform as long as:
  - It ends up reducing Clarke's dependence on the real estate tax.
  - Any change that reduces or eliminates an existing local funding source is offset by a new or expanded source.
  - It gives equal taxing authority to cities and counties.
  - It protects the Commonwealth's General Fund. The General Fund should be used for core government functions such as

public education (K-12 and higher education), health and human services, public safety, natural resources and environmental services. Transportation maintenance and improvements should be paid by user fees.

- Clarke County supports reform of the BPOL tax as long as it meets the above criterion.
- Clarke County opposes repeal of the Machinery and Tools tax.
- Clarke County supports passage of the Streamlined Sales Tax Project agreement (SST) by both the Federal and State governments so as to compel all out-of-state vendors to collect and remit sales taxes due by Virginia citizens to the Commonwealth and its localities.
- Clarke County supports the implementation of a local option transfer tax for all property sales.

**Issue:  
Broadband  
Access**

- Clarke County asks the Commonwealth to find ways to encourage private vendors to provide rural universal access to broadband Internet services in rural communities with hilly terrain.

**Issue:  
Transportation**

- Clarke County believes that transportation improvements should be funded by user fees, not the General Fund. General Fund revenues should not be used for transportation as doing so will undoubtedly take away from the funding of education, natural resources, etc.
- Clarke County does not support the devolution or cost shifting of transportation responsibilities to counties, especially smaller counties, like Clarke, that do not have the scale of work to allow for the efficient provision of services.
- Clarke County supports the concept of Urban Development Areas (UDAs) to better control the cost of transportation but believes that the creation of UDAs should be tied to mandatory development restrictions (e.g. downzoning) in areas outside of the UDA.

**Issue: Biosolids**

- Clarke County supports changes to biosolids regulations that would give localities more control over how and where biosolids are spread within their jurisdiction.

**Issue: Growth  
Management**

- Clarke County believes that the authority to plan and regulate land use should remain with local governing bodies and Clarke County opposes any legislation that would weaken that authority. Further the General Assembly should grant localities the tools necessary to adequately meet citizens' increasing, education, public safety and other vital public infrastructure needs that are driven by

development. Such additional tools may include broad impact fee authority for all counties, adequate public facilities provisions in subdivision ordinances, state funds for purchase of development rights and a real estate transfer tax.

- Clarke County supports full funding of the purchase of Development Rights Program as has been suggested by the Virginia Department of Agriculture and the Farm Bureau.
  - Clarke County supports increasing the caps on the Commonwealth's tax credit program for the donation of easements as well as increased sanctions and penalties for fraudulent appraisals.
- Issue: Water Supply Planning**
- Clarke County believes that science, rather than power politics, should govern the approval of the local and regional water supply plans (due 2011). Moreover, it is important that the Commonwealth honor the targets set in the minimum in-stream flow studies of the Shenandoah River so as to protect both the aquatic life in the river and the recreational use of the river.
- Issue: County Control and Rights**
- Clarke County opposes legislation that exempts agricultural lands from local regulation of non-ag business activities such as restaurants, entertainment, festivals, etc.
  - Clarke County believes the Dillon Rule should be abandoned or modified and opposes any legislation that would reduce county rights.
- Issue: Waste and Litter Control**
- Clarke County asks the Commonwealth to devolve to local governments the power to control the commercial use of throw-away plastic bags. The major economic and environmental costs resulting from the nearly universal use of throwaway plastic bags are numerous. They adversely impact wildlife and livestock, clog storm drains, pollute waterways, and litter roadways, fields and forests. Clarke County joins with other local jurisdictions in requesting the power to manage and control the commercial use of plastic bags in accordance with local needs.
  - Clarke County supports a Beverage Container Bill.
- Issue: Power Lines**
- Clarke County supports legislation that would require all or part of new transmission lines to be placed underground if economic and environmental studies show that undergrounding is a viable alternative to overhead. Moreover, Clarke believes that any such economic analysis consider the cost impact on adjacent property owners and that the environmental studies consider the health hazards from EMF, the impact on wildlife and historic sites, the visual impact, etc.

- Clarke County opposes the construction of power lines that do not benefit the region through which the line will traverse.
- Issue: Affordable Housing**
  - Clarke County supports increased federal and state funding and appropriate incentives to encourage the provision of affordable housing.
- Issue: Energy Efficiency and Conservation**
  - Clarke County supports legislative measures (regulations) to increase the efficient use of energy throughout the Commonwealth, both for governmental operations and for the private sector.
- Issue: Hunting**
  - Clarke County believes the Commonwealth's hunting rules are fine the way they are now and sees no reason why they should be changed.

E. Request for Easement Purchase/Donation approval Boundary Line Adjustment – Chandler

MEMORANDUM

TO: Board of Supervisors, David Ash  
 FROM: Alison Teetor  
 DATE: November 17, 2011  
 SUBJECT: Request for Easement Purchase/Donation approval; Boundary Line Adjustment – Chandler

The Clarke County Easement Authority has approved the following easements for purchase and donation, and approved a Boundary Line Adjustment for Bob and Terry Chandler. The Authority requests the Board of Supervisors to authorize the Chairman of the Board of Supervisors to execute deeds, easements, and other documents necessary to the transactions, subject to the property owners and lenders signing the Deed prior to the Chair.

DUR Purchase Option

Play Garden Properties, LLC, Will Robinson, agent: The parcel (Tax Map# 30-((A))-91) is located on the southwest corner of Clay Hill and Tilthammer Mill Roads. Known as the Play Garden, long time home of Richard Plater. Since Mr. Plater's death, the family, consisting of 5 separate heirs has assumed ownership. The property consists 17.93 acres, with 2 existing dwellings, the main house built in 1910 and an 800 sq. ft. cottage. There are 2 remaining DUR's. The applicant has indicated they would like to retire the 2 remaining DUR's. The property resource score 78.82. Principle conservation values include: frontage on the Shenandoah River, frontage on two scenic byways, Tilthammer Mill Road and Clay Hill Road, and a contributing structure in the Greenway Rural Historic District. Based on the owners income and score a purchase offer of \$1,600/DUR or \$3,200 has been approved by the Authority.

Hazel Marsh, agent: The property (Tax Map# 22-((A))-5) is known locally as Walnut Hall Farm. It is located on the east side of Summerville Road (Route 652) approximately 3/10 mile north of the intersection with Pyletown Road (Route 620) at 276 Walnut Hall Lane. The parcel consists of 405 acres, has 11 existing houses and 9 DURs remaining. A 130 acre portion of the property is being subdivided and placed in easement. The eased property will have 5 existing houses, an apartment, and 2 DURs. The applicant wishes to retire the 2 remaining DURs. The Property Resource Score is 72.06 and it is next to an existing easement (Bauhan). The property is being and has been used historically as a horse farm. It primarily open pasture with scattered woodland. It is within the groundwater recharge area. The parcel fronts on Summerville Road a State scenic byway. Mrs Marsh has owned the farm since the mid 1980's. A purchase offer of \$40,000/DUR totaling \$80,000 has been approved by the Authority.

Easement Donation

Prudy Squier, David Mohler, agent: The parcel (Tax Map# 29-((A))19) is 78.1 acres and located on the north side of Route 50 and accesses off of Millwood Rd. (Route 723) in Millwood. The Property Resource Score is 61.3, the owner would like to retire two of the three remaining DURs, it is larger than 40 acres, the parcel is not adjacent to an existing easement but Thomas Dunning has a parcel in VOF easement across Route 50. The owner would retain the existing house and one DUR and no further subdivision. The property is in landuse, and is has forest and pastureland. The existing house was built in 1915. It is within the Greenway Historic District and the house is a contributing structure. There are several outbuildings, a pool, mother-in-laws cottage, tennis courts, and stable. Spout Run runs through the north end of the property for about 600'. The parcel fronts on Route 50 for 1/10 mile.

Harry Benham: The parcel (Tax Map# 21-((A))-1) known locally as The Briars, consists of 240 acres and is located on the south side of Pyletown Road approximately 3 miles west of Route 340. The property resource score was 123, the owner would like to retire 7 of the 9 remaining DURs. There are two existing houses, both are considered contributing to the proposed Chapel Rural Historic District. The Benham family has owned the property for more than 50 years. The property is in landuse and surrounded on 3 sides by existing conservation easements.

Ken Bell: Mr. Bell would like to donate 3 parcels consisting of just under 46 acres. The properties are located in Wildcat Hollow at the end of Greenstone Lane (Carefree Acres).

Tax Map#	Acres	Score	#DURs retired	# Houses	#DURs remaining
38-((A))-44	14.5	42.18	1	1	0
38-((A))-45	25.0	47.01	2	0	0
38-((A))-47	6.36	37.27	0	1	0

The parcels are not currently in landuse, but are eligible as the combined acreage exceeds 21 acres. There is a small pond and intermittent stream on the property. The applicant would like to place all 3 parcels in easement, merge the 6 acre with the 25 acre piece, maintaining the 14.5 acre parcel with one DUR. In all 3 of the 4 remaining DURs will be retired.

Boundary Line Adjustment

Bob and Terry Chandler have requested approval of a BLA between his eased property (CEA-05-20) tax map# 11-((A))-6B, 54.09 acres, and his other property tax map# 11-((A))-3. The amount of adjustment would be 1.24 acres to allow for a new house to be constructed in a wooded area. The Authority has approved the adjustment and has signed the plat and Deed of Boundary Line Adjustment.

F. Resolution Requesting Disaster Designation And Federal Assistance For Clarke County 2011-18R

**RESOLUTION REQUESTING DISASTER DESIGNATION AND FEDERAL ASSISTANCE  
FOR CLARKE COUNTY  
Resolution 2011-18R**

**WHEREAS**, the extreme heat and dry weather over the summer has caused damage that exceeds the threshold established for an Agricultural Disaster; and

**WHEREAS**, major forage crops sustained some damage during July and there were many other crops damaged by the hot/dry weather for example apples, blueberry, green bean, and some ornamental corps will have lower than normal yields due to the hot/dry weather; and

**WHEREAS**, the Virginia Cooperative Extension officially issued a loss assessment report for Clarke County on October 6, outlining current losses of 50% for corn and corn silage; and

**WHEREAS**, Clarke County farmers need federal assistance in responding to their losses.

**NOW, THEREFORE BE IT RESOLVED**, by the Clarke County Board of Supervisors on this 21<sup>st</sup> day of November, 2011, that the Board hereby instructs the County Administrator to submit to the Governor of Virginia the Board's request for assistance in obtaining federal disaster designation for Clarke County and federal assistance for Clarke County farmers who have experienced crop damages/losses because of the on-going drought and weather conditions.

ADOPTED:

\_\_\_\_\_  
J. Michael Hobert, Chairman  
Clarke County Board of Supervisors

**Vice Chairman Weiss moved to approve the items on the Consent Agenda as presented. The motion carried by the following vote:**

- J. Michael Hobert, Chair - Aye
- David S. Weiss, Vice Chair - Aye
- Barbara J. Byrd - Aye
- A.R. Dunning, Jr. - Aye
- John R. Staelin - Aye

## 6) Citizens Comment Period

No citizens appeared to address the Supervisors.

## 7) VDOT

Edwin Carter, Program Manager, and Cliff Balderson, Residency Maintenance Administrator, appeared before the Supervisors to provide the monthly update.

- Maintenance work completed and planned for October/November/December:
  - Continued mowing operations on primaries and secondary's as conditions permitted.
  - Primaries are being mowed fence to fence.
  - Secondary's are 90% complete and we expect to complete all mowing operations this month.
  - Conducted grading operations on various non-hard surfaced roads and will continue this month.
  - Performing ditching operations on various routes on the North end of the County East of Rt. 340.
  - Performed partial tree clean up from snow storm and plan on completing this month;
  - Animal carcass pick up has increased. (This time of year is especially bad for deer.) In the last month and a half, we have picked up in excess of 90 deer carcasses, 20 this Monday alone.
  
- Projects:
  - Route 636 – Mosby Road – Continuing on schedule.
  - Route 723 Bridge – The PFI was held and design is continuing on schedule.
  - Route 7 Crossovers – The project was advertised and bids received. We are awaiting the notice to proceed which should come in January. Construction will start as weather permits.
  - Route 604 Ebenezer Road – The box has been placed. State forces are building up the grade and will have it ready for the holiday. It is planned to hard surface the area immediately following the holiday, weather permitting.
  - Board member concerns:
    - Route 608 – Crushed culvert end – Currently awaiting environmental clearance to replace inlet end of culvert and extend for protection.

- Route 612/7 – Pooling water – Planning to grade ditches to assist with water runoff.
  - Route 744 – Road needs Grading – Currently working in that direction with the grader.
  - Route 617 – Request for speed limit reduction – Traffic Engineering is currently evaluating.
- Supervisor Comments:
- Supervisor Byrd –
    - Early Drive constituent concerns: Mr. Carter advised that no plan has been made at this time but VDOT has reviewed and discussed with the Town Manager.
    - Crims Curve: Mr. Watkins has given his permission for VDOT to clear.

**8) Update on Public Meeting Held November 16, 2011 by DEQ Re Gas Leak at J&J Corner Store by Alison Teetor**

Alison Teetor distributed and reviewed the following memorandum.

**MEMORANDUM**

TO: Board of Supervisors, David Ash

FROM: Alison Teetor

SUBJECT: J&J Comer Store petroleum leak- summary of Public Information Mtg

DATE: November 21, 2011

Representatives from Virginia's Department of Environmental Quality (DEQ) held a public information meeting Wednesday November 16th from 7-10pm in the main meeting room of the Government Center to discuss the gasoline leak at the J&J Comer Store. DEQ initiated the meeting after a series of water samples showed petroleum contamination in 4 wells near the store.

DEQ sent letters to approximately 30 households in the vicinity of the store inviting them to the meeting. The residents we selected based on the identified flow pattern of the groundwater and potential spread of the petroleum plume.

DEQ representatives included, Mac Sterrett, Petroleum Storage Tank Manager, and David Forrer, DEQ's Petroleum Remediation Team Leader both from the Valley Regional Office, Betty Lamp, Spill Response and Remediation Director and John Giese, DEQ's petroleum programs remediation manager from the Central Office in Richmond. State Health Department personnel including Dr. Charles Devine III, director of the Lord Fairfax District Health Department, Scott Fincham, Environmental Health Manager Lord Fairfax Health



District, and representatives from the consulting firm Triad Engineering, who are conducting the remediation and well sampling, Jeffrey Mitchell, and Nicholas Wolfe.

A powerpoint presentation prepared by DEQ was presented by Mr. Sterrett and Mr. Forrer. The presentation described the history of the spill and the current remediation efforts - the presentation is available online at <http://www.deq.virginia.gov/tanks/curcast.html> Dr. Devine and Scott Fincham also presented information regarding potential health risks from the spill. Dr. Devine stated that an independent epidemiologist with his agency had reviewed all the data that DEQ has gathered about the contaminated wells. Based on that review, Devine said that he would not expect to see any health issues from the water once it had been filtered.

Residents were then given an opportunity to ask questions about all aspects of the case which all panel experts participated in. A summary of the incident as reported on the DEQ website is as follows:

**Case Summary:** A suspected release was reported to DEQ in October 2010 due to a failed tank tightness test on the premium tank. The tank was emptied immediately. DEQ required the tank owner to perform a release investigation which included 2 monitoring wells next to the tank basin. Gasoline was found in the monitoring wells on 11/4/10 ... confirming a release. The store's water supply well and nearest neighboring well to the NE were found to have trace levels of gasoline compounds in late November and early December 2010. DEQ installed carbon filters to treat water from those two wells. A product removal system was installed and began pumping gasoline (free product) from recovery wells on 12/10/10. Over 300 gallons of gasoline were removed during the first week of pumping; then product (gasoline) recovery dropped off steeply. The tanks were removed on 2/13/11, revealing a small corrosion hole in the premium tank. No significant volume of gasoline was present in the tank basin, indicating that the product removal operation had been successful. However, significant concentrations of gasoline compounds had already dissolved into the groundwater ... including the highest concentrations of ethanol (ethyl alcohol) that DEQ had experienced to date. A Site Characterization Report was submitted to DEQ on 1/13/11 demonstrating that groundwater beneath the site flows NE. The investigation also helped to delineate the contaminant plume. In June and September, two more water supply wells (adjacent to the previously impacted wells) were found to have trace concentrations of gasoline additives. (One of those wells has tested clean twice since the initial detection.) DEQ requested a Corrective Action Plan to address contaminants dissolved in the groundwater. A pilot study, performed in April 2011, indicated that traditional treatment equipment would not remove all of the ethanol from the pumped groundwater. The system was modified and fine-tuned during summer 2011, and is now operating. The pump and treat system is removing the most highly contaminated water from the leak area and is creating a slight cone-of-depression in the water table in that area. This should help to prevent the migration of contaminants off of the property. Monthly testing of the treatment system's discharge water has indicated that the water meets DEQ's permit requirements. Due to rising contaminant levels in the two wells closest to the store, DEQ sent letters to 32 homeowners in the area, and held a public meeting on 11/16/11. Health Dept. officials were also present to answer questions.

**Case Status:** The treatment system continues to operate. DEQ and the consulting firm conducting the cleanup are planning to install additional monitoring wells to get a more

complete picture of the contaminant plume migration direction. ( 12 monitoring wells have been installed to date.) Other plans include researching locations for a replacement well for the store and the residence two doors north of the store. We are considering running an underground pipe from the treatment system rather than discharging to the ground surface along the shoulder of Harry Byrd Hwy.

Reporters from the Winchester Star and Clarke Daily News were also present and had articles describing the meeting the following day.

Supervisor Staelin asked for an update on the TMDL. Alison Teetor advised that she had reviewed the recent State correspondence and had met with Jeff Kelble, who may be making a presentation at the December Supervisors' meeting.

Chairman Hobert recognized Alison Teetor for her efforts on green initiatives and presented a Green Virginia Challenge award presented to Clarke County at the VACo conference. He thanked Ms. Teetor for applying for this award, as well as all the work done to make the County a recipient.

Alison Teetor thanked the Board of Supervisors for approving the energy plan.

**9) Active Living Center [aka Senior Center] Status Update Set Public Hearing With Regard to Residential Real Estate Located at 2125 Blue Ridge Mountain Road Pursuant to §15.2-1800 of the Code of Virginia**

David Ash advised that the sale of the now-publicly held Urban property conveyed to the Board by the Shenandoah Area Agency on Aging, the proceeds of which are to be used for the exclusive benefit and use of the Clarke County Senior Center, required public hearing.

**Supervisor Byrd moved to set the matter for public hearing at the December 20, 2011 regular meeting at 1:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:**

J. Michael Hobert, Chair	-	Aye
David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Aye
John R. Staelin	-	Aye

**10) Set Public Hearing CC-11-05 Chapter 120 Noise 120-6 Exempt sounds c)**

The Clarke County Board of Supervisors shall consider amending the Clarke County Code to recognize that as work is sometimes done on public roads during the night and/or weekends in order to do the work when there is less traffic, to minimize the disruption to

the public, to expedite the work, and/or for other reasons of public convenience and/or safety therefore amend the Chapter 120 Noise as follows:

§ 120-6. Exempt sounds. c) Construction, demolition and/or maintenance activities. Sounds generated from construction, demolition and/or maintenance activities between 7:00 a.m. and 10:00 p.m., ***except that the aforesaid time limitations shall not apply to the construction or maintenance of public roads.***

David Ash advised that this was a follow up with VDOT on their plans to complete Mosby and Business Route 7 – all done in county and subject to noise ordinance. VDOT made it known at the September Board meeting that they would be adding an incentive to contractors to complete before school start. Bob Mitchell was consulted and suggested the addition of the proposed language.

Supervisor Byrd brought up concerns about target shooting in the county. In response, Sheriff Roper stated, while some within the county practiced private target shooting, there were no public ranges permitted in the County. He advised that his office handles complaints of this type.

**Vice Chairman Weiss moved to set the matter as proposed for public hearing at the December 20, 2011 regular meeting at 1:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:**

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Aye
John R. Staelin	- Aye

**11) Memorandum of Understanding Regarding Financial Management of Shenandoah Farms Volunteer Fire Company Review and Discussion. Recommended Action: Adoption.**

David Ash explained the proposed memorandum of understanding advising that the Warren County Board of Supervisors had approved the matter at their November 3 meeting. He stated that this document only covers those funds made available through Clarke and Warren Counties. He advised that Warren County would perform review and he would provide the monthly report to the County Administrators to the Board for review.

**Supervisor Staelin moved to approve the memorandum and authorize the Chair, County Administrator and the County Attorney to execute in the proper place. The motion carried by the following vote:**

J. Michael Hobert, Chair	- Aye
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David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Aye
John R. Staelin	-	Aye

MEMORANDUM OF UNDERSTANDING REGARDING FINANCIAL MANAGEMENT OF SHENANDOAH FARMS VOLUNTEER FIRE COMPANY

THIS MEMORANDUM OF UNDERSTANDING regarding financial management of Shenandoah Farms Volunteer Fire Company dated this 3<sup>rd</sup> day of November 2011, by and between the Board of Supervisors of Clarke County, Virginia (hereinafter referred to as Clarke), the Board of Supervisors of Warren County, Virginia (hereinafter referred to as Warren), and the Board of Directors of the Shenandoah Farms Volunteer Fire Department, Incorporated (hereinafter referred to as SFVFD);

Witnesseth:

As a follow-up to complaints, Clarke and Warren have received an audit of SFVFD's financial operations which have caused some concern about the way SFVFD's funds have been administered and controlled.

As a result, in July 2011 Clarke and Warren began an unwritten procedure of withholding direct payments to SFVFD of appropriated contributions and instead have been receiving invoices from SFVFD's vendors forwarded to Warren by SFVFD with Warren then paying directly to the vendors, and Clarke agreeing to repay to Warren Clarke's share of the costs of the operation of SFVFD.

The parties now desire to enter a written memorandum of understanding outlining this procedure and the manner in which funding between Clarke and Warren shall be accounted. To that end, and for and in consideration of the mutual covenants contained herein, it is agreed by the parties that:

1. Until further notice and written agreement neither Clarke nor Warren shall make any direct monetary contributions or appropriations to SFVFD.
2. SFVFD shall continue to prepare and present to Warren, through the office of Warren's Fire Chief, not later than December 1 annually an annual fiscal year budget request for SFVFD's operations, including capital acquisitions and maintenance. Warren's Fire Chief shall review the budget request and forward it to the Warren County Administrator in the same manner as has been the practice in the past.
3. Warren shall forward the budget request to Clarke. Warren and Clarke shall continue to include in each county's annual budgets appropriate allocations of funds as determined and approved by Clarke and Warren for the operations of SFVFD. These funding allocations shall include any 4-For-life funds and Aid to Locality funds that each jurisdiction approves for disbursement in their budget processes.
4. Warren, through its Department of Fire and Rescue Services (hereinafter referred to as the Department), shall be responsible for the receipt and management of funds allocated from Clarke as well as funds allocated from Warren for SFVFD.

5. SFVFD's Treasurer shall meet with Warren's Fire Chief as needed to produce a list of all bills and invoices to be paid, supplies and equipment to be purchased, and the reasons why the bills and invoices are incurred. SFVFD's Treasurer shall forward all such bills and Invoices and all requests for operating funds, with appropriate backup materials and documentation, to Warren's Fire Chief, as attachments to Shenandoah Farms Volunteer Fire Department Payment Request form, a copy of which is attached hereto, signed by the Treasurer or other authorized officer of SFVFD. If approved by the Department, the Department shall pay vendors directly through Warren's payment procedures.
6. SFVFD shall continue to manage and conduct its own fund raising events and activities including, but not limited to, turkey shoots, boot drives, fund drive letters, breakfasts, approved charitable gaming, and other activities, and shall transmit a report of all funds received therefrom to the Department for accounting purposes, together with a signed and completed Shenandoah Farms Volunteer Fire Department Fund Raiser Information form, a copy of which is attached hereto. SFVFD, at its own costs, shall have an annual audit made of all receipts and expenditures related to such fund raising events and activities, by an accounting firm that has been approved by both Clarke and Warren, and shall forward a copy of the audit report to both Clarke and Warren upon completion.
7. Warren's Fire Chief shall produce for review to Warren and Clarke (through their respective county administrators) and to SFVFD a monthly budget report detailing all receipts received and expenditures approved each month.
8. At the end of the fiscal year Warren's Fire Chief shall submit to Warren and Clarke (through their respective county administrators) and to SFVFD a final financial report summarizing the year's receipts and expenses.
9. Any questions about the monthly reports and/or final financial report shall be forwarded to Warren's Fire Chief.
10. Quarterly, Clarke shall transfer to Warren for proper disbursement those allocated funds that otherwise it would pay to SFVFD.
11. Any surplus/unused funds remaining at the end of each fiscal year received on behalf of SFVFD shall be set aside in a Special Projects line Item for the exclusive benefit of SFVFD.
12. SFVFD shall be issued two (2) Warren County credit cards for use in official SFVFD purchasing. These cards shall be issued to and be the responsibility of the SFVFD District Chief and the SFVFD Treasurer. The SFVFD District Chief and the SFVFD Treasurer shall be accountable for the use of the cards for official SFVFD business only, and for obtaining and remitting to Warren's Fire Chief proper receipts and backup documents for all purchases and charges made on the cards. These receipts and backup documents shall be forwarded to the Department as attachments to properly signed Shenandoah Farms Volunteer Fire Department Payment Request forms within 15 days after use of such credit cards by SFVFD.
13. The said credit cards shall not at any time be used for cash advances or ATM withdrawals.
14. These procedures shall become effective immediately upon execution of this Memorandum of Understanding by all parties, shall remain in effect until Clarke and Warren agree to release

SFVFD from these procedures, upon adequate assurances to Clarke and Warren, acceptable to Clarke and Warren, that the concerns leading to these procedures have been fully addressed and corrected by SFVFD, and shall be reviewed annually by the parties hereto.

15. In the event that SFVFD fails to comply with the provisions of this Memorandum of Understanding or breaches its terms in any material way, the distribution of previously approved, but not yet paid, funding by Warren and Clarke may be withheld and/or future funding may be denied, at Warren's and/or Clarke's sole discretion.

## 12) Recreation Center Additions Bid Award

Tom Judge distributed the bid documents.

David Ash informed the Supervisors that Minghini's General Contractors, Inc. of Martinsburg, WV had been awarded the contract with a bid at \$1,329,000 for a total estimated project cost of \$1,487,220. He answered various questions posed by the Board regarding additions to base bid, use of propane for cooking, hot water, routine heating, and cooking in the new facility, and the construction of a secure facility in which propane tanks could be stored in sufficient quantity to sustain operations for a period of up to three days in an emergency situation.

Supervisor Staelin requested further evaluation of long-term costs.

Chairman Hobert recapped the primary questions:

- Research natural gas versus LP.
- Generator permanent or rented:
  - o Generator can be hooked up as needed.
  - o Would smaller generator be acceptable.
  - o Follow up on size of generator to be used. Look at deductions for the Generator and the Concrete Slab.
- Investigate cabinet donation.
- Kitchen equipment is wanted but evaluate whether walk-in freezer/cooler is needed at this time or long-term.

Tom Judge reviewed the currently budgeted and projected revenue streams. He indicated that the SAAA had transferred close to \$200,000 in the last few weeks.

David Ash asked that the Board hold decision on this matter until the Building Committee could conduct further evaluation.

Vice Chair David Weiss stated that the information would be reviewed and findings brought before the Board.

By consensus, this matter was moved forward to the December 12, 2011 Work Session agenda.

### 13) Board of Supervisors Finance Items

Tom Judge advised that the Finance Committee did not meet in November therefore the Finance items were being brought before the entire Board without Finance Committee recommendation.

#### 1. School Appropriation.

The School Board has requested approval of the following: *"Be it resolved that the School Capital Projects expenditure budget be increased \$52,510, that the same be appropriated, and that revenue in the same amount from the Commonwealth of Virginia be recognized, all for the purpose of tracking the educational arrangements for special education students."*

Tom Judge reviewed the School Board's request advising that this would be a recurring cost.

**Supervisor Staelin moved to approve the supplemental appropriation. The motion carried by the following vote:**

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Nay
John R. Staelin	- Aye

#### 2. Supplemental Appropriations.

Emergency Notification System Replacement Options: *"Be it resolved that the Communications expenditure budget be increased \$6,538, and the same be appropriated, and be it further resolved that the fund balance designation for Government Savings be decreased in the same amount."*

Tom Judge reviewed the Sheriff's Department request for the emergency notification system.

Sheriff Roper advised that the current system expires in December. He explained that the proposed system allows county-wide, as well as geographic, telephonic notification. He stated that the current system was utilized four times. He told the

Board that this system would address citizen concerns on raised regarding voice quality and system capabilities.

Chairman Hobert added that the previous system allowed emergency response to identify a specific area but did not include weather events. He further noted that the system charged per unit allowing 30 to 60 second slots. He opined that the proposed was all inclusive including weather service and did not penalize for message size or numbers called.

Supervisor Byrd put forth citizen concerns about timing of some calls. Sheriff Roper responded that all citizens were given the opportunity to opt out of the system.

Sheriff Roper informed the Board that the cost was \$13,000 per year for as long as the system is in place whether it is used or not. In response to other concerns raised, he advised that "emergency" would be displayed on caller id's. Sheriff Roper also explained how cell phones can be registered in the system using a web-based product. He assured the Supervisors that he would drop the system should it prove inadequate.

**Supervisor Byrd moved to approve the supplemental appropriation. "Be it resolved that the Communications expenditure budget be increased \$6,538, and the same be appropriated, and be it further resolved that the fund balance designation for Government Savings be decreased in the same amount." The motion carried by the following vote:**

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Nay
John R. Staelin	- Aye

On behalf of the Board of Supervisors, Chairman Hobert extended congratulations to the Clarke County Sheriff's Department for receiving certification.

Sheriff Roper expressed his appreciation and notified the Chair that it was anticipated that the award would be presented at a Board of Supervisors meeting.

### 3. 1st Quarter Revenue Estimate

Tom Judge informed that Board of Supervisors that the Finance Committee would be reviewing the report in depth at the December Committee meeting.

### 4. SAAA Third Quarter Early Payment.



An early payment of an \$8,750 quarterly payment to the Shenandoah Area Agency on Aging has been requested by a representative of that agency to assist with its cash flow. The second quarter was paid early already. This request is for early payment of the third quarter that would normally be due in January.

**Supervisor Staelin moved to approve the early payment. The motion carried by the following vote:**

J. Michael Hobert, Chair	-	Aye
David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Nay
John R. Staelin	-	Aye

#### 5. Acceptance of October 2011 Bills and Claims.

**Supervisor Staelin moved to accept the October Bills and Claims. The motion carried by the following vote:**

J. Michael Hobert, Chair	-	Aye
David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Aye
John R. Staelin	-	Aye

#### 6. Standing Reports:

- Reconciliation of Appropriations (FY2011)
- General Fund Balance (FY2011)
- General Government Capital Projects
- General Fund Expenditure Summary

#### 7. HVAC & Humidity Control Circuit Court Vault

David Ash distributed and reviewed the memorandum prepared by Bobby Levi regarding the HVAC and humidity control in the Circuit Court office and vault. He advised that it proposed to remove from the current HVAC system the Circuit Court Clerk's office and vault. The Circuit Court room, holding cells, judges chambers, and jury room would remain on the current system.

Tom Judge contributed that this replacement was not included in the project. Mr. Ash added that it was anticipated that the current system would continue working. Vice Chairman Weiss put forth that the proposed removal from the current system was a “stop gap” measure to address Mrs. Butts’ needs. He added that in the initial needs assessment Mrs. Butts indicated that she had no needs but now is indicating that while her space needs have been met the conditions have not.

Vice Chairman Weiss asked about fiscal impact. Tom Judge contended that this could come from appropriated money.

MEMO

To: Dave Ash and Tom Judge  
From: Robert M Levi  
Subject: HVAC & Humidity Control Circuit Court Vault  
Date: November 17, 2011

Maintenance in [is] requesting supplemental appropriation to replace aging Heating, Cooling and adding Humidity Control to the south wing of 102 N. Church St Circuit Court vault and office. This was not included in the original scope of work performed with the renovation. System has had trouble with heating due to the aging electric coils in duct work; no replacements are available now do to age and replacements must be fabricated. Mrs. Butts has complained that vault area is not keeping up with heat to satisfaction; there has intermittent humidity issue, and unsatisfactory cooling.

Project Proposals where received on Tuesday November 8, 2011with Riddleberger Bros. Inc chosen.

- All Labor and Material supplied to install new HVAC
- All duct work will be replaced to accommodate new units.
- Electrical exhaust installed in basement area
- Install 2 new fan coil units with electric heat and dehumidification controls in vault area
- Install fire dampers in ductwork between floors and walls
- Install new thermostatic controls

Proposal costs	\$35,119.00
Contingency	\$ 5,268.00
Total Requested	\$40,387.00

**Supervisor Dunning moved to recommend funding the HVAC in basement and Circuit Court Clerk’s office. The motion carried by the following vote:**

J. Michael Hobert, Chair - Aye

David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Aye
John R. Staelin	-	Aye

#### 14) Government Projects Update

Highlights of the monthly project update provided by David Ash included:

- Circuit Courthouse:
  - o Still reportedly coming to a close.
  - o The sound continuation panel is the only ongoing issue with agreement being reached with the manufacturer to cover the seam that is aesthetically acceptable.
- Berryville Clarke County Government Center:
  - o Units restored back to the original configuration.
  - o Reversed valves have been corrected.
  - o Cannot determine if dehumidification will sufficient in the building until such a time as conditions present.
  - o Temperatures are being logged in strategic places throughout the building.
  - o Funds were released to the contractor, who was determined not to be at fault.
  - o The problem has been determined to be a design flaw, now a subject of dispute between the architect and his sub-contractor, the engineer.
- Commonwealth Attorney's Office:
  - o Floors have been finished.
  - o With installation cost for toilet facilities approaching \$50,000, further efforts to determine cost were abandoned.
  - o Recommendation is that it be considered for County organization or quasi-County organization where such accommodations would not be perceived as such a severe detriment. Try to find a tenant that is associated with the County. County could solicit proposals.
- Former Library Building:
  - o Maintenance Director has indicated that the building maybe more deteriorated than he originally thought.
  - o Efforts to replace stucco have ceased due to deterioration of the porch.
  - o Removal of the trailer is a priority.
  - o There are drainage access issues.
  - o Research:
    - Right of way issues. No access other than on the street and what is allowed at the rear.

- Space rental, estimated at \$10 per foot.
- Historic district issues.
- Supervisor Dunning urged the Supervisors to keep this building open that it was a valuable piece of property.
- Convenience Center:
  - Don't believe it will take a great deal of time to review project.
  - Confirm June 16, 2012 as the option expiration date.

## 15) Miscellaneous Items

### Technical Adjustments to Senate and House Redistricting Plans

Barbara Bosserman came before the Board seeking approval of submission for the letter she proposed sending to the Division of Legislative Services requesting a technical adjustment to the boundary line dividing the 10<sup>th</sup> and 33<sup>th</sup> House of Delegates districts.

Ms. Mary Spain  
Division of Legislative Services  
2nd Floor General Assembly Building  
910 Capitol Street  
Richmond, VA 23219  
Dear Ms. Spain,

Clarke County would like to request a Technical Adjustment to the boundary line dividing the 10<sup>th</sup> and 33<sup>rd</sup> House of Delegate districts in Clarke County. Our goal is to eliminate the split House district in the Millwood voting precinct.

The Clarke County Board of Supervisors adopted changes in the county's election districts on April 19, 2011. The boundary line dividing the two house districts, signed by Governor McDonnell on April 29, splits the re-delineated Millwood (301) voting precinct. Adjusting the House district boundary line to follow Springsbury Road to its intersection with Jack Enders Blvd and then along the boundary line between the Berryville (201) and Millwood (301) election districts and the boundary line between the Millwood (301) and Russell (1 01) precincts (to the west) would eliminate the split.

The adjustment would move 288 people from the 33<sup>rd</sup> District into the 10<sup>th</sup> District. It would remove the confusion at the election site along with the chance of error that comes with a split precinct.

Attached is Clarke County's adopted ordinance outlining the re-apportionment. A map detailing the proposed technical adjustment is also attached. Please contact our office if further details are required.

Sincerely,

Barbara B. Bosserman, VREO  
General Registrar of Voters

By consensus, the Board approved the submission.

**16) Summary Of Required Action**

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Correct and process approved October minutes.	Lora B. Walburn
2.	Process 2011-2012 Lord Fairfax Health District Locality Agreement.	Lora B. Walburn
3.	Process Resolution 2011-17R.	Lora B. Walburn
4.	Process Resolution 2011-18R.	Lora B. Walburn
5.	Update approved draft of 2012 Legislative Priorities and copy for 12/14/2011 Legislative Luncheon.	Lora B. Walburn
6.	Advertise public hearings for Urban Property and CC-11-05.	Lora B. Walburn
7.	Process Shenandoah Farms MOU.	Lora B. Walburn
8.	Add Active Living Center discussion to December Work Session agenda.	David Ash
9.	Research Active Living Center questions posed by the Board and present at Work Session.	David Ash, David Weiss
10.	Coordinate Sheriff's Department Certification presentation for the December or January meeting.	Lora B. Walburn

**17) Board Member Committee Status Reports**

Supervisor Barbara Byrd

- Fall Fling for Furry Friends
  - o Excellent turnout.
  - o Approximately 90 to 100 rabies shots given.
  - o Mr. B's Barbeque served.
  - o Leslie Mclean provided agility demonstrations.

Supervisor John Staelin

- The Industrial Development Authority meets in December on the Shenandoah University bond issue.

Vice Chairman David Weiss

- Northern Shenandoah Valley Regional Commission
  - o Staff is reviewing current rates to determine locality payments.
  - o NSVRC is discussing a rate change.

18) Closed Session

**Supervisor Byrd moved to convene into Closed Session pursuant to:**

- **§2.2-3711-A1 Specific Employees or appointees of the Board,**
- **§2.2-3711-A3 §2.2-3711-A3 Disposition of Publicly-held Real Property Received From The Shenandoah Area Agency on Aging where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body**
- **§2.2-3711-A7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.**

**The motion carried as follows:**

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Aye
John R. Staelin	- Aye

Supervisor Dunning left the meeting at 4:10 pm without attending the Closed Session.

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

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

**Supervisor Staelin moved to execute the following Certification of Closed Session:**

CERTIFICATION OF CLOSED SESSION

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

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

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

**The motion was approved by the following roll-call vote:**

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

No action was taken on matters discussed in Closed Session.

**19) Adjournment**

There being no further business to be brought before the Board at 5:08 pm Chairman Hobert adjourned the Board of Supervisors meeting.

**Next Regular Meeting Date**

The next regular meeting of the Board of Supervisors is set for Tuesday, December 20, 2011 at 1:00 p.m. in the Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

ATTEST: November 21, 2011

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J. Michael Hobert, Chair

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David L. Ash, County Administrator

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



**BOARD OF SUPERVISORS  
REGULAR MEETING  
ZONING ORDINANCE TEXT AMENDMENT**

**ITEM  
2011 DECEMBER 20  
SET PUBLIC HEARING**

*Section 3-E-4-e, Design Criteria for that portion of the Historic Access Corridor Overlay District outside of the boundaries of the Berryville Area Plan, so as to:*

- **encourage the retention of the architectural character of existing commercial structures in the overlay district, and**
  - **more clearly re-state some of the Criteria. TA-11-08B**
- 

At the December Planning Commission meeting several sections of the proposed ordinance were deleted and the attached text amendment is the corrected version for the Board to set public hearing. The former Planner with the help of Architectural Historian, Maral Kalbian, wrote the text amendment so as to better encourage the type of architecture and the type of materials used in commercial buildings to better reflect the historic character of our County.

**RECOMMENDATION**

**Set public hearing on the proposed amendment for the next regular meeting of the Board on 2012 January 17.**

**Comments to PC - 2011 December 2**

Previous discussions regarding the Waterloo and Double Tollgate areas in regard to traditional style patterns of development have led to the Planning Commission suggesting that more time be given to them to them and to staff to discuss these items prior to taking any action.

This proposed text amendment deals mostly with clarifying the existing ordinance although the proposed text amendment does include text related to the Waterloo and Double Tollgate Area that would no longer be applicable should the Planning Commission table the other proposed text amendments in regard to setbacks and site plans. Staff therefore suggests that the Planning Commission delete that portion of this proposed text amendment shown as 2 G and 2 H but retain all the other proposed text revisions.

**RECOMMENDATION**

Recommend approval to the Board of Supervisors the text amendment for the schedule of Overlay Districts in the Historic Access Corridor Overlay District with the deletion of proposed section 2g and 2h.

3-E SCHEDULE OF OVERLAY DISTRICT REGULATIONS

3-E-4 Historic Access Corridor Overlay District - (HC)

3-E-4-e Design Criteria for that portion of the Historic Access Corridor Overlay District outside of the boundaries of the Berryville Area Plan.

(11/22/94)

1. Administration

a. Purpose and Intent

The purpose of these Design Criteria is to insure that new or remodeled commercial buildings along arterial highways that are routes of access to designated historic areas in Clarke County are compatible with the character of these historic areas. The purpose is also to establish a coherent commercial identity among these new or remodeled buildings through shared design principles as a common denominator. It is the intent of these Criteria to:

1. accommodate economic growth that will both maximize direct county revenues and minimize the indirect costs of eroding the distinctive rural character of Clarke County;
2. protect private property values and related public investment from the detrimental impacts of indiscriminate and insensitive new construction;
3. anticipate and guard against commonplace and uniform trademark architecture that if built in Clarke County would create anonymous strip developments indistinguishable from those in other parts of the country;
4. maintain the image of Clarke County as seen from its most traveled highways to benefit residents, attract tourists, and interest potential employers;
5. encourage new commercial ventures to produce contemporary architecture compatible with the traditional building forms of Clarke County by recognizing that design principles from the past can both inspire and discipline change for today;
6. provide for an appropriate and attractive yet diverse mix of new buildings that relate to one another in a coherent way by guiding them toward shared design principles without imposing any specific architectural style.

b. Compliance

1. These criteria identify the **building design** elements found in ~~in buildings~~ in Clarke County **buildings** that are at least 50 years old and have retained their architectural integrity. This standard is used by the Virginia Department of Historic Resources and the U.S. Department of the Interior to determine whether or not a structure is considered to be

"contributing" to the historic character of a community. The term "contributing buildings," as used here, refers to those buildings that have been identified in The Clarke County Rural Reconnaissance Survey, 1989 & 1993, White Post National Register Nomination, 1986, and Berryville/Boyce/ Millwood Historic Districts Survey, 1985, all surveys prepared according to the standards established by the Virginia Department of Historic Resources.

2. These criteria shall be followed to the greatest extent possible, as determined by the review board, given the physical nature of a specific site and its intended use. Although achieving compliance with all these criteria is desired, the review board may use its discretion in determining an application's degree of compliance, as long as a proposed design is consistent with the purpose and intent of these criteria.
2. Architectural Style and Form
  - a. Historic design elements of contributing buildings found in Clarke County should be the basis for proposed designs. ~~Designers of new commercial buildings may draw inspiration from any number of Clarke County's contributing buildings with respect to material and scale but should look to the County's contributing commercial buildings for specific commercial design elements, like configuration of windows and doors.~~
  - b. ***The architectural style and form of existing commercial buildings should be retained.*** New commercial construction should represent the era in which it is built, ***while including design elements found on the County's contributing commercial buildings*** ~~and be designed a manner that complements the existing character of commercial buildings that contribute to the county's historic context.~~ New commercial construction should not recreate history or imitate specific historic styles.
  - c. ~~Introduction of~~ Design concepts foreign in time and place to Clarke County ***is are*** inconsistent with the county's architectural character ***and should not be used.*** For example, a building that imitates a Bavarian cottage, Spanish mission, Asian pagoda, Polynesian village, Tudor mansion, or New England sea shanty bears no relationship to the history or architecture of Clarke County. A building that exhibits many design elements present in Clarke County but nonetheless gives the overall appearance of caricature or exaggeration is ***also*** not acceptable, ~~either.~~
  - d. Form should reflect function. New commercial buildings should not be disguised as residential buildings. Traditional commercial design features should be employed to reflect the new building's function.
  - f. The facades of large retail structures should be broken into smaller elements that are similar in scale to contributing commercial buildings.
3. Height

Most contributing buildings in Clarke County have no more than two stories ***with a few structures in Berryville with three stories.*** New construction should be consistent with this pattern ***and not exceed three stories.***
4. Roofs
  - a. Contributing ***commercial*** buildings in Clarke County have roofs with the following characteristics: ~~roof shape is predominantly gabled, with some~~

hipped. Roof pitches generally range from 8 in 12 to 12 in 12. To a lesser extent, roof shape for some contributing commercial buildings includes a parapet on the front and occasionally on the sides. *flat or shed pitches with front and side parapets or steep pitches (slopes between 8/12 and 12/12) with front or side gables.* Roof materials are primarily standing-seam metal. To a lesser extent, slate and wooden shingles were used. Roofs are one color, *usually* dark green and *or* black are the most common roof colors, with dark red and silver also found *to a lesser extent.*

- b. *Existing commercial buildings should retain their roof configuration and elements.* New commercial construction should use the most common of these characteristics *of contributing commercial buildings:* *gable roofs with a pitch between 8 in 12 and 12 in 12 flat or shed roofs with parapets or steeply pitched front or side gable roofs,* clad in standing-seam metal of one dark color. Flat-roofed buildings with attached pitched roofs may also be used. The attached elements should have a pitch between. They should be clad in standing-seam metal of one dark color to suggest the appearance of a gabled or hipped roof. They *Parapets* should shield, on all sides, any roof-mounted mechanical equipment.
  - c. Gambrel roofs, true mansard roofs (which conceal an additional story) or other double-pitched roofs should not be used. These roof types are not common in Clarke County. They exist on a few agricultural buildings in the case of gambrel, on a few urban buildings in terms of true mansard, or are a late-20th century phenomenon in the case of other types of double-pitched roofs. *Fake roof fronts should not be used.*
5. Exterior walls
- a. Exterior walls of contributing *commercial* buildings in Clarke County are most commonly clad in horizontal wood siding *or stucco.* To a lesser extent, red clay brick (*painted or unpainted*), native limestone, and ~~stucco~~ *cinder blocks* were used. The same cladding material was typically applied to all sides and all stories of a building. Exposed foundations were usually of native limestone or red clay brick *formed concrete.*
  - b. *Existing commercial structures should retain their architectural character by maintaining their exterior wall and foundation materials.* For cladding, new construction should use *painted* horizontal wood siding, *stucco*, red clay brick (*painted or if unpainted:* solid red, not variegated), *or* limestone, ~~or stucco~~. Although use of authentic materials is encouraged, some modern alternative materials like *hardy-plank for siding*, split-face block for stone, or synthetic stucco for true stucco, ~~will~~ *can* be considered *used.* Use of lesser quality materials like vinyl or aluminum siding ~~is discouraged~~ *should not be used.*
  - c. No more than two cladding materials should be used on any building. No more than one cladding material should be used on any story of a building. Cladding materials should be uniform on all sides of a building. Stone should be natural local limestone, chosen for general uniformity of size and laid horizontally with minimal joint size.
  - d. Aside from buildings ~~in~~ *of unpainted* red clay brick or native limestone,

exterior wall colors of contributing buildings are characteristically painted white or off-white, and occasionally light gray or light yellow. Exterior wall color is different from and contrasts with roof color. Trim is usually painted white or matches the accompanying dark roof color. Typically, only two or three colors, including roof color, are used on a building. In new construction, such colors and patterns should be used. ***Naturally stained wood siding should not be used.***

- e. ~~All building elevations facing other public rights-of-way~~ should include the principal design features and materials used on the front of the building, so not to look like the back of the building.
6. Windows and Doors
- a. Windows and doors of contributing buildings in Clarke County are most commonly arranged in symmetrical and orderly relationships. Windows and doors at entrance levels of such buildings are square or rectangular.
  - b. ***The pattern and character of windows and doors on existing commercial buildings should be retained. Windows on new commercial buildings should include*** ~~Such storefronts include~~ ***with*** large expanses of glass, ~~and raised panels below the display windows, and doors primarily of glass. Small windowpanes~~ ***Windows with multiple panes*** are found primarily in residential buildings, not in commercial buildings, ***and should not be used.*** ~~New commercial construction should follow commercial patterns.~~ ***Doors on new commercial buildings should be primarily of glass. A structure's primary entrance should be off the front sidewalk, with additional entrances from parking lots to the side or rear of the structure as needed.***
7. Structural Details
- Building elements of contributing ***commercial*** buildings in Clarke County were generally functional. ***Structural details should be retained on existing buildings.*** ~~Shutters were sized and hung to cover the associated windows. Shutters were not used for commercial storefront display windows. Building elements in new construction should also appear to be functional. Porches or awnings were typically added to many contributing commercial buildings and are encouraged. Shutters were not used for commercial storefront display windows and should not be used. Lighting was typically installed to serve the function of illuminating building entrances, walkways, driveways and/or parking. Light fixtures should be placed for a functional purpose and not installed for purely decorative reasons, such as above or within awnings.~~ When used, ~~shutters on smaller windows should e sized to fit the windows,~~ brackets should ~~appear to~~ support roof elements, porches and awnings should shelter doors and windows, etc. When used on more than one side, building details should not vary and should be applied consistently.



**Board of Supervisors Work Session  
December 12, 2011 10:00 am  
Second Floor, Conference Rooms A & B  
Berryville/Clarke County Government Center  
101 Chalmers Court, Berryville, Virginia 22611**

*Item  
No.*

*Description*

1. *Clarke County Board of Supervisors Administration of Oath of Office*

*12/12/2011 Summary: The Honorable Helen Butts, Circuit Court Clerk, administered the oath of office to the future members of the Board of Supervisors elected to hold office from January 1, 2012 through December 31, 2015, Barbara Byrd, J. Michael Hobert, Bev McKay, John Staelin, and David Weiss.*

*There followed a brief group photo session of current and future Supervisors.*

*Chairman Hobert called for a motion to adopt the following resolution that he read for the group.*

***Resolution in Appreciation of Service  
A.R. "Pete" Dunning, Jr., White Post District Supervisor  
1980 - 2011***

***WHEREAS***, A.R. "Pete" Dunning, Jr. began serving on the Clarke County Board of Supervisors as representative of the White Post District on January 1, 1980 and was successfully re-elected over the next seven election cycles spanning 32 years, until his retirement from public office effective December 31, 2011; and

***WHEREAS***, Mr. Dunning served as Board Chair from 1996 through 2001; and,

***WHEREAS***, during his tenure, he actively served the Clarke County Planning Commission, Clarke County Sanitary Authority, Berryville Area Development Authority, CFFW Regional Jail Board, Finance Committee, Economic Development Advisory Committee, River Use Committee, and as liaison to the Clarke County School Board; and,

***WHEREAS***, he contributed mightily to the protection of the rural, agricultural character of the County and preservation of its natural resources through the establishment of sliding scale zoning, tireless efforts to promote land conservation culminating in the creation of the Clarke County Easement Authority and preservation of nearly 20% of the county in perpetuity, and the institution of multiple water studies designed for the protection of groundwater, the Prospect Hill Aquifer, and county streams and surface waters, in particular the Shenandoah river; and,

***WHEREAS***, he championed economic development through the development of the Clarke County Business Park and provision of sewer to the Waterloo commercial area; and,

**WHEREAS**, he demonstrated the character of a true leader by creating partnerships with local, regional and state entities including negotiating a regional landfill usage agreement and a septage disposal agreement; by cooperating with the Clarke County School District and supporting the creation of Clarke County Joint Administrative Services and implementation of a joint maintenance agreement with our school system; by providing foresight in the acquisition and remodeling of the Social Services facility and the acquisition of land for park expansion and by providing informed direction for numerous renovations and the construction of multiple county facilities; and

**WHEREAS**, Mr. Dunning consistently displayed a commitment and willingness to openly and aggressively speak out for the common man and any citizen of the county, whenever he felt he saw waste or stupidity at any level of government.

**NOW THEREFORE BE IT RESOLVED**, by the Clarke County Board of Supervisors, that A.R. "Pete" Dunning, Jr. be recognized and congratulated for service to his constituents and all the citizens of Clarke County and that his dedication and loyalty to the County be hereby memorialized as a token of the respect and high esteem in which he is held.

**APPROVED AND ORDERED ENTERED** in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled in session on the 12<sup>th</sup> day of December 2011.

Attest:

\_\_\_\_\_  
J. Michael Hobert, Chairman

**Supervisor Byrd moved to approve resolution 2011-19R. The motion carried by the following vote:**

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Abstain
John R. Staelin	- Aye

Following adoption, Chairman Hobert presented the approved resolution to Supervisor Dunning.

Item  
No.

Description

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2. Recreation Center Additions Bid Award

12/12/2011 Summary: As requested at the November regular meeting, follow up was conducted and responses to the following identified issues are provided in the packet for your review:

- Kitchen / Walk-in Cooler
- Update on Status of Natural Gas Line
- Generator Information
- Project Financial Summary and Bid Information

At the Work Session, David Ash distributed a resolution with Recreation Center Capital Improvement Projects for Board review.

#### Natural Gas

Tom Judge distributed and reviewed his analysis of natural gas to current high school and Recreation Center. He put forth that Washington Gas projected the cost of extending a natural gas line at \$35,000 that the County could make up over a five-year period in savings over usage of propane gas. He informed the Board that the School Superintendent was waiting on further analysis of propane versus natural gas for the Schools to determine feasibility.

Chairman Hobert went before the School Board at their last meeting and asked for an amendment to their original motion allowing an easement across their property to the Center.

There was review of the alternate route of the route as proposed by Washington Gas. Mr. Judge noted that this alternate was positioned so that it could extend to the Maintenance Facility.

#### Kitchen

Chairman Hobert advised that the County's agreement with SAAA contemplated a kitchen in the construction.

Vice Chairman Weiss put forth that he had raised the majority of the questions at the November regular meeting; and following the various updates and review of the agreements, he was satisfied that the facilities would be utilized in a good way. Further, the facility kitchen would allow better control and a better relationship with SAAA.

#### Generator

Chairman Hobert reminded that a generator was included in the bid.

Supervisor Staelin opined that the generator was not necessary noting that the middle school, the designated emergency location, had a generator and that the probability of



Item  
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actually needing two units was very small.

David Ash put forth the benefits of having a generator in place from an emergency services aspect. He advised that it was still possible to lease a generator if needed; but, it is costly with many variables and with the potential for delay. He also pointed out that use of the middle school could potentially cause issues if school were in session.

Supervisor Byrd put forth the following points:

- The concrete pad must still be poured where a generator could be placed.
- In a national emergency, the County would probably be in line waiting for a generator.
- A generator would keep the Recreation Center up and running in an emergency including local power outages.
- Plans for the generator should not be nixed at this point suggesting further study.

Ken Livingston, Senior Center architect, added that the building could stand with or without a generator and a change order could be done at a later date.

**Supervisor Staelin moved to delete Item 8 generator and slab from the proposal.**

Tom Judge interjected that this action would reduce the project cost to \$1,272,200

**The motion carried by the following vote:**

J. Michael Hobert, Chair	-	Aye
David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Aye
John R. Staelin	-	Aye

David Ash put forth for consideration the proposed additional parking area to the west with a projected cost of \$30,000 advising that this might be added in the future and removal at this time would not compromise building use. Following discussion, it was agreed that it would be less expensive if done as part of the project.

**Supervisor Staelin moved to adopt as revised in previous vote with an amended project cost of \$1,272,200. The motion carried by the following vote:**

***“Be it resolved that the County of Clarke award a bid for the construction of additions to the Recreation Center at Chet Hobert Park to Minghini’s General Contractors Inc. of Martinsburg, West Virginia in the amount ~~\$1,330,200~~ \$1,272,200 which amount includes funding for the following alternates:***

- 1 Brick and Foundation 14,600***
- 2 Replace 2 HVAC Units 64,500***
- 3 Replace Roof Membrane 62,400***
- 4 Proposed West Parking 30,000***

Item  
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Description

- 
- 5 Kitchen Equipment 44,500
  - 6 Walk-in Freezer 19,600
  - 7 Kitchen Casework 8,600
  - ~~8 Generator and Concrete Slab 58,000~~
  - 9 One Day HVAC Inspection 1,200

***And be it further resolved that staff be instructed to sign necessary agreements with Clarke County Public Schools and Washington Gas Company for the provision of natural gas to the Recreation Center in an amount not exceeding the actual cost to the County of Clarke, including Clarke County Public Schools, or \$35,000, whichever is less. “***

**The motion carried by the following vote:**

J. Michael Hobert, Chair	-	Aye
David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Aye
John R. Staelin	-	Aye

Tom Judge stated that he would convey the Board's action to Minghini's General Contractors Inc. of Martinsburg.

3. Status Update IDA Bond Issue

12/12/Summary: The Economic Development Coordinator shall update the Supervisors on the recent activities of the Industrial Development Authority.

At the Work Session, Jesse Russell briefly reviewed the Industrial Development Authority approval of a bond issue to Shenandoah University at their meeting on Wednesday, December 8. He advised that the Supervisors would be asked at their December 20 regular meeting to concur with the resolution of the IDA. He assured that the IDA does not hold the bond and that there was no liability on part of the County or the IDA. Mr. Russell informed the Board that David Richardson, bond counsel, had been asked to attend the regular meeting.

Chairman Hobert asked that the Mr. Richardson be prepared to address the Boards' questions regarding bond insurance.

John Staelin supplied additional information regarding this bank qualified bond that shall allow expansion of Shenandoah University programs, as well as the renovation of the former Quality Inn in Winchester.

4. Posting of Clarke County Code 1997 as amended in PDF Format to Clarke County Website

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**12/12/2011 Summary:** Subsequent to review by Bob Mitchell and Archana McLoughlin, I am requesting the approval of the Board of Supervisors of the following resolution:

At the Work Session, David Ash briefly provided background to the publication of the County Code and explained some of the benefits of publishing on the website.

**Supervisor Byrd moved to adopt the resolution: “Be it resolved that the Clarke County Board of Supervisors authorizes the posting of the Clarke County Code of 1997 as amended in pdf format on the Clarke County website with the inclusion of the following editorial note and further authorizes the County Administrator to make any necessary non-substantive revisions to facilitate this posting.”**

**Editor’s Note.**

**Unmistakable clerical errors, misspellings and other unmistakable errors may be corrected editorially, as may consequential changes in the titles of officers, agencies, or departments made necessary by usage in statutes or ordinances of such titles, terminology and references.**

**Unmistakable errors in cross-references to federal, state, or local statutes or ordinances that have become outdated or incorrect due to subsequent amendment to, revision, or repeal of the sections to which reference is made may be corrected editorially.**

**Any chapter, article, division, section heading, catchline, or table within this Code may be renumbered, renamed, or rearranged within this Code when it is deemed necessary because of any disturbance or interruption of orderly or consecutive arrangement.**

**Such non-substantive corrections, as well as mere updating of citations to the Code of Virginia, are not described in a separate amendment note following the affected section. However, all such minor amendments have been clearly designated in the proposed texts of affected ordinances available to the public at the time of publication of notice of the Board of Supervisors’ intention to consider adoption of such proposed amendments and have been duly adopted by the Board of Supervisors as part of the regular updating of the Clarke County Code of 1997 as amended.**

**In the event that a Title in the Code of Virginia has been repealed and re-enacted with renumbering and substantive revisions of sections therein, a separate amendment note will be placed in this Code to indicate the change in state authority.**

**The motion carried as follows:**

J. Michael Hobert, Chair	-	Aye
David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Aye

<i>Item No.</i>	<i>Description</i>
	John R. Staelin - Aye

5. Closed Session Pursuant to §2.2-3711-A3 Acquisition or Sale of Property

12/12/2011 Summary: **Supervisor Byrd moved to convene into Closed Session pursuant §2.2-3711-A3 Acquisition or Sale of Property: The motion carried as follows:**

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Aye
John R. Staelin	- Aye

Supervisor Staelin left the meeting at 10:47 am just prior to entering closed session.

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

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Aye
John R. Staelin	- Absent

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

CERTIFICATION OF CLOSED SESSION

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

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

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

The motion was approved by the following roll-call vote:

*Item  
No.*

*Description*

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J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Aye
John R. Staelin	- Absent

No action was taken on matters discussed in Closed Session.

# Clarke County Board of Supervisors



**Berryville Voting District**  
**J. Michael Hobert – Chair**  
**(540) 955-4141**

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

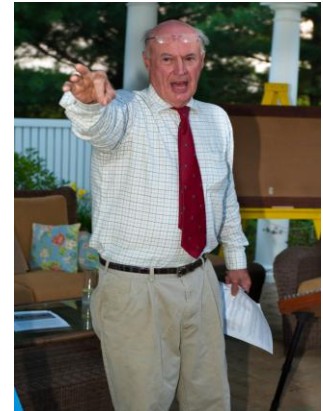
**Millwood Voting District**  
**John R. Staelin**  
**(540) 837-1903**

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

**White Post Voting District**  
**A.R. Dunning**  
**(540) 837-1719**

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

## **Resolution in Appreciation of Service** **A.R. “Pete” Dunning, Jr.** **White Post District Supervisor** **1980 - 2011**



**WHEREAS**, A.R. “Pete” Dunning, Jr. began serving on the Clarke County Board of Supervisors as representative of the White Post District on January 1, 1980 and was successfully re-elected over the next seven election cycles spanning 32 years, until his retirement from public office effective December 31, 2011; and

**WHEREAS**, Mr. Dunning served as Board Chair from 1996 through 2001; and,

**WHEREAS**, during his tenure, he actively served the Clarke County Planning Commission, Clarke County Sanitary Authority, Berryville Area Development Authority, CFFW Regional Jail Board, Finance Committee, Economic Development Advisory Committee, River Use Committee, and as liaison to the Clarke County School Board; and,

**WHEREAS**, he contributed mightily to the protection of the rural, agricultural character of the County and preservation of its natural resources through the establishment of sliding scale zoning, tireless efforts to promote land conservation culminating in the creation of the Clarke County Easement Authority and preservation of nearly 20% of the county in perpetuity, and the institution of multiple water studies designed for the protection of groundwater, the Prospect Hill Aquifer, and county streams and surface waters, in particular the Shenandoah river; and,

**WHEREAS**, he championed economic development through the development of the Clarke County Business Park and provision of sewer to the Waterloo commercial area; and,

**WHEREAS**, he demonstrated the character of a true leader by creating partnerships with local, regional and state entities including negotiating a regional landfill usage agreement and a septage disposal agreement; by cooperating with the Clarke County School District and supporting the creation of Clarke County Joint Administrative Services and implementation of a joint maintenance agreement with our school system; by providing foresight in the acquisition and remodeling of the Social Services facility and the acquisition of land for park expansion and by providing informed direction for numerous renovations and the construction of multiple county facilities; and

**WHEREAS**, Mr. Dunning consistently displayed a commitment and willingness to openly and aggressively speak out for the common man and any citizen of the county, whenever he felt he saw waste or stupidity at any level of government.

**NOW THEREFORE BE IT RESOLVED**, by the Clarke County Board of Supervisors, that A.R. “Pete” Dunning, Jr. be recognized and congratulated for service to his constituents and all the citizens of Clarke County and that his dedication and loyalty to the County be hereby memorialized as a token of the respect and high esteem in which he is held.

**APPROVED AND ORDERED ENTERED** in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled in session on the 12<sup>th</sup> day of December 2011.

Attest:

\_\_\_\_\_  
J. Michael Hobert, Chairman

## MEMORANDUM

TO: David Ash, County Administrator  
Dr. Michael Murphy, School Superintendent

FR: Thomas Judge, Director of Joint Administrative Services

DT: December 7, 2011

RE: *Natural Gas to Current High School and Recreation Center*

At their November 21 meeting the Board of Supervisors requested a cost comparison between the proposed energy source for the Recreation Center (propane) and the extension of natural gas to the recreation center. This analysis showed that savings from natural gas paid for the capital contribution to the gas line installation within a 5 year period, and was therefore a better option based on current and projected prices. A similar analysis was performed for the current high school, with a similar result.

At the December 5 School Board meeting, Chairman Hobert requested a right-of-way for the installation of a natural gas line, and the School Board subsequently amended their previous resolution on this subject to provide an easement from Cooley Elementary to the Recreation Center at no cost to the Board of Supervisors.

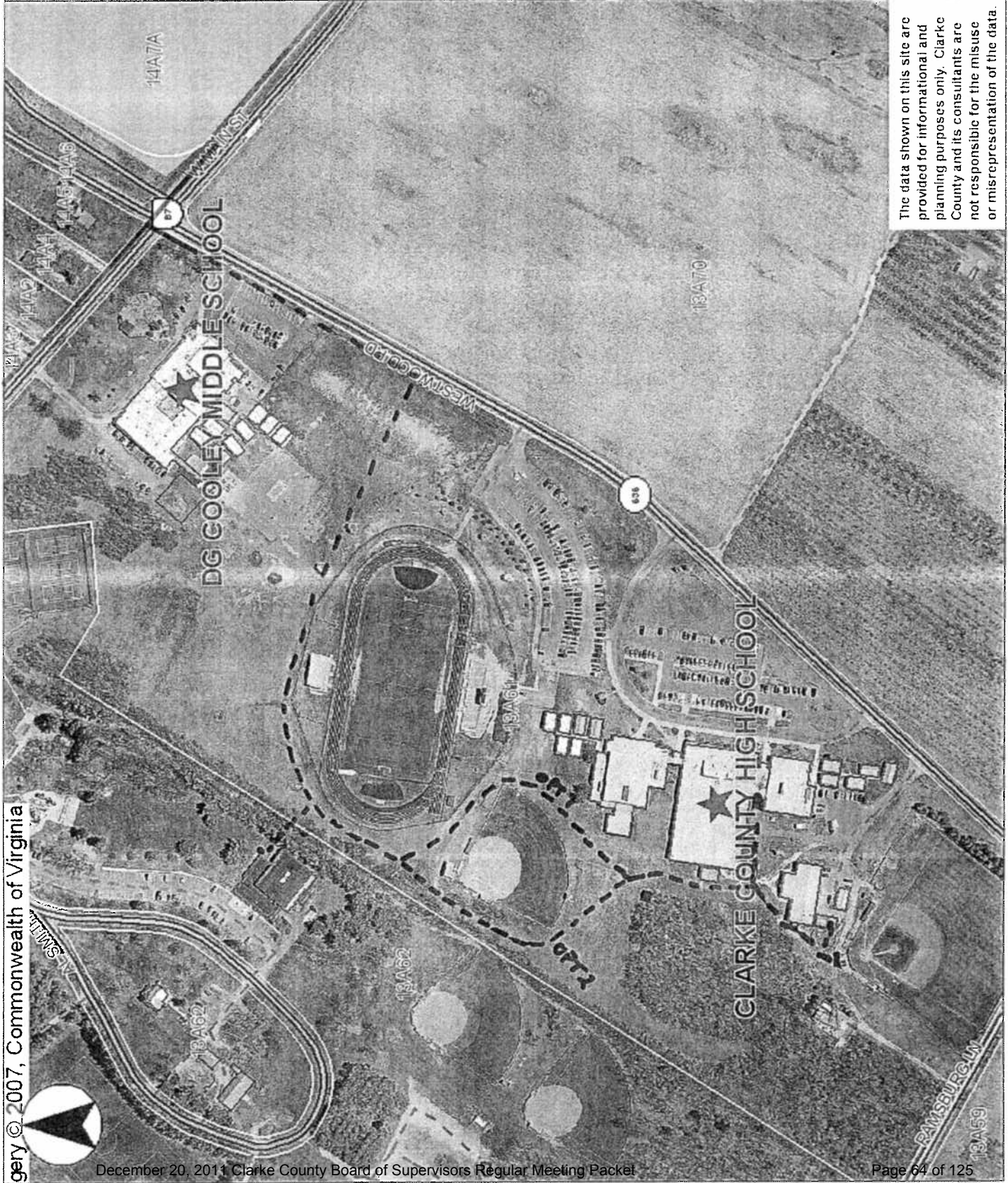
The next day school staff met with a representative of Washington Gas to assess extension of the natural gas line to the current Clarke County High School. At this point the Washington Gas representative proposed a different easement: the natural gas main at the corner of Westwood Road would be extended down Westwood Road, travel southwest parallel to the football field, then turn south to the Recreation Center, and eventually the High School. The revised course of the line, and the augmented usage estimate resulting from the addition of the School, led Clarke staff who were present at this meeting to believe that the capital contribution for the line installation would be modest, if required at all. Washington Gas will provide their analysis by mid-week (Dec. 14 or 15).

The School Division will assess the conversion of burners to provide gas heat (\$30K), plus replacement of hot water and greenhouse heaters and the use of natural gas for air conditioning, as part of its overall evaluation of needed improvements at the current Clarke County High School, and intends to make a decision regarding natural gas on a time-line that will permit the completion of the Recreation Center additions without delay.

Attachment: *Map of revised easement*



- Public
- Points of Interest
- Roads
  - Private Roads
  - Roads
  - Misc Roads
  - Appalachian Trail
- Streams
- Perennial
- Intermittent
- Ponds
- Rivers
- Buildings
- Parcels
  - Parcels With Onthos On
  - Parcels
  - Towns
  - Clarke County
  - Surrounding Counties



The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.



**Recreation Center  
Capital Improvement Projects**

<b>Part 1</b>	<b>Necessary Repairs</b>	Estimated Cost	Source Of Funds	Minghini Bid	
	Roof Project	83,857	83,857	62,400	Funds Appropriated In 2010 & 2011 for General Roofing Projects
	Wall Repair	7,239	13,486	14,600	Funds Appropriated In 2011
	HVAC	115,960	82,160	64,500	Gov't Capital Projects FB Designation
		207,056	<u>27,553</u>		Parks Trust Fund
			207,056		
<b>Part 2</b>	<b>Senior Center Addition</b>	Estimated Additional Cost	Source Of Funds		
		899,860	450,307		Donations (50%)
			300,000		Senior Center FB Designation
			<u>149,553</u>		Gov't Capital Projects FB Designation
			899,860		
<b>Part 3</b>	<b>Park Office Addition</b>	Estimated Cost	Source Of Funds		
		390,902	111,607		Funds Previously Appropriated to Park Board
			200,000		Park Office FB Designation
			53,000		Parks Construction Fund
			<u>26,295</u>		Gov't Capital Projects FB Designation
			390,902		
				1,187,500	Undistributed
	<b>Grand Total</b>	1,497,818	1,497,818	1,329,000	
<b>Summary Of Funding</b>		Above plan uses	300,000		from the \$300,000 in funds previously designated for the Senior Center in the Fund Balance
			200,000		from the \$200,000 in funds previously designated for the Park Office in the Fund Balance
			208,950		from funds previously appropriated funds for these or similar purposes,
			450,307		public donations restricted to the construction of a Senior Center
			53,000		from the Parks Construction Fund (remains from original Recreation Center project)
			27,553		from the Parks Trust Fund (all but \$5K, pending further information)
			<u>258,008</u>		from the \$1,00,000 in funds previously designated for Gov't Capital Projects in the Fund Balance
			1,497,818		

Be it resolved that the County of Clarke award a bid for the construction of additions to the Recreation Center at Chet Hobert Park to Minghini's General Contractors Inc. of Martinsburg, West Virginia in the amount \$1,330,200 which amount includes funding for the following alternates:

1	Brick and Foundation	14,600
2	Replace 2 HVAC Units	64,500
3	Replace Roof Membrane	62,400
4	Proposed West Parking	30,000
5	Kitchen Equipment	44,500
6	Walk-in Freezer	19,600
7	Kitchen Casework	8,600
8	Generator and Concrete Slab	58,000
9	One Day HVAC Inspection	1,200

And be it further resolved that staff be instructed to sign necessary agreements with Clarke County Public Schools and Washington Gas Company for the provision of natural gas to the Recreation Center in an amount not exceeding the actual cost to the County of Clarke, including Clarke County Public Schools, or \$35,000, whichever is less.

**Clarke****dash@clarkecounty.gov**

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## Kitchen Uses

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**From :** Lisa Cooke <lcooke@clarkecounty.gov>

Mon, Nov 28, 2011 02:52 PM

**Subject :** Kitchen Uses 2 attachments**To :** David Ash <dash@clarkecounty.gov>

Mr. Ash,

Attached you will find a list of classes the programmers have put together that would be held in a bigger kitchen space as well as a narrative outlining how the kitchen and walk-in freezer will benefit the Recreation Center. If you need this in a different format, let me know.


Thanks,

Lisa

Lisa Cooke, Director  
Clarke County Parks and Recreation  
225 Al Smith Circle  
Berryville, VA 22611  
(540)955-5140 (p)  
(540)955-4049 (f)

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 **Kitchen Classes#2.doc**  
28 KB

 **senior freezer.doc**  
21 KB

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# Kitchen Classes

## Certification Classes

- ❑ ServSafe Training – use for licensed childcare staff, concession staff, vendors
- ❑ ServSafe Certification- help restaurant community and festivals

## Nutrition & Wellness Consultant Certificate Course

- ❑

## Combo-Classes

- ❑ Ability to offer kids classes in combo with Adult classes to increase numbers
- ❑ This gives childcare option which is often an objection for Adults to take fitness, cooking, crafts or other enriching activities
- ❑ Craft or Sports Class for Kid in PS Room and Adult Classes in Active Center
- ❑

## Cooking Classes

- ❑ One-Day Workshops
- ❑ Soups, Stocks and Gravy
- ❑ Canning and Preserves
- ❑ Guest Chef appearances – (local chefs)
- ❑ Gluten Free Cooking
- ❑ Homemade Pasta
- ❑ How to Boil Water Basic Lesson Series
- ❑ BBQ Basics (Fire Safety tips from Fire Department)
- ❑ International or Themed Cooking Classes
- ❑ Appetizers and Etiquette
- ❑ Homemade Cheeses, and Herbs
- ❑ Raw Foods/Vegan Cooking
- ❑ Cooking for Crowds
- ❑ French Cooking Classes
- ❑

## Baking Classes

- ❑ Cake Making/Decorating
- ❑ Breads and Rolls
- ❑ Pizza and Pastries
- ❑ Holiday Pie Baking 101
- ❑ Casseroles
- ❑ Holiday Cookies
- ❑ Candy Making
- ❑ Gingerbread Houses

## **Kids Cooking Classes**

- ❑ Holiday classes
  - Valentines Day Treats
  - Egg Dying/Easter Basket
  - Ornament Classes (Easter and Christmas)
  - Summer Light Meals
  - Halloween Trick or Treats
- ❑ Manners and Etiquette
- ❑ Tea Parties
- ❑ Hot Eats and Cool Treats
- ❑ Lunch & Learn Parenting Young Children
- ❑ Various week long summer camps

## **Nutritional Classes**

- ❑ Cooking on healthy on a Budget (partner with Extension Agent)
- ❑ Healthy Teen
- ❑ Lunch-Bunch – Healthy Lunch ideas Students/Commuters
- ❑ Senior Healthy and Quick Meals
- ❑ Meal Planning - Budgeting
- ❑ My Plate - Nutrition Made Easy

## **Craft Classes**

- ❑ Soap Making
- ❑ Candle Making
- ❑ Tablescapes and Floral Design

## **Special Events**

- ❑ Fall Arts & Crafts Show concessions
- ❑ Mystery Dinner Party caterer food prep/staging area
- ❑ Health Fair(s) food prep/staging area
- ❑ Holiday party with Santa food prep/staging area
- ❑ Rentals of the facility that involve food
- ❑ Freezer space for ice/frozen items for events, camps, staff needs, etc.

#### Recreation Center and Rental Benefits:

The Recreation Center would benefit greatly from a Full Kitchen addition to the Senior Center. During our summer months the Pool concession stand sells Pizza, Hotdogs, and various other food items. A freezer would allow us to store any remaining frozen products during our fall, spring, and winter months. In addition, a full kitchen would give us the option to prepare concessions and sell them to recreation Center patrons. During the Clarke County Youth Basketball season, the Recreation Center averages around 90 – 110 patrons each evening 3 times a week, and around 200+ on Saturday mornings for games. Our Volleyball program runs on Tuesday and Friday nights and averages around 80 patrons. Having this addition would help increase revenue and allow us to do more with our programs and special events.

Recreation Center rentals would also increase with the addition of a full kitchen. Local groups could utilize this space to hold fundraisers. We could also accommodate private rentals that are in need of kitchen equipment. This would hopefully increase our use for birthday parties, family gatherings such as reunions, anniversary parties, etc...Currently, we are very limited in the space we can offer anyone who wants to provide a catered event. This would definitely open new avenues of revenue for us.

**Clarke****dash@clarkecounty.gov**

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## New Senior center Kitchen

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**From :** Bonnie Dodson <bonnie.dodson@shenandoahaaa.com>

Mon, Nov 28, 2011 04:02 PM

**Subject :** New Senior center Kitchen**To :** dash@clarkecounty.gov

Dear Mr. Ash and the Clarke County Board of Supervisors,

In regard to the kitchen area in the new Senior Center addition

#1- The kitchen is a must—it has been in the plans since day one!!!

#2- We want to continue to cook the meals we provide to our Seniors. According to Cindy Palmer,

The new Exec. Director of the Agency, there are no plans of contracting the meals out—due to costs, the preparation, and temps that we have to go by---VDA and the Health Dept. guidelines.

#3- We have a lot of meat and food donated to our center and we need a place to provide the storage for that—

All donated food helps keep our cost down.

#4- The kitchen area would be a plus not only for us but for the C. C. Parks and Rec. with classes—the Va. Extension

Agency has provided Healthy You Programs for the Seniors and Kids—teaching both, to eat healthy. Also with the kitchen the whole area can be rented out for Fundraising Projects- Parties- and Events thus helping To offset the cost.

#5- Why build a new facility and not have the kitchen area?? It makes no sense to me at all. I have been in touch with

American Woodmark Foundation- Brenda Clark- I have a request in, asking for help!!! with the kitchen Cabinets.

She needed the dimensions from Ken Livingston- he sent them to her. Their board meets in January and she will get back to me. Hopefully they will help!!! Looks Good

#6- It is my hope that you ,the board, will go with the original plans for the kitchen. As always, I appreciate your continued support of our Senior program!!

Bonnie Dodson, Director Clarke County Senior Center

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**Clarke****dash@clarkecounty.gov**

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## Necessity for Kitchen Itr

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**From :** Roberta Lauder <roberta.lauder@shenandoahaaa.com>

Mon, Nov 28, 2011 04:39 PM

**Subject :** Necessity for Kitchen Itr 1 attachment**To :** dash@clarkecounty.gov**Cc :** 'Cindy Palmer' <cindy.palmer@shenandoahaaa.com>

Dave,

Attached is a letter from our Interim CEO, Cindy Palmer, regarding SAAA's need for a kitchen in the proposed addition to the Clarke Recreation Center.

Please contact Cindy or me if you need anything further. Thanks for your continued support.

Roberta



**Roberta V. Lauder**  
Director, Resource Development

207 Mosby Lane  
Front Royal, VA 22630  
Work: 540-635-7141 x 210  
800-883-4122 x 210  
Cell: 540-631-7906  
Fax: 540-636-7810  
r.lauder@shenandoahaaa.com  
www.shenandoahaaa.com

Your Life - Your Way - SAAA

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**Shenandoah Area  
Agency on Aging**

Your Life • Your Way • SAAA

November 28, 2011

David Ash  
Clarke County Administrator  
P.O. Box 588  
Berryville, VA 22611

Dear Mr. Ash:

I understand that there has been some question about the necessity for a kitchen to be included as part of the Clarke project. Over the lifetime of this project, the SAAA staff who have worked directly with the architects and the Capital Campaign Committee had planned on the inclusion of a commercial kitchen for the building designed as an addition to the Clarke County Recreation Center housing the Active Living Center (Senior Center) and serving as a community space that the Parks Department could rent to bring in additional funds.

At the April 20, 2010 meeting set up by Michael Legge in his office building, Helen Cockrell, then SAAA's President/CEO, announced to all present that "we don't need a kitchen." Blindsided by this arbitrary statement, none of the SAAA staff present were comfortable to publicly dispute her.

However, SAAA staff feels strongly that including a kitchen is both important and an integral part of this project.

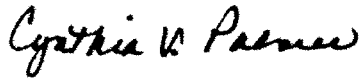
- The number of Virginia Area Agencies on Aging that do direct preparation of meals has been steadily increasing so that now the majority of AAA's prepare meals in house. It is more economical and there is better quality control to prepare food on site.
- SAAA has experimented with transporting food from one center to another, and the food for both center participants and homebound does not hold temperature and loses quality.
- Since SAAA employs only a part-time cook (all other labor is volunteer or Title V), SAAA can prepare the meals for lower costs than any of the vendors who have previously bid on the preparation of meals including Sodexo.
- Especially in Clarke County, SAAA receives strong community support that further lowers the meal costs. Beef purchased from the Clarke County Fair is donated and fresh vegetables are given to the Center on a regular basis.

- SAAA's meals are regulated by the Health Department and are temperature controlled. Even if meals were prepared by an outside vendor, SAAA would still need a kitchen for washing utensils and serving pans. A refrigerator to store cold items like milk, a freezer for the Meals on Wheels emergency meals and the fifth lunch delivered each week, and a stove and oven for keeping foods at optimum temperature would still be required.
- The kitchen would be an asset allowing SAAA as well as community groups to do fundraisers like pancake breakfasts or dinners.

Unfortunately, SAAA is in a current financial bind where it could not pay a contractor for meals. Please feel free to call me if there are further questions.

We are so pleased that this project is moving forward and greatly appreciate the support of the Clarke County Board of Supervisors.

Sincerely yours,



Cynthia V. Palmer  
Interim President/CEO

## FINANCIAL SUMMARY

### CLARKE COUNTY SENIOR CENTER AND PARK OFFICES ADDITIONS

Low Bidder: Minghini's General Contractors, Inc.

Location: Martinsburg, WV

Estimated Time to Complete: 270 calendar days

#### **PROJECTED EXPENSES**

Base Bid Price	\$ 1,329,000.00
<b>Additions to base bid</b>	
Contingency (5%)	\$ 66,450.00
<sup>1</sup> Fencing and concrete pad for two propane tanks	\$ 13,600.00
<sup>2</sup> One day inspection of HVAC system	\$ 1,200.00
Building Risk Insurance	\$ 1,000.00
Alternate #9: Low pressure LP Gas in lieu of the designed 2 PSI natural gas piping	\$ 970.00
<b>Other Costs</b>	
Architect-Code Review, Design and Contract Administration & Management	\$ 45,000.00
Estimated IT Work Needed	\$ 12,000.00
Furniture Requested by CCPRD	\$ 12,000.00
Estimated Third Party Inspections	\$ 6,000.00
<b>Total Estimated Cost of Project</b>	<b>\$ 1,487,220.00</b>

#### **Notes**

<sup>1</sup>The installation of two-one thousand gallon propane tanks is being recommended to ensure adequate fuel storage for up to three days in an emergency situation. The \$13,600 cost is to install a 16' 4" X 22' 4" concrete pad and chain-link fence to surround the pad. The fencing will have three-wire barbwire at the top.

<sup>2</sup>The \$1,200.00 cost is for a factory technician of the supplied HVAC equipment manufacturer to do a one day full inspection of the installed HVAC system.

#### **Potential Deduction**

American Woodmark Donation. American Woodmark may decide to donate cabinets for the Senior Center kitchen. The cabinets would be American Woodmark's Value Built line by Timberline. These cabinets are a maple/wood construction with heavy-duty drawer glides. However, the earliest the donation would be official would be in January, which is the next time the American Woodmark Board meets.

Staff recommends that we keep the priced commercial cabinets in the project and make any deduction through a change order or acceptance of the Alternate deduct. The price of this alternate deduct is \$8,600.00.

#### **Other Alternate Deducts Included in bid, but not projected to be needed at this time**

Alt Deduct #1	Deduct for the existing building brick and foundation repairs	\$ 14,600.00
Alt Deduct #2	Deduct for the replacement of two HVAC units serving the existing gym	\$ 64,500.00
Alt Deduct #3	Deduct for the replacement of the existing membrane roofing/flashings	\$ 62,400.00
Alt Deduct #4	Deduct for the removal of the proposed west parking lot/rain garden	\$ 30,000.00
Alt Deduct #5	Deduct for selected kitchen equipment	\$ 44,500.00
Alt Deduct #6	Deduct for future walk-in freezer/cooler	\$ 19,600.00
Alt Deduct #7	Deduct for kitchen casework	\$ 8,600.00
Alt Deduct #8	Deduct for proposed generator and concrete slab	\$ 58,000.00

**CURRENTLY BUDGETED AND PROJECTED REVENUE STREAM**

<i>Project</i>	<i>Estimated Costs</i>	<i>Source of Funds</i>	<i>Notes</i>
<b>Necessary Repairs at Recreation Center</b>			
Roof Repair	\$ 83,857.00	\$ 83,857.00	Funds Appropriated in 2010 & 2011 for General Roofing Projects
Wall Repair	\$ 7,239.00	\$ 13,486.00	Funds Appropriated in 2011
HVAC	\$ 115,960.00	\$ 82,160.00	Gov't Capital Projects Fund Balance Designation
		\$ 27,553.00	Parks Trust Fund
<b>Total</b>	<b>\$ 207,056.00</b>	<b>\$ 207,056.00</b>	
<b>Senior Center Addition</b>			
Senior Center	\$ 899,860.00	\$ 450,307.00	Donations (50%)
		\$ 300,000.00	Senior Center Fund Balance Designation
		\$ 149,553.00	Gov't Capital Projects Fund Balance Designation
<b>Total</b>	<b>\$ 899,860.00</b>	<b>\$ 899,860.00</b>	
<b>Park Office Addition</b>			
New Offices	\$ 390,902.00	\$ 111,607.00	Funds Previously Appropriated to Park Board
		\$ 200,000.00	Park Office Fund Balance Designation
		\$ 53,000.00	Parks Construction Fund
		\$ 26,295.00	Gov't Capital Projects Fund Balance Designation
<b>Total</b>	<b>\$ 390,902.00</b>	<b>\$ 390,902.00</b>	
<b>Grand Total</b>	<b>\$ 1,497,818.00</b>	<b>\$ 1,497,818.00</b>	

**SUMMARY OF FUNDING**

*The above plan uses:*

\$ 450,307.00	Public donations restricted to the construction of a Senior Center
\$ 300,000.00	from the \$300,000 in funds previously designated for the Senior Center in the Fund Balance
\$ 258,008.00	from the \$1,000,000 in funds previously designated for Gov't Capital Projects in the Fund Balance
\$ 208,950.00	from funds previously appropriated for the Park Office in the Fund Balance
\$ 200,000.00	from the \$200,000 in funds previously designated for the Park Office in the Fund Balance
\$ 53,000.00	from the Parks Construction Fund (remains from original Recreation Center project)
\$ 27,553.00	from the Parks Trust Fund (all but \$5,000, pending further information)
<b>\$1,497,818.00</b>	

**Clarke****dash@clarkecounty.gov**

± Font Size ±

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**FW: Generator CCSC**

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**From :** Ken Livingston <ken@mainstreetarch.com>

Tue, Dec 06, 2011 01:43 PM

**Subject :** FW: Generator CCSC**To :** Clarke Co. Purchasing <mlegge@clarkecounty.gov>, David Ash <dash@clarkecounty.gov>

Response from Mike Howell below

Kenneth R. Livingston  
Main Street Architecture, PC  
37 East Main Street  
Suite 201  
Berryville, Virginia 22611-1337  
540-955-1669 x 211  
[www.mainstreetarch.com](http://www.mainstreetarch.com)

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

From: Michael Howell [mailto:mhowellpe@comcast.net]  
Sent: Tuesday, December 06, 2011 1:09 PM  
To: 'Ken Livingston'  
Cc: Roger Catlett  
Subject: RE: Generator CCSC

As far as a rental goes, it doesn't make any difference. To run A/C with a rental they would just defeat the lock-out relay (disconnect the auxiliary contact, or even add a little switch to do it) and connect the larger size rental generator. All the power wiring remains in place, it's just the capacity of the generator to start the compressors. This is not a black and white issue, the compressors may even start with the smaller generator if they survive a momentary lugging down of voltage when they try to start (and the degree of lugging down will depend upon what else is running at the time.) The sizes discussed should provide reliable solutions, smaller sizes might work but with a lesser degree of confidence.

Michael F. Howell, P.E.  
Comfort Design  
620 Pennsylvania Ave  
Winchester, VA 22601  
540-665-2846

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

From: Ken Livingston [mailto:ken@mainstreetarch.com]  
Sent: Tuesday, December 06, 2011 12:07 PM  
To: Mike Howell  
Subject: FW: Generator CCSC

Mike, see below, I guess they are asking if they can change up to the larger generator to include the AC if the relay is installed for the smaller unit w/o AC. And transfer switch remains the same.

Kenneth R. Livingston

Main Street Architecture, PC  
37 East Main Street  
Suite 201  
Berryville, Virginia 22611-1337  
540-955-1669 x 211  
[www.mainstreetarch.com](http://www.mainstreetarch.com)

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

From: Mike Legge [mailto:mlegge@clarkecounty.gov]  
Sent: Tuesday, December 06, 2011 12:03 PM  
To: Ken Livingston  
Cc: Dave Ash; Bobby Levi  
Subject: Re: Generator CCSC

Ken,

IF, the County elected to go with the smaller generator (200KW), is it possible to bring in a supplemental unit or leave the transfer equipment in place so that a generator of adequate size could be used if needed (for AC) and located?

Just making sure we have all of the information that will be needed to answer the BOS's questions on this issue.

I will start checking on rental prices for 200KW and 250KW generators to have a comparison point.

Mike

Cc: Dave and Bobby

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

From: "Ken Livingston" <ken@mainstreetarch.com>  
To: "Clarke Co. Purchasing" <mlegge@clarkecounty.gov>, "David Ash" <dash@clarkecounty.gov>  
Sent: Tuesday, December 6, 2011 11:45:45 AM  
Subject: FW: Generator CCSC

Mike,

See Mike Howells comments below on sizing the generator without the AC load.  
Locking-out the AC compressors will cost \$200-500 for the relay installation.

Kenneth R. Livingston  
Main Street Architecture, PC  
37 East Main Street  
Suite 201  
Berryville, Virginia 22611-1337  
540-955-1669 x 211  
[www.mainstreetarch.com](http://www.mainstreetarch.com)

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

From: Michael Howell [mailto:mhowellpe@comcast.net]  
Sent: Tuesday, December 06, 2011 10:57 AM  
To: 'Ken Livingston'  
Cc: Roger Catlett  
Subject: RE: Generator CCSC

Ken,

Per our conversation, the current bid documents already call for a 250kW generator that supplies the whole building. We reconfigured the design to do that last go around. We are also keeping the existing service.

Locking-out the a/c compressors allows us to reduce the generator size to 200kW, primarily because we do not need to provide the "starting reserve" capacity to start the compressors.

The rest of the electrical system remains unchanged because it needs to be sized for the normal utility service rating.

The only savings would be on a generator purchase. There may be some small savings on a rental contract, but there would not be any related project savings if they exclude the generator from the project (i.e. plan on rental support).

Michael F. Howell, P.E.  
Comfort Design  
620 Pennsylvania Ave  
Winchester, VA 22601  
540-665-2846

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

From: Ken Livingston [mailto:ken@mainstreetarch.com]  
Sent: Tuesday, December 06, 2011 10:20 AM  
To: Mike Howell  
Subject: FW: Generator

Mike,  
See the notes below.  
Doesn't the bid set specified generator power the entire building?

Kenneth R. Livingston  
Main Street Architecture, PC  
37 East Main Street  
Suite 201  
Berryville, Virginia 22611-1337  
540-955-1669 x 211  
[www.mainstreetarch.com](http://www.mainstreetarch.com)

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

From: Mike Legge [mailto:mlegge@clarkecounty.gov]  
Sent: Tuesday, December 06, 2011 10:02 AM  
To: Ken Livingston  
Subject: Generator

Hello Ken,

At last night's School Board Meeting, the Board agreed to grant an easement to the County for a gas line to the senior center. I spoke with Dave Ash this morning and he said the County is definitely going with natural gas over propane now. So, that decision has been made.

It appears the only thing we need now to finalize the decision is the sizing of the generator. The Board would like to see what size generator is needed to run the building including running air conditioning for the entire building.

The information that I need from you is:

1. What size generator was specified in the bid and what exactly will that generator provide power for?
2. What size generator would we need to supply power to the entire building including air conditioning?

Once I have this information, I will check to rental prices compared to installation costs and let the BOS determine which route they want to go.

Dave is working on the agenda packets for Monday's meeting and would like to include this information. If you can get me this information today, I will quickly do my pricing and get the info to Dave.

Thank you, Ken.

Mike

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## **Concurrence with the Financing Undertaken by the Industrial Development Authority of Clarke County, Virginia to Benefit Shenandoah University**

To: Clarke County Board of Supervisors

From: Jesse Russell, Economic Development Coordinator

Date: December 12, 2011

Shenandoah University is requesting a resolution of the Board of Supervisors that concurs with the financing approved by the Clarke County Industrial Authority. The bond request was for \$8 million and would be used to finance the cost of acquiring, constructing, renovating and equipping the hotel site known as the Quality Inn in Winchester, Virginia for the purpose of student housing. In addition, the bond would also be used for construction and equipping one or more capital improvements on the main campus of the university.

At the IDA's December 8, 2011 meeting, the members unanimously approved Shenandoah University's bond request. The bond has been written so as to condition it on the Board of Supervisors passing a resolution concurring with the IDA's action to approve such bond.

Shenandoah University is an institution attended by Clarke County students, as well as attended by County residents for their many art and cultural events. The County does not have any obligation to pay off the bonds or its interest. Bonds of this type are typically held either by a bank or individuals or both. The IDA has received an application fee of \$5,000 and will receive an annual fee of 1/20 of 1% (.0005) annually for the duration of the bond.

### **RECOMMENDATION**

**Concur with the financing undertaken by the Industrial Development Authority of Clarke County, Virginia to benefit Shenandoah University as stated in 2011-20R Resolution Of The Board Of Supervisors Of Clarke County Concurring With A Financing Undertaken By The Industrial Development Authority Of Clarke County, Virginia, To Benefit Shenandoah University.**

# Clarke County Board of Supervisors



Berryville Voting District  
J. Michael Hobert – Chair  
(540) 955-4141

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

Millwood Voting District  
John R. Staelin  
(540) 837-1903

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

White Post Voting District  
A.R. Dunning  
(540) 837-1719

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

## Resolution Of The Board Of Supervisors Of Clarke County Concurring With A Financing Undertaken By The Industrial Development Authority Of Clarke County, Virginia, To Benefit Shenandoah University 2011-20R - Draft

**WHEREAS**, the Industrial Development Authority of Clarke County, Virginia (the "Authority"), on December 8, 2011, adopted a resolution (the "Authority Resolution") authorizing the issuance and sale of its Educational Facilities Revenue Bonds, Series 2011, in a principal amount not to exceed \$8,000,000 (the "Bonds"), for the benefit of Shenandoah University, a not-for-profit Virginia non-stock corporation (the "University"), to finance the costs of:

- (1) acquiring from a University-related entity an existing hotel site known as the Quality Inn Winchester, located within Frederick County, Virginia at 1017 Millwood Pike, Winchester, Virginia 22602 (the "Hotel Property"), and constructing, renovating and equipping improvements to the Hotel Property for student housing and other University purposes,
- (2) acquiring, constructing and equipping one or more capital improvements to the University facilities located on the portion of the University's main campus in the City of Winchester, Virginia, including without limitation,
  - (a) a new residence hall of approximately 10,000 square feet to 150,000 square feet,
  - (b) a new health sciences building of approximately 30,000 square feet to 100,000 square feet,
  - (c) a new parking garage of approximately 100 to 500 parking spaces and
  - (d) perimeter boundary & landscaping, and
- (3) funding certain working capital and issuance expenses incurred in connection with the issuance of such bonds (collectively, the "Project"); and

**WHEREAS**, Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Internal Revenue Code") and Section 15.2-4906 of the Code of Virginia of 1950, as amended (the "Virginia Code"), require that the governmental unit having jurisdiction over the area in which any facility financed with the proceeds of the Bonds is located approve the issuance of such Bonds;

**WHEREAS**, Section 147(f) of the Internal Revenue Code requires that any such approval by the applicable governmental unit be given after a public hearing following reasonable public notice, which hearing may be held by the public authority issuing the Bonds;

101 Chalmers Court, Suite B  
Berryville, VA 22611

[www.clarkecounty.gov](http://www.clarkecounty.gov)

Telephone: [540] 955-5175  
Fax: [540] 955-5180

**WHEREAS**, on December 8, 2011, in accordance with the requirements of Section 147(f) of the Internal Revenue Code and Section 15.2-4906 of the Virginia Code, the Authority held a public hearing and adopted the Authority Resolution approving the issuance of the Bonds;

**WHEREAS**, the University has requested the Board of Supervisors of Clarke County, Virginia (the "Board"), to approve the issuance of the Bonds to comply with Section 147(f) of the Internal Revenue Code and to concur in the Authority Resolution to comply with Section 15.2-4906 of the Virginia Code; and

**WHEREAS**, a copy of the Authority Resolution, a record of the public hearing and a fiscal impact statement with respect to the issuance of the Bonds have been filed with the Board;

**BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CLARKE COUNTY, VIRGINIA:**

1. The Board of Supervisors hereby approves the issuance of the Bonds by the Authority for the benefit of the University, as required by Section 147(f) of the Internal Revenue Code, and concurs with the Authority Resolution adopted by the Authority for the benefit of the University to the extent required by Section 15.2-4906 of the Virginia Code.
2. The County having not previously issued in calendar year 2011 any tax-exempt obligations (not including "private activity bonds" other than "qualified 501C(c)(3) bonds." As those terms are defined in the Code). which are required to be aggregated with obligations issued by the Authority for purposes of Section 265(b)(3)(B) of the Code. and the County and all its subordinate issuing entities or authorities (including the Authority) not reasonably expecting to issue in calendar year 2011 any other such obligations that when aggregated with the Bonds will be in excess of \$10,000,000. The County hereby concurs with the Authority's intention to designate the Bonds as "qualified tax-exempt obligations" under Section 265(b)(3)(B) of the Code.
3. The approval of the issuance of the Bonds does not constitute an endorsement of the Bonds or the creditworthiness of the University. As required by Section 15.2-4909 of the Virginia Code, the Bonds shall provide that the County will have no obligation to pay the Bonds or the interest thereon or other costs incident thereto.
4. All acts and doings of the officers of the County and the Board of Supervisors that are in conformity with the purposes and intent of this resolution shall be, and the same hereby are, in all respects approved and confirmed.
5. This resolution shall take effect immediately.

Adopted this 20th day of December 2011.

Attest:

\_\_\_\_\_  
J. Michael Hobert, Chair



**County of Clarke**  
**David Ash, County Administrator**

To: Clarke County Board of Supervisors

Date: November 29, 2011

Re: Posting of Clarke County Code 1997 as amended in PDF Format to Clarke County Website

Subsequent to review by Bob Mitchell and Archana McLoughlin, I am requesting the approval of the Board of Supervisors to the following resolution:

*"Be it resolved that the Clarke County Board of Supervisors approves the posting of the Clarke County Code of 1997 as amended in pdf format on the Clarke County website with the inclusion of the following editorial note and further authorizes the County Administrator to make any necessary non-substantive revisions to facilitate this posting."*

**Editor's Note.**

**Unmistakable clerical errors, misspellings and other unmistakable errors may be corrected editorially, as may consequential changes in the titles of officers, agencies, or departments made necessary by usage in statutes or ordinances of such titles, terminology and references.**

**Unmistakable errors in cross-references to federal, state, or local statutes or ordinances that have become outdated or incorrect due to subsequent amendment to, revision, or repeal of the sections to which reference is made may be corrected editorially.**

**Any chapter, article, division, section heading, catchline, or table within this Code may be renumbered, renamed, or rearranged within this Code when it is deemed necessary because of any disturbance or interruption of orderly or consecutive arrangement.**

**Such nonsubstantive corrections, as well as mere updating of citations to the Code of Virginia, are not described in a separate amendment note following the affected section. However, all such minor amendments have been clearly designated in the proposed texts of affected ordinances available to the public at the time of publication of notice of the Board of Supervisors' intention to consider adoption of such proposed amendments and have been duly adopted by the Board of Supervisors as part of the regular updating of the Clarke County Code of 1997 as amended.**

**In the event that a Title in the Code of Virginia has been repealed and re-enacted with renumbering and substantive revisions of sections therein, a separate amendment note will be placed in this Code to indicate the change in state authority.**

MEMORANDUM

TO: Clarke County Board of Supervisors

FR: Thomas J. Judge, Director of Joint Administrative Services

DT: December 9, 2011

RE: *JAS Update*

Clarke County Government and Public Schools have cooperated over the last several years in the development of common technology systems. These systems include:

1. A shared fiber optic network.
2. A common data-switching standard.
3. A shared telephone system.
4. A shared building security system.
5. The beginnings of a shared system for controlling building environments (building automation).

The Joint Administrative Services Board engaged a study which recommended implementation of a shared administrative data system (ERP), and this Board has since been discussing the best process for bringing this about, including the study's recommendation for an information technology governance structure to plan, implement, and guide decisions regarding the ERP system in particular, and to other shared technology systems in general.

The purpose of the proposed amendment to the original agreement creating the Joint Administrative Services Board is to clarify and/or establish this role of the Joint Administrative Services Board in information technology.

Please find attached:

- A. The original agreement creating JAS Board.
- B. An addendum modifying the title.
- C. The bylaws of the JAS Board.
- D. The proposed amendment being discussed by the JAS Board.

**MEMORANDUM OF AGREEMENT**  
between  
**CLARKE COUNTY BOARD OF SUPERVISORS**  
and  
**CLARKE COUNTY SCHOOL BOARD**

**PURPOSE:**

The purpose of this Memorandum of Agreement is to detail the terms, conditions, responsibilities, and processes, to be agreed upon by the Clarke County Board of Supervisors and the Clarke County School Board that provide for the establishment, funding, direction and control of a Financial Services Office and the support staff and facilities necessary to provide comprehensive accounting and financial management services to the Board of Supervisors, the School Board, and any subordinate agencies or offices hereafter included.

**DIRECTION AND CONTROL:**

There is hereby established a **Joint Financial Services Board** consisting of the following five persons:

1. A member of the Clarke County Board of Supervisors appointed by the Chairman of the Board of Supervisors.
2. A member of the Clarke County School Board appointed by the Chairman of the School Board.
3. The Clarke County Administrator.
4. The Superintendent of Schools.
5. The Treasurer of Clarke County.

The Joint Financial Services Board shall meet at least monthly, and as often as may be required in order to effect the establishment of this joint service office. The Board shall interview and employ a Financial Services Officer, and thereafter shall establish and review policy and procedure; review and forward recommendations of the Financial Services Officer; approve the establishment of support positions and the Financial Services Officer's recommendations for employees; develop and recommend any revisions and additions to this agreement determined to be necessary to ensure the continued fairness and viability of this office.

Administrative supervision of the Financial Services Officer shall be provided jointly by the County Administrator and the Division Superintendent, who shall consult on a weekly basis to ensure that the financial needs of the participants are met. Should the County Administrator and the Division Superintendent be unable to resolve any conflict in the various needs of the participants, the Joint Financial Services Board shall rule.

**SCOPE OF ACTIVITIES:**

The Joint Financial Services office shall be responsible for providing accounting and financial management services in the following areas:

- Budgets; budget analysis; forecasting
- Accounts Payable/Receivable
- Purchasing
- Payroll
- Grants Management
- Insurance
- EDP Hardware/Software selection and operation

In addition, the office shall provide financial management and advice to such other agencies as may hereafter be included in this agreement.

The Financial Services Officer shall maintain a close working relationship with the County Treasurer and shall upon request of the Treasurer, offer such advice and assistance as may be desired.

**PRIORITIES:**

It is understood and agreed that both the County and the School Board have or anticipate vacancies in one or more positions currently assigned accounting/financial responsibilities. The highest priority of the Financial Services Officer shall be to support and maintain ongoing services and provide such assistance as is necessary to ensure continued operations and compliance with the law.

The Financial Services Officer shall review all current financial policies, practices and positions to ensure compliance with all regulations and laws. The Financial Services Officer shall develop and recommend adoption of policies and procedures or revisions to same when necessary for compliance.

The Financial Services Officer shall review all current data processing systems, programs, and personnel and shall recommend those enhancements, improvements, combinations and reassignments as may be needed to most effectively and efficiently manage the financial and accounting needs of the participants in this agreement.

**SEPARATION OF DATA – CONFIDENTIALITY**

It is the intent of this agreement to provide the most efficient and effective accounting and financial management system possible and acknowledged that combination of the various offices, equipment, and personnel may be required. However, the the extent possible, information generated or compiled on behalf of a participating agency shall be maintained separate and apart from that of other participating agencies. All requests for internal information of an agency shall be directed to that agency's chief administrative officer and shall not be released without the knowledge and permission of the agency.

**FUNDING:**

The Board of Supervisors and the School Board agree to fund the initial operations of this office equally between the two Boards. A fiscal agent shall be mutually agreed upon by the Board of Supervisors and the School Board and the Financial Services Officer and new employees of that office shall be considered employees of the fiscal agent for purposes of employment reporting, fringe benefits, etc. It is expected that a common pay scale and personnel policies, acceptable to both the School Board and the Board of Supervisors, will be developed for employees of this office.

Future funding for the office shall be determined mutually by the Board of Supervisors and the School Board and shall be in such amounts and in such proportion as may be agreed. Funding levels will be agreed upon annually and shall run concurrently with the fiscal year.

**LOCATION OF OFFICES:**

The Board of Supervisors and the School Board agree to provide such space as can be made available for purposes of this agreement, consistent with any changes recommended by the Financial Services Officer and adopted by the Joint Financial Services Board. The School Board agrees to provide office space, furnishings, and equipment for the office from start up through June 30, 1994. The Board of Supervisors agrees to provide permanent quarters for the office as soon thereafter as possible. It is agreed that the office will require the acquisition of space in order to effectively function.

**TERM OF AGREEMENT:**

This agreement shall remain in full force and effect until superceded, or rescinded by either party. The Board of Supervisors and the School Board agree that any decision to terminate this agreement will be communicated in writing prior to adoption of the annual budget and that any termination will coincide with the end of the fiscal year.

This Memorandum of Agreement has been reviewed and is recommended for approval:

\_\_\_\_\_  
David L. Ash  
County Administrator

\_\_\_\_\_  
Dennis W. Kellison  
Division Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Approved:

\_\_\_\_\_  
John D. Hardesty, Chairman  
Board of Supervisors

\_\_\_\_\_  
Dr. William A. Houck, Chairman  
School Board

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ADDENDUM**  
To the  
Memorandum of Agreement  
Between  
CLARKE COUNTY BOARD OF SUPERVISORS  
And  
CLARKE COUNTY SCHOOL BOARD  
[Adopted 4-4-1994]

**PURPOSE:** The purpose of this addendum is to rename the Board and the title of its executive to better reflect the assigned scope of activities.

**AMENDMENT:** This addendum hereby renames the "Joint Financial Services Board" the "Joint Administrative Services Board", renames the title "Financial Services Officer" the "Administrative Services Director", and establishes the title of the joint operation as "Clarke County Administrative Services".

This Memorandum of Agreement has been reviewed and is recommended for approval:

\_\_\_\_\_  
David L. Ash  
County Administrator

\_\_\_\_\_  
Dennis W. Kellison  
Division Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:

\_\_\_\_\_  
John D. Hardesty, Chairman  
Board of Supervisors

\_\_\_\_\_  
Dr. William A. Houck, Chairman  
School Board

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**DRAFT for SB Approval on 7-21-08**  
**Consolidated Maintenance Management Agreement**  
**Between**  
**Clarke County School Board**  
**And**  
**Clarke County Board Of Supervisors**

This Agreement made and entered into this \_\_\_\_ day of July 2008, by and between the Clarke County School Board (hereinafter "School") and the Clarke County Board of Supervisors (hereinafter "Government"):

**General:**

- A. **Consolidation:** The Government and the School will consolidate all maintenance activities other than school transportation, vehicle maintenance, and custodial duties as specified in Attachment A.
- B. **Director of Maintenance, Scope:** The Government and the School agree that the Maintenance Director for the Government shall supervise the consolidated buildings and grounds maintenance functions for both the Government and the School and shall direct the maintenance activities and capital projects other than construction of new school buildings or extensive renovation of existing school buildings.
- C. **Location:** The Maintenance Director and the Maintenance Office Manager shall relocate to the Maintenance Building offices vacated by the School Maintenance Department and all maintenance activities for schools and government shall be coordinated from that location.
- D. **Use of Vehicles, Tools, and Equipment:** Personal property (tools, tractors, attachments, vehicles and other such equipment) owned by either party will remain the property of that party but may be used in the performance of work requested by either the School or the Government. The Maintenance Director shall keep appropriate records to allocate the value of such property owned by one party and employed to benefit the other. If shared equipment is to be replaced or acquired, the appropriate share shall be agreed upon by the parties prior to replacement or acquisition.
- E. **Supplies:** The Maintenance Director shall ensure that necessary maintenance and custodial supplies for both the School and the Government are ordered and maintained so that distribution of necessary supplies is provided in a timely manner and properly accounted for.

- F. **Liability and Insurance:** Each party agrees to maintain liability, casualty and such other insurance as may be required by law to protect the party from loss or damage and to hold harmless the other party for any loss arising out of this agreement.
- G. **Dispute Resolution:** The parties agree that any dispute as to priorities, assignment of work, or allocation of costs between the parties shall be first referred to a committee consisting of the Joint Administrative Services Director, the School Superintendent, and the County Administrator in an effort to reach a consensus. Should consensus not be reached, the issue will be referred to the Joint Administrative Services Board. If further review is required, the matter will be presented to the respective Governing Bodies.
- H. **Limits of Agreement:** This agreement is intended to cover those maintenance services currently undertaken and funded by the parties to this agreement. Additional facilities and or services may be added to this agreement provided the parties agree.

**Employee Supervision:**

- I. **Supervision of Employees:** The Maintenance Director shall supervise and direct the daily activities of School employees so designated by the school board to operate under his direction.
- J. **Assignment of Costs:** The Maintenance Director shall track the hours and activities of the employees under his direction and shall keep a record of all hours and costs attributable to activities or projects undertaken on behalf of the School or the Government and shall assign hours and costs to the appropriate party.
- K. **Employees and Projects:** The School shall provide a list of employees to be supervised and a list of the capital projects to be completed in the upcoming year.
- L. **Assignment of Work:** The Maintenance Director shall assign work to employees based upon his best judgment of skill and ability in order to meet the priorities established by the School and the Government consistent with the priorities and budgets established by each.
- M. **Means and Methods:** The Maintenance Director shall review the means and methods used to accomplish the work requested by the parties to this agreement and shall inform the parties when, in his opinion, the work requested can be more efficiently achieved by changing the means or method.

- N. **Coordination and Assignment of Employees:** The Parties acknowledge that the employees to be supervised by the maintenance director are employed by different agencies. To the extent possible, employees will be assigned similar work schedules. Should any employee supervised by the maintenance director be required to work on a holiday or other day on which the general cessation of work has been declared by one of the parties, the employee shall be provided an alternate day off or compensated by the employing agency in accordance with that agency's policy.

**Documents and Records:**

- O. **Records:** The allocation of man-hours and costs attributable to each party shall be provided to the Joint Administrative Services Director as required in order to allow the financial reports to be routinely updated. Reports shall be modified or created as necessary to provide necessary accounting information.
- P. **Work Order System:** The Maintenance Director shall establish a work order request system to assign and track maintenance requests made by individuals authorized by the School Board to make such requests.
- Q. **Work Order Authorization:** The School shall provide to the Maintenance Director, the names and/or positions that are authorized to request work or service to be provided.
- R. **Budgetary Compliance:** The Maintenance Director shall review work orders and other requests for service to ensure that work requested falls within the guidelines and budgets established by the School and the Government. Should a question arise as to the authority or the funding to undertake a particular activity, the Maintenance Director shall request approval from the Superintendent or the Administrator as appropriate. If approval is given, the work shall be completed and the costs attributed in the same manner as other costs. No charges shall be made against the budget assigned to the Maintenance Director without the advance knowledge of the Maintenance Director.
- S. **Recommendations on maintenance or repair:** The Maintenance Director shall periodically survey the physical plant facilities and shall suggest to the School or the Government such repair, maintenance and preventative measures as he may believe to be necessary or advisable, along with his estimate of the probable cost of completing the work and his opinion as to whether the work can be completed with Government or school employees or will require contracted services.

- T. **Cost and Impact Estimates:** The Maintenance Director shall review requests for repair, maintenance, or capital improvements and provide the School and the Government with an estimate of the probable cost of completing the work and with his opinion of the suitability of the proposed work and any impact on future operating, maintenance, or repair costs.
- U. **Budget Preparation:** The Maintenance Director shall assist the School and the Government in defining the scope and in projecting the cost of desired capital, maintenance, and repair projects for budget purposes.
- V. **Extraordinary Cost Assignment:** The Maintenance Director shall make reasonable efforts to operate within the budgets established by the parties and to schedule work so as to minimize cost and disruption. Overtime, premium pay, express delivery charges or other costs incurred in addressing emergency situations or required to perform work not previously scheduled or requested shall be allocated to the requesting party.
- W. **Default Cost Assignment:** The Maintenance Director shall keep the records necessary to allocate hours worked and costs associated with work or projects completed for the School or the Government. To the extent that employee hours or project costs are not accounted for, they shall default to the original agency.

**Work Performed By Others:**

- X. **Other Projects, Authority and Responsibility:** The School shall provide the Maintenance Director a list of any maintenance/custodial duties and/or projects to be performed by, or supervised by other school personnel so that clear lines of authority and responsibility are maintained. No improvements, repairs, additions or modifications shall be performed by others unless approved by the schools and added to the list in advance of work being commenced.

## Custodian Responsibilities\*

Each building administrator may decide duties assigned between day and night custodians.

Frequency of duties are building administrators responsibility.

### Custodial Cleaning Responsibilities:

- Thoroughly clean and disinfect restrooms and locker rooms daily.
- Restock all supplies in restrooms.
- Wet Mop and disinfect tile floors.
- Clean and sanitize furniture.
- Strip and wax floors.
- Sweep all floors and sidewalks.
- Vacuum all carpet.
- Shampoo and remove stains in carpet.
- Vacuum and dust all furniture, window sills, shelves, baseboards, wall hangings, ledges, hard to reach areas etc...
- Wash windows on interior doors and walls.
- Clean and disinfect phones.
- Clean and disinfect keyboards.
- Clean and disinfect door handles.
- Clean and disinfect water fountains
- Clean and disinfect light switches.
- Wipe down and disinfect interior and exterior handrails.
- Pick up trash interior and exterior.
- Empty interior and exterior trashcans and replace liners, disinfect when needed.
- Clean light fixtures.
- Clean disinfect damp mop bleachers.
- Wipe down and disinfect lockers.
- Clean vents below 12'.
- Keep cleaning equipment washed and in workable condition all the time.

- Clean and disinfect area where children get sick or injured (**interior and exterior**).
- All other duties assigned by building administrator.

**Custodial Light Maintenance Responsibility:**

- Unlock buildings and trailers beginning everyday.
- Secure building and trailers the end of everyday.
- Put up and take down flags.
- Set up and take down for assembly's lunch, breakfast and any other special events.
- Receive and verify deliveries.
- Move furniture.
- Assemble new furniture when delivered.
- Replace light bulbs under 12' and date.
- Remove snow from sidewalks, trailer walks and decks, all emergency exits of building and trailers, ice melt if necessary.
- Perform routine inspections on alarms, extinguishers, exit lights, emergency lights and keep written records of such.
- Keep inventory of supplies (cleaning, light bulbs, light maintenance tools, ceiling tiles etc... Advise building administrator when order needs to be placed to maintenance.
- Replace broken and stained ceiling tiles.
- Perform light painting.
- Plunge toilets when necessary.
- Replace broken paper & soap dispensers.
- Be familiar with blood borne pathogen requirements.
- All other duties assigned by building administrator.

\*Maintenance and repair activities on the exterior of the buildings, other than those identified in the above list are assumed to be the responsibility of Maintenance.



By-Laws of the Clarke County Joint Administrative Services Board  
Adopted 6-6-94  
As amended through 11/22/2004

*Article I: Authority.*

The Joint Administrative Services Board was created December 22, 1993 by a Memorandum of Agreement between the Clarke County Board of Supervisors and the Clarke County School Board. The purpose of the Board, its membership, the scope of its activities, and the responsibilities of its staff are set forth in that Memorandum, which follows as Appendix I of these by-laws.

*Article II: Appointment and Terms of Members.*

The Memorandum of Agreement requires appointment by the School Board Chairman of one Joint Board member from the School Board; and by the Board of Supervisors Chairman of one Joint Board member from the Board of Supervisors. These appointments shall take place at the annual organizational meeting of each of these two Boards. The term of these two members shall be one year, with no limit on the number of consecutive terms.

*Article III: Member Substitutes. [Added 11-22-2004]*

Any member may, and shall be encouraged to, appoint a substitute to participate as a full voting member at meetings of the board in the event of that member's absence, provided that such substitution is on a temporary basis.

*Article IV: Joint Board Officers and their Duties.*

**Chairperson.** The five members of the Joint Board shall choose a Chairperson from among them, whose responsibilities shall include presiding at meetings of the Joint Board, assuring the proper order of the Board members and the public at all meetings, signing documents of the Joint Board, overseeing the preparation of agencies, and representing the Joint Board before other public bodies. A Chairperson shall serve a maximum of two one-year terms.

**Vice-Chairperson.** Prepares the annual report of Joint Board Activities and, when the Chairperson is absent, performs the Chairperson's duties.

*Article V: Staff of the Joint Board and their Duties.*

**Administrative Services Director.** Advises the Joint Board on matters relating to finance, personnel, computer systems, purchasing, grants, risk management, and all other topics within the Joint Board's scope of activities; prepares documents for presentation to the Joint Board; and assists the Chairman in the exercise of his or her duties. The Director or designee shall have the privilege of addressing the Joint Board during regular meetings.

**Deputy Clerk of the Board of Supervisors.** Records the proceedings of all meetings, prepares the minutes of the meetings, and assures the proper indexing of all Joint Board documents as public records.

*Article VI: Meetings of the Joint Board.*

**Regular meeting.** A noticed official meeting, open to the public, during which the Joint Board deliberates and may take substantive votes on specific items.

**Emergency meeting.** In the event of a true emergency, the Chairperson, with the assent of a majority of members, may call an emergency meeting without notice; such meeting is open to the public; publicly-accessible minutes shall carry the specific justification for such meeting.

**Executive meeting.** A noticed official meeting, closed to the public, whose topics of deliberation are truly confidential in nature, and in compliance with Section 2.1-344 of the code of Virginia, as amended.

*Article VII: Order of a regular meeting.*

1. Call to order and determination of quorum.
2. Approval of the minutes of the previous meeting.
3. Items carried over from a previous agenda.
4. Items of the present agenda.
5. Other business.
6. Review of the Joint Board's calendar and announcement of future meetings.
7. Request of the Chairperson for motion to adjourn.

*Article VIII: Form and Character of Motions.*

1. The form and character of motions shall conform to those offered within Robert's Rules of Order, Revised, as except as specified below.
2. A motion shall die for lack of a second.
3. Where a motion has been defeated, a member of the Joint Board initially in opposition may move to approve or approve with conditions.

*Article IX: Quorum and Voting Requirements.*

1. A majority of the members shall constitute a quorum.
2. A majority of members shall be required to pass a motion.
3. All votes shall be taken by the Chairperson in random order, except that the Chairperson shall vote last.
4. Abstention from voting shall not be counted in the determination of a motion but shall be recorded.
5. In the event of a tie vote, the motion shall have been defeated.
6. A member may designate a substitute to act with full voting privileges in the event of their absence.

*Article X: Instruments and documents of the Joint Board.*

1. The official instruments of the Joint Board are the record of notice, the agenda, and the minutes of meetings. Where the Joint Board wishes to provide advice to the Board of Supervisors and/or the School Board, it may do so by resolution.
2. Any and all materials submitted to the Joint Board regarding an item shall only be entered into the public record by a motion to "Accept for the record".
3. All notices, agendas, reports, minutes, and resolutions shall constitute the documents of the Joint Board and shall be indexed as a matter of public record.
4. Minutes of Joint Board meetings shall be prepared within one week following the meeting. Once prepared, the minutes will be distributed to each Joint Board member for review. Any correction to the minutes by a Joint Board member should be communicated to the Chairperson of the Joint Board within two working days. The Chairperson shall notify the County Administrator and the School Superintendent of any such objections. After corrections, the County Administrator and the Division Superintendent shall bring the minutes before the Board of Supervisors and the School Board, respectively, at the next meeting of each Board.
5. The Board of Supervisors and the School Board shall each have an opportunity to object by majority vote to actions of the Joint Board.
6. If neither the Board of Supervisors nor the School Board object by majority vote at their next meeting following the Joint Board meeting at which the decision was made, the decision will be final. If either Board does object, the matter will be reconsidered by the Joint Board.

*Article XI: Administrative Calendar.*

1. Notice for all meetings shall conform to requirements of law.
2. The Joint Board shall hold an annual meeting to review both the activities of the previous year and decide the work program for the coming year.
3. The election of officers shall occur at the annual meeting.
4. The regular meeting schedule for the coming year shall be determined at the annual meeting.
5. Copies of the agenda and agenda-related documents shall be delivered to each Joint Board member no less than three days prior to a regular meeting.

*Article XII: Conduct of Joint Board Members.*

1. Members shall take the time necessary to prepare themselves for meetings.
2. A member with a conflict of interest in an item before the Joint Board must state that a conflict of interest exists and withdraw from participation in the meeting on that item. The interests of that member's board or office may be represented by a designee.

*Article XIII: Separability.*

Should any article of the Joint Board by-laws be found to be illegal, the remaining articles shall remain in effect.

*Article XIV: Adoption and Amendment of By-Laws.*

1. The by-laws shall be adopted or amended upon a vote of a majority plus one of the members of the Joint Board.
2. Adoption of amendment of by-laws takes effect immediately following a successful vote.

*Article XV: Information Requests. [Added 7/24/1995, amended 11/20/1995].*

1. Resources of the Department of Joint Administrative Services shall be devoted to satisfying information requests in the following precedence:
  - a. Responsibilities established in the December 1993 Memorandum of Agreement between the Board of Supervisors and the School Board: budget, accounts payable, purchasing, payroll, grants management, insurance, and electronic data processing.

- b. Projects assigned by the Joint Administrative Services Board.
- c. Projects assigned by the Board of Supervisors and the School Board. Individual board members, Commissions, or Committees of these two Boards must make their request for services through their respective board.
- d. Additional requests will be handled by providing information in its current format as time permits, or as provided by the Virginia Freedom of Information Act. A per page charge will be assessed for documents to recover direct costs, except in the case of documents which have been specifically prepared for public distribution, in which case there shall be no per page charge.

2. All requests to the Department of Joint Administrative Services shall be made through the County Administrator or the School Superintendent, and all resulting data and reports shall be provided to both the County Administrator and the School Superintendent.

AMENDMENT TO THE MEMORANDUM OF AGREEMENT  
BETWEEN THE  
CLARKE COUNTY BOARD OF SUPERVISORS  
AND  
THE CLARKE COUNTY SCHOOL BOARD

Add to "DIRECTION AND CONTROL" as follows:

The Joint Financial (or Administrative) Services Board shall be responsible for information technology governance. This responsibility includes: establishing information technology standards, establishing an annual technology plan, recommending projects for funding, reviewing and recommending procurements of information technology, monitoring technology implementations, establishing business processes related to technology implementations that are based on best practices, and establishing standards for the security of information technology.

# Clarke County Board of Supervisors

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## Government Projects Update

# Clarke County Board of Supervisors

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## Miscellaneous Items



Board of Supervisors  
Summary of Required Actions Status Report

Meeting/Letter Date	Item	Description	Responsibility	Status	Date Complete
11/21/2011	1392	Correct and process approved October minutes.	Lora B. Walburn	Complete	11/29/2011
11/21/2011	1393	Process 2011-2012 Lord Fairfax Health District Locality Agreement.	Lora B. Walburn	Complete	11/28/2011
11/21/2011	1394	Process Resolution 2011-17R.	Lora B. Walburn	Complete	11/29/2011
11/21/2011	1395	Process Resolution 2011-18R.	Lora B. Walburn	Complete	11/29/2011
11/21/2011	1396	Update approved draft of 2012 Legislative Priorities and copy for 12/14/2011 Legislative Luncheon.	Lora B. Walburn	Complete	11/29/2011
11/21/2011	1397	Advertise public hearings for Urban Property and CC-11-05.	Lora B. Walburn	Complete	11/23/2011
11/21/2011	1398	Process Shenandoah Farms MOU.	Lora B. Walburn	Complete	11/29/2011
11/21/2011	1399	Add Active Living Center discussion to December Work Session agenda.	David Ash	Complete	11/29/2011
11/21/2011	1400	Research Active Living Center questions posed by the Board and present at Work Session.	David Ash, David Weiss	Complete	11/28/2011
11/21/2011	1401	Coordinate Sheriff's Department Certification presentation for the December or January meeting.	Lora B. Walburn	Complete	11/28/2011

# Clarke County Board of Supervisors

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## Board Member Committee Status Reports

# Clarke County Board of Supervisors

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## Closed Session

*[if necessary]*

# Clarke County Board of Supervisors

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## Adjournment

# Clarke County Board of Supervisors

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## Monthly Reports:

1. Building Department
2. Commissioner of the Revenue
3. Cooperative Extension – 4-H
4. Virginia Regional Transport

**COUNTY OF CLARKE  
BUILDING PERMIT REPORT  
FOR THE MONTH ENDING:11-30-2011**

**RESIDENTIAL RENOVATIONS**

<u>Owner/Contractor Location</u>	<u>Description</u>	<u>Est Cost</u>
DILZER, DONALD S & ANNETTE/CASTLEMAN CARPENTRY 2810 CASTLEMAN ROAD 22611	REMODEL DWELLING	47,000
GENDA LAND HOLDINGS, LLC/SELF CONTRACTOR 28 ROSEMONT MANOR LANE 226	REMODEL-ADD BATH ON 1ST FLOOR	0
HORNBAKER, ROBERT J & JENNI/A BUILDING COMPANY, INC 10657 HARRY BYRD HIGHWAY 2261	1sty ADDITION	59,000
SHIMP, CYNTHIA G TRUST/SELF CONTRACTOR 8 LEWIS FARM LANE 22611	FINISH BASEMENT + ELEC + PLBG	127,000
	<b>TOTAL:</b>	<b>4 233,000</b>

**COMMERCIAL RENOVATIONS**

<u>Owner/Contractor Location</u>	<u>Description</u>	<u>Est Cost</u>
CALLIECORP, LLC/CLARKE COUNTY ROOFING & GUTT 612 EAST MAIN STREET 226	REMODEL WAREHOUSE INTO NEW OFF	90,000
RIESGRAF, DONALD R/SELF CONTRACTOR 12 CATTLEMANS LANE 2261	REMODEL STORAGE BLDG FOR METAL	72,000
R2 INVESTMENT PROPERTIES, L/SELF CONTRACTOR 101 EAST MAIN STREET,2ND	FINISH BATHRM ON 2ND FL + PLUM	3,000
	<b>TOTAL:</b>	<b>3 165,000</b>

**MISC BUILDING PERMITS**

<u>Owner/Contractor</u>	<u>Description</u>	<u>Est Cost</u>
DANIELS, CHRISTOPHER/HICKORY HILLS, LLC	REPAIR CB FOUNDATION	0
OLIVER, CLAUDIA A/SUNWORLD-CONSTRUCTION	REAR DECK - 345'	5,000

**COUNTY OF CLARKE  
 BUILDING PERMIT REPORT  
 FOR THE MONTH ENDING:11-30-2011**

**MISC BUILDING PERMITS**

<b>Owner/Contractor</b>	<b>Description</b>	<b>Est Cost</b>
NEITZ, BRENT A & NICHOLE L/SELF CONTRACTOR	RENEWAL PERMIT-FINISH BSMT + E	0
SULLIVAN, TIMOTHY J & MICHE/SELF CONTRACTOR	REAR DECK (APPROX 769') + HOT	12,000
HANDCRAFT UNLIMITED/HANDCRAFT UNLIMITED	2 TENTS FOR CRAFT SHOW - 11/12	0
<b>TOTAL:</b>		<b>5                      17,000</b>

**Total # of Building Permits Issued:                      12**  
**Total Estimated Cost:                                      415,000**  
**Total Revenue Collected:                                4,788.55**

The following permits are not included in the total # of permits and estimated costs.

Electrical:                      14  
 Mechanical:                    15  
 Plumbing:                        4  
 Fire Prot.:                        4

# COUNTY OF CLARKE

## RECAP BY PROJECT TYPE FOR THE MONTH ENDING: 11-30-2011

Page: 1

<u>Project Description</u>	<u>#</u>	<u>VALUE</u>
ADDITION/REMODEL SINGLE FAMILY	3	233,000
DECK/PORCH	2	17,000
ELECTRIC PERMITS	14	0
FIRE PROTECTION PERMIT	1	0
FOUNDATION PERMIT	1	0
MECHANICAL PERMITS	15	0
PLUMBING PERMITS	4	0
REMODEL COMMERCIAL	2	162,000
RENEWAL PERMIT	1	0
REMODEL-MINIMUM FEE (COMM)	1	3,000
REMODEL-MINIMUM FEE (RES)	1	0
TENTS OVER 900'	1	0
=====		
TOTALS:	46	415,000
=====		

## RECAP BY DISTRICT FOR THE MONTH ENDING: 11-30-2011

<u>Name</u>	<u>#</u>	<u>VALUE</u>
GREENWAY DISTRICT	3	0
CHAPEL DISTRICT	9	132,000
BATLETOWN DISTRICT	7	47,000
LONGMARSH DISTRICT	8	71,000
BERRYVILLE DISTRICT	18	165,000
BOYCE DISTRICT	1	0
=====		
TOTALS:	46	415,000
=====		

## INSPECTIONS REPORT FOR THE MONTH ENDING: 11-30-2011

<u>Inspection Type</u>	<u>#</u>
Building:	68
Electrical:	63
Mechanical:	37
Plumbing:	19
Fire Protection:	5
=====	
TOTALS:	192
=====	



COUNTY OF CLARKE, VA  
NEW SINGLE FAMILY DWELLINGS  
2011

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS
January	0	0	0	1	1	0	2	Hse in GW replaces demolished dwelling.
February	0	0	0	0	0	0	0	
March	1	0	0	1	2	0	4	Hse in GW replaces dwelling that burned. Hse in CH built on existing foundation.
April	0	0	0	0	1	0	1	
May	0	1	0	2	0	1	4	
June	0	0	0	0	0	1	1	
July	0	0	0	0	0	0	0	
August	0	0	0	0	1	2	3	Hse in GW replaces demolished dwelling.
September	0	0	0	0	0	0	0	
October	0	0	0	0	2	0	2	
November	0	0	0	0	0	0	0	
December	0	0	0	0	0	0	0	
TOTAL	1	1	0	4	7	4	17	

DAY	DATE	HOURS IN FIELD	HOURS OFFICE	TOTAL HOURS	BLDG INSP	ELEC INSP	GAS INSP	MECH INSP	PLBG INSP	MISC INSP	TOTAL INSP	START MILEAGE	END MILEAGE	TOTAL MILES DRIVEN	FUEL	COMMENTS
Tuesday	11/1/2011	5	3	8	8	1	8	1	3	1	13	100472	100528	56		sprinkler test cchs
Wednesday	11/2/2011	4	4	8	8	3	3	1	1	7	100528	100588	60			
Thursday	11/3/2011	4	4	8	8	3	6	2	3	14	100588	100612	24			
Friday	11/4/2011	4	4	8	8	2	4	4	2	13	100612	100694	82	17.5		
Saturday	11/5/2011			0	0				0	0	0			0		
Sunday	11/6/2011			0	0				0	0	0			0		
Monday	11/7/2011			0	0				0	0	0			0		
Tuesday	11/8/2011	4	4	8	8	1	5	5	1	11	100694	100754	60			
Wednesday	11/9/2011	4	4	8	8	4	1	1	1	1	8	100754	100817	63		Duncan Ch hood sys
Thursday	11/10/2011	4	4	8	8	4	3	2	1	10	100817	100858	41			
Friday	11/11/2011			0	0				0	0	0			0		
Saturday	11/12/2011			0	0				0	0	0			0		
Sunday	11/13/2011			0	0				0	0	0			0		
Monday	11/14/2011	4	4	8	8	3	1	1	1	6	100858	100909	51			
Tuesday	11/15/2011	4	4	8	8	3	2	2	5	15	100909	100971	62	17.5		
Wednesday	11/16/2011	4	4	8	8	5	6	3	1	15	100971	101039	68			
Thursday	11/17/2011	4	4	8	8	3	4	1	1	9	101039	101084	45			
Friday	11/18/2011	4	4	8	8	2	1	3	1	7	101084	101135	51			
Saturday	11/19/2011			0	0				0	0	0			0		
Sunday	11/20/2011			0	0				0	0	0			0		
Monday	11/21/2011	4	4	8	8	8	6	1	2	17	101135	101174	39			
Tuesday	11/22/2011	4	4	8	8	5	5	1	2	13	101174	101235	61			
Wednesday	11/23/2011	2	4	6	6	2	1	1	3	8	101235	101260	25	17.5		
Thursday	11/24/2011			0	0				0	0	0			0		
Friday	11/25/2011			0	0				0	0	0			0		
Saturday	11/26/2011			0	0				0	0	0			0		
Sunday	11/27/2011			0	0				0	0	0			0		
Monday	11/28/2011			0	0				0	0	0			0		
Tuesday	11/29/2011			0	0				0	0	0			0		
Wednesday	11/30/2011			0	0				0	0	0			0		
<b>TOTALS</b>		59	59	118	118	56	49	19	10	17	5	156		788	52.5	

DAY	DATE	HOURS IN FIELD	HOURS IN OFFICE	TOTAL HOURS	BLDG INSP	ELEC INSP	GAS INSP	MECH INSP	PLBG INSP	MISC INSP	TOTAL INSP	START MILEAGE	END MILEAGE	TOTAL MILES DRIVEN	FUEL	COMMENTS
Tuesday	11/1/2011			0							0			0		
Wednesday	11/2/2011										0			0		
Thursday	11/3/2011			0							0			0		
Friday	11/4/2011			0							0			0		
Saturday	11/5/2011			0							0			0		
Sunday	11/6/2011			0							0			0		
Monday	11/7/2011			0							0			0		
Tuesday	11/8/2011			0							0			0		
Wednesday	11/9/2011			0							0			0		
Thursday	11/10/2011			0							0			0		
Friday	11/11/2011			0							0			0		
Saturday	11/12/2011			0							0			0		
Sunday	11/13/2011			0							0			0		
Monday	11/14/2011			0							0			0		
Tuesday	11/15/2011			0							0			0		
Wednesday	11/16/2011			0							0			0		
Thursday	11/17/2011			0							0			0		
Friday	11/18/2011			0							0			0		
Saturday	11/19/2011			0							0			0		
Sunday	11/20/2011			0							0			0		
Monday	11/21/2011			0							0			0		
Tuesday	11/22/2011			0							0			0		
Wednesday	11/23/2011			0							0			0		
Thursday	11/24/2011			0							0			0		
Friday	11/25/2011			0							0			0		
Saturday	11/26/2011			0							0			0		
Sunday	11/27/2011			0							0			0		
Monday	11/28/2011	4.25	3.75	8	4	5	0	0	0	0	9	101260	101323	63		
Tuesday	11/29/2011	4	4	8	1	1	3	0	1	0	6	101323	101359	36		
Wednesday	11/30/2011	3.5	4.5	8	0	3	1	0	0	0	4	101359	101409	50		
<b>TOTALS</b>		11.75	12.25	24	5	9	4	0	1	0	19			149	0	

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR NOVEMBER, 2011

RECEIVED DEC - 8 2011

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
11/01/11	11-1921	FRED HETZEL RECORDED TIME: 02:03 DESCRIPTION 1: BATTLETOWN DISTRICT DATE OF DEED : 00/00/00 BOOK: 539 PAGE: 689 MAP: 33-6-A NUMBER PAGES : 0	N EORGE E EVANCHECK, ETUX 42823 SONGBIRD COURT	N 185,000.00 ASHBURN, VA 20148 PIN:	DBS	100% <i>150,500</i> <i>102</i>
11/01/11	11-1928	MARK E & PHYLLIS M KIRCHBERG RECORDED TIME: 04:25 DESCRIPTION 1: .006 ACRE IN TOWN OF BERRYVILLE DATE OF DEED : 10/31/11 BOOK: 539 PAGE: 716 MAP: 14A4-A-39 NUMBER PAGES : 0	N RODRIGO J SALMERON & JIL S FET 203 W MAIN ST	N 168,500.00 BERRYVILLE VA PIN:	DBS	100% <i>234,900</i> <i>w/imp</i>
11/02/11	11-1929	JOHN & MARIA RICHARDS RECORDED TIME: 09:30 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 225A DATE OF DEED : 10/31/11 BOOK: 539 PAGE: 725 MAP: 14A7-8-225A NUMBER PAGES : 0	N MICHAEL BUKOSKI 512 EWELL COURT BATTLEFIELD EST	N 339,000.00 BERRYVILLE, VA 22611 PIN:	DBS	100% <i>384,700</i> <i>w/imp</i>
11/02/11	3827	JEAN S SPIVEY, DECEASED RECORDED TIME: 11:48 DESCRIPTION 1: LOT 11, SEC. 1, CROWN ESTATE-TOWN, BERRYVILLE DATE OF DEED : 11/02/11 BOOK: 90 PAGE: 8 MAP: 14-A1-5-11 NUMBER PAGES : 0	N/A N/A D/B 53 PG 262 AND D/B 214 PG 623	.00 QUAL PIN:	QUAL	00%
11/03/11	11-1945	EARL A & EDITH F MONSON RECORDED TIME: 02:59 DESCRIPTION 1: BATTLETOWN DISTRICT, 17A2-12-6,7,8,9,10,11,12,13,14 DATE OF DEED : 00/00/00 BOOK: 539 PAGE: 829 MAP: 17A2-12-6, + NUMBER PAGES : 0	N EARL A & EDITH F MONSON 6007 PRATT STREET	N .00 ALEXANDRIA, VA 22310 PIN:	DC	100%
11/03/11	11-1938	GERALD W WILLIAMS RECORDED TIME: 11:35 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 1 6.00 ACRES DATE OF DEED : 00/00/00 BOOK: 10 PAGE: 36 MAP: 2-A-10, + NUMBER PAGES : 0	N NN E RESSLER N/A	N .00 OPM PIN:	OPM	100%
11/03/11	11-1939	GERALD W WILLIAMS RECORDED TIME: 11:37 DESCRIPTION 1: BATTLETOWN DISTRICT LOT 1 6.00 ACRES DATE OF DEED : 00/00/00 BOOK: 539 PAGE: 764 MAP: 10-A-2 NUMBER PAGES : 0	N ANN E RESSLER & GERALD W WILLI 3676 SHEPHERDS MILL ROAD	N .00 BERRYVILLE VA 22611 PIN:	DBS	100%
11/04/11	11-1947	ROSALIE M KNIGHT, ET AL RECORDED TIME: 10:40 DESCRIPTION 1: LONGMARSH DISTRICT, LOT 2, 22.9539 ACRES DATE OF DEED : 10/28/11 BOOK: 539 PAGE: 859 MAP: 3-A-19C NUMBER PAGES : 0	N ROSALIE M KNIGHT, ET AL 900 SWIMLEY ROAD	N .00 BERRYVILLE, VA 22611 PIN:	DG	100%

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR NOVEMBER, 2011

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓ 11/04/11	11-1950	DIANA WATKINS WHITE, ET AL CO-	N ANNA I WATKINS 1600 BRIGGS ROAD BERRYVILLE, VA 22611	N .00	DC	100%
		RECORDED TIME: 11:47				
		DESCRIPTION 1: LONGMARSH DISTRICT TRACT ONE 74 ACRES,	TRACT TWO CHAPEL DISTRICT 2.31 ACRES			
		DATE OF DEED : 00/00/00 BOOK: 539 PAGE: 863	MAP: 23-A-53, 22-A-24			
		NUMBER PAGES : 0				
11/04/11	3828	SARA K CHAMIS	N/A	.00	COPY	00%
		RECORDED TIME: 12:36	N/A			
		DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RETREAT				
		DATE OF DEED : 11/04/11 BOOK: 90 PAGE: 20	MAP:			
		NUMBER PAGES : 0				
✓ 11/07/11	11-1954	SIMMONS AND LORRAINE SIMMONS	N SAME N/A	N .00	OPM	100%
		RECORDED TIME: 01:54				
		DESCRIPTION 1: CHAPEL DIST				
		DATE OF DEED : 00/00/00 BOOK: 10 PAGE: 37	MAP: 22-1-1			
		NUMBER PAGES : 0				
✓ 11/07/11	11-1955	DAVID A & LORRAINE SIMMONS	N RUPERT H, JR. & MARGARET D LYLE CLARKE CO CHAPEL DIST	N .00	DBL	100%
		RECORDED TIME: 01:55				
		DESCRIPTION 1: 6.030 ACRES				
		DATE OF DEED : 00/00/00 BOOK: 539 PAGE: 876	MAP: 22-1-2			
		NUMBER PAGES : 0				
✓ 11/07/11	11-1959	JUSTUS M HOLME, JR TRUSTEE	N KENNETH HERRON, ET UX 684 CALMES NECK LANE BOYCE, VA 22620	N 120,000.00	DBS	100%
		RECORDED TIME: 02:26				
		DESCRIPTION 1: CHAPEL DISTRICT, 7.2288 ACRES				
		DATE OF DEED : 10/27/11 BOOK: 539 PAGE: 889	MAP: 31-A-9			
		NUMBER PAGES : 0				
						177,800
						doc
✓ 11/09/11	11-1974	ALEXANDER MACKAY-SMITH, JR	N LEIGH R MACJAY-SMITH N/A	N .00	OPM	100%
		RECORDED TIME: 03:20				
		DESCRIPTION 1: MANGER GREENWAY DISTRICT				
		DATE OF DEED : 00/00/00 BOOK: 10 PAGE: 38	MAP: 36-A-3B			
		NUMBER PAGES : 0				
✓ 11/09/11	11-1967	SAMUEL I WHITE, SUB TR FOR LARR	N FEDERAL HOME LOAN MORTGAGE COR Y 5000 PLANO PARKWAY BATTLETOWN DISTRICT	166,115.00	DTF	100%
		RECORDED TIME: 11:40				
		DESCRIPTION 1: PARCEL ON RT 615				
		DATE OF DEED : 10/24/11 BOOK: 539 PAGE: 958	MAP: 14A2-A-153			
		NUMBER PAGES : 0				
						143,700
						whim
✓ 11/09/11	11-1968	BRUCE E & DEBORAH ANN BU RGENE	N DEBORAH ANN BURGNER 119 MAGNOLIA RD STERLING VA 20164	N .00	DBSHW	100%
		RECORDED TIME: 11:45				
		DESCRIPTION 1: LOTS 110 & 111, BLOCK 2H, UNIT 2	SHEN. RET BATTLETOWN DISTRICT			
		DATE OF DEED : 10/28/11 BOOK: 539 PAGE: 962	MAP: 17-A2-22-110,111			
		NUMBER PAGES : 0				

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR NOVEMBER, 2011

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
1/09/11	11-1969	BRUCE E & DEBORAH ANN BURGNER	N DEBORAH ANN BURGNER 119 MAGNOLIA RD SHEN. RETREAT	N .00	DBSHW	100%
		RECORDED TIME: 11:47				
		DESCRIPTION 1: LOTS 199,200,201; BLOCK 2A, UNIT 2				
		DATE OF DEED: 10/28/11 BOOK: 539 PAGE: 965 MAP: 17-A2-22,199,200,201				
		NUMBER PAGES: 0				
1/09/11	11-1972	RICHARD & SALLY PETERSON	N PETERSON TRUST 9211 FALLING WATER DRIVE	N .00	DBS	100%
		RECORDED TIME: 12:30				
		DESCRIPTION 1: GREENWAY DISTRICT				
		DATE OF DEED: 11/09/11 BOOK: 539 PAGE: 970 MAP: 30A-A-39				
		NUMBER PAGES: 0				
11/10/11	11-1980	HUBERT H & MARY E CAUDLE	N HUBERT H & MARY E CAUDLE 6008 22ND ST N	N .00	DG	100%
		RECORDED TIME: 01:45				
		DESCRIPTION 1: TOWN OF BERRYVILLE				
		DATE OF DEED: 11/04/11 BOOK: 540 PAGE: 01 MAP: 14A5-A-106				
		NUMBER PAGES: 0				
11/10/11	11-1981	HOBART B & SHEILA K BAUHAN	N HOBART B & SHEILA K BAUHAN P.O. BOX 177	N .00	DG	100%
		RECORDED TIME: 01:47				
		DESCRIPTION 1: CHAPEL DISTRICT				
		DATE OF DEED: 09/23/11 BOOK: 540 PAGE: 03 MAP: 21-A-20				
		NUMBER PAGES: 0				
11/10/11	11-1984	VIVIEN WISECARVER MILLESON	N SANDRA B CORAPI 201 DORSEY STREET	N 210,000.00	DBS	100%
		RECORDED TIME: 03:40				
		DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 13, CROWN SUBD				
		DATE OF DEED: 11/08/11 BOOK: 540 PAGE: 7 MAP: 14A1-1-13				
		NUMBER PAGES: 0				
11/10/11	11-1975	THOMAS E & BARBARA L GRANT	N THOMAS E GRANT, ETUX 1009 OLD WATERLOO ROAD	N .00	DBS	100%
		RECORDED TIME: 10:10				
		DESCRIPTION 1: GREENWAY DISTRICT, 0.37701 ACRES				
		DATE OF DEED: 00/00/00 BOOK: 539 PAGE: 978 MAP: 21-A-66				
		NUMBER PAGES: 0				
11/10/11	3829	JAMES A ANDERSON	N/A N/A D/B 156 PG 169	.00	PROBATE	00%
		RECORDED TIME: 11:30				
		DESCRIPTION 1: LOT 4, AHLGREEN SUBD				
		DATE OF DEED: 11/10/11 BOOK: 90 PAGE: 25 MAP: 34A-4-4				
		NUMBER PAGES: 0				
11/14/11	11-1992	WILLIAM & DANIELA COWSILL	N ADAM & TINA ALLISON 677 STRINGTOWN ROAD	N 193,500.00	DBS	100%
		RECORDED TIME: 01:00				
		DESCRIPTION 1: LONGMARSH DISTRICT, 1.3136 ACRES				
		DATE OF DEED: 11/10/11 BOOK: 540 PAGE: 71 MAP: 8-A-39				
		NUMBER PAGES: 0				

283,800  
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269,630  
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COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR NOVEMBER, 2011

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓	1/14/11	11-2002 RICHARD TAYLOR	N U.S. BANK NATIONAL ASSOC. 598 OPEQUON ROAD	N 196,200.00	DBS	100%
		RECORDED TIME: 02:40		BERRYVILLE VA 22611		
		DESCRIPTION 1: TOWN OF BERRYVILLE, LOT A				
		DATE OF DEED: 10/24/11 BOOK: 540 PAGE: 104 MAP: 14A212A				
		NUMBER PAGES: 0				
						625 10/20/11 w/ImpV
✓	1/14/11	11-1988 LORETTA ANN HOLDAWAY, ET AL	N EDGAR & MARTHA ALSINA 624 WITHERS LAURE ROAD	N 160,000.00	DBS	100%
		RECORDED TIME: 10:01		BERRYVILLE, VA 22611		
		DESCRIPTION 1: LONGMARSH DISTRICT, LOT 8A, 2.0 ACRES				
		DATE OF DEED: 11/11/11 BOOK: 540 PAGE: 48 MAP: 4-1-8A				
		NUMBER PAGES: 0				
						300,400 w/ImpV
✓	1/16/11	11-2008 MERCER OIL AND COAL COMPANY IN	N SCOTT A MERCER 517 E MAIN ST	N .00	DBS	100%
		RECORDED TIME: 11:55		BERRYVILLE VA		
		DESCRIPTION 1: LOTS 1,2,3 - WARDENS SUBD	TOWN OF BERRYVILLE			
		DATE OF DEED: 11/14/11 BOOK: 540 PAGE: 139 MAP: 14-A6-2-1				
		NUMBER PAGES: 0				
✓	1/16/11	11-2009 LAVAL LLC	N THOMAS MOORE LAWSON, ET UX P O BOX 163	N 150,000.00	DBS	100%
		RECORDED TIME: 12:50		WHITE POST VA 22663		
		DESCRIPTION 1: 11.546 ACRES	GREENWAY DISTRICT			
		DATE OF DEED: 11/16/11 BOOK: 540 PAGE: 141 MAP: 28A-54				
		NUMBER PAGES: 0				
						198 K VAC
✓	1/16/11	11-2010 LAVAL LLC	N JON C & PEGGY SWEENEY DUVALL N/A	N .00	DE	100%
		RECORDED TIME: 12:51				
		DESCRIPTION 1: DEED OF EASEMENT GREENWAY DIST				
		DATE OF DEED: 00/00/00 BOOK: 540 PAGE: 143 MAP:				
		NUMBER PAGES: 0				
✓	11/17/11	11-2025 MICHAEL J CHAMIS	N MICHAEL J CHAMIS P O BOX 5573	N .00	DBS	100%
		RECORDED TIME: 03:00		LAUREL, MD 20726		
		DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RET				
		DATE OF DEED: 11/15/11 BOOK: 540 PAGE: 213 MAP: 17A1-5-15				
		NUMBER PAGES: 0				
✓	11/17/11	11-2026 ESTATE OF JOAN H DUNNING	N J C DIGGES & SONS INC P O BOX 147	N .00	DQC	100%
		RECORDED TIME: 03:02		WHITE POST, VA 22663		
		DESCRIPTION 1: GREENWAY DISTRICT, 0.49 ACRE				
		DATE OF DEED: 11/17/11 BOOK: 540 PAGE: 214 MAP: 28-A-48A				
		NUMBER PAGES: 0				
✓	11/17/11	11-2017 BANK OF CLARKE COUNTY	N L JOHN & SANDRA L GUIDE P O BOX 448	N 200,000.00	DBS	100%
		RECORDED TIME: 11:40		BERRYVILLE VA		
		DESCRIPTION 1: 0.075 ACRE - TOWN OF BERRYVILLE				
		DATE OF DEED: 00/00/00 BOOK: 540 PAGE: 175 MAP: 14A2-A-67				
		NUMBER PAGES: 0				
						317,400 w/ImpV

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR NOVEMBER, 2011

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
1/17/11	11-2018	BOBBY D & MARK A MORGAN, EXORS	N LESLEY A KORDELLA 1485 EBENEZER RD CHAPEL DIST	N 315,000.00 BLUEMONT VA 20135	DBS	100% <i>437,900</i>
		RECORDED TIME: 12:20 DESCRIPTION 1: LOT 8 - 15.432 ACRES DATE OF DEED: 11/16/11 BOOK: 540 PAGE: 179 MAP: 25-2-8 NUMBER PAGES: 0		PIN:		
1/17/11	11-2023	THOMAS R & DANA G TURNER, TRS T	N DANA G TURNER 310 ARCHER COURT	N .00 BERRYVILLE VA	DG	100%
		RECORDED TIME: 12:55 DESCRIPTION 1: LOT 47 - LONGMARSH DIST DATE OF DEED: 11/16/11 BOOK: 540 PAGE: 195 MAP: 14A7-4-47 NUMBER PAGES: 0		PIN:		
1/17/11	3830	DONALD E HAYES, DECD	N/A N/A ROBINSON HEIGHTS WR/S LONGMARSH DIST	.00	QUAL	00%
		RECORDED TIME: 14:43 DESCRIPTION 1: LOT 1 - PARCEL 1 - 2.186 ACRES DATE OF DEED: 11/17/11 BOOK: 90 PAGE: 39 MAP: 7-A-2-1 NUMBER PAGES: 0		PIN:		
1/18/11	11-2028	JAMES WILSON, PARTNER, MERCER	N SCOTT A MERCER 2200 LEE TOWN ROAD	N .00 SUMMIT POINT, WV 25446	DG	100%
		RECORDED TIME: 12:30 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED: 11/14/11 BOOK: 540 PAGE: 232 MAP: 14A3-A-16 NUMBER PAGES: 0		PIN:		
11/21/11	11-2035	GLORIA A JONES, ESTATE	N CHRISTOPHER & DIANE SHIPE 17 WHISPERING KNOLLS LANE BRADFIELD SUBD, SEC 1	N 152,000.00 BERRYVILLE, VA 22611	DBS	100% <i>204,800</i> <i>Whimp</i>
		RECORDED TIME: 09:56 DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 3, BLOCK B DATE OF DEED: 11/17/11 BOOK: 540 PAGE: 242 MAP: 15A-B-1-3 NUMBER PAGES: 0		PIN:		
11/21/11	3831	MARGARET A EDWARDS, DECEASED	N/A N/A GREENWAY DIST	.00	QUAL	00%
		RECORDED TIME: 10:27 DESCRIPTION 1: LOT 4, GREENWAY ESTATES DATE OF DEED: 11/21/11 BOOK: 90 PAGE: 44 MAP: 29-3-4 NUMBER PAGES: 0		D/B 254 PG 101 PIN:		
11/22/11	11-2058	TIMOTHY C & DAWN M FRENZ	N CARTUS FINANCIAL CORPORATION 40 APPLE RIDGE RD	N 347,500.00 DANBURY CT 06810	DBS	100% <i>336,200</i> <i>Whimp</i>
		RECORDED TIME: 03:40 DESCRIPTION 1: LOT 33, HERMITAGE - TOWN, BERRYVILLE DATE OF DEED: 08/08/11 BOOK: 540 PAGE: 435 MAP: 14A8-1-33 NUMBER PAGES: 0		PIN:		
11/22/11	11-2059	CARTUS FINANCIAL CORPORATION	N JASON B & HOLLY C BLEVINS 301 TAYLOR ST	N 347,500.00 BERRYVILLE VA 22611	DBS	100% <i>336,200</i> <i>Whimp</i>
		RECORDED TIME: 03:41 DESCRIPTION 1: LOT 33, HERMITAGE-TOWN, BERRYVILLE DATE OF DEED: 10/28/11 BOOK: 540 PAGE: 438 MAP: 14A8-1-33 NUMBER PAGES: 0		PIN:		



COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR NOVEMBER, 2011

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
1/22/11	11-2051	MICHAEL A & TAMMY S MORAN RECORDED TIME: 10:35 DESCRIPTION 1: GREENWAY DISTRICT DATE OF DEED : 00/00/00 BOOK: 540 NUMBER PAGES : 0	N RAPPAHANNOCK ELECTIC CO-OP N/A PAGE: 393 MAP: 38-A-32	N .00	DE	100%
1/23/11	11-2064	PHILLIP M & LORI L TRAYER RECORDED TIME: 10:45 DESCRIPTION 1: LOT 4,BLK A,TREADWELL SUBD,SECT ONE DATE OF DEED : 00/00/00 BOOK: 540 NUMBER PAGES : 0	N ANTHONY ROPER, JR & TIFFANY ROP 10711 HARRY HWY TOWN OF BERRYVILLE PAGE: 474 MAP: 14A3-A2-4	N 249,900.00 BERRYVILLE VA 22611	DBS	100% <i>294,500 w/imp</i>
1/28/11	11-2069	JENKINS REAL ESTATE INVESTMENT RECORDED TIME: 11:25 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 00/00/00 BOOK: 10 NUMBER PAGES : 0	N SAME N/A PAGE: 39 MAP: 33-A-6	N .00	OPM	100%
1/28/11	11-2072	FANNIE MAE RECORDED TIME: 12:07 DESCRIPTION 1: LOT 16, LONGMARSH DIST DATE OF DEED : 11/04/11 BOOK: 540 NUMBER PAGES : 0	Y TYLEE M ULMER 37984 LONG LANE PAGE: 504 MAP: 6A-1-16	N 96,000.00 LOVETTSVILLE, VA 20180	DBS	100% <i>(F) 181K w/imp</i>
1/28/11	11-2073	TYLEE M U LMER RECORDED TIME: 12:08 DESCRIPTION 1: LOT 16, ROCK HILL SUBD DATE OF DEED : 11/28/11 BOOK: 540 NUMBER PAGES : 0	N TYLEE M ULMER & LANETA LEE BEA 37984 LONG LANE LONGMARSH DISTRICT PAGE: 511 MAP: 6A-1-16	N .00	DG	100%
1/28/11	3833	RANDALL R HAMILTON, DECEASED RECORDED TIME: 12:36 DESCRIPTION 1: COPY OF WILL FROM WINCHESTER VA DATE OF DEED : 11/28/11 BOOK: 90 NUMBER PAGES : 0	N/A N/A PAGE: 64 MAP: 14-A2-17-E-22	.00	COPY	00% 207 PAGE ST., TOWN, BERRYVILLE D/B 126, PG 395
1/28/11	11-2082	COMMONWEALTH OF VIRGINIA RECORDED TIME: 15:36 DESCRIPTION 1: HIGHWAY PLAT BOOK BK 4 DATE OF DEED : 00/00/00 BOOK: 4 NUMBER PAGES : 0	N PAUL R HOWELL 811 COMMERCE ROAD PAGE: 69 MAP: 14-A-5	N .00	PM	100% STAUNTON, VA 24401-9029
11/29/11	11-2088	BANK OF AMERICA NA RECORDED TIME: 01:15 DESCRIPTION 1: 2 PARCELS - LONGMARSH DISTRICT DATE OF DEED : 11/20/11 BOOK: 540 NUMBER PAGES : 0	N CHRISTOPHER D & ANNETTE S DANI 30 STONEBRIER LANE PAGE: 575 MAP: 6-A-30	N 143,000.00 BERRYVILLE VA	DBS	100% <i>(F) 303,300 w/imp</i>

COUNTY OF CLARKE CIRCUIT COURT  
 MONTH END DEEDS OF PARTITION AND CONVEYANCE  
 LOCAL TAXATION DEPARTMENT  
 COUNTY  
 FOR NOVEMBER, 2011

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓	11-2090	WILLIAM POSTON, ET AL RECORDED TIME: 01:50 DESCRIPTION 1: LONGMARSH DIST DATE OF DEED : 00/00/00 BOOK: 4 PAGE: 73 MAP: 14-A-4 NUMBER PAGES : 0	N COM OF VA N/A	N .00	PM	100%
✓	11-2091	SAMUEL M & CRYSTAL D BREEDEN RECORDED TIME: 03:10 DESCRIPTION 1: BATTLETOWN DISTRICT, 10.3543 ACRES DATE OF DEED : 00/00/00 BOOK: 540 PAGE: 603 MAP: 15-A-54A NUMBER PAGES : 0	N SAMUEL M & CRYSTAL D BREEDEN 1920 WICKLIFFE ROAD	N .00	DG	100%
	11-2084	COM OF VA RECORDED TIME: 12:28 DESCRIPTION 1: LONGMARSH DIST DATE OF DEED : 00/00/00 BOOK: 4 PAGE: 72 MAP: NUMBER PAGES : 0	Y RURITAN CLUB OF CLARKE COUNTY 811 COMMERCE RD	N .00	PM	100%
✓	11-2110	FANNIE MAE RECORDED TIME: 01:35 DESCRIPTION 1: PARCEL IN BATTLETOWN DIST DATE OF DEED : 11/28/11 BOOK: 540 PAGE: 674 MAP: 16-A-27 NUMBER PAGES : 0	Y DONALD E WALKER 3952 HARRY BYRD HWY	N 61,000.00	DBS	100%
✓	11-2111	JONATHAN M & SUZANNE B COLLIER RECORDED TIME: 01:37 DESCRIPTION 1: LOT 29, MEADOW VIEW TOWN OF BOYCE DATE OF DEED : 11/07/11 BOOK: 540 PAGE: 687 MAP: 21A5-1-29 NUMBER PAGES : 0	N DARRYL & LISA DAWSON 112 MEADOWVIEW DR	N 253,000.00	DBS	100%
✓	11-2100	DAVID H & LORRAINE SIMMONS RECORDED TIME: 10:36 DESCRIPTION 1: LOT 1 - 5.018 ACRES - CHAPEL DIST WR/S DATE OF DEED : 11/30/11 BOOK: 540 PAGE: 635 MAP: 22-1-1 NUMBER PAGES : 0	N GARRY WILLIAM & DOLORES PAZ DA 3164 BISHOP MEADE RD	N 405,000.00	DBS	100%
✓	11-2106	ROBERT E CHANDLER, ET AL RECORDED TIME: 11:58 DESCRIPTION 1: CHAPEL DIST DATE OF DEED : 00/00/00 BOOK: 10 PAGE: 43 MAP: 3-A-6B NUMBER PAGES : 0	N SAME N/A	N .00	OPM	100%

*Handwritten notes:*  
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 326,200  
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 436,100  
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TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE: 49  
 TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION : 0  
 TOTAL NUMBER OF COUNTY WILL/FIDUCIARY : 6

**Monthly Activity Report**  
**Jacob Grove,**  
**Extension Agent, Animal Science**  
**November 2011**

**Farm Visits**

- Shenandoah County Farm, hay and pasture management.
- Page County Farm, beef feeding.
- Fauquier County Farm, pasture rotation and winter feeding program.
- Frederick County, lamb & goat marketing.

**Events & Programs**

- Attended Page County Extension Leadership Council Meeting.
- Prepared Extension Needs Assessment Survey.
- Revised TMDL farm numbers for the counties in Planning District 7.
- Attended planning meeting for the Blue Ridge Cattlemen's Association.
- Presented to the Clarke Frederick Chamber of Commerce Leadership Program.
- Assisted with the Clarke County 4-H Achievement Banquet.
- Attended Lord Fairfax Soil and Water Technical Committee Meeting.
- Assisted with the Clarke County hay auction.
- Prepared for the Clarke County Fair Beef Weigh-In.
- Attended the Clarke County Farm Bureau Meeting .

**Contacts**

**Phone Contacts—45**

4-H & Fair Issues – 4

Forage & Feeds – 12

Livestock Management & Marketing—12

Pasture & Crop Management—15

Pest Management – 2

**Personal Contacts—83**

4-H & Fair events – 75

Livestock Management – 8

**Emails & Letters—20**

4-H Programs –8

Livestock Marketing- 2

Livestock Production – 10

**Monthly Activity Report**  
**Kaila Hahn,**  
**Extension Agent, 4-H Youth Development**  
**November 2011**

**Trainings & Meetings**

- Met with Cindy Marston for new hire information.
- Attended the 4-H Leader's Association Meeting at the Clarke County Government Building in Berryville, VA.
- Met the Clarke County High School Agriculture teachers, Ms. Long and Mr. Cole.
- Attended the Hout 4-H Club Meeting at Berryville Presbyterian Church.
- Attended the Clarke County Farm Bureau Meeting at Boyce Fire Hall.
- Met with Frederick and Warren Agents to begin discussing important summer camp details and upcoming events and dates.
- Attended the two- day New Hire Orientation at Virginia Tech in Blacksburg, VA.
- Attended the Unit Coordinator Meeting at the Northern District Office in Harrisonburg, VA.
- Attended the Northern District 4-H All Star Meeting at the Shenandoah Office in Woodstock, VA.

**Events & Programs**

- Attended 2011 Service Awards & Appreciation Luncheon at the Clarke County Recreation Center.
- Attended the 4-H Fall Leaders and Volunteers Conference at the George Washington Hotel in Winchester, VA.
- Attended and presented awards at the Clarke County 4-H Achievement Banquet at the Clarke County Ruritan Building.
- Assisted with Clarke County Fair Beef Weigh- In at the Clarke County Fairgrounds.
- Attended the Annual Clarke County Christmas Parade in Berryville, VA.

**Contacts**

**Phone Contacts- 36**

4-H & Fair Issues- 19

Other, miscellaneous- 18

**Personal Contacts- 130**

4-H & Fair events- 85

Meetings, Trainings & Events- 45

**Emails & Letters- 46**

4-H Programs- 16

Meetings, Trainings, & Events- 3

**Clarke****lwalburn@clarkecounty.gov**

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**Clarke County Passenger Count- NOV 2011****From :** Jill Matheson <jill@vatransit.org>

Tue, Dec 06, 2011 02:16 PM

**Subject :** Clarke County Passenger Count- NOV 2011**To :** dash@clarkecounty.gov, lwalburn@clarkecounty.gov**Cc :** Leon Alder <leon@vatransit.org>**MONTHLY PASSENGERS****November-11**

Location	Region	Route	TOTAL
CLRK	NW	Demand Response Clark County	74

**Jill Matheson**

Operations Administrative Assistant

Virginia Regional Transit

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