

April 20, 2021

Clarke County Board of Supervisors
Regular Meeting
Main Meeting Room

1:00 pm

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia, conducted on Tuesday, April 20, 2021, at 1:00 pm.

Board Members

Present Afternoon Session: Matthew E. Bass – Berryville District; Doug Lawrence – Russell District; David S. Weiss – Buckmarsh / Blue Ridge District; Terri T. Catlett - Millwood / Pine Grove District

Bev B. McKay – White Post District participated via phone because of a personal reason of a family trip to the beach.

Absent Afternoon Session: None

County Staff Present

Brenda Bennett, Chris Boies, Cathy Kuehner, Brian Lichty, Brandon Stidham, Brianna Taylor, Jennifer Parker, Toby Austin, Donna Peake, Gordon Russell, Tiffany Kemp

Constitutional / State Offices / Other Agencies

Barbara Bosserman, Ed Carter, Sheriff Anthony 'Tony' Roper

Press

Mickey Powell

Others Present

Maria Sonoski, Hannah Ventura, Keira Rohrbach, Daniel Heath, Shaine Coleman, Jesse Hudson, Principal Dana Waring, Maninder Sethi, and a few other citizens

1) Call to Order

Chair Weiss called the afternoon session to order at 1:01 pm.

Supervisor Lawrence moved to allow Vice-Chair McKay to participate electronically in all aspects, including voting. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

2) Adoption of Agenda

Supervisor Catlett moved to adopt the agenda as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

3) Citizens Comment Period

Shaine Coleman, Transition Coordinator at Clarke County High School, explained that the students would be explaining their experiences through the Career and Technical Education (CTE) program. What they have taken away from the program and what their plans are after graduation.

Maria Sonoski; presented the following:

- Senior at Clarke County High School.
- Representing the medical and health CTE classes.
- Started the classes in 9th grade enrolled in Intro to Health and Medical Science, which is a nice glimpse into healthcare, the different careers that are available, the diseases, and medical tactics.
- Took this Intro to Health and Medical Science because I had an interest in Medical TV shows.
- Bridging to 11th grade, I enrolled in the Nurse Aide class, which was a first look at the adult working world. This class was different from the traditional medical classes because it was much more than just memorizing the facts. It was more hands-on, and I learned bedside care for elders and taking vitals.

- In the Nurse Aide class, instead of taking paper exams, we practiced all of the skills. A large component of the class was in-person clinical at a nursing home in Winchester. It was a professional environment that allowed students to practice on real people, used the skills learned on the job, and meet many people with interesting life stories.
- This experience led to my desire to care for people of all different backgrounds; originally, when I was younger, I thought I wanted to be a doctor, but these classes taught me that I really want to be a nurse because of the direct care that nurses provide.
- After high school, I have chosen to attend the University of Virginia to study nursing; this is a direct entry program meaning that the first year I will be enrolled in nursing classes.
- Also planning to minor in Bioethics, so I can learn more about social behavior in healthcare and medicine.
- After being a nurse for a few years, I hope to go back and get my Masters so I can become a Family Nurse Practitioner because I want to continue to care for people of all different ages.

Hannah Ventura; presented the following:

- I have been taking Business Management and Marketing classes.
- I have really learned a lot. I started out as a shy freshman who had no idea what to do as a career.
- Over these past four (4) years, these classes have helped me decide what I want to do in the future and give me valuable skills.
- Have learned soft and hard skills; Communication, Leadership, and Teamwork.
- Important things I have learned in the Marketing class is how to write a resume.
- Feel that it is very valuable for students to be taking these types of classes.
- The CTE classes have also prepared me for my career choice and my future by providing me with these skills and helping me learn my interests and my dislikes.
- I believe that learning what you do not like is equally as important as learning what you do like. So you know what to pursue in your future.
- These classes allow students to get real-life experiences and helps make choices for your life.

- After graduation, I have committed to the University of Virginia and plan to major in Commerce with a concentration in either Information Technology or Marketing.
- Say with confidence that the CTE classes have helped me make this choice because they have allowed me to understand what I will be pursuing in the future.
- The classes that I have taken work with the co-curricular organization DECA that helps students become leaders and get a more in-depth experience with Business and Marketing classes.
- As a first-generation student, I feel that these classes have really helped me get experiences and perspectives and assist in making my career choice.

Keira Rohrbach; presented the following:

- I am a sophomore at Clarke County High School.
- I am taking the CTE class with Mr. Coleman.
- The skill I learned from this class is how to write a resume; when I first got into the class, I did not know how to write one. Mr. Coleman helped me understand what is needed in a resume and why; in order to get better jobs.
- Learned how social media could affect on getting employed, that each post can be seen and those could put a negative on people.
- Also learned that your digital thumbprint could follow you through the years.
- This class has inspired me to speak up when I see something that is not right, gave me the confidence to question, and has improved my grades in all of my classes.
- Inspired me to speak more and be a leader.
- Plans after high school are to go to college and become a teacher or study sports medicine and play basketball in college.

Daniel Heath; presented the following:

- I am a sophomore at Clarke County High School.
- The CTE class taught me how to write a check, how to prepare a resume, some interviewing skills, and how to ask questions, not just sit there and do nothing.
- This CTE class inspired me to keep up with my checkbook. It also taught me how to do well in an interview, so I have a better chance of getting a good job.

- My plan after high school is to be Ford Diesel Mechanic; I am interested in completing the Ford Fast Track program, which should take four (4) to six (6) weeks to get all of my certifications.

Supervisor Catlett thanked the students for presenting. The comment about learning how to ask questions is excellent. Sometimes it is not what you know but what information you need, and getting it from others can help the decision-making process. Enjoyed hearing that students are more comfortable asking questions.

Supervisor Bass thanked the students. Mentioned that he is a Clarke County High School graduate. Great to see students with aspirations and plans as he was not at that place when he was that age. Encouraged the students to continue to be curious and learn hands-on applications. Excited to hear because those opportunities were not readily available roughly 20 years ago. Wishes everyone the best of luck.

Chris Boies explained that the principal, Mrs. Waring, presented to the Economic Development Advisory Committee (EDAC), which prompted Vice-Chair McKay to invite the students here today. Part of what was heard at that presentation was the need to help give them the skills necessary to move into the workforce, public speaking being one of those. There is still a need for volunteer mentors; please contact Mr. Coleman if anyone wants to mentor a student. The EDAC committee members were impressed, and we are working in collaboration with the Economic Development office, the High School and trying to match up with the community's needs.

Chair Weiss noted his appreciation for everyone being here and looks forward to hearing from another group of kids at another meeting.

Principal Waring thanked the Board of Supervisors for the opportunity. Believes the students did an excellent job representing themselves, the school, and are excited to see where they go to next.

4) Employee of the Quarter 2021 First Quarter Award

Chair Weiss indicated it is a joy to give this out to Mr. Gordon Russell. He is the first recipient of this new program. Feels this is well deserved for 26-years of service. He is the man that keeps it all moving, for everybody. He does this in a gentle but firm and gracious way. He is appreciative of his service all these years and is a great member of the staff and the community.

Supervisor Catlett thanked Mr. Russell for all the work.

Chris Boies added that Mr. Russell is so dedicated that he was told to be here for the meeting but told folks that he was busy and would go back to get some work completed and call if he was needed. He had to be roused back into the meeting for this award.

5) VDOT Update

Ed Carter, Residency Administrator, provided the following update to the Board of Supervisors.

Maintenance:

- Completed brush trimming on Rt. 644, Stone Bridge Road, and shoulder repairs on Rt. 672, Swimley Road.
- VDOT will begin shoulder repairs on primaries this month.
- Began grading operations and stone application on non-hard surfaced roads and will continue this month.
- Completed sweeping operations in the Town of Berryville, Town of Boyce, and the Rt. 50 bridges.
- VDOT will complete sweeping on Rt. 7 bridges this month.
- Completed prep patching on primaries for the 2021 paving schedule and will begin prep for the 2022 schedule.
- Repaired potholes on various routes and will continue this month.
- Completed litter pick up on primaries and secondaries, collected 2,895 bags of trash.
- 20K bags in four (4) Counties, contractors cost \$65,000. It is a sad situation that we collected that much trash off the roadways.

Board Issues:

- Hazardous tree at Rt. 7/603 will be removed this month.
- VDOT will clean up debris and leave wood stacked in the parking area below the monument.
- Survey has committed to identifying the right of way for the dead tree on Rt. 7 at River Rd.
- There are some additional maintenance funds. Will be able to pay for repairs in Towns and pipe replacement in Guns Barrel Road (Rt. 644). Contractors are bringing crews in now. The funding has to be spent this fiscal year.

Supervisor Catlett

- Will the additional funds change the paving funds? Ed Carter stated the funds would not change the paving schedule. They are County-wide engineering funds; that can be done sooner.
- One constituent who lives on Route 50 as you go down the mountain has concerns about the speed of trucks coming down the mountain and asked why the speed limit was lower on the east side of the mountain. Ed Carter stated to adjust the speed limit would require a speed study, and previous studies have not supported lowering the speed limit. The citizen also had concerns about the trucks use of a “jake” brake. Mr. Carter noted that VDOT’s position is that “jake” brakes are a factory-installed safety device and VDOT cannot prohibit their use. He acknowledged that some localities install signs prohibiting their use, but VDOT’s stance is their use cannot be prohibited.
- Inquired about the Speed Study on Rt 606, River Road. Ed Carter confirmed it is on the list.
- Unsure of who is responsible, but there is a fair amount of graffiti at Rt. 255 under the tracks. Ed Carter clarified that the railroad companies are responsible.

Supervisor Lawrence

- Asked if the shoulders, patching, and possibly widening 6-8" on Rt. 611 can be done in the next few years. Ed Carter clarified there is only a 30 foot right-of-way. Ed Carter pointed out that the distance between the ditch and the pavement is too narrow. Also stated that it not possible to move the ditch because of the agricultural fencing.
- Inquired into the possibility of painting over the double yellow lines. The requirement to stay to the right is too narrow when pulling a trailer. Ed Carter pointed out that if we take the double yellow line out, it creates a safety issue with curves and hills.
- Offered an apology on the dormant spray issue brought up previously. Feels it looks good; they did well on fence lines. Noticed it did not work on the honeysuckle bush.

Supervisor Bass

- Asked into the timing of the sidewalk patching. Ed Carter stated a contractor is coming in to grind lips. Expects to see that in the next week or two. Must be complete with the Town of Berryville and Town of Boyce by June 15, 2021.

Chris Boies indicated that if Supervisors had any questions regarding the Secondary Six-Year Plan (SSYP), please offer them at this time. Also, asked for clarification as to whether the SSYP was required to be virtual or if in-person was possible; prefer not to do a virtual meeting. Ed Carter stated it would be a call-in, so people have an opportunity to comment. It will be presented on a laptop so anyone can click in and see what is being presented; it should be simple. May 18, 2021, is the proposed date.

Chair Weiss

- Had a question regarding paving Castleman Ferry Road/Rt. 603; when reading the chart, for Lockes Mill to finish May 2026/27? Ed Carter stated the initial funds become available July 2024, and the final funds are available July 2026. With the additional funds, could take the funds from 2025/26 and 2026/27 and spread back out to be fully funded July 1, 2024.

Supervisor Catlett asked if the money mentioned early to use on sidewalks would be adequate to address our needs. Ed Carter confirmed it is, and it was a recent estimate received from the contractor.

Supervisor Catlett moved to set a public hearing for the Clarke County Secondary Six-Year Plan (2021/22-2026/27) for May 18, 2021, at 6:30 pm, or as soon thereafter as the matter may be heard. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

6) Department of Social Services Update

Jennifer Parker, Director of Social Services, and Toby Austin, Service Supervisor, presented the following information regarding the child abuse prevention efforts for the month.

- Shared a Profile Report which provides critical data as far as operations regarding residents, programs, and the administration of the agency.
- Noted 8% of 20% of children in Clarke County live in poverty.

- "ALICE," Asset Limited, Income Constrained, Employee, identifies those as the "working poor" whose income is above the federal poverty level but not enough to meet the basic survival income. 35% of Clarke County meet ALICE criteria. These are families living paycheck to paycheck and are often faced with decisions of medication or housing or childcare or paying the bills.
- One catastrophic event will send them spiraling. One unexpected bill will wreak havoc on their budget.
- COVID-19 has been extremely hard on these families.
- State, Federal, and Local governments looked into ways to support these families. Requested a waiver from the USDA and began providing an emergency allotment through the SNAP program, aka Food Stamps.
- Started at the beginning of the pandemic and still in place to date. At the beginning of the month, families receive an allotment and another at the middle of the month. Helps families overcome food insecurities.
- In addition, the Virginia Department of Social Services worked with the Department of Education to identify children who were on SNAP assistance and provided PEBT, aka Pandemic EBT benefits. PEBT delivers supplemental service to school-age children.
- There are a significant number of citizens who do not have health insurance benefits in our community. The Department of Medical Assistance Services implemented at the beginning of the pandemic that we are not allowed to take any actions on Medicaid recipients to ensure these individuals retain their health benefits. Faced with a significant backlog of Medicaid reviews and changes that will eventually need to be addressed.
- Director Parker stated she would like to, post-pandemic, reach out to the ALICE households and the uninsured in Clarke County with a robust outreach program to educate the community on what Social Services can offer these families to improve their situation.
- The recipient data, though somewhat dated, shows the most recent quarter caseloads for an accurate picture of what is happening with the recipients in Clarke County.
- If there is a population base of 14% income-eligible citizens for Medicaid, and we are currently only serving 10%, Director Parker feels the Department needs to work towards ensuring everyone, who is eligible, has healthcare coverage. Benefits are expanding this year to include dental benefits for adults.

- Help can be provided to the ALICE families by providing assistance in childcare subsidies, SNAP, and Medicaid.
- Here are seven (7) specific considerations for an ALICE household:
 1. Housing
 2. Transportation
 3. Childcare
 4. Food
 5. Healthcare
 6. Technology
 7. Taxes
- Child Protective Services referrals have remained steady over the past quarter at an average of 12 referrals per month.
- Continue to have an average of three (3) children in foster care; fluctuates between two (2) and (3) depending on the month.
- Two (2) adults are participating in the Fostering Futures program. This program is available to children who age out of foster care. Allows them to continue to participate in services and benefits after the age of 18.
- A surge in prevention cases is anticipated as the July 1, 2021, Families First practices begin.
- The In-Home services program will provide a shift from a focus on foster care to a more family-focused intensive home-based service provision approach.
- Currently, there are four (4) families in prevention services, anticipating a 10-15 increase in the caseload with Families First and hoping to have more cases as the community is educated in the services and programs that are available under In-Home, as well as the new funding that is available.
- For this program, there will be one (1) designated Social worker who will solely provide in-home services to families. This is to ensure they are successful and safety is continually assessed.
- FY2020 there were about 17.5 million in Social Service Benefits. Of those 17.5 million, the local match rate was about 3.1%, or \$600,000.
- As the Director of Social Service, the continued support from the Board of Supervisors, County Administration, and the citizen is critical in the work that is performed and greatly appreciated.
- In 1983 April 1st became recognized as Child Abuse Prevention Month. For Virginia, this year's theme is *Growing a Better Tomorrow For All Children Together*. This theme highlights the importance that everyone plays a role in the prevention of child abuse and neglect, disrupting the cycles of abuse,

neglect, and poverty by strengthening our community and our families together.

- The Blue Ribbon Pin signifies the symbol of child abuse. The Blue Ribbon originated in Norfolk, Virginia, in 1989 by a grandmother who wore the blue ribbon pin to honor her 3-year old grandson, a victim of child abuse.
- The Pinwheel gardens began in 2008 and serves as a positive reminder of what children should have in life. A life of health, a life of happiness, a life of support in their families, homes, and community.

Supervisor Catlett

- Will Families First change local funding for the different programs? Director Parker confirmed it would. Families First launches July 1, 2021, and is federal legislation passed in 2018, and a lot of the funding looks at congregate care. It will require court approval for residential placements, continuously reviewed by a multi-disciplinary team and the court. If that does not happen, 100% of the care can fall back on the locality. The same goes for group homes. If a child is placed in a group home as opposed to a foster home without having the proper channels and boxes checked, then 100% can fall back on the locality. The drive now is to look at the families, what can be done to keep the kids with the families, then whom can we find to keep the child safe while we work on that family. For the first time, we'll be able to access Title 4E Federal Funding for services, which has not been possible in the past.

Supervisor Bass

- What, if any, interplay is there between available federal funding coming as a result of the CARES Act that can help locally? Director Parker responded that through the Department of Social Services CARES money that went to the State came the PEBT, the emergency allotment, and additional financial assistance. Most of the CARES Act money went to Community Action Programs to administer to communities. Supervisor Bass further stated that, to him, it seems, there was not great traction in the community, and perhaps that is a skewed perspective. Is there any way, assuming that it is available again this year, to promote and make it more widely available. Chris Boies believes there will be new programs from the latest package that was approved in Congress, though we do not have all the details yet. Virginia has a new rent relief program, which was sent to Social Services, FISH, and People Inc. Believes Director Parker will be able to help us identify the gaps and how to reach those

folks. New programs will be coming out, and Cathy Kuehner will get that on the website, though we need to find a better way to reach those without internet access. Director Parker stated they would be working on getting that information out. Planning a meeting with the new NWCS Director to get more of those programs.

Chair Weiss

- Offered his thanks for tackling all these issues, and it is obvious you have a great passion for the work. Thanked Mr. Austin for the work he has done over the years and is glad he was in attendance.

Director Parker indicated that foot traffic is picking up now that the building is open.

Chair Weiss felt it was interesting to look at the graphs, in particular for the children, the highest percentages were 14% and 15%, though that is still too many. Hopes this pandemic moves along, and people can get back to what they can do.

7) Approval of Minutes

March 8, 2021, Work Session Meeting

March 16, 2021, Regular Meeting

April 6, 2021, Special Meeting

Supervisor Bass

- March 8, 2021, Work Session Meeting: Book 24, Page 783: Under Supervisor Lawrence, change "surround localities" to "surrounding localities."
- March 16, 2021, Regular Meeting: Book 24, Page 805: change "Supervisor Bass suffices to say" to "Supervisor Bass stated that it suffices to say."
- March 16, 2021, Regular Meeting: Book 24, Page 808: Under Supervisor Bass, change "diversified idea and revenue." to "diversified idea for revenue."
- March 16, 2021, Regular Meeting: Book 24, Page 809: change "If you have body worn camera footage that could be exculpatory evidence on that footage, it is the Commonwealth's Attorney's responsibility to review that and turn it over to the council." To "If you have body camera footage there could be exculpatory evidence on that footage, it is the Commonwealth's Attorney's responsibility to review that and turn it over to defense council."

Supervisor Bass moved to approve the March 8, 2021, Work Session Meeting minutes as amended, the March 16, 2021, Regular Meeting minutes as amended, and the April 6, 2021, Special Meeting minutes as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

8) Consent Agenda

2021-04R: Resolution of Recognition and Appreciation of Debbie Bean

Clarke County Board of Supervisors



Berryville Voting District
Matthew E. Bass
(540) 955-5175

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

Russell Voting District
Doug Lawrence
(540) 955-2144

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

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

County Administrator
Chris Boies
(540) 955-5175

**Resolution of Recognition and Appreciation of
Debbie Bean
2021-04R**

WHEREAS, Debbie Bean assumed the duties and responsibilities of Administrative Assistant for the Planning and Zoning Department on September 13, 2001 and will retire May 1, 2021;

WHEREAS, during her tenure, she served as the Clerk to the Clarke County Planning Commission from 2001-2021;

WHEREAS, during her tenure, she served as the Clerk to the Board of Zoning Appeals from 2001-2021;

WHEREAS, with customers, Ms. Bean always had a friendly disposition and had a fantastic ability to make almost everyone feel comfortable when applying for permits. In the Office, she would brighten the day with a funny story and a laugh. She is genuinely one of the nicest people you will ever meet, and,



NOW, THEREFORE, BE IT RESOLVED by the Clarke County Board of Supervisors that Debbie Bean be recognized and congratulated for her service and dedication to all citizens of Clarke County.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the Clarke County Board of Supervisors' members assembled on the 20th day of April 2021.

ATTEST 2021-04R

David S. Weiss, Chair

2021-01P: Child Abuse Prevention Month Proclamation of Recognition

Clarke County Board of Supervisors



Berryville Voting District
Matthew E. Bass
(540) 955-5175

Millwood Voting District
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(540) 837-2328

Russell Voting District
Doug Lawrence
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Buckmarsh Voting District
David S. Weiss – Chair
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White Post Voting District
Bev B. McKay – Vice Chair
(540) 837-1331

County Administrator
Chris Boies
(540) 955-5175

**Child Abuse Prevention Month
Proclamation of Recognition: 2021-01P**

WHEREAS, every child has the right to safe, healthy, and nurturing environments, with equitable access to resources and opportunities to thrive in their communities; and

WHEREAS, during Child Abuse Prevention Month, the Clarke County Board of Supervisors, recognizes the courage it takes to raise a child and that all parents and families have the right to be treated with dignity, to have economic stability and to receive the support and knowledge that child rearing demands; and

WHEREAS, Child abuse is considered to be one of our nation's most serious public health problems, with scientific studies documenting the correlation between the abuse and neglect of children and a wide range of medical, emotional, psychological, and behavioral disorders; and

WHEREAS, child abuse affects 121,787 families in Virginia, documented through reports to the local departments of social services. During SFY 2020, there were 33,880 completed reports of child abuse accepted by local departments of social services involving 52,554 children; and

WHEREAS, the Virginia Department of Social Services and local departments of social services play an integral role in child abuse prevention, keeping children with their families in their communities, and supporting parents and families to successfully thrive in their communities and prevent entry into foster care; and

WHEREAS, Virginia's child welfare stakeholders, through pass thru funding to communities, deliver critical services and supports to strengthen familial protective factors to prevent child abuse through programs such as; home visiting services, primary prevention programs, parent support programs, and other evidence-based strategies;

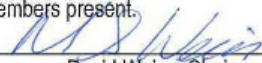
NOW THEREFORE BE IT RESOLVED, on this 20th day of April 2021, the Clarke County Board of Supervisors does hereby recognize April 2021 as Child Abuse Prevention Month; and

BE IT FURTHER RESOLVED, the Clarke County Board of Supervisors recognizes the critical role that local family services workers play in supporting families in stress and protecting children at risk of child abuse and does commend and thank them for their service; and

BE IT FUTHER RESOLVED, the Clarke County Board of Supervisors does hereby call on all local departments of social services and Community Action Agencies to plan with their partners to recognize April as Child Abuse Prevention Month by promoting and highlighting programs and actions in their own community that support families and safeguard and nurture our children utilizing a variety of activities to include the Virginia child abuse prevention toolkit developed by Families Forward Virginia.

Adopted by unanimous vote on April 20, 2021, by a vote of all members present.

Attest:



David Weiss, Chair

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: (540) 955-5175

Chair Weiss wished Ms. Bean well on her retirement.

Supervisor Catlett moved to adopt the items on the Consent Agenda as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

9) CC 2021-01: Chapter 165 Taxation, Amend Article XVII Transient Occupancy Tax

Chris Boies highlights included:

- Noted this is a text amendment to the Code of Clarke, which changes the Transient Occupancy Tax from 2.0% to 3.5%.
- This is a simple text amendment to the Code of Clarke, shown on page 110 of the April 20, 2021, packet

Supervisor Lawrence noted that when the Director of Economic Development and Tourism position was approved for Full-time that this is ear-marked as something used to help pay for the position.

Supervisor Catlett noted that when you listen to other localities, they have also used some of these funds for enhancing the reasons for people to come into the County. These funds can be used to help serve visitor's needs.

Supervisor Catlett moved to approve CC2021-01 text amendment to amend the Transient Occupancy Tax from 2.0% to 3.5%. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

10) CC 2021-02: Chapter 165 Taxation, create new Article XXI Cigarette Tax

Chris Boies highlights included:

- Creates a new article in Chapter 165, which creates the Cigarette Tax in Clarke County.

- This tax will predominately be handled in the Treasurer's Office, who will sell the stamps which will be applied to cigarettes sold within the County, excluding within the Town of Berryville. Since they have their own tax and we cannot tax on top of that.
- This tax would go into effect July 1, 2021, if adopted by the Board of Supervisors.
- The current proposal is 0.40¢ per pack; for a pack of 25 or fewer cigarettes. This authority was granted recently by the General Assembly.
- An email was received from the Tobacco Retail Association over the weekend. Has had correspondence with that person over the last two (2) days, and he is satisfied with the ordinance as it is currently presented.
- This person noted he is in the middle of reviewing roughly 40 different ordinances, and Chris Boies pointed out his concerns were addressed within the existing ordinance, and he was satisfied once he went back and looked through those sections. Trying to work with that group to ensure our ordinance allows us to apply something uniformly, so it is not overly costly to the distributor, retailer, or whoever is applying the stamp.

Supervisor Lawrence questioned if the wholesaler applied the stamps. Chris Boies clarified in most cases, the wholesaler would do it, but the retailer also has the option to buy the stamps and apply directly.

Supervisor Lawrence noticed there were many mentions of the distribution machines and believed those were made illegal years ago because there was no way to verify the age of the purchaser. Chris Boies stated that the vending machine is still in the model ordinance that was reviewed.

Chair Weiss offered that other taxes are set up on an incremental basis, this is proposed at the full amount. He proposed starting at 0.20¢ per pack to be closer to the Town of Berryville and to allow the storeowners and citizens to adjust and get used to that change. In subsequent years, the tax can come up. Supervisors Catlett and Supervisor Bass agreed with the proposal.

Supervisor Bass moved to approve CC2021-02 text amendment to establish a Cigarette Tax at 0.20¢ per pack. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye

David S. Weiss - Aye

11) CC 2021-03: Chapter 165 Taxation, create new Article XXII Food and Beverage Tax

Chris Boies highlights included:

- This is a text amendment to allow a Food and Beverage tax at 2%. This would only apply to those businesses outside the Town of Berryville who currently has a 4% tax on Food and Beverage.
- The Commissioner of the Revenue would collect information from the retail establishments and then those establishments would remit this tax, similar to the Transient Occupancy Tax collection. The Commissioner of the Revenues office would provide the payment to the Treasurer's office for deposit into the County bank accounts.
- This ordinance has been modeled after similar localities in Virginia.

Supervisor Bass questioned if we had heard from any restaurant owners regarding this tax. Chris Boies stated no business owners had reached out. There is a meeting scheduled tomorrow morning with the Commissioner of the Revenues Office and the Director of Economic Development and Tourism to discuss how we would communicate this to those establishments if approved today.

Supervisor Bass inquired if the 5% rebate enough to offset the administrative fees. Chris Boies believes it is an appropriate amount used by a number of localities who already have a meals tax. We believe it is a fair way to compensate them for their time and effort.

Supervisor Catlett stated for the record that this is something Counties have asked for for some time because the fact that cities have the ability which, historically, counties have not been able to use.

Vice-Chair McKay stated that he believes that the 5% makes him more comfortable, and believes that it allows us to reduce our real estate tax rate which helps the people who live and work in the County.

Supervisor Lawrence moved to approve CC2021-03 text amendment to establish a Food and Beverage Tax at 2%. The motion carried by the following vote:

Matthew E. Bass - Aye
Terri T. Catlett - Aye
Doug M. Lawrence - Aye

Beverly B. McKay - Aye
David S. Weiss - Aye

12) Adoption of CY2021 Tax Rates Resolution 2021-05R

Clarke County Board of Supervisors



Berryville Voting District
Matthew E. Bass
(540) 955-5175

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

Russell Voting District
Doug Lawrence
(540) 955-2144

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

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

County Administrator
Chris Boies
(540) 955-5175

**CY2021 TAX RATE RESOLUTION
2021-05R**

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia in meeting assembled this 20th day of April, 2021, a public hearing having been held on April 6, 2021, as required by statute, that the tax rates for calendar year 2021, to support the budget for Clarke County for the fiscal year July 1, 2021 through June 30, 2022, be and hereby are fixed at:

ALL TAX RATES ARE BASED ON EACH \$100 OF ASSESSED VALUATION

	<u>2021</u>
1. Real Estate, including the real estate of public service corporations**	\$0.610
2. Tangible personal property except machinery and tools and qualified Fire and Rescue Vehicles	\$4.496.
3. Tangible Machinery and tools	\$1.250
4. Tangible personal property of qualified Fire & Rescue Vehicles	\$2.248

** Mobile Homes will be assessed as personal property, but taxed at the same rate as real estate.

Personal Property Tax Relief by the Commonwealth of Virginia for qualifying vehicles valued between \$1,001 and \$20,000 will be eligible for 43% tax relief. Qualifying vehicles valued at \$20,001 or above shall receive 43% tax relief on only the first \$20,000 of value.

Adopted this 20th day of April 2021.

Attest

Chris Boies, County Administrator

Chris Boies Highlights Included:

- The 2021 Tax Rate includes a real estate rate of 0.61¢, which is a half penny drop in Real Estate Rate.
- All other rates remain unchanged from the previous year.
- Pointed out that as part of the resolution for approval, the personal property tax relief amount of 43% is based on the State amount, which is fixed.

Supervisor Bass stated he was glad to see the Real Estate Rate decrease, especially for the people of his district who are doubled taxed with both County and Town of Berryville taxes.

Chair Weiss explained that the reason the Finance Committee proposed the new alternative taxes is the historical desire to reduce and take the pressure off real estate. Most appreciative of the Board taking those actions, which can be unpopular to have tax increases. There are ongoing expenses that these alternative taxes will help address.

Supervisor Lawrence moved to approve the CY2021 Tax Rates Resolution 2021-05R. The motion carried by the following vote:

- Matthew E. Bass - Aye
- Terri T. Catlett - Aye
- Doug M. Lawrence - Aye
- Beverly B. McKay - Aye
- David S. Weiss - Aye

13) Adoption of FY 2022 Budget Resolution 2021-06R

**FY2021 BUDGET RESOLUTION
2021-06R**

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia, in a meeting assembled this 20th day of April, 2021, a public hearing having been held on April 6, 2021, as required by statute, that the informative and fiscal planning budget for Clarke County for the fiscal year extending July 1, 2021 through June 30, 2022 be approved as follows:

	FY 20 Original Budget	FY 20 Audited Budget	FY21 Original Budget	FY 21 Revised Budget	FY22 Proposed Budget	Variance FY22 - FY21 Original
<i>ESTIMATED EXPENDITURE</i>						
Board of Supervisors	58,805	58,053	71,277	71,277	56,814	(14,463)
County Administrator	448,880	470,435	489,813	498,108	398,888	(90,925)
Public Information Services	57,316	60,710	61,373	62,633	64,853	3,480
Legal Services	30,000	23,922	25,000	25,000	25,000	-
Commissioner of Revenue	206,718	206,477	208,482	216,192	225,184	16,702
Assessor	4,500	-	4,500	4,500	-	(4,500)
Equilization Board	5,250	425	-	-	-	-
Treasurer	312,712	312,875	325,374	335,697	353,406	28,032
Data Processing/Information Technology	335,422	291,398	332,933	341,298	356,361	23,428
Electoral Board	56,974	53,970	55,920	55,920	84,048	28,128
General Registrar	87,449	83,654	95,122	97,517	108,277	13,155
Circuit Court	14,580	26,454	15,400	15,400	19,860	4,460
General District Court	4,320	4,697	8,420	8,420	8,620	200
Magistrate	50	-	50	50	50	-
Blue Ridge Legal Services	1,500	1,500	1,500	1,500	1,500	-
Juvenile & Domestic Court	2,850	1,968	6,950	6,950	6,400	(550)
Clerk of the Circuit Court	258,857	247,916	268,358	270,879	270,338	1,980
Victim Witness Program Grant	74,066	70,658	68,580	72,244	72,191	3,611
Regional Court Services	6,180	6,179	6,930	6,930	6,930	-
Commonwealth Attorney	357,850	351,633	368,350	370,889	425,259	56,909
Sheriff	2,672,042	2,759,160	2,652,258	2,840,798	2,859,691	207,433
Criminal Justice Training Center	19,593	19,422	19,593	19,593	19,593	-
Drug Task Force	12,500	11,165	12,500	12,500	12,500	-
Volunteer Fire Companies	188,155	173,180	203,695	203,695	191,500	(12,195)
Blue Ridge Volunteer Fire Company	66,236	66,758	66,846	66,846	80,450	13,604
Boyce Volunteer Fire Company	66,648	67,035	67,137	67,137	120,550	53,413
Enders Volunteer Fire Company	92,884	92,498	92,623	92,623	165,800	73,177

	FY 20 Original Budget	FY 20 Audited Budget	FY21 Original Budget	FY 21 Revised Budget	FY22 Proposed Budget	Variance FY22 - FY21 Original
Fire and Rescue Services	1,145,364	1,199,277	1,487,527	1,539,984	1,658,265	170,738
Lord Fairfax Emergency Medical Services	6,262	6,262	6,575	6,575	6,575	-
Forestry Service	2,874	2,873	2,874	2,874	2,874	-
Regional Jail	479,467	471,624	493,300	493,300	520,285	26,985
Juvenile Detention Service	17,219	17,219	36,877	36,877	36,168	(709)
Probation Office	400	48	400	400	400	-
Building Inspections	216,194	205,064	229,689	234,489	251,409	21,720
Animal Control	115,837	112,391	118,651	136,357	139,852	21,201
Medical Examiner & Indigent Burial	200	220	200	200	200	-
Refuse Disposal	150,000	176,530	180,000	180,000	180,000	-
Convenience Center	82,835	53,952	56,376	57,549	72,708	16,332
Litter Control	6,207	3,442	4,000	4,000	4,000	-
Sanitation	235,000	231,398	237,000	237,000	244,000	7,000
Maintenance/Buildings & Grounds	854,279	795,805	892,974	900,375	859,905	(33,069)
Local Health Department	192,623	192,623	216,284	216,284	193,642	(22,642)
Our Health	6,500	6,500	6,500	6,500	6,500	-
N Shen Valley Subst Abuse Coalition	15,000	15,000	15,000	15,000	15,000	-
Northwestern Community Services	94,000	94,000	98,700	98,700	96,350	(2,350)
Concern Hotline	1,000	1,000	1,000	1,000	1,500	500
NW Works	1,500	1,500	5,000	5,000	-	(5,000)
Shenandoah Area Agency on Aging	40,000	40,000	40,000	40,000	40,000	-
Loudoun Transit Service	19,302	19,302	19,302	19,302	19,302	-
FISH	1,000	1,000	1,000	1,000	1,000	-
Access Independence	1,000	1,000	1,000	1,000	1,000	-
Laurel Center	3,500	3,500	6,000	6,000	4,000	(2,000)
Tax Relief for the Elderly	225,000	211,007	220,000	220,000	215,000	(5,000)
Lord Fairfax Community College	17,796	17,796	17,441	17,441	17,965	524
Parks Administration	463,993	450,958	469,430	477,555	502,060	32,630
Recreation Center	118,025	103,322	121,030	125,268	131,987	10,957
Swimming Pool	85,509	59,969	89,482	89,482	94,032	4,550
Parks Programs	248,684	166,610	287,003	291,275	325,392	38,389
Concession Stand	16,436	10,086	16,432	16,432	16,524	92
Barns of Rose Hill	6,750	11,750	6,750	6,750	6,750	-
Virginia Commission for Arts	9,000	9,000	9,000	9,000	9,000	-
Regional Library	241,150	241,150	279,238	279,238	279,238	-
Planning Administration	445,404	423,001	444,609	449,556	481,021	36,412
Planning Commission	14,388	7,414	14,389	14,389	14,389	-
Berryville Development Authority	900	100	900	900	900	-
Regional Airport	2,500	2,500	2,500	2,500	5,000	2,500
Housing Services	2,500	2,500	5,000	5,000	2,500	(2,500)
Board of Zoning Appeals	3,519	1,412	3,520	3,520	3,520	-
Office of Economic Development	68,100	55,023	88,100	89,315	158,900	70,800
Small Business Development Center	1,500	1,500	2,000	2,000	2,000	-
Blandy Experimental Farm	3,000	3,000	3,000	3,000	3,000	-
Berryville Main Street	2,500	2,500	2,500	2,500	3,500	1,000
Historic Preservation Commission	29,150	18,520	25,900	65,327	13,400	(12,500)
NSV Regional Planning District Commission	10,776	10,776	11,656	11,656	10,694	(962)
Water Quality Management	30,000	22,500	30,000	30,000	30,000	-
Friends of the Shenandoah	8,000	8,000	8,000	8,000	8,000	-

	FY 20 Original Budget	FY 20 Audited Budget	FY21 Original Budget	FY 21 Revised Budget	FY22 Proposed Budget	Variance FY22 - FY21 Original
Board of Septic Appeals	1,565	2,348	1,566	1,566	1,566	-
Lord Fairfax Soil & Water Conservation	5,000	5,000	5,000	5,000	5,000	-
Biosolids Application	1,168	106	1,209	1,209	1,106	(103)
Cooperative Extension	52,011	39,845	51,302	51,302	52,134	832
Northern Virginia 4-H Center	2,300	2,300	2,300	2,300	2,500	200
Non-Departmental Legal/Prof. Contingency	78,000	-	846,395	35,107	55,000	(791,395)
Ambulance Refunds	-	18,289	-	-	-	-
Joint Administrative Services	805,385	785,223	815,421	833,730	790,539	(24,882)
Social Services	1,672,332	1,310,392	1,670,575	1,689,819	1,715,358	44,783
School Operations	23,833,352	22,777,137	23,456,526	24,369,403	24,165,588	709,062
School Food Service	811,452	856,666	842,650	864,955	800,996	(41,654)
Comprehensive Services Act	303,818	228,734	303,768	303,768	314,556	10,788
Public Safety Fund	-	27,528	-	-	-	-
Conservation Easement	45,000	72,071	45,000	614,029	45,000	-
General Capital Improvements	1,120,537	869,517	862,300	2,191,617	1,452,700	590,400
School Capital Improvements	676,750	1,348,458	517,000	1,698,342	616,000	99,000
General Debt Service	251,700	251,700	251,700	251,700	251,700	-
School Debt Service	2,519,632	2,519,105	2,374,428	2,374,428	2,365,130	(9,298)
Unemployment Compensation	10,000	19,591	10,000	19,931	10,000	-
5% Salary Increase	-	-	-	-	-	-
TOTAL ESTIMATED EXPENDITURE	43,374,482	42,088,075	43,900,233	47,532,672	45,268,643	1,368,410
ESTIMATED REVENUE						
LOCAL REVENUE						
Current Real Estate Taxes	14,712,603	15,075,570	14,926,310	14,926,310	14,931,293	4,983
Delinquent Real Estate Taxes	94,028	117,356	140,000	140,000	100,000	(40,000)
Land Redemptions	-	-	-	-	-	-
Proceeds from Delinquent Land Sale	-	3,407	-	-	-	-
Public Service Corporation Real Estate	492,984	482,461	356,180	356,180	406,014	49,834
Delinquent Taxes on Public Service Corp	-	-	-	-	-	-
Current Personal Property Taxes	5,189,685	4,921,998	5,389,278	5,389,278	5,212,789	(176,489)
Delinquent Personal Property Taxes	50,000	65,637	40,000	40,000	65,000	25,000
Mobile Home Taxes	1,172	869	423	423	700	277
Machinery and Tools Taxes	185,912	170,796	181,250	181,250	169,680	(11,570)
Penalties (All Property Taxes)	141,324	181,816	138,536	138,536	147,068	8,532
Interest (All Property Taxes)	133,859	121,561	147,371	147,371	126,482	(20,889)
Administrative Costs Delinq	11,494	23,555	11,989	11,989	22,000	10,011
DMV Stop Fee	8,129	5,350	11,826	11,826	5,350	(6,476)
Credit Card Fees	18,000	15,055	17,000	17,000	17,000	-
Sales and Use Taxes	936,127	1,281,009	1,200,000	1,200,000	1,400,000	200,000
Consumer's Utility Taxes	346,094	351,339	345,905	345,905	355,000	9,095
Consumption Tax	34,516	35,258	34,351	34,351	34,351	-
Business License Tax	30,886	20,940	24,782	24,782	20,940	(3,842)
Franchise License Tax	-	-	-	-	-	-
Motor Vehicle Licenses	355,923	296,285	321,283	321,283	315,000	(6,283)
Motor Vehicle License Penalty	-	-	-	-	-	-
Recordation Taxes	291,749	319,944	282,111	282,111	350,000	67,889
Taxes on Wills	6,775	11,074	5,584	5,584	7,852	2,268
Transient Occupancy Tax	23,564	29,702	23,890	23,890	61,250	37,360

	FY 20 Original Budget	FY 20 Audited Budget	FY21 Original Budget	FY 21 Revised Budget	FY22 Proposed Budget	Variance FY22 - FY21 Original
Cigarette Tax	-	-	-	-	100,000	100,000
Meals Tax	-	-	-	-	150,000	150,000
Animal Licenses	8,440	5,377	8,440	8,440	5,300	(3,140)
Animal Shelter Fees - Dogs & Cats	8,525	5,125	7,418	7,418	6,370	(1,048)
Dangerous Dog Registration	200	(55)	-	-	85	85
Land Use Application Fees Penalty	5,450	8,900	5,450	5,450	5,000	(450)
Land Use Application Fees	250	900	250	250	250	-
Transfer Fees	485	537	485	485	522	37
Zoning and Subdivision Permits	89,960	64,945	86,152	86,152	84,748	(1,404)
Building Permits	196,245	225,983	270,000	270,000	260,292	(9,708)
Road Sign Fees	-	-	-	-	-	-
Sign Permits and Inspection Fees	1,807	300	1,747	1,747	300	(1,447)
Weapons Permits	7,000	5,985	7,000	7,000	7,000	-
New Dwelling Address Fee	3,575	5,590	3,575	3,575	4,420	845
Other permits, fees, and licenses	938	-	563	563	475	(88)
Court Fines and Forfeitures	356,594	224,433	360,095	360,095	250,000	(110,095)
Parking Fines	660	9,215	660	660	7,000	6,340
Courthouse Security Fees	57,000	43,573	41,285	41,285	50,000	8,715
Local Jury Fees	-	2,419	-	-	-	-
E-Ticket Fee	30,000	15,275	30,000	30,000	18,000	(12,000)
Interest on Bank Deposits	62,924	118,249	62,924	62,924	100,000	37,076
Rental of Property	61,000	66,523	55,667	55,667	66,000	10,333
Sheriff's Fees	796	796	796	796	796	-
DNA Fees - Blood Test	235	253	208	208	224	16
Court Appointed Attorney	802	93	503	503	206	(297)
Commonwealth's Attorney Fees	1,749	1,345	1,614	1,614	1,607	(7)
Central Alarm - Berryville	5,000	5,000	5,000	5,000	5,000	-
Wireless E-911	47,400	50,509	47,700	47,700	47,700	-
Fire Protection Services	-	-	-	-	-	-
Fees for Ambulance & Rescue Services	432,500	417,171	450,000	450,000	450,000	-
EMS - Berryville	8,250	-	-	-	-	-
Jail Processing Fee	1,342	1,206	1,224	1,224	1,180	(44)
Humane Foundation Contribution	15,000	60,000	20,000	20,000	20,000	-
Recycling Rebate	23,858	24,352	23,858	23,858	23,858	-
Recreation Center Fees	37,000	36,629	38,400	38,400	38,400	-
Swimming Pool Fees	72,280	43,748	72,500	72,500	72,500	-
Concession Stand Revenue	14,500	12,561	15,000	15,000	15,000	-
Parks Programs Fees	270,000	171,626	270,000	270,000	270,000	-
Sale of Publications	40	-	30	30	-	(30)
Mapping Fee	210	-	660	660	6	(654)
Zoning Research Fee	-	-	-	-	-	-
Engineer's Fee	10,000	7,700	10,000	10,000	7,500	(2,500)
Biosolids Application Fees	1,168	-	1,168	1,168	1,000	(168)
Payments in Lieu of Tax	48,722	68,727	48,722	48,722	44,860	(3,862)
Rebates & Refunds	5,000	8,895	5,000	5,000	5,000	-
Miscellaneous Revenue	12,571	15,960	12,571	12,571	21,500	8,929
Gifts & Donations	7,000	5,335	7,000	7,000	1,000	(6,000)
Donations	-	-	-	-	-	-
Sale of Salvage & Surplus Property	2,775	-	2,775	2,775	1,926	(849)

	FY 20 Original Budget	FY 20 Audited Budget	FY21 Original Budget	FY 21 Revised Budget	FY22 Proposed Budget	Variance FY22 - FY21 Original
Sale of Vehicles	4,433	-	4,387	4,387	3,175	(1,212)
Sale of Other Equipment	-	8,366	-	-	-	-
Insurance Adjustments	7,016	-	3,264	3,264	-	(3,264)
Cancelled Checks/NSF Fees	1,280	100	685	685	250	(435)
Loan Repayment	3,495	3,672	3,495	3,495	918	(2,577)
Insurance Recovery	13,002	54,194	13,002	13,002	7,500	(5,502)
Other Misc Revenue (Bank Rec)	-	36,043	-	-	-	-
CITAC Reimbursement	-	4,662	-	-	5,000	5,000
Juror Reimbursements	-	7,890	-	-	-	-
Transfer from Public Safety Fund	-	-	-	-	-	-
Transfer from Conservation Easement	-	-	-	-	-	-
Transfer from Parks Construction Fund	-	-	-	-	-	-
Transfer from Capital Project to General Fund	-	-	-	-	-	-
Joint Administrative Services	2,000	1,305	-	-	-	-
Social Services	5,000	131	-	-	-	-
School Operations	392,726	329,623	369,685	361,685	282,064	(87,621)
School Food Service	496,454	398,761	458,150	458,150	491,305	33,155
Comprehensive Services Act	-	9,357	-	-	-	-
Public Safety Fund	-	4,411	-	-	-	-
Conservation Easement	-	48,427	15,000	15,000	15,000	-
General Capital Projects	-	-	-	7,000	-	-
School Capital Projects	-	75,000	-	88,000	-	-
Parks Construction Fund	-	17,429	-	-	-	-
General Debt Service	-	9,910	4,955	4,955	-	(4,955)
School Debt Service	98,035	105,494	108,769	108,769	107,344	(1,425)
Unemployment Fund	-	-	-	-	-	-
TOTAL LOCAL REVENUE	25,997,516	26,380,939	26,555,901	26,642,901	26,805,349	249,449
COMMONWEALTH OF VIRGINIA						
Motor Vehicles Carrier's Taxes	25,000	23,007	24,745	24,745	23,000	(1,745)
Mobile Home Titling Tax	-	-	-	-	-	-
Tax on Deeds (Grantor's Tax)	66,820	47,365	69,224	69,224	73,824	4,600
Personal Property Tax Relief	2,483,842	2,483,842	2,483,842	2,483,842	2,483,842	(0)
Auto Rental Tax	1,129	20	320	320	-	(320)
Communications Tax Sales and Use Tax	411,650	355,940	389,880	389,880	335,000	(54,880)
Commonwealth's Attorney Comp Board	199,967	199,144	199,965	199,965	210,066	10,101
Sheriff Comp Board	806,538	805,116	808,162	808,162	843,260	35,098
Commissioner of Revenue	81,236	80,938	87,384	87,384	92,167	4,783
Treasurer	99,608	98,511	121,096	121,096	121,244	148
Medical Examiner	-	-	-	-	-	-
Registrar	39,433	40,780	39,594	39,594	39,594	-
Clerk of the Circuit Court	163,797	183,760	167,848	167,848	182,969	15,121
Spay & Neuter Fund Distribution	14	114	198	198	114	(84)
Emergency Services Grant	-	-	17,800	13,800	-	(17,800)
Fire Program Funds	49,198	52,289	52,164	52,164	53,500	1,336
Litter Control	6,207	4,007	4,000	4,000	5,000	1,000
CJS Grants for Law Enforcement	-	-	-	-	-	-
Emergency Services Grant	-	-	-	-	-	-
VA Commission for the Arts	4,500	4,500	4,500	4,500	4,500	-

	FY 20 Original Budget	FY 20 Audited Budget	FY21 Original Budget	FY 21 Revised Budget	FY22 Proposed Budget	Variance FY22 - FY21 Original
Water Quality Mgmt Grant	-	-	-	-	-	-
VA Dept of Game and Inland Fish	-	-	-	-	-	-
Other Categorical Aid	973	15,754	973	973	-	(973)
Victim Witness Grant - State Portion	-	17,960	-	-	-	-
RSAF Grant - Handtevy	-	-	-	4,000	-	-
Joint Administrative Services	-	-	-	-	-	-
Social Services	1,065,369	309,525	354,638	354,638	524,141	169,503
School Operations	9,166,087	9,149,180	9,241,877	9,249,877	9,282,224	40,347
School Food Service	14,998	11,458	15,000	15,000	9,691	(5,309)
Comprehensive Services Act	156,675	112,796	156,675	156,675	163,569	6,894
Public Safety Fund	-	1,511	-	-	-	-
Conservation Easement	30,000	61,657	30,000	213,702	30,000	-
General Capital Projects	241,452	209,513	-	241,452	-	-
School Capital Projects	154,000	82,530	154,000	66,073	154,000	-
School Debt Service	-	-	-	-	-	-
Unemployment Fund	-	-	-	-	-	-
TOTAL COMMONWEALTH REVENUE	15,268,493	14,351,216	14,423,885	14,769,112	14,631,705	207,820
FEDERAL REVENUE						
Payment in Lieu of Taxes	6,697	6,623	6,706	6,706	7,129	423
Emergency Management Assistance	-	11,425	7,500	7,500	6,623	(877)
State Criminal Alien Asst Grant	650	3,929	1,689	1,689	1,689	-
Violence Against Women Grant	28,053	28,082	28,053	28,053	28,053	-
Victim Witness Grant - Federal Portion	72,191	52,597	72,191	72,191	72,191	-
Multi Agency Federal Gang Task Force	-	-	-	-	-	-
DMV Alcohol Enforcement	9,625	6,887	9,625	9,625	9,625	-
DMV Speed Enforcement	5,000	3,976	5,000	5,000	5,000	-
Internet Crimes Against Children Task Force	4,000	3,192	5,000	5,000	5,000	-
School Resource Officer Grant	-	33,306	-	52,803	-	-
Dept Historic Resources Book Grant	11,500	8,230	12,500	12,500	-	(12,500)
Dept of Justice Vest Grant	4,000	3,610	700	700	700	-
ARRA Byrne Justice Assistant Grant	-	-	-	-	-	-
Byrne Justice Assistance	500	944	500	500	-	(500)
Staffing EMS Grant	-	107,329	252,221	252,221	184,962	(67,259)
OCDETF Equitable Sharing Funds	-	-	-	-	-	-
Emergency Mgmt Performance Grant	7,500	-	7,500	7,500	7,500	-
Misc Federal Revenue	-	25	-	-	-	-
CARES (County and EB)	-	643,456	-	176,862	-	-
Joint Administrative Services	-	851	-	9,581	-	-
Social Services	-	643,719	628,819	629,716	552,184	(76,635)
School Operations	919,611	780,392	693,880	1,311,152	1,253,728	559,848
School Food Service	300,000	440,485	369,500	315,777	300,000	(69,500)
Comprehensive Services Act	-	10,396	-	-	-	-
Public Safety Fund	-	6,832	-	-	-	-
Conservation Easement	-	-	-	323,500	-	-
General Capital Projects	34,000	-	557,935	578,684	932,095	374,160
School Capital Projects	-	14,550	-	2,156	-	-
School Debt Service	114,437	107,745	100,259	100,259	93,126	(7,133)
Unemployment Fund	-	14,160	-	9,931	-	-
TOTAL FEDERAL REVENUE	1,517,764	2,932,741	2,759,578	3,919,607	3,459,605	700,027

	FY 20 Original Budget	FY 20 Audited Budget	FY21 Original Budget	FY 21 Revised Budget	FY22 Proposed Budget	Variance FY22 - FY21 Original
BUDGET BALANCE PROCEDURE						
TOTAL EXPENDITURES	43,374,482	42,088,075	43,900,233	47,532,672	45,268,643	1,368,410
TOTAL REVENUE	42,783,773	43,664,896	43,739,364	45,331,621	44,896,659	1,157,296
SURPLUS (DEFICIT)	(590,709)	1,576,821	(160,869)	(2,201,052)	(371,984)	(211,114)
FROM FUND BALANCE	590,709	(1,576,821)	160,869	2,201,052	371,984	211,114
NET	-	-	-	-	-	-

Adopted this 20th day of April 2021.

Attest



Chris Boies,
County Administrator

Chris Boies Highlights Include:

- Clarified this is a two-step process. First is to adopt the budget and then adopt the Appropriations Resolution which appropriates the money to be spent according to the categories you approved.
- The first item is the Budget Resolution. This is the same budget that was presented at the Public Hearing.
- Noted there were a couple small administrative changes to some small department items that needed to be corrected. There was one (1) correction due to the State Budget. Very minor changes, but nothing of substance that we believe need to be gone over in any detail.

Supervisor Catlett moved to approve the FY2022 Budget Resolution 2021-06R. The motion carried by the following vote:

Matthew E. Bass - Aye
 Terri T. Catlett - Aye
 Doug M. Lawrence - Aye
 Beverly B. McKay - Aye
 David S. Weiss - Aye

14) Adoption of FY 2022 Appropriations Resolution 2021-07R

Clarke County Board of Supervisors



Berryville Voting District
Matthew E. Bass
(540) 955-5175

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

Russell Voting District
Doug Lawrence
(540) 955-2144

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

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

County Administrator
Chris Boies
(540) 955-5175

FY2022 APPROPRIATIONS RESOLUTIONS 2021-07R

1. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the following appropriations are hereby made for the period of July 1, 2021 through June 30, 2022, for the functions and purposes indicated:

General Fund

To be expended only on order of the Board of Supervisors except that grants are only to be expended to the extent of available revenue:

<i>Direct Revenue to the General Fund</i>	\$12,741,076
<i>Total Appropriation</i>	\$12,741,076

Social Services Fund

To be expended only on order of the Board of Social Services:

<i>Direct Revenue to Social Services Fund</i>	\$1,076,325
<i>Transfer from General Fund</i>	\$639,033
<i>Total Appropriation</i>	\$1,715,358

School Operating Fund

To be expended only on order of the School Board:

<i>Direct Revenue to School Operating Fund</i>	\$10,818,016
<i>Transfer from General Fund</i>	\$13,347,572
<i>Total Appropriation</i>	\$24,165,588

Comprehensive Services Fund

To be expended only on order of the Comprehensive Services Board:

<i>Direct Revenue to Comprehensive Services Fund</i>	\$163,569
<i>Transfer from General Fund</i>	\$150,987
<i>Total Appropriation</i>	\$314,556

Conservation Easement Fund

For projects under Conservation Easement Budget to be added to continuing appropriations in the Conservation Easement Fund and to be expended only on order of the Board of Supervisors:

<i>Direct Revenue to Conservation Easement Fund</i>	\$45,000
---	----------

<i>Transfer from General Fund</i>	-
Total Appropriation	\$45,000

General Capital Projects Fund

For projects under General Government Capital Projects Budget to be added to continuing appropriations in the General Government Capital Projects Fund and to be expended only on order of the Board of Supervisors:

<i>Direct Revenue to General Capital Projects Fund</i>	\$932,095
<i>Transfer from General Fund</i>	\$520,605
Total Appropriation	\$1,452,700

School Capital Projects Fund

For projects under the School Capital Projects Budget to be added to continuing appropriations in the School Capital Projects Fund and to be expended only on order of the School Board:

<i>Direct Revenue to the School Capital Projects Fund</i>	\$154,000
<i>Transfer from General Fund</i>	\$462,000
Total Appropriation	\$616,000

School Debt Service Fund

To be expended only on order of the Board of Supervisors or School Board:

<i>Direct Revenue to the School Debt Service Fund</i>	\$200,470
<i>Transfer from General Fund</i>	\$2,164,660
Total Appropriation	\$2,365,130

Government Debt Service Fund

To be expended only on order of the Board of Supervisors:

<i>Direct Revenue to the Government Debt Service Fund</i>	\$ -
<i>Transfer from General Fund</i>	\$251,700
Total Appropriation	\$251,700

Joint Administrative Services Fund

To be expended only on order of the Joint Administrative Services Board:

<i>Direct Revenue to the Joint Administrative Services Fund</i>	\$ -
<i>Transfer from General Fund</i>	\$790,539
Total Appropriation	\$790,539

Unemployment Compensation Fund

To be expended only on order of the Board of Supervisors or School Board:

<i>Transfer from General Fund</i>	\$10,000
Total Appropriation	\$10,000



TESTE: _____
Chris Boies, County Administrator

2. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia is hereby authorized to honor Food Service warrants drawn by the School Board of Clarke County for the fiscal year 2021-2022 to the extent of the balance in such Food Service Fund as of 30, June, 2021, plus such receipts as may be deposited during the Fiscal Year 2021-2022.



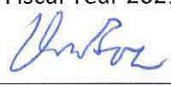
TESTE: _____
Chris Boies, County Administrator

3. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia, be and hereby is authorized to honor Public Safety Fund warrants drawn by the County of Clarke for the Fiscal Year 2021-2022 to the extent of the balance in such Drug Enforcement Fund as of 30, June, 2021, plus such receipts as may be deposited during the Fiscal Year 2021-2022.



TESTE: _____
Chris Boies, County Administrator

4. **BE IT RESOLVED**, by the Board of Supervisors of the County of Clarke, Virginia, that the Treasurer of Clarke County, Virginia, be and hereby is authorized to honor Joint Government Center Fund warrants drawn by the County of Clarke for the Fiscal Year 2021-2022 to the extent of the balance in such Joint Government Center Fund as of 30, June, 2021, plus such receipts as may be deposited during the Fiscal Year 2021-2022.



TESTE: _____
Chris Boies, County Administrator

Chris Boies Highlights Include

- The Appropriations Resolution gives authorization of how the funds will be spent.

Supervisor Bass moved to approve the FY2022 Appropriations Resolution 2021-07R. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

Chair Weiss thanked the Joint Administrative Services, Constitutional Offices, and County Administration Staff for all the work put into the budget this year.

15) Board of Supervisors Personnel Committee Items

A. Expiration of Term for appointments expiring through May 2021.

2021-04-12 Summary: Following review, the Personnel Committee recommends the following:

- Reappoint Christopher Curran to the Clarke County Library Advisory Council for a four-year term expiring April 15, 2025.
- Reappoint Lisa Payne to the Clarke County Library Advisory Council for a four-year term expiring April 15, 2025.
- Appoint Jess Mitchell to the Clarke County Library Advisory Council for a four-year term, assuming the appointment previously held by Suzette Graves, expiring April 15, 2025.
- Reappoint Billy Thompson to the Clarke County Historic Preservation Commission for a four-year term expiring May 31, 2025.
- Reappoint Robert York to the Clarke County Historic Preservation Commission for a four-year term expiring May 31, 2025.
- Update to the Barns of Rose Hill Board of Directors: appoint Peter Cook to replace Thomas Cammack to a term expiring December 31, 2021.
- Appoint Laura Dabinett to the Board of Social Services filling the unexpired term of Lynn Gray expiring July 15, 2022.

2021-04-20 Action: Chris Boies reviewed the Personnel Committee recommendations.

Supervisor Lawrence moved to accept the appointments as recommended by the Personnel Committee. The motion carried by the following vote:

Matthew E. Bass - Aye
Terri T. Catlett - Aye
Doug M. Lawrence - Aye
Beverly B. McKay - Aye
David S. Weiss - Aye

16) Board of Supervisors Work Session Items

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

April 12, 2021, 10:00 am, Meeting Room AB

Board Members Present: Matthew E. Bass, Terri T. Catlett, Doug M. Lawrence, Beverly B. McKay

Board Members Absent: David S. Weiss

Officers / Staff Present: Brenda Bennett, Chris Boies, Jeremy Camp, Cathy Kuehner, Brian Lichty, Donna Peake, Brandon Stidham, Sheriff Anthony 'Tony' Roper, Travis Sumption, Alison Teetor, Brianna Taylor

Others Present: Ed Carter

Press Present: Mickey Powell – The Winchester Star

2021-04-12 Summary: At 10:00 am, Vice-Chair McKay called the meeting to order.

A. VDOT Secondary-Six Year Plan (SSYP) Discussion

Ed Carter, Edinburg Residency Administrator with the Virginia Department of Transportation (VDOT), addressed the Board on the proposed Clarke County Secondary System Improvement Plan 2021/22-2026/27. Mr. Carter noted VDOT is getting back on track with approvals of the secondary system improvement plans after not going through the process last year because of COVID-19. The improvement plans are dependent on revenues were are down because of the reduction in travel due to COVID-19, although not down as much as initially feared. Many projects have been pushed back because of

funding projections but could be moved up or pushed back further next year depending on revenue projections at that time.

The one existing project in Clarke County, replacement of the bridge structure over the Opequon Creek on Old Charlestown Road, is continuing to proceed. The bridge is going back in the current location but at a slightly higher elevation. The bridge will have rails but is not above the 100-year floodplain. The road will be closed during construction, which may take up to a year. The project will be advertised for bid in 2021.

The only project proposed in the 2021/22-2026/27 plan for Clarke County is the existing Phase II Lockes Mill Road improvements from Route 608 to Route 612. The bulk of this work is proposed to occur in 2024/25 according to the plan. The proposed plan also includes funding for Countywide Engineering & Survey work. Mr. Carter explained that these funds are somewhat flexible in nature and could be used to move up the Lockes Mill Road project or for other projects such as sidewalk repairs in the Town of Boyce.

The next steps for the Secondary System Improvement Plan are for the Board to authorize a public hearing at their April 20, 2021 meeting, the hearing would be held in May. Following the public hearing in May, the Board would be asked to approve a resolution adopting the plan.

B. Historic Overlay District Request

The Board reviewed the memo prepared by staff and had a brief discussion concerning the request. The Board approve, by consensus to not pursue historic overlay district at this time.

At 10:33 am, Vice-Chair McKay adjourned the meeting.

2021-04-20 Action: Action for the VDOT Secondary Six-Year Plan taken under Item Number 5, VDOT Update.

Chair Weiss commented on the Historic Overlay District by stating he agrees with Board decision. He stated he was fairly confident the people who live on the mountain do not want any further government interference with their lives. Reminded the Board that the 2005 Mountain Land Plan resulted in heated discussions. While he appreciates the idea of preservation and working with neighbors, Chair Weiss thinks this can be done on a voluntary basis.

17) Board of Supervisors Finance Committee Items

A. Social Services Supplemental Appropriations Request

A request from Social Services for a supplemental appropriation in the amount of \$26,171 for additional federal and state funding. No County funds are required.

2021-04-12 Summary: The Finance Committee recommends to the Board of Supervisors the following: "Be it resolved that FY 21 Social Services budgeted expenditure and appropriation be increased \$26,171, that revenue of \$17,645 from the federal government and revenue of \$8,526 from the Commonwealth be recognized, all for the purpose of receiving additional mid year funding".

2021-04-20 Action: Brenda Bennett reviewed the Finance Committee Recommendation.

Supervisor Catlett moved to "Be it resolved that FY 21 Social Services budgeted expenditures and appropriations be increase \$26,171, that revenue of \$17,645 from the federal government and revenue of \$8,526 from the Commonwealth be recognized, all for the purpose of receiving additional mid-year funding.". The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

B. Sheriff's Office Grant for Body Worn Cameras

A request from the Sheriff's Office for a budget amendment to recognize the receipt of \$14,046 in grant funds from the Commonwealth for the implementation of a body worn camera system. The grant requires a local match of \$14,046 which will be covered by the Sheriff's Office existing operating budget.

2021-04-12 Summary: The Finance Committee recommends to the Board of Supervisors the following: "Be it resolved that FY 21 Sheriff's Office budgeted expenditure and appropriation be increased \$14,046, and that revenue of \$14,046 from the Commonwealth be recognized, all for the purpose of purchasing body worn cameras".

2021-04-20 Action: Brenda Bennett reviewed the Finance Committee recommendation.

Supervisor Bass congratulated Sheriff Roper and Chief Deputy Sumption for pushing that grant through. It is always good to see money come from outside sources.

Supervisor Bass moved, "Be it resolved that FY 21 Sheriff's Office budgeted expenditure and appropriations be increased \$14,046, and that revenue of \$14,046 from the Commonwealth be recognized, all for the purpose of purchasing body worn cameras." The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

Chair Weiss thanked the Sheriff's Office for finding this within the existing budget and being proactive on this issue as a whole.

C. Review of the FY 21 Contingency List

2021-04-12 Summary: Chris Boies reviewed the Contingency List line-by-line with the Finance Committee. Following review, the Finance Committee recommends to the Board of Supervisors the following:

- Using funds from the Sheriff – New Vehicle item (\$57k) and the Sheriff – New radio item (\$20k) for the purchase of two (2) new Sheriff Vehicles (estimated at \$70k). These vehicles are two of the three included in the proposed FY 22 capital budget and will still require some funding in FY 22 to outfit the vehicles.
- Release the \$30K for the Courtroom Chairs.

2021-04-20 Action: Brenda Bennett reviewed the Finance Committee recommendations.

Chris Boies explained that any extra monies on the Sheriff's Office vehicles would not be kept. Also noting, they would not get the extra funds again in FY22 in the Capital because they are being pre-spent.

Chris Boies detailed the courtroom chairs are extremely old and need to be replaced. The timing is well because of COVID-19 and precautions set by the

Judge. There is a small amount of audio work that needs done in courtroom regarding speaker and microphones. So some of the funds may be used for that if available.

Supervisor Lawrence asked what kind of chairs Clerk April Wilkerson was thinking about getting. Chris Boies stated he believed they were looking at benches because the deputies have all their equipment and chairs are difficult to use for them and provides more flexibility for use in the space.

Supervisor Bass commented that the majority of courtrooms all have benches.

Supervisor Lawrence commented it was a neat courtroom and would like to preserve the history yet keep it comfortable. Chris Boies believes April Wilkerson shares his appreciation with preserving the historic nature of the room.

Supervisor Catlett conveyed they were close to having all the money in the contingency fund gone. Chris Boies further clarified the only thing that may need to come back to the Board is the Physio Maintenance Contract; it was decided to let the rest expire and stay in contingency for the remainder of the year. The Physio Maintenance Contract is being worked on, and may be brought to the Board next month. At the end of the year, whatever is not spent in the contingency fund will return to the fund balance.

Supervisor Lawrence moved to approve the following:

- **Using funds from the Sheriff – New Vehicle item (\$57k) and the Sheriff-New radio item (\$20k) for the purchase of two (2) new Sheriff Vehicles (estimated at \$70k). These vehicles are two of the three included in the proposed FY 22 capital budget and will still require some funding in FY 22 to outfit the vehicles.**
- **Release the \$30K for the Courtroom Chairs.**

The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

D. Boundary line Adjustment Supplemental Request

2021-04-12 Summary: The Finance Committee recommends to the Board of Supervisors the following: "Be it resolved that FY 21 County Administration budgeted expenditure and appropriation be increased \$12,000, and that the fund balance designation for Government Savings be reduced in the amount of \$12,000, all for the purpose of paying Dunn Land Surveys for the boundary line adjustment between Clarke and Warren Counties."

2021-04-20 Action: Brenda Bennett reviewed the Finance Committee recommendations.

Supervisor Lawrence moved, The Finance Committee recommends to the Board of Supervisors the following: "Be it resolved that FY 21 County Administration budgeted expenditure and appropriation be increased \$12,000, and that the fund balance designation for Government Savings be reduced in the amount of \$12,000, all for the purpose of paying Dunn Land Surveys for the boundary line adjustment between Clarke and Warren Counties"

Matthew E. Bass - Aye
Terri T. Catlett - Aye
Doug M. Lawrence - Aye
Beverly B. McKay - Aye
David S. Weiss - Aye

E. Bills and Claims

2021-04-12 Summary: Following review, the Finance Committee recommends the approval of the March 2021 Invoice History Report.

2021-04-20 Action:

Supervisor Catlett moved to approve the March 2021 Invoice History Report. The motion carried by the following vote:

Matthew E. Bass - Aye
Terri T. Catlett - Aye
Doug M. Lawrence - Aye
Beverly B. McKay - Aye
David S. Weiss - Aye

F. Standing Reports

– Year to Date Budget Report

- Reconciliation of Appropriations
- Capital Projects Report

2021-04-20 Action: Information Only

At 2:35 pm, Vice-Chair McKay left the meeting.

18) Joint Administrative Services Board

Brenda Bennett highlights include:

- The Joint Administrative Services Board met on March 22.
- An RFP for the County/School Annual Audit Services was brought to the meeting, reviewed, and discussed; they did approve that to be posted. That RFP for audit services is due today at 3:00 pm.
- It will go through the review process starting tomorrow.
- The last RFP for this service was done in 2016; this was due to go out.
- Quote from Benefit Plan Administrator (BPA) Insurance for the FY22 year. The JAS Board reviewed and discussed the quote's summary and that the quote allowed the FY21 rates to carry into FY22 – same rates, same coverage – the quote was accepted.
 - Chair Weiss encouraged everyone to read the minutes because Chris Boies' description of the savings that might accrue is why we tried self-insurance. There is much money going to the insurance companies, but we might be able to utilize the funds. That money may also not materialize, but it is essential to note.
- An additional RFP for Insurance Consultant Services for FY22 went out, which is due at 3:00 pm today. Currently using Innovative Insurance Group, Mr. Sam Irvy has been the point of contact.
- The RFP is for services to continue to help navigate the insurance process and provide additional supplemental services we currently do not get directly from BPA. This would just be for FY22.
- Open enrollment meeting scheduled for Friday, April 23, at 2:15 pm. Will go through the process; *all employees need to go in even if waiving the insurance.*
- Supervisor Bass asked if someone has a health insurance question, who should the questions be directed to. Brenda Bennet explained that Joint Administrative Services would take questions.
- Supervisor Bass queried what common questions have been asked. Brenda Bennett specified there are quite a few regarding deductibles, coverage,

pharmacies, and prescriptions. Chris Boies clarified that it is difficult to ascertain the difficulties of switching to a new provider vs. what the expected standard questions were. That is why we want to continue the consultant coverage for another year then reevaluate if this is needed after that transition is complete. Serves two (2) purposes, one (1) – customer service for the employee and two (2) – consultant to management to manage these contracts.

- Supervisor Bass asked if Explanation of Benefits forms were provided as part of this service. Brenda Bennett was unsure but noted an employee could get on the website and see, but uncertain if there is an official paper document.
- Supervisor Catlett stated that if we had not been put in the situation where we felt the need to change our insurance provider, we wouldn't have this consultant. Change is hard but has had some extra benefits. Chris Boies believes that years from now, we will see the financial implications of the change, which we think will be positive; in some ways, the dispute last year may have helped to push us to do something different outside our comfort zone.
- Chair Weiss conveyed that Brenda Bennett, Chris Boies, and Chuck Bishop worked really hard with the provider, who compromised with us as well, to make these rates neutral this year because they did not have any data. It was a battle, to a degree, and thanked them for all their hard work.
- Supervisor Lawrence asked who pays the consultant fees. Brenda Bennett replied those fees come from the JAS Budget. It had an initial cost of 20K to get to the RFP stage, and then there was an ongoing amount of 29K from January to June. Chris Boies congratulated JAS on absorbing those costs and still having an overall reduction of almost 25K in the next year's proposed budget.

19) Government Projects Update

Chris Boies provided the monthly project update:

- Virginia Regional Transit reached out yesterday about a grant opportunity that they thought could help Clarke County. The funding is through the Federal Rural Transit Assistance Program and is called the Community Rides Grant Program. VRT thought this program could be used to expand the hours of service available to Clarke residents, the existing program/route is available from 9-1, and they do hear from riders who would like to see the hours extended so they could use the service for doctor's appointments and other services where the four-hour window doesn't allow. There is no local match for this funding, and VRT would handle all of the administrative work. The funding is available for up to 15 months. If VRT

finds demand for these increased hours, they could use this data to apply for more state funds. Their existing ridership information is on Page 236 (last page) of the packet. VRT is seeking guidance from the County on whether to apply for these funds.

- Supervisor Cattlett asked who the primary users were of this service. Chris Boies responded that they are primarily senior citizens but are not restricted to that.
- Chair Weiss conveyed that if the rates and expectation, then the issue can be dealt with when, and if, it becomes necessary. Chris Boies indicated we would have the data that tells us if the program is necessary, and if not, reverting back to the previous schedule would be simple.
- Supervisor Lawrence asked how we would tell if people were using the additional hours. Chris Boies explained they would track the rider numbers and provide a report back.
- By consensus, the Board agreed to move forward with this program.
- Rob Goldsmith of People Inc. has asked to be put on the May agenda to present their annual report.
- The animal shelter addition project is still on schedule; they are laying brick this week. The project should wrap up towards the end of next month. Joey said they might even be a little ahead of schedule.
- On another note about the animal shelter, I would like to thank Supervisor Catlett. We are going through the procurement for veterinary services for the shelter, and she has been an enormous help. We hope to award a contract sometime in the next month.
- Smart Asset, which is a financial technology company focused on helping people with personal finances, named Clarke County the 8th best place in Virginia for small business owners. Their methodology looks at the proportion of people in the county with small business income, how much business income those people reported, and the amount of tax a potential resident must pay on their income. I thank Felicia Hart for the work she continues to do on economic development, and we are excited about this designation.
- Mr. Kohn, who donated the property with the cabin to the County, passed away recently. He lived a fascinating life, and the County appreciates his donation and hopes our partnership with the Appalachian Trail Club will allow his vision for the property to continue forward.
- There are a lot of recognitions that occur in April. Last week was National Public Safety Telecommunicators Week, so we thank our dispatchers who do a terrific

job answering 911 calls and dispatching our police and Fire/Rescue personnel. This week is National Volunteer Week, and we have so many volunteers in this county which help make our community great; I would call out the volunteers at FISH who helped us with the CARES assistance dollars to needy families this past year as well as our Fire/Rescue volunteers at each company who have continued to respond to calls during this pandemic. And finally, April is National County Government Month, so it is a good time to thank the Board of Supervisors for all of their time and dedication, all of those who serve on different boards and commissions, and our employees who show up every day to serve our community. The work we do all comes down to one basic mission, to serve our community.

Chair Weiss thanked Cathy Kuehner for the article in the Clarke Monthly. Chris Boies mentioned it was a great idea provided by Supervisor Lawrence. Supervisor Catlett loved that it was on the front page.

20) Miscellaneous Items

None added to the April 20 meeting.

21) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process approved minutes for March 8, 2021, Work Session Minutes, March 16, 2021, Regular Meeting Minutes, and April 6, 2021, Special Meeting Minutes	Brianna R. Taylor
2.	Execute notice of appointments	David S. Weiss
3.	Process appointments and update the database.	Brianna R. Taylor
4.	Execute Employee of the Quarter 2021 First Quarter Certificate	David S. Weiss
5.	Process Employee of the Quarter 2021 First Quarter Certificate	Brianna R. Taylor
6.	Execute 2021-01P Child Abuse Prevention Month Proclamation of Recognition	David S. Weiss
7.	Process 2021-01P Child Abuse Prevention Month Proclamation of Recognition	Brianna R. Taylor
8.	Execute 2021-04R Resolution of Recognition and Appreciation of Debbie Bean	David S. Weiss

9.	Process 2021-04R Resolution of Recognition and Appreciation of Debbie Bean	Brianna R. Taylor
10.	Execute 2021-05R CY2021 Tax Rates Resolution	Chris Boies
11.	Process 2021-05R CY2021 Tax Rates Resolution	Brianna R. Taylor
12.	Execute 2021-06R FY2022 Budget Resolution	Chris Boies
13.	Process 2021-06R FY2022 Budget Resolution	Brianna R. Taylor
14.	Execute 2021-07R FY2022 Appropriations Resolution	Chris Boies
15.	Process 2021-07R FY2022 Appropriations Resolution	Brianna R. Taylor
16.	Develop public hearing notice for PH2021-08 SSYP 2021/2022 through 2026/2027	Brianna R. Taylor
17.	Advertise public hearing PH2021-08 SSYP 2021/2022 through 2026/2027	Brianna R. Taylor
18.	Process Social Services Supplemental Appropriation	Brenda Bennett
19.	Process Sheriff's Office Grant for Body-Worn Cameras	Brenda Bennett
20.	Process fund releases of the FY21 Contingency List	Brenda Bennett
21.	Process Boundary Line Adjustment Supplemental	Brenda Bennett
22.	Process Bills and Claims	Brenda Bennett
23.	Add People Inc. Presentation to the May 18, 2021, Regular meeting agenda.	Brianna R. Taylor

Supervisor Catlett asked a question regarding Government Projects and when the Convenient Center would add hours, is there an update to that. Chris Boies clarified that they had to wait until the Board approved the Budget; now that that has happened, we will start working on this.

22) Board Member Committee Status Reports

Supervisor Matthew E. Bass

- Board of Septic and Well Appeals
 - No meetings.
- Library Advisory Council
 - Has a meeting on May 3, 2021.
 - Look to welcome Jess Mitchell.

- Planning Commission
 - Ordinance Project update will be coming.
 - Presentation on floodplain Overlay District.
- Sheriff Office
 - Met February 26, 2021.
 - There continue to be ongoing staffing concerns.
 - Made mention of a lawsuit with the City of Winchester and Grafton.
- Josephine School Community Museum Board
 - Received a personalized email from Dee Dee Liggins for the tax exoneration.
 - Chris Boies clarified they had been working with the Commissioner of the Revenue to figure out if that property could be exempt in the future; Donna Peake indicated that she has been working with them.
- Legislative Updates – High Growth Coalition
 - Conservation Easement is liberally construed.
 - Tax credits with regards to agriculture tax credits; waiting for more information.
- Northwestern Regional Juvenile Detention Center Commission
 - Drug Court meets on Friday; hope to have the audit soon.
- Northwest Regional Adult Drug Treatment Court Advisory Committee
 - No update.
- Town of Berryville
 - Real Estate Tax increase from 17.74¢ to 0.20¢.

Supervisor Terri T. Catlett

- Clarke County Humane Foundation
 - When the addition is done, hope to have an open house.
 - Meet next week and could possibly meet in person.
 - Marcella Helinski organized getting additional items to the Berryville Yard Sale.
- Conservation Easement Authority
 - Discussed a letter of complaint.
 - Sent out letters to landowners who may be interested.
 - Smithfield is still in the process.
- Parks & Recreation Advisory Board
 - Working on by-laws
 - Working on a memorial/tribute space and criteria to do this.
 - Replacing soccer goals.
- Clarke County Historic Preservation Commission
 - Demolition by Neglect and how to set parameters.
 - Property in White Post went to the Board of Zoning Appeals.

- Town of Millwood
 - Two (2) buildings near Locke Store, sold in the recent past, and it looks like they are being emptied out.
- School Board
 - DECA did a presentation.
 - Food Services continuing until September.
 - Gifted survey completed.
 - Scheduling of in-person, maintain some of the hybrids; to get more kids in school and provide continuity and give teachers continued planning time.
 - Supervisor Lawrence asked if the CDC distancing was still six (6) feet? Supervisor Catlett and Chris Boies both believe that has been reduced.

Supervisor Doug M. Lawrence

- Board of Social Services
 - Meets tomorrow.
- Berryville/Clarke County Joint Committee on Economic Development and Tourism
 - Meets next month.
- Broadband Implementation Committee
 - Meets tomorrow.
- Northwestern Regional Jail Authority
 - The cost went up, primarily due to healthcare and nurses, but it is included in the budget.

Chairman David S. Weiss

- Berryville-Clarke County Joint Committee on Economic Development and Tourism
 - Meets next month.
- Fire & EMS Commission
 - Strategic Plan Discussion.
 - Supervisor Lawrence pointed out there was a discussion about some finance matters which will need to go to the Finance Committee.
- Industrial Development Authority
 - Meets Thursday, April 22, 2021.

23) Closed Session Pursuant to §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 negotiations or litigating posture of the public body regarding specific legal matters requiring the provision of legal advice by such counsel.

At 3:16 pm, Supervisor Bass moved to enter closed session pursuant to §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 negotiations or litigating posture of the public body regarding specific legal matters requiring the provision of legal advice by such counsel. The motion carried by the following vote:

- Matthew E. Bass - Aye
- Terri T. Catlett Aye
- Doug M. Lawrence - Aye
- Beverly B. McKay - Absent
- David S. Weiss - Aye

At 3:48 pm, The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Supervisor Bass moved to; reconvene in open session. The motion carried as follows:

- Matthew E. Bass - Aye
- Terri T. Catlett Aye
- Doug M. Lawrence - Aye
- Beverly B. McKay - Absent
- David S. Weiss - Aye

Supervisor Bass 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:

Matthew E. Bass	-	Aye
Terri T. Catlett	-.	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Absent
David S. Weiss	-	Aye

24) Adjournment

At 3:50 pm, Chair Weiss adjourned the meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, May 18, 2021, at 1:00 pm in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: April 20, 2021

David S. Weiss, Chair

Chris Boies, County Administrator

Transcribed by Tiffany R. Kemp and Brianna R. Taylor