

August 17, 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, August 17, 2021, at 1:00 pm.

Board Members

Present Afternoon & Evening 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

Absent Afternoon & Evening Session: None

County Staff Present

Brenda Bennett, Chris Boies, Jeremy Camp, Lisa Cooke, Tiffany Kemp, Cathy Kuehner, Brian Lichty, Brandon Stidham, Alison Teetor

Constitutional / State Offices / Other Agencies

Ed Carter, Sheriff Anthony 'Tony' Roper

Press

Mickey Powell – The Winchester Star

Others Present

Mary Ivie, Donald De Haven, Kerry De Haven and Family, Diane Harrison, Carol Skodje Westervelt, and other citizens

1) Call to Order

Chair Weiss called the afternoon session to order at 1:00 pm.

2) Adoption of Agenda

Supervisor Lawrence 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	-	Absent
David S. Weiss	-	Aye

Chair Weiss stated for the record that the World events are swirling, and the fall in Afghanistan is tragic. Believes that we should not let the record go without noticing and commenting on it. History will judge us for who there is to blame. There are two (2) groups not at blame; the first group being the women and children of Afghanistan who are about to have the fist of the Taliban lowered on them and the other group is our Veterans who went there and fought and died, made a difference, and saved a generation. I think it will be very difficult for the Veterans, and I know we all know them, but we need to reach out to them on a personal basis as we can and assure them that their efforts were not in vain. Personally, I am confident that we will not judge their efforts in vain.

Chair Weiss asked for a moment of reflection for the pain and suffering that is occurring in Afghanistan and for our Veterans. All who were present took the moment of reflection.

Supervisor Bass expressed on a personal note that he personally, not as a member of the Board of Supervisors, is in the process of putting together a fundraiser for the Veterans. Groups that are being asked to be involved include the American Legion, the VFW, Boulder Crest, and additional local entities. Tentatively, the date will be sometime later this fall, should have set dates by the end of the month. If anyone in the audience is aware of anyone who would be interested in participating to please let him know.

3) Citizens Comment Period

No persons addressed the Board.

4) Consent Agenda

This item was postponed to after the VDOT Update in order for Donald De Haven to arrive at the meeting.

2021-19R: Resolution of Recognition and Appreciation of Donald De Haven

Clarke County Board of Supervisors



<p>Berryville Voting District Matthew E. Bass (540) 955-5175</p>	<p>Millwood Voting District Terri T. Catlett (540) 837-2328</p>	<p>Russell Voting District Doug Lawrence (540) 955-2144</p>
<p>Buckmarsh Voting District David S. Weiss – Chair (540) 955-2151</p>	<p>White Post Voting District Bev B. McKay – Vice Chair (540) 837-1331</p>	<p>County Administrator Chris Boies (540) 955-5175</p>

Resolution of Recognition and Appreciation of Donald E. De Haven 2021-19R

WHEREAS, Donald E. De Haven was appointed by the Judges of the 26th Judicial Circuit to serve on the Clarke County Electoral Board beginning March 1, 2001, for consecutive three-year terms until his retirement on August 1, 2021;

WHEREAS, before his appointment to the Clarke County Electoral Board, Donald served in the United States Marine Corps Reserves Tank Battalion during the Korean Conflict from 1949 – 1952, earned a Bachelor of Arts in Business Administration in 1958, and joined the United States Department of State in 1956. During his 40-year tenure, he was assigned to Position Classification, Refugee Relief, the Foreign Service Institute, Bureaus in Administration, and Oceans, Environment, and Science. He served at the United States Embassies and Consulates in Saigon, Ottawa, Halifax, Vancouver, Warsaw, Brasilia, Rio De Janeiro, Mexico City, and Madrid;



WHEREAS, after his retirement, Donald, wife Kerry, and daughter Désirée moved to Clarke County where he continued performing as a George Washington interpreter appearing before many audiences and historic sites, joined numerous civic organizations, received many service recognitions, and was awarded the Melvin Jones Humanitarian Award for his innovative work on the Kidsight program. He began working with the Clarke County Democratic Committee, who subsequently recommended him for appointment to the Clarke County Electoral Board;

WHEREAS, during the course of his appointments spanning 20-years, he served as chairman of the Clarke County Electoral Board for fifteen years. He and his fellow board members oversaw and certified all elections held in Clarke County and the Towns of Berryville and Boyce, including five presidential elections. He guided Clarke County through the purchase of certified voting systems, conducted logic and accuracy testing before each election, worked with the Commonwealth to ensure all local polling locations met the Federal Americans With Disability Act requirements, ensured compliance with the National Voter Registration Act, and participated in the Commonwealth's first statewide risk-limiting audit. His last term included four elections conducted during the COVID-19 pandemic ;

NOW, THEREFORE, BE IT RESOLVED that the Clarke County Board of Supervisors does hereby issue this resolution of recognition of Donald E. De Haven for exemplary service and dedication to the Commonwealth of Virginia and the County of Clarke.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the Clarke County Board of Supervisors' members assembled on the 17th day of August 2021.

ATTEST 2021-19R

David S. Weiss, Chair

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: [540] 955-5175

Supervisor Catlett moved to adopt the Consent Agenda items 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

Chair Weiss communicated to Donald De Haven that it is remarkable what he has done in his lifetime. Donald De Haven stated that he is overwhelmed by the Board of Supervisors resolution. He added that he could not have done what he has done in his life without his wife, Kerry, and his daughter, Désirée.

Donald De Haven's wife, Kerry De Haven, commented the following:

- When Barbara Bosserman called asking for material for the resolution, I was beset with trying to figure out how one puts together 90-years of a man's life in one page.
- It took a few nights to compose, and Don noticed that I was working on something.
- He kept asking what I was doing each of those nights, and I just told him I would tell him later. On the third night, though, he was persistently asking what I was doing, and finally, I told him when I was finished, he could read what I was working on and check the details.
- He still was insistent to know what it was, and I finally explained that I was writing his obituary. The audience all laughed, and Don explained that he quit asking about what she was working on.
- After that, I was finally able to get it complete and over to Barbara Bosserman, who did a masterful job finalizing this resolution.
- Added that she kept it a surprise from Don because she was afraid that he would compose a speech.

5) VDOT

Ed Carter, Residency Administrator, provided the following update:

Maintenance

- Used contractors to complete trash pickup and mowing of primaries.
- Began mowing secondaries with our forces and will continue this month. (May carry over to next month.)
- Used contractors to place stone on shoulders of new pavement on VA Route 7 and VDOT completed stone applications on various non-hard surfaced routes.

- Performed prep patching operations on various routes for 2022 paving/resurfacing schedule and will complete this month, weather permitting.
- Started ditching operations on routes 653, 632, 612 and 610. VDOT will complete those this month.
- Cleaned up some storm debris and repaired potholes. VDOT will continue this month as the need arises.

Board Issues

- Conducted asphalt repair on Route 612.
- Repaired shoulder at Route 7 and 608.
- Repaired driveway entrance at Milton Valley Farm on Route 340.

Projects

- Route 761 Bridge replacement public hearing, Thursday the 19 at Snowden Bridge Community Center from 4 pm until 6 pm.

Complaints

- Still receiving complaints about school bus stop ahead signs on Howellsville Road near Shenandoah River Lane; there are currently four (4) signs at that location, two (2) from each way on Howellsville Road. He explained that adding more signs would not help.

Route 7 Safety Audit Report

- Completed
 - Pavement Markings
 - Edge lines widened from 4 inches to 6 inches.
 - Optical Speed bars installed on VA Route 7 WB approaching Route 612 (Shepherds Mill Rd).
 - 24 inch STOP bars installed on 20 secondary route approaches to Route 7 and in three (3) crossovers.
 - Double yellow centerline extensions installed on 20 secondary route approaches to VA Route 7 and in three (3) crossovers.
 - Signs
 - Dynamic intersection conflict warning flashers on VA Route 7 EB and VA Route 7 WB approaching Route 601.
 - Eight (8) additional warning signs installed on VA Route 7 EB for intersections with routes, 635, 632, 7 Bus West, and 612.

- Seven (7) additional warning signs installed on VA Route 7 WB for intersections with both Route 612 intersections, Route 608, 7 Bus East, and Route 635.
- Signal
 - High Visibility Back plates installed on the signal heads at the VA Route 7 intersections with Route 632, Route 7 BUS West, VA Route 7 BUS East.
- Planned and Funded Improvements
 - Install rumble strips on sections of VA Route 7 WB paved in 2021. They are from Route 612 to Route 7 BUS east and from Route 7 BUS west to the Frederick County Line. Installation will be in 2022.
 - There is an existing programed safety project to widen the paved shoulders, install rumble strips and upgrade the guardrail from Route 7 BUS (E. Main St.) to the Shenandoah Bridge (UPC 110827). Funding for the preliminary engineering will be available in March 2022 with construction funding available in March 2023.
 - There is an existing programed safety project to widen the paved shoulders, install rumble strips, and upgrade existing guardrail in both direction from the Shenandoah Bridge to the Loudoun County Line (UPC 112899). Funding for the preliminary engineering will be available in November 2022 with construction funding available in December 2024.
 - There is an existing programed safety project to provide advanced vehicle detection on both the Route 7 eastbound and westbound approaches to Route 632 to provide extension of green time in an effort to reduce the number of red light running and rear end crashes. Funding for the preliminary engineering will be available in October 2022 with construction funding available in April 2023.
- Unfunded Recommendations
 - Increasing the sight distance to the east for the southbound approach of Route 612 to VA Route 7. Page 17 of the report shown below.
 - Modifying the crossover at Route 612 eliminate the ability of southbound vehicles to turn left onto VA Route 7 EB. Page 17 of the report shown below.
 - Widen and extend the westbound right turn lane onto Route 612 north. Page 17 of the report shown below.
 - The paved shoulders should be widened 2 – 4 feet in the areas where the existing shoulder can accommodate on both VA Route 7 EB and WB west of Route 7 BUS west to the Frederick County line. Page 27 of the report shown below.
 - Installation of curve warning signs on the westbound lanes for the curve approaching Route 604. Page 27 of the report shown below.
 - Extension of the westbound left turn lanes at Valley Springs Lane and at Route 679 (Pine Grove Rd/Longwood Ln). Page 28 of report shown below.

- Extension of the westbound right turn lane at Route 604. Page 28 of report shown below.

– Page 17:

Possible Counter Measures

Based on the crash data review, possible countermeasures should be focused on reducing angle crashes crossing of the westbound lanes.

1. Improve sight distance to the east by removing vegetation, cutting back the slope on the north side of Route 7.
2. Install signing to encourage traffic to use Route 7 and Route 340 instead of Route 612 to go to and from West Virginia.
3. Install optical speed bars on Route 7 westbound to possibly reduce the speed of traffic approaching the intersection.
4. Install centerline in the crossover.
5. Refresh the stop bar on Route 612.
6. Widen and extend the westbound right turn lane to Route 612 North.
7. Modify crossover to allow eastbound traffic to turn north onto Route 612 but not allow southbound Route 612 traffic to cross the westbound lanes to turn left onto eastbound Route 7. Close westbound left turn lane to Route 7 eastbound. Extend westbound left turn lane at Hawthorne Ln.
8. Raising the grade of the sag vertical curve in the westbound lanes east of the intersection.



Example of Optical Speed Bar Markings for westbound Route 7

– Page 27:

Contributing Factors:

- 36 Fixed Object Off-Road: In 19 of the 36 crashes the driver was exceeding the speed limit or the maximum safe speed. Other factors noted; 5 DUI, 4 Snow/Ice related, 2 Driver Fatigue, 2 Tire Failure, 1 Medical Emergency, 1 Eluding Police, and 1 Avoiding Deer.
- 18 Rear End: In 14 of the 18 crashes the driver was exceeding the speed limit or the maximum safe speed. Other factors noted; 5 were congestion related, 2 cited sun glare going eastbound, 2 were slowing for deer, 1 was in a work zone, 1 involved a farm tractor, 1 was a secondary crash, 1 DUI, 1 driver distraction.
- 6 Angle: 2 were Snow/Ice related.
- 15 Deer: 11 of 15 occurred in the months of October and November

Possible Counter Measures

Based on the crash review, the most frequent crash type is Fixed Object off- Road. Possible countermeasure should focus keeping motorists on the road, providing recovery area, and encouraging motorists to reduce their speed.

1. The paved shoulders should be widened 2 – 4 feet in areas where the existing shoulder can accommodate. Edgeline or shoulder rumble strips should be installed as shoulder widening occurs and with maintenance repaving projects.
2. Based on the high operating speeds, install curve warning and chevrons signs on the westbound lanes on the curve at the Route 604 intersection.
3. Law Enforcement should conduct targeted speed enforcement on a more frequent basis.

There is an existing programmed safety project to widen the paved shoulders, install rumble strips, and upgrade existing guardrail in both direction from the Shenandoah Bridge to the Loudoun CL (UPC 112899). Funding for the preliminary engineering will be available in November 2022 with construction funding available in December 2024.

Possible Corridor Countermeasures**Roadway Departure**

1. The paved shoulders should be widened 2 – 4 feet in areas where the existing shoulder can accommodate. Edgeline or shoulder rumble strips should be installed as shoulder widening occurs and with maintenance repaving projects.
2. All existing shoulders should be reviewed and any pavement edge drop-offs addressed.
3. Future paving projects should include the use of Pavement Safety Edge.
4. Widen existing 4 inch edge lines to 6 inches.
5. Missing guardrail delineators should be replaced.
6. The existing centerline raised pavement markers should be inspected with missing and broken lens replaced. New pavement markers should be installed where none exist as resurfacing projects occur.

Page 28:

7. All roadway alignment warning signs should be dual indicated if not already.
8. Law Enforcement should conduct targeted speed enforcement on a more frequent basis.

There is an existing programed safety project to widen the paved shoulders, install rumble strips and upgrade the guardrail from Rt 7 BUS (E. Main St.) to the Shenandoah Bridge (UPC 110827). Funding for the preliminary engineering will be available in March 2022 with construction funding available in March 2023.

STOP Sign Controlled Intersections/Crossovers

1. Install stop bars where none exist on all VDOT maintained STOP sign controlled secondary route approaches. Refresh existing stops bars on all VDOT maintained STOP sign controlled secondary route approaches.
2. All intersection warning signs should be dual indicated if not already.
3. Due to the speed of the traffic, extend the westbound left turn lanes at Valley Springs Lane and at Rt 679 (Pine Grove Rd/Longwood Lane) to facilitate westbound u-turns.
4. Due to the speed of the traffic and its location in a curve, extend the westbound right turn lane at Route 604 (Good Shepherd Road)
5. Law Enforcement should conduct targeted speed enforcement on a more frequent basis.

Supervisor Catlett

- Asked about the unfunded recommendations, if there was a way to get funding for some of those.
 - Ed Carter confirmed that there is, but VDOT does not know what the infrastructure package will do in terms of providing funds. These are safety items, and there is a program called highway safety improvement; as those funds become available, that may be an option, but VDOT is not sure of how much or of the details at this time.
 - Ed Carter added that you have the option of Smart Scale and revenue sharing applications. Iterated that revenue sharing is not popular with localities unless they have excess money to put into it because it is a 50/50 deal. Ed Carter further explained that VDOT would apply for the money whenever and however it is received.
 - Ed Carter stated that Clarke County does have a little bit of countywide funds that were leftover from this year, would be happy to sit down with the Board to go over the available funds and projects that can be done.
- How will the success of these completed items be measured?
 - Ed Carter explained that those items are examined after a period, usually at least a year, that is when the crash histories from before the steps were taken and after the steps were taken are compared. It takes at least a years' worth of data to see what the contribution is from the implementation.

- The Route 601 and VA Route 7 intersection is not in Clarke County, but it is addressed some in the safety study; are there any updates on that intersection?
 - Ed Carter stated that there are once a month group meetings, which Chris Boies participates in; this morning, our traffic personnel and planners met, and they are putting together a conceptual plan to try to address the intersection. He further explained that VDOTs opinion is that everything went wrong at that intersection and area at the same time. When the study was done this spring, the volumes were down substantially; in use of parking area, use of traffic flows, and pedestrian usage. Now, VDOT has to go back and study the pre-COVID levels and the latest levels to try to figure out what can be done. He then conveyed that at the meeting this morning, alternatives were examined, but it will take money, and that cost is not known at this time.

Supervisor Bass

- Mentioned that the rumble strips around J & J Corner Store do seem to slow down traffic in the area. Wondered if the option of rumble strips could be used as you travel over the mountain near the Route 601 and VA Route 7 intersection.
 - Ed Carter explained that VDOT gets questioned often for rumble strips; the use of those are reserved for alerting drivers when conditions are about to change, such as coming to a stop sign or signal; to put them on primary roads is a nightmare to maintain and clear snow off of, so it is not used often in those conditions.
 - Chair Weiss clarified that what Supervisor Bass is mentioning is the optical speed bumps; Ed Carter conveyed that the optical speed bumps are an option because it is just paint on the road and easier to maintain.
 - Supervisor Lawrence stated that it is interesting that the optical speed bumps cause noise when you cross them.
 - Ed Carter confirmed that he would bring that up to the group to see if that can be implemented.

Supervisor Lawrence,

- Thanked VDOT for speed camera data on Triple J Road. Added that the County trailer was placed on Triple J Road today to try to help slow down traffic.
- On Crums Church Road, the shoulders look good.
- On Route 611, now that the shoulders can be seen, hopefully, people will ride over the yellow line when they realize that their horse or car trailer is too wide so that it does not ruin the shoulders in those narrower areas. Ed Carter stated that it is an existing situation that is prohibited by right-of-way and funding, but VDOT will keep trying to improve that road as much as possible.

- When Route 340 was paved south of the Town of Berryville around Senseny Road, there is a pile of gravel on the hard surface that needs to be swept because a motorcyclist could be injured.
- Questioned the private driveways throughout the piping project – when smashed if in right of way even though they are private driveways who is responsible?
 - o Ed Carter confirmed that it is the owners' responsibility, but VDOT will install the pipe, but the owner has to buy it if it needs to be replaced. He added that VDOT would maintain the pipe to make minor fixes or flush it out.

Vice-Chair McKay entered the meeting room at 1:10 pm.

The Board then moved back to item number 4: Consent Agenda.

6) Parks and Recreation Department Update

Lisa Cooke, Director of Parks and Recreation, presented the following:

	2019	2020	As of 8/11/2021
Rec Center			
Regular Admissions	3,211	2,724	1,570
Pass Visits	2,000	1,240	660
Rental Visitors	4,942	2,279	2,270
CCYB	6,600	4,770	3,560
SAAA	4,975	1,050	-0-
Craft Show	Fall 2,127	Spring 1,000 Fall 1,000	Spring 800
Pool			
Regular Admissions	10,669	4,412	6,530
Pass Visits	1,520	745	1,343
Rentals	1,855	745	1,343
Play camp	972	0	396
Swim Team	109		89 x 5 days x 7W=3,115
Shelters			
	7,660	4,730	7,332
Programs			
	3,432	2,634	2,487
New Programs			
	Pickleball	Rent-a-Naturalist	Sewing –

	Virtual Exercise/ Nutrition	Outdoor Preschool Activities Stem- monthly 3 classes	Concerts
Soccer			
	Spring 275 Fall 234 23,100	Spring 260 (cancelled) Fall 228 18,952	Fall 277 Spring 281 23,604

Core Savings:

\$784.36

- Rec Center:
 - o Regular Admissions looks like we are right on track to be close to 2019 because November and December are usually the busiest months.
 - o Pass Visits this number may seem low, but many of the people who purchased in 2020 were not able to use those passes, so they are being honored this year.
 - o Rental Visitors still have five (5) months of the calendar year so they should surpass the 2019 numbers.
 - o Clarke County Youth Basketball (CCYB) 2021 was affected this last season because they had to cut a month short because of COVID-19.
 - o Shenandoah Area Agency on Aging (SAAA) is still not operating at this time. Serving a multitude of meals, so the facility is still in use.
 - o Craft Show did drop some, but it has been held outside, moving that back indoors for two (2) days this year. So hope to be back to regular numbers.
- Pool:
 - o Regular Admissions, Pass Visits, and Rentals still have the rest of summer, but looking good on those numbers.
 - o Play camps numbers have reduced, all due to COVID-19 because the play camps can only come once a week this summer.
- Shelters:
 - o As of right now, the numbers show that we will surpass the 2019 numbers.
- Programs:
 - o Worked hard to implement different ways to run programs.
 - o Thanked childcare staff for their hard work at keeping programs open and offering that vital service to both the Schools and the County. Cannot say enough about the childcare staff.

- Soccer:
 - Used the numbers from the registrations; the 23,604 is calculated visits for practices and games, including people who would attend; parents and children.
- Program Guide this year, Cathy Kuehner has worked with the programmers to get that done in-house, which will save a lot of money. Thanked Cathy Kuehner for all of her hard work.

Supervisor Catlett

- Thanked Lisa Cooke and the childcare staff for the hard work during COVID-19, staff bridged many gaps that were needed in the County.

Supervisor Bass

- Surprised by the number of people at the pickleball courts at Johnson Williams Middle School. Thankful for the school district allowing all citizens to use those.
- Asked if there was a possibility of a disc golf course in the future. Lisa Cooke stated that she has had people ask about one, and those people were asked to bring plans to the Parks & Recreation Advisory Board to see how much support there is. Supervisor Bass offered his assistance if that does come to fruition.

Chair Weiss

- Complemented Lisa Cooke on her leadership at the park, you have always kept things moving, and people who work for you stay because of what you do for them and all of us.

Chris Boies

- Pointed out that Lisa Cooke is one of the longest-standing employees.
- Parks & Recreation was one of the departments that were hit the hardest by COVID-19; there were many tough decisions to be made. It was always a balancing act of trying to stay open and give folks a place to exercise and be with each other while also being safe.
- Parks & Recreation did a masterful job of managing that.
- Our facilities stayed open when others closed, but there were no outbreaks, and the facilities were kept clean.
- At times, we were not sure we were making the right decision, but we followed the guidelines and felt like we have come out of all this much stronger. From the numbers, it is obvious that people want to be back to participating like normal.

- Clarke County Parks & Recreation offers many programs for being such a small locality, and that is a testament to Lisa Cooke; she does an amazing job.

Vice-Chair McKay

- Thanked Lisa Cooke for doing a great job and being an excellent manager.

7) Approval of Minutes

July 20, 2021, Regular Meeting

Supervisor Bass moved to approve the July 20, 2021, Regular 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) Board of Supervisors Personnel Committee Items

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

2021-08-09 Summary: The Personnel Committee recommends the following:

- Appoint R. Eric Voelkel to fill the unexpired term of Steve Wisecarver as the at-large member on the Parks & Recreation Advisory Board, the term expired December 31, 2022.
- Appoint Dr. Susan Merriman to fill the unexpired term of Dennis Heflin as the White Post District representative on the Parks & Recreation Advisory Board, the term expires on December 31, 2023.
- Appoint the following individuals to the Agricultural and Forestal District Advisory Committee to six-year terms expiring on July 15, 2027: Sam Conrad, Debbie Norman, Tupper Dorsey, Tait North Simmons, Philip Shenk, Donna Peake, Bev McKay, and Shawna Hartsook.
- Reappoint Diane Harrison to a four-year term on the Fire & EMS Commission, the term expiring on August 31, 2025.
- Appoint Bryan Conrad for a one-year term as the Boyce representative on the Fire & EMS Commission, the term expiring on August 31, 2022.
- Appoint Van Armacost for a one-year term as the John H. Enders representative on the Fire & EMS Commission, the term expiring on August 31, 2022.

2021-08-17 Action: Chris Boies reviewed the Personnel Committee recommendations.

Vice-Chair McKay moved to accept the appointments. 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

Supervisor Lawrence commented on the three (3) Volunteer Fire Companies and their appointments on the Fire & EMS Commission; asked, since they meet quarterly, could those Volunteer Fire Companies have an alternate so that they are still represented when the appointed member is not there, and the alternates could participate when they are filling in for the appointed member.

Chair Weiss expressed that he did not have any objection.

Chris Boies stated that this is a good idea because sometimes people have scheduling conflicts, and those companies could still be represented. Added that staff could ask the companies for recommendations if the Board is good with having alternates.

Vice-Chair McKay asked if the Volunteer Fire Companies could first be asked by staff if they thought it was a good idea and then, if so, asked for recommendations.

Supervisor Catlett agreed that it is nice to have an alternate especially meeting only four (4) times a year; this helps ensure that all are being represented.

By Consensus, the Board agreed for staff to reach out to the three (3) Volunteer Fire Companies and ask if they are interested in having an alternate and, if they are, to have them suggest an alternate for the Fire & EMS Commission.

B. Appointment of Litter Committee

2021-08-09 Summary: The Personnel Committee recommends the following:

- The Personnel Committee is still seeking volunteers for this committee, no appointment recommendations at this time.

2021-08-17 Action: Information Only.

C. Bylaws for Clarke County Parks and Recreation Advisory Board

2021-08-09 Summary: The Personnel Committee recommends the adoption of the bylaws for Clarke County Parks and Recreation Advisory Board as presented.

2021-08-17 Action: Chris Boies reviewed the Personnel Committee recommendation and explained all of the changes presented.

Supervisor Catlett moved to adopt the bylaws for Clarke County Parks and Recreation Advisory Board 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) Board of Supervisors Finance Committee Items

A. History through Architecture Book, Clarke County

2021-08-09 Summary: Clarke County has been awarded a CLG (Certified Local Government) grant in the amount of \$33,498 from the Department of Historic Resources. This grant is for phase 3 of the project "History through Architecture Book, Clarke County." Federal funding received from this grant will be \$26,005, with a local match requirement of \$7,493. The local match is comprised of \$2,500 from Clarke County Board of Supervisors, \$1,500 from the Clermont Foundation, \$1,500 from Clarke County Historical Association, and \$1,993 in in-kind expenses. The FY22 adopted budget already includes \$4,493 of the local match for this project, so the additional expenditure and revenue appropriation needed is \$29,005.

Following review, the Finance Committee recommends approval of the following:

"Be it resolved that FY22 Clarke County budgeted expenditure and revenue appropriation be increased \$29,005 and that revenue be recognized in the amount of \$26,005 from the federal government, \$1,500 from The Clermont Foundation, and \$1,500 from the Clarke County Historical Association, all for the purpose of funding the "History through Architecture Book, Clarke County" project."

2021-08-17 Action: Brenda Bennett reviewed the Finance Committee recommendation.

Supervisor Lawrence

- Will this just get the books to the printer and then sold by the Historical Association? Brenda Bennett explained that at this time, it is not known how the books will be sold; believe the Historic Preservation Commission will sell them. In addition, the exact dollar amount is being discussed.
- Asked Brenda Bennett to send him the amounts spent on phase one (1) and phase two (2).

Vice-Chair McKay

- When the books are sold, where do the funds go? Brenda Bennett explained that the County recognizes the funds then the Board of Supervisors decides what to do with the revenue. Chair Weiss clarified that it would come into the general fund, and then the Board would have the opportunity to decide if it stays in the general fund or goes back to the Historical Association.

Chair Weiss

- Knew that this was a three (3)-phase project.
- Thanked Clermont for their contribution.

Supervisor Bass

- Is this part of a larger series that other localities also do? Supervisor Catlett stated that it is similar, but this is a standalone book.

Supervisor Catlett

- This is a good project, and the book will be nice to have.

Supervisor Bass moved, "Be it resolved that FY22 Clarke County budgeted expenditure and revenue appropriation be increased \$29,005, and that revenue be recognized in the amount of \$26,005 from the federal government, \$1,500 from The Clermont Foundation, and \$1,500 from the Clarke County Historical Association, all for the purpose of funding the "History through Architecture Book, Clarke County" project." 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. Coronavirus State and Local Fiscal Recovery Funds (CLFRF)

2021-08-09 Summary: The Finance Committee discussed possible uses for the CLFRF funds, including county department requests as well as outside agency requests received.

Following discussion, the Finance Committee recommends transferring \$7,343 of CSLFRF funds to the capital budget in order to move forward with the requested fresh air unit for the emergency communications center.

2021-08-17 Action: Brenda Bennett reviewed the Finance Committee recommendation; she explained that the Finance Committee discussed a list of possible uses, which is on page 92 of the packet. Chris Boies explained that the list is a running list of both solicited and unsolicited feedback. Chair Weiss stated that the Finance Committee looked at the list and thought that the Emergency Communications Center is a need and should not be held up. Chris Boies further explained that the thought process was to hold off on other requests until the amount of the Broadband Project is known.

Vice-Chair McKay moved to transfer \$7,343 of CSLFRF funds to the capital budget in order to move forward with the requested fresh air unit for the emergency communications center. 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

C. Bills and Claims

2021-08-09 Summary: Following review, the Finance Committee recommends the approval of the July 2021 Invoice History Report.

2021-08-17 Action:

Supervisor Lawrence questioned, and Brenda Bennett confirmed that CoreLogic General Overpayment amount on the bottom of page 137 of the packet is a Mortgage Company and that the Treasurer's Office has issued back those overpayments on taxes to that company. Chris Boies explained that CoreLogic is a tax service for mortgage companies; so they pay a lot of the taxes for the mortgage companies, there usually is a lot of refunds for those because often the citizen forgets that their mortgage company pays it, so they write a check, so that money is filled, so the money has to be sent back to CoreLogic.

Supervisor Catlett moved to approve the July 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

D. Standing Reports

- Year to Date Budget Report
- Reconciliation of Appropriations
- Capital Projects Report

2021-08-17 Action: Information Only

Chair Weiss asked for a brief update on the audit process. Brenda Bennett explained that staff has many tasks that they are working hard on but feel confident it will come together. Workers Comp audit is in September, and the auditors will come in early October.

Chair Weiss reminded the Board that if everything goes as scheduled, the Board will be able to review the carryforward savings in early October or November at the latest.

10) Government Projects Update

Chris Boies provided the monthly project update:

- Monument RFP:
 - o The Board at the July meeting discussed the one response to the Courthouse Green RFP.

- Staff was instructed to get feedback from vendors about the lack of interest in the project.
- The feedback we have received thus far indicates several firms are interested in submitting proposals for this project if we go back out for the procurement.
- Based on the feedback, staff would advertise the RFP for 60 days instead of 30 days and would retitle the project.
- We also have several firms that have asked to receive the solicitation directly, which we would do.
- Mike Legge will also reach out to other localities that have done similar projects and ask for a list of vendors who submitted their projects.
- Some vendors we spoke to just missed the notice about the RFP, and others noted they did not have time to put together a response in the timeframe provided.
- Brenda has also done some research with the auditors, and the County can accept donations, and those donations are tax-deductible.
- We can also collaborate with a local non-profit; there are pluses and minuses to each approach.

Supervisor Catlett thanked staff for the work. Added that it needs to move forward.

Supervisor Lawrence was hopeful that this would amount to more proposals to review.

Supervisor Bass questioned, and Chris Boies confirmed that in the research, the main reason companies did not do the RFP in the first round was that there is so much of this work happening at this time.

Chair Weiss reiterated that 60-days for the RFP was a better option for allowing people to respond.

Vice-Chair McKay stated that he is fine with this option to get more proposals and price options.

Chair Weiss expressed that the sooner an RFP is released, the sooner the process can move forward.

By consensus, the Board agreed to have staff move forward, get the RFP released as soon as it is ready, and then bring to the Board options once the review process is complete.

– COVID-19:

- We continue to closely watch our COVID numbers as cases have steadily increased statewide.

- As of yesterday's data, we are the only locality in our health district not in the high level of community transmission, according to the CDC.
- We also still have the lowest number of cumulative cases per capita in our health district with a little over 7% of the population-testing positive in Clarke; Warren is at 8.4%, Frederick 8.6%, Page 9.4%, Shenandoah 10.4%, and Winchester 10.9%.
- We still have the highest vaccination rates in our health district, with 60.7% of adults being fully vaccinated and 51.6% of all residents being vaccinated; Page, as a comparison, has 45% of adults vaccinated and 37% of all residents being vaccinated.
- Having said that, our vaccine numbers are still below the statewide vaccination rates, and we would encourage those unvaccinated to get the free vaccine, especially with the recent spread of the Delta variant, the number of residents hospitalized from COVID is up eight times from July 1st in numbers provided by Dr. Greene last week.

The Board agreed that the number of hospitalizations are not as bad as they were at the peak of COVID-19, but the slope is still rising. Chair Weiss encouraged all who are nervous about the vaccination to talk with their Doctors and Nurse practitioners; as you know, my wife is a Nurse practitioner, so many people talk to her, and 7-out-of-10 people are more comfortable after talking about it and get the vaccine. Chris Boies stated that Dr. Colin Green would also talk to groups if interested.

Chair Weiss complemented Clarke citizens for helping people stay as safe as possible.

– Clarke County Citizen's Academy:

- We will soon be announcing the new Clarke County Citizen's Academy, which will be a nine-month cohort program designed to acclimate citizens to the workings of county government.
- The program will be held on the third Friday of each month, September through June, and will explore various topics such as education, public safety, public works, economic development, etc.
- We hope to open up the application process in the next week or so; more information is coming soon.

Supervisor Catlett asked, and Chris Boies confirmed that there is an application, and two (2) of the questions ask why you would like to do this and what you hope to get out of it; the hope is that people are interested in participating. Asking that the participants are Clarke County residents or business owners in Clarke County. For how many people are in attendance, there is not a real limit. The plan is to see what the demand is, and the limit will be due to the number of people who can fit in the locations of the different tours.

Vice-Chair McKay asked if there could be a grant for people. Supervisor Lawrence stated that some groups in the community might be interested in supporting and giving a scholarship. Chris Boies explained that funds could be looked at; we are encouraging people to apply.

Chair Weiss stated that this is a similar program that the City of Winchester offers; Supervisor Catlett, Supervisor Bass, and I have all participated in that program, and it is a great program.

– Broadband:

- All-Points Broadband has informed us they will be ready to talk about the detailed financial information related to our possible VATI application the week of August 30.
- We will need to set a date and time for a special Board of Supervisors meeting that week.
- At the meeting, the Board will receive information on the County's financial contribution required to provide universal broadband to every house in Clarke County.
- This room is currently available on Monday, the 30th, Tuesday the 31st before 3, Wednesday the 1st in the afternoon, Thursday the 2nd all day, and Friday the 3rd in the afternoon.

– Employee Recognition for the Fair:

- I would like to thank the County employees who helped make the fair a success this year, Jamie Royston and Brian Lichty performed inspections to ensure safety before the fair opened, and Brian worked the Fire/Rescue tent, Cathy Kuehner volunteered and provided great publicity on social media, Barbara Bosserman, Anne Williams, and David Weiss all volunteered in the kitchen on Wednesday evening.

– Legislative Luncheon:

- Last fall, when we had our Legislative Luncheon, it was requested to have it earlier this year; wanted your opinion on when to have that meeting.
- After a discussion about the Election, all agreed to look at November after the Election.
- Staff will bring back dates to finalize this at the September meeting.

11) Miscellaneous Items

Supervisor Lawrence asked if the Department of Game and Inland Fisheries could be invited to an evening session to present the new regulations that the State just put into place for Clarke County, specifically on deer season. Having it at the evening session would allow more citizens to attend and ask questions.

Chris Boies stated that there might be a potential October Public Hearing for necessary amendments to the Code of Clarke County from Brandon Stidham. Plan to get to the Board in September to potentially set a public hearing in October. The Board agreed to have staff reach out to the Department of Game and Inland Fisheries to see if someone can present those changes at the October Board of Supervisors Evening Session and decided to have that presentation regardless of the ordinance changes potential public hearing.

12) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process approved minutes for July 20, 2021, Regular Meeting Minutes.	Brianna R. Taylor
2.	Execute 2021-19R: Resolution of Recognition and Appreciation of Donald De Haven	David S. Weiss
3.	Process 2021-19R: Resolution of Recognition and Appreciation of Donald De Haven	Brianna R. Taylor
4.	Execute notice of appointments	David S. Weiss
5.	Process appointments and update the database	Brianna R. Taylor
6.	Process Bylaws for Clarke County Parks & Recreation Advisory Board	Lisa Cooke
7.	Process History through Architecture Book, Clarke County	Brenda Bennett
8.	Process Coronavirus State and Local Fiscal Recovery Funds (CLFRF)	Brenda Bennett
9.	Process Bills and Claims	Brenda Bennett
10.	Schedule the Department of game and Inland Fisheries presentation for the October Regular Meeting evening session.	Chris Boies
11.	Re-release the RFP for the Courthouse Green Master Plan.	Chris Boies

- | | | |
|-----|---|-----------------|
| 12. | Schedule the Special Meeting for Broadband for the week of August 30. | Chris Boies |
| 13. | Reach out to the Volunteer Fire Companies for the alternative members for the Fire & EMS Commission. | Chris Boies |
| 14. | Process Amendments to the Clarke County Zoning Ordinance and Clarke County Subdivision Ordinance (TA-21-02) | Brandon Stidham |

13) Board Member Committee Status Reports

Supervisor Matthew E. Bass

- Board of Septic and Well Appeals
 - No meetings.
- Library Advisory Council
 - Nothing to report.
- Planning Commission
 - No August meeting.
- Josephine School Community Museum Board
 - Dee Dee Liggins is already starting to work on the Juneteenth Celebration for next year.
 - Reminded me of one of my projects to reach out to Nathan Stalvey, Dee Dee Liggins, and others to brainstorm different options to preserving historical properties down Josephine Street and in the area.
- Legislative Updates – High Growth Coalition
 - Judges came out of the most recent session; understand that a bunch of federal money was decided on with respect to broadband, wastewater, unemployment, school capital needs, etc. Chris Boies confirmed that the Broadband is \$700M; put into perspective that in the past, the state thought \$50M was enough for Virginia Telecommunication Initiative (VATI). Chris Boies further explained that this would definitely create a larger pool of funds for our VATI application if Clarke proceeds with that option. He then added that they are going to use the VATI program to allocate the \$700M.
 - Chair Weiss stated that the Laurel Center issue – unclear as to if it will be reimbursed or funded. Chris Boies explained that they did not receive direct allocation, but the Department of Criminal Justice Services may be able to apply, so there could possibly be a debate by the Delegate and Director in whether that could help the Laurel Center. This item will be brought back up at the Finance Committee as a discussion item next month.

- Northwestern Regional Juvenile Detention Center Commission
 - Nothing to report.
- Northwest Regional Adult Drug Treatment Court Advisory Committee
 - Nothing to report.
- Sheriff Office
 - National Night Out was held on August 3; it had a good turnout. Had the opportunity to get on the microphone and say thank you to people.
 - Next meeting is on Friday, August 20.
- Town of Berryville
 - Currently working on their own allocation of the federal funding, the updated status of those allocations are available on the Town of Berryville's website.

Vice-Chair McKay

- Berryville-Clarke County Joint Building Committee
 - Did not meet.
- Northern Shenandoah Valley Regional Commission
 - Did not meet.
- Town of Boyce
 - Mayor resigned since he is moving.
- Clarke County Sanitary Authority
 - Trying to get some issues fixed; regarding grease and fat build-up at the grinder pump station in Waterloo.
 - The grinder pump alarm went off at one of the pumps because it could not grind a stainless steel sponge.
 - In the process of getting the new generator project, complete. The new generator runs off propane and will be re-engineered. Supervisor Lawrence stated that he could reach out to Rappahannock Electric Cooperative to look to see if a three (3) phase would be able to be used so there are fewer power outages.
 - Warranty on the coating on the tanks was up, so had the company re-coat those.
 - Working on a master plan of fees with Inboden.
 - Inboden is doing a great job running the plants.
 - At this time, no one has taken advantage of the Waterloo rates.

Supervisor Terri T. Catlett

- Career and Technical Education
 - Did not meet, probably will not meet until fall.
- Clarke County Historic Preservation Commission
 - Met at Camino Real and gave awards for 2020/2021.
- Clarke County Humane Foundation
 - Met the first week of August.

- More discussion on the open house.
- Many are excited about the addition; it will be a nice space and serve a couple of different functions.
- New full-time employee, Aislan Borkholder.
- Went to the Farmer's Market, gave out some items from the shelter, and had a donation drive.
- Conservation Easement Authority
 - Meets on Thursday.
- Parks & Recreation Advisory Board
 - Did not meet, but Lisa Cooke gave a nice update today.
- School Board
 - Many agenda items to get ready for school in the fall with the Coronavirus regulations.
 - Superintendent Chuck Bishop's big goal is to have kid's 5-days a week safely.
 - High School is changing schedules, going from a block schedule to 8-classes a day.
 - Chair Weiss asked Chris Boies to reach out to Superintendent Chuck Bishop to see if he could provide an update in September or October at either the Work Session or the Regular Meeting.
- Village of Millwood
 - No update.
- Virginia Association of Counties
 - No update.
- CPMT
 - Met yesterday, had a good meeting.
 - Discussed how to include more people.
 - Connection of providing services for Clarke County kids; working with the school system to identify what FAPT provides, and to assist parents.

Supervisor Doug M. Lawrence

- Board of Social Services
 - Meets tomorrow.
 - Will review the first three (3) chapters of the employee handbook.
 - Some discussion on cross-training.
 - On the list of COVID-19 funds – there was a request for overtime due to caseloads. Chris Boies stated that they could go back to using Comp Time; added that the budget bill that was adopted corrected those issues with the overtime versus comp time.
- Broadband Implementation Committee
 - Hopeful that something happens shortly.
- Northwestern Regional Jail Authority

- Missed the meeting.
- On the agenda, an item eluded that the state was taking more inmates.
- Chris Boies conveyed that they ended the fiscal year in a positive.

Chairman David S. Weiss

- Berryville-Clarke County Joint Committee on Economic Development and Tourism
 - Met last month
- Industrial Development Authority
 - Met last month.
- Fire & EMS Commission
 - First meeting on the quarterly schedule; had a quorum at the last moment.
 - Good meeting.
 - The message from Director Brian Lichty was that our response times have continued to improve. We are pretty close to standards for rural counties.
 - One thing that was brought up was the idea of an independent third-party review of our practices and procedures to see how we stand as far as our response times, our organization, our communication, etc. This would be performed by the Fire Services Board that is a state agency, and they do these reports for localities for free. Their website has reports of other localities available. Director Brian Lichty brought this to the Commission, and the Commission tasked Brian Lichty with discussing it with the Chiefs to get their opinion and to bring it back at the next meeting.
 - Continuing work with recruitment.
 - Supervisor Lawrence expressed that there was a good turnout for John H. Enders at the Farmer's Market getting kids involved in games and got a few new volunteers.

At 2:55 pm, Chair Weiss recessed the meeting.

At 6:30 pm, Chair Weiss reconvened the meeting.

14) Citizen's Comment Period

No persons appeared to address the Board.

Chair Weiss thanked Cathy Kuehner for all of her efforts and hard work.

15) PH2021-10: Proposed Amendments to the Clarke County Zoning Ordinance and Clarke County Subdivision Ordinance (TA-21-02)

Brandon Stidham explained that the code changes had been advertised per Code of Virginia requirements.

At 6:32 pm, Chair Weiss opened the public hearing.

No persons addressed the Board.

At 6:32 pm, Chair Weiss closed the public hearing.

Supervisor Bass moved to repeal current Chapter 188 (Zoning) and Chapter 161 (Subdivision of Land) of the Code of Clarke County, and replace with the adoption of proposed Chapter 200 (Clarke County Zoning and Subdivision Ordinances, text amendment TA-21-02) containing the following articles with changes as described.

- **Article I, Zoning Ordinance (Draft Version 7)**
- **Article II, Subdivision Ordinance (Draft Version 5)**
- **Article III, Definitions (Draft Version 7)**

With the motion on the table:

Supervisor Catlett thanked staff Brandon Stidham, Director of Planning & Zoning, Jeremy Camp, Zoning Administrator, and the Clarke County Planning Commission for all of their work and support throughout this process. This has been a long process, and a lot of work, and Clarke County benefits from it all.

Chair Weiss iterated that this is a much better document for all concerned; the people using it; from the public standpoint, the planning commission, and staff. Added that this document is well organized and easy to read.

Chair Weiss recognized that a citizen entered the meeting room and stated that the Board of Supervisors had opened the public hearing, closed the public hearing, and had a motion on the floor to adopt the ordinance as presented. The Board granted that if the citizen presented his name and commented, it would be accepted.

David Moore, Bluemont: appeared to address the Board on the public hearing ordinance change. He put forth the following:

- I have been a part of ordinance rewrites and regulatory rewrites around the Washington, D.C, area.
- I applaud this rewrite. It is fantastic, it is very user-friendly, and I have read it twice. I really enjoy how it is laid out.

- I have also read the ordinances as they are now; this will be much easier for people to read and understand.
- The one thing I did want to mention, in my particular situation, I have a large property up on the mountain with several parcels to it, but it is one property. I do plan on building a home in the parcel that is next door that has been my plan the whole time. I currently have a home occupation business license which if I move from my current parcel to my new home in the new parcel, basically in the FOC with these new ordinances, they are drastically limiting the number of people that can be a part of a home occupation on-site license.
- My request is that it remains the same, not limited because if they are adopted. Because when I then move to my new home, I will have to then apply for a new business license; so I have been told and it will greatly reduce the number of clients that I can serve in my business.
- I have a business license for a photoshoot center where people come to my property; it has a beautiful stonewall, oak trees, and wonderful settings for photos. Examples that I have given is that if a family of fifteen are in the area for a family reunion and they found my information for my network that I advertise, if they want to come to my property for a photoshoot, that family of fifteen cannot come to my property with the way that the ordinance is being proposed; because the new ordinance is limiting the number to twelve.
- This is my request; I would appreciate it if the Board would give this consideration.

Chair Weiss conveyed that there is a motion on the floor.

Vice-Chair McKay stated that the Planning Commission has spent much time on this and personally seems that it is well thought out, and there will be some issues that people have no matter how it is written.

Supervisor Lawrence asked, and Brandon Stidham confirmed that the citizen tonight is correct that his home occupation currently would be valid, but when he builds on a separate lot, he would have to move his home occupation license and then comply with the new regulations. Brandon Stidham explained that the current ordinance allows for up to 24 people on the property twice a month; that was reduced down to twelve, and the number of times a month was changed.

Supervisor Bass reiterated everyone's comments and commended staff as well as the Planning Commission for a job well done on this project. Added that the irony is that the user guide/manual is the rock star, in his opinion. It is one thing to sit and read ordinances, but to have that tool available for business owners, homeowners, and

current citizens is a great benefit to all. I really commend staff for coming up with that and again commend the Planning Commission for working through all of the documents and presenting the draft as it is tonight.

After comments, the motions 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) Adjournment

At 6:40 pm, Chair Weiss adjourned the meeting.

17) Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, September 21, 2021, at 1:00 pm in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: August 17, 2021

David S. Weiss, Chair

Chris Boies, County Administrator

Recorded by Tiffany R. Kemp and Transcribed by Brianna R. Taylor