

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on August 3, 2021 at 9:00 AM.

Present: Cheryl L. Cullers, Chair (South River District); Archie A. Fox, Vice Chairman (Fork District); Tony F. Carter (Happy Creek District); Walter J. Mabe (Shenandoah District); and Delores R. Oates (North River District); also present were Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, Interim County Attorney; David Beahm, Building Official; Mike Berry, Public Works Director; Michael Coffelt, Sanitary District Manager; Rick Farrall, Emergency Coordinator; Caitlin Jordan, Senior Assistant County Attorney; Gerry Maiatico, Fire Marshal; Joe Petty, Planning Director; Carol Tobin, Director of Elections; and Emily Ciarrocchi, Deputy Clerk of the Board

Adoption of Agenda

Mrs. Oates requested the removal of item B (County Project Updates) from the work session, the removal of item I-4 (Adoption of Deputy Public Works Job Description and Grade Placement) from the Consent Agenda and its relocation to the work session, and the addition of an item to the closed session under Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act regarding the Front Royal-Warren County Airport Commission.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the agenda as amended:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

Report – Virginia Department of Transportation – Ed Carter

Ed Carter, Residency Administrator with the Virginia Department of Transportation (VDOT), presented the following report to the Board:

Maintenance:

- Performed asphalt patching on Morgan Ford Road from Fairground Road to Morgan Ford Bridge
- Repaired shoulders along Fairground Road to Route 522
- Conducted grading operations and stone application on various non-hard surfaced roads and will continue this month
- Skin patched Panhandle Road and Bentonville Road
- Completed 1st round of mowing and will begin the 2nd round this month on two lane primary and secondary routes

- Performed brush cutting operations on Route 340 with contractors
- Picked up 73 bags of litter collected by RSW Regional Jail inmates
- Will be cleaning pipes on various routes this month and applying dust control measures on various non-hard surfaced roads

Rural Rustics: Will begin drainage work and pipe replacements on Rocky Hollow Road this month and begin the scoping and permit process for drainage work on Kendrick Ford Road this winter.

Happy Creek Road: The utilities completed their work last week and VDOT is moving forward with working to get the road back open. VDOT is coordinating with Warren County Public Schools to allow buses to use the road when school starts back even if they are not able to open for all traffic.

Mr. Carter also reported VDOT would be putting plant mix on Rivermont Drive (Route 619) from the bridge to Airport Road in order to eliminate bleed through of the tar, for which the Residency had received several complaints. The section will be paved before the end of the summer, and Mr. Fox voiced his appreciation.

Mr. Mabe noted there was a lot of brush growth along the sides of Browntown Road (Route 649) that did not appear like it has been mowed, and Mr. Carter replied VDOT is getting ready to begin mowing operations.

Mrs. Cullers asked if reflector tabs could be placed along the double yellow line on Route 340 South from Rocky Lane to Town limits, and Mr. Carter said reflectors are being placed whenever the primary roads are being repaved. She then asked about the results of the speed study along Route 340 South, and Mr. Carter, who believed he had sent a copy of the study results to her, reported the study did not recommend lowering the speed on that road. She reiterated her desire to have the speed on Route 340 South lowered along with the speed on Indian Hollow Road.

Mrs. Cullers said she would like to schedule a work session to discuss the different funding sources, such as Smart Scale versus Rural Rustic, and understand how the “pots” money are used and where they come from.

Public Comment Period (60 Minute Time Limit)

Lynda McDonough, 1205 High Top Road, spoke on a myriad of issues, including the lack of restrooms at a new memorial off Crossway Lane and High Top Road remembering those who have passed away due to Coronavirus, runoff from a new home being constructed damaging the roads, votes from County citizens being stolen during the 2020 Election, the Board’s reversal of decision regarding the proposed Sheetz in Linden, the condition of the roads on Blue Mountain, the corrupt media and government, wondering if the Board members took an oath of office to uphold the Constitutions of Virginia and the United States,

whether the Board members have even read both the Constitutions, and what sort of training, if any, the Board members complete for their roles.

There were no further presentations from the public.

Report – Economic Development Authority – Doug Parsons

Doug Parsons, Executive Director, provided the following Economic Development Authority (EDA) report to the Board:

1. Audits: The draft audits for FY18 and FY19 were presented to the Finance Committee on June 21, 2021. There were many questions about the numbers, and the auditors will work with the Board of Directors and the EDA's attorneys to ensure everyone understands what the numbers represent.
2. EDA Owned Properties: All HVAC work at 426 Baugh Drive is done. The EDA will also reimburse Visionary Optics for the HVAC replacement at 1325 Progress Drive per the lease with them.

The due diligence work for the Stephens Industrial Park site is progressing. The Shenandoah Valley Partnership has signed off on the contract, and the work is set to begin. Once completed, this will save prospects time and money and let them move to the site plan phase immediately upon signing a purchase and sales agreement.

3. Silent Falcon: Silent Falcon continues renovating the hangar at the Airport. They are still planning an open house and will move in inventory and equipment once the concrete work is done. They are scheduled to present the latest progress to the Airport Commission meeting on August 4, 2021.
4. Prospects: The EDA has made progress on several of its prospects that they could discuss in closed session if the Board of Supervisors wishes. Activity in the logistics and supply chain sectors is red hot and we're getting great interest in our properties in those sectors.
5. Marketing: Our marketing materials will be completed by the end of August in time for our first marketing trip. We've secured several marketing options and will begin actively marketing with our partners in the very near future. We're confident that we've identified the most cost-effective options based on our target industries.

Report – Warren County Department of Social Services – Samantha

Samantha "Sam" Edwards, Assistant Director of Social Services, reported the Department has expanded its lobby hours to match the other offices in the County, 9:00 AM

– 5:00 PM, Monday through Friday. She also noted there will be a job fair with over twenty-five (25) employers on Thursday, August 5th from 10:00 AM – 3:00 PM in the gymnasium at the Health and Human Services Complex. The Department hopes to bring job seekers and employers together, and there is no registration necessary for citizens. On a different note, The Laurel Center recently lost a grant to provide services to sexual assault victims in Warren County, who now have to travel to Winchester to receive services. The Department is collaborating with the Phoenix Project, the United Way, Northwestern Community Services Board, the Victim Witness Coordinator, Front Royal Police Department, and the Warren County Sheriff's Office to provide those services in Warren County again. The Department has also been hosting a One-Stop Resource Center on the first and third Wednesday of each month, gathering over ten community partners at the Health and Human Services Complex to answer questions about resources in the community for those in need.

Report – Virginia Cooperative Extension Office – Karen Poff

Karen Poff, Family and Consumer Sciences Agent, presented the Virginia Cooperative Extension (VCE) Office's report to the Board and highlighted the following points:

- The Warren County Fair is underway, and she encouraged the Board members to go out and visit
- Started the Quick Money Chats program, which has trained volunteers available anytime to answer financial questions
- The Managing Your Money classes are transitioning back to in-person; this is a six-lesson series, and citizens can fill out a survey expressing their interest
- Hosting educational programs on livestock transportation, weaning sheep, tick-borne diseases, and the spotted lanternfly invasive species
- 4-H camp was held this year at half capacity due to COVID-19 restrictions
- Conducted tree fruit production and pest management virtual meetings and in-person trainings
- Facilitated the diabetes prevention program, which is a combination of an educational program and support group promoting eating healthy and physical activity
- Will be starting up the Super Pantry program again soon

Mrs. Cullers asked if the diabetes program is physically based in Winchester, and Ms. Poff replied it has been virtual due to the Coronavirus pandemic. When the classes are in-person again, the facilitator will come and do the program in the County.

Mr. Mabe asked Ms. Poff to explain the Super Pantry program, and Ms. Poff stated the program combines nutrition and financial education. Participants cook a healthy meal from scratch and eat the meal together, learning to stretch their food dollars. Each participant is given a bag of groceries to take home, and the program is intended for limited resource families.

Reports – Board Members, County Administrator, Interim County Attorney

Mr. Carter had nothing to report.

Mr. Fox had nothing to report.

Mr. Mabe reported the following:

- Met with representatives from the Town about transportation and the Front Royal Trolley system being more efficient
- Met with People, Inc. over the past week, and noted the new Director, Samantha Barber, is looking for space in the County
- Attended the Drug Prevention Committee meeting on July 15th
- Volunteer program at Samuels Public Library, many volunteer opportunities in the County, August 21st

Mrs. Oates reported the following:

- Attended the RSW Regional Jail Personnel Committee and Authority Board meetings on July 22nd
- Attended the Drug Prevention Committee meeting on July 15th, and the Committee is planning a joint education event with Warren County Public Schools for parents and students, which will be publicized soon
- Responded to the comments by Ms. McDonough and confirmed the Board members do undergo training, and she and Mrs. Cullers are taking their last class in a series on Planning and Zoning through the Virginia Association of Counties on August 6th

Mrs. Cullers reported the following:

- Thanked VDOT and Superintendent Russ Gilkison for their trash pickup efforts
- Attended a relocation ribbon cutting for Code Ninjas
- Attended the Lake Front Royal Property Owners Association picnic and meeting on July 31st
- Reminded citizens of the very dry conditions the County is experiencing right now and encouraged everyone to conserve water when they can
- Responded to the comments made by Ms. McDonough and confirmed the Board members do get sworn in and take an oath of office to uphold the Virginia and United States Constitutions

Dr. Daley reported the following:

- Fire Marshal Gerry Maiatico spoke about National Night Out later this evening, August 3rd, from 6:00 PM to 9:00 PM at the gazebo on Main Street. It is a gathering of all the public safety partners in the County who work together to prevent crime and keep

the community safe. There will be fire and emergency medical services (EMS) apparatus on display and fire prevention materials available.

- Mr. Maiatico also noted the Warren County Fair is currently underway, and the Department's Recruitment and Retention Coordinator, Brenda Diehl, is at the Fair with a display on the Department's recruitment and retention initiatives.
- Dr. Daley invited the Board members to Warren County Public Schools' Teacher and Support Staff Appreciation Luncheon on Monday, August 16th from 11:00 AM to 1:00 PM at Shenandoah Valley Golf Club.
- Pleased to announce that Todd Jones will begin work as the County's new Director of Technology tomorrow, August 4th.
- Recognized April White and Ana Portillo with the Department of Social Services on their receipt of the statewide Bravo Award, which acknowledges their work with the Child and Family Service Reviews (CFSR) program.
- Reported that Keith McLiverty, Finance Director, resigned effective July 16th, and announced that Matt Robertson will start as the Deputy Finance Director beginning Monday, August 9th, with a Bachelor's degree from George Mason University, a Master's degree from James Madison University, and recent experience with Fauquier County.
- The County's broadband application has been accepted by the Virginia Department of Housing and Community Development (DHCD) and is undergoing a review period to allow other companies to submit comments; due to the size of the broadband consortium, DHCD has extended the comment period for 15 days.

Consent Agenda

1. Road Naming Request – Cedar Hill Lane off Stonewall Jackson Highway – Emma Rusnak
2. Designation of Deputy Zoning Administrator – Joe Petty
3. Execution of the Billing Services Agreement between Warren County and EMS Management & Consultants, Inc. – Rick Farrall/Caitlin Jordan
4. *Removed from the agenda*
5. Adoption of Deputy Registrar Job Description and Grade Placement – Taryn Logan
6. Authorization to Advertise for Public Hearing – Ordinance to Amend and Re-Ordain Section 172-37.2 of the Warren County Code – Caitlin Jordan
7. Authorization to Advertise for Public Hearing – Ordinance to Vacate an Unimproved Right-of-Way in the Sealoek Subdivision – Joe Petty
8. Authorization to Advertise for Public Hearing – Modification of Conditional Use Permit 2003-03-05, ELP Riverton, LLC to Add Uses to Pre-Approved Retail List – Joe Petty

9. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-01, John Suh for a Short-Term Tourist Rental – Matt Wendling
10. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-02, Neal Sutliff for a Short-Term Tourist Rental – Matt Wendling
11. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-05, Mountaintop the Church at Skyline for a Private School – Joe Petty
12. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-06, Melissa Halko for a Short-Term Tourist Rental – Matt Wendling
13. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-06-07, Ken Colton/KLC & CO, LLC for the Storage of Cars, Boats, and Recreational Vehicles – Joe Petty
14. Coyote Bounty – Katrina Burkhart (1) – \$50.00 Each – Animal Control

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the Consent Agenda as presented:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

Closed Session – Virginia Freedom of Information Act

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Section 2.2-3711(A)(3) of the Virginia Freedom of Information Act for discussion concerning the acquisition of property for a public purpose; he further moved that discussion be limited to property located in the South River Magisterial District outside of the limits of the Town of Front Royal.

The Board also entered into a closed meeting under the provisions of Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act for the discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, and resignation of a specific public officer of the public body; he further moved that discussion be limited to the Front Royal-Warren County Airport Commission:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1) and (A)(3) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body:

Carter, Aye; Oates, Aye; Cullers, Aye; Mabe, Aye; Fox, Aye

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors amended the agenda to add the appointment of Paul Kosubinsky to the Front Royal-Warren County Airport Commission for an unexpired four-year term beginning upon appointment and ending on June 30, 2025 and further approved this appointment:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, Aye

Taryn Logan, Deputy County Administrator, introduced Lisa Salomon as the new part-time Grants and Special Projects Coordinator, who started work earlier today, August 3rd.

Adjournment

Mrs. Cullers adjourned the meeting at 10:25 AM.