

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on December 14, 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 Dr. Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, Interim County Attorney; Mike Berry, Public Works Director; James Bonzano, Chief of Fire and Rescue Services; Michael Coffelt, Sanitary District Manager; Todd Jones, Director of Technology; Jon Martz, Director of Social Services; Jane Meadows, Human Resources Director; Joe Petty, Planning Director; Alisa Scott, Deputy Finance Director; Jamie Spiker, Treasurer; Sherry Sours, Commissioner of the Revenue; Robin Richardson, Assistant Director of Parks and Recreation; and Emily Ciarrocchi, Deputy Clerk of the Board

### **Call to Order and Pledge of Allegiance of the United States of America**

### **Adoption of Agenda – Additions or Deletions**

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

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

### **Special Presentation by E. Wilson Morrison Elementary School 5<sup>th</sup> Grade Chorus**

The 5<sup>th</sup> grade chorus from E. Wilson Morrison Elementary School, under the direction of Thomas Hassett, performed a selection of holiday songs for the Board and the public.

### **Report – Virginia Department of Transportation (VDOT) – Ed Carter**

Matt Smith, Assistant Resident Engineer with the Virginia Department of Transportation (VDOT), presented Ed Carter's monthly report to the Board:

#### Maintenance:

- 140 bags of trash picked up by RSW Regional Jail off Dismal Hollow Road
- There are a number of maintenance employees using up vacation leave last month and this month
- Work has largely been confined to mowing, brush cutting, hazardous tree removal, and grading of non-hard surfaced roads

- Completed the mowing in November but the remaining functions are continuing through this month
- Replacing some culverts and cleaning some drainage areas on Route 340/522, Thompson Hollow Road, and Messick Road; VDOT will also be using its slope mower at various locations this month

Other Issues:

- Contractor schedule for trimming overhead canopy is January; while they are there, VDOT will have them remove the few remaining trees on Rocky Hollow Road
- VDOT will be doing night inspections on the signs in the Browntown area beginning in January, estimated to take five days

Mrs. Oates asked when the Rockland Road railroad crossing flyover project was expected to begin, as she has lots of constituents asking specifically about access to the church at that intersection. Mr. Smith did not want to speculate and could report back when he had a definitive answer.

**Adoption of Resolutions re: Special Recognition of Student Athletes**

On a motion by Mrs. Oates, seconded by Mr. Fox, and by the following vote, the Board of Supervisors adopted the proposed resolutions honoring Ava Bordner and Kaley Tanner:

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY IN  
SPECIAL RECOGNITION OF AVA BORDNER

WHEREAS, Ava Bordner is a resident of Warren County and a Junior at Skyline High School, and

WHEREAS, Ava Bordner is a member of the Girls Cross Country Team, and

WHEREAS, Ava Bordner led the Skyline Girls Cross Country Team with a First Place win in the Region 3B Cross Country Championship in Culpeper, and

WHEREAS, Ava Bordner led the Skyline Girls Cross Country Team with a First Place win in the Virginia Class 3 State Championship.

Now, therefore, be it resolved that the Warren County Board of Supervisors congratulates Ava Bordner on a championship season that has brought recognition to Skyline High School and Warren County.

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY IN  
SPECIAL RECOGNITION OF KALEY TANNER

WHEREAS, Kaley Tanner is a resident of Warren County and a Sophomore at Warren County High School, and

WHEREAS, Kaley Tanner is a member of the Girls Cross Country Team, and

WHEREAS, Kaley Tanner ran with the Warren County Girls Cross Country Team, achieving a Second Place finish in the Region 3B Cross Country Championship in Culpeper, and

WHEREAS, Kaley Tanner ran with the Warren County Girls Cross Country Team, also achieving a Second Place finish in the Virginia Class 3 State Championship, and

WHEREAS, the Warren County Girls Cross Country Team finished Second in the Virginia Class 3 State Championship.

Now, therefore, be it resolved that the Warren County Board of Supervisors congratulates Kaley Tanner on a championship season that has brought recognition to Warren County High School and Warren County.

**Public Comment Period (60 Minute Time Limit)**

Randolph Leach, Jr., 3164 Ashby Station Road, read a prepared statement to the Board of Supervisors requesting information on what steps would need to be taken to add Taliaferro Manor subdivision, Sections 1 and 2, to the list of designated areas in Warren County Code Section 177-3 where the shooting of firearms is prohibited as well as the list in Warren County Code Section 110-1 prohibiting hunting in designated areas. The Board directed him to provide contact information to Deputy Clerk Emily Ciarrocchi, who would send him documentation related to this request.

Matt Tederick, 21 Edgewood Street, recapitulated an article from the late November edition of The Warren Report in which two citizens, Kristen Nelson and Stevi Hubbard, reported on a clandestine operation between Town Planning Commission member Darryl Merchant and Board member Walt Mabe when Mr. Mabe was considering running for Mayor of the Town of Front Royal. Mr. Merchant and Mr. Mabe allegedly communicated via coded text messages and conspired to bypass Virginia Freedom of Information Act (FOIA) laws to leak a report from Town Attorney Doug Napier marked "Attorney-Client Privilege". Mr. Tederick asked why the Board of Supervisors was covering up for Mr. Mabe's indiscretions and wanted to know if the Board had asked for Mr. Mabe's resignation due to this shaming of his elected office. Mr. Tederick also said the reporters at the Royal Examiner knew about this conspiracy and covered it up instead of reporting on it to help hide Mr. Mabe's bad behavior. Mr. Tederick wondered where the outcry was from the Board that claims to desire transparency and accountability in government. He wants the Board to investigate this

matter and to discover the real reason Mr. Mabe withdrew his candidacy for Mayor. He wants the Board of Supervisors to lead for a change instead of talking about leading and to hold Mr. Mabe accountable for circumventing FOIA laws, putting his own political gain before the interests of his constituents, and embarrassing the community. Mr. Tederick said the Board would see him again in January, and he is not optimistic anything will be done regarding this disgrace.

There were no further presentations from the public.

### **Report – Cedar Creek and Belle Grove National Historical Park – Karen Beck-Herzog**

Karen Beck-Herzog, Site Manager with the National Park Service, thanked the Board for allowing her to provide an update on activities at Cedar Creek and Belle Grove National Historical Park, which sees an average of 50,000 visitors per year. The Park has a good foundation of existing programs, and with the hiring of several new employees over the past year, the fresh perspectives should translate to new ideas and programs over the coming seasons. The Park recently received funding to convert the former agricultural field into a native meadow to support pollinators, and weekend interpretive talks at Belle Grove Plantation have been reinstated following a hiatus due to the Coronavirus pandemic. The Park and its partners are in the planning stages for visitor programs for next season. She concluded by thanking the Board for its renomination of Ms. Lee Myer to the Cedar Creek and Belle Grove National Historical Park Federal Advisory Commission.

### **Report – Department of Social Services – Jon Martz**

Jon Martz, Director of Social Services, introduced the Department's new Assistant Director Christie Lawson, who was promoted from within the Department from her position as a Family Services Supervisor. He also reported the Department received a Community Development Block Grant update from the Western Virginia Continuum of Care that allowed the Department to provide temporary hotel/motel housing for individuals and families in need. In September, 13 families and 19 individuals were housed; in October, 14 families and 20 individuals were housed; in November, 18 families and 30 individuals were housed; and in December, 14 families and 27 individuals were housed. To-date, this grant funding has enabled the Department to pay for housing for 59 families and 96 individuals for 506 days.

### **Presentation – Warren County Redistricting Options – Joe Petty/Jason Ham**

Jason Ham, Interim County Attorney, reported due to the State not providing localities with election precinct information in a timely manner, localities will be unable to finalize individual redistricting plans before the end-of-the-year deadline.

Mrs. Oates wondered if the options to be presented were premature due to the State not yet finalizing its redistricting plan. Mr. Ham said it would at least be worth seeing the

options and considering which would be best for the County and its citizens. Mrs. Oates asked if there was an extension given to the localities, and Mr. Ham replied there was not. The Virginia General Assembly should have provided an extension to localities but did not.

Joe Petty, Planning Director, said the 2020 Census reported that Warren County's population increased from 37,439 to 40,572 since 2010, which is an additional 3,133 persons (8.37%). Based on this population, each of the County's five local election districts should have an ideal population of 8,114 or be within  $\pm 5\%$ , which ranges from 7,708 to 8,502 persons. The following is a population table for the County's five election districts:

| <b>Election Districts<br/>(Includes Town)</b> | <b>Total District<br/>Population<br/>(2010 Census)</b> | <b>Total District<br/>Population<br/>(2020 Census)</b> | <b>Adjusted<br/>Population<br/>(2020 Census)</b> | <b>% Change<br/>[Adjusted]</b> |
|-----------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------|--------------------------------|
| Fork                                          | 7,193                                                  | 7,796                                                  | 7,842                                            | 9.02%                          |
| Happy Creek                                   | 8,318                                                  | 7,670                                                  | 7,685                                            | -7.61%                         |
| North River                                   | 7,114                                                  | 8,604                                                  | 8,311                                            | 16.83%                         |
| Shenandoah                                    | 8,163                                                  | 8,838                                                  | 8,865                                            | 8.60%                          |
| South River                                   | 6,651                                                  | 7,819                                                  | 7,869                                            | 18.31%                         |

In order to equalize population among the districts, the Planning Department, in consultation with Mr. Ham, has provided two options for redistricting.

- Option One: The first option moves the boundary line to follow Morgan Ford Road and Howellsville Road to connect to the existing Shenandoah/Happy Creek boundary. Approximately 565 persons will be added to the Happy Creek Election District from the current Shenandoah Election District. The subdivisions being added include Apple Mountain Lake West, Aspen Hills (Greenfield, Skyview, Section Two), Rockwood, Wildcat Knob, Manassas Run Manor, a portion of Shannon Subdivision, Shannon Woods, Morgans Ridge, Riverton Corp. Property, Land of the Blue Ridge, Ball, and Heater.
- Option Two: The second option moves the existing election district boundary line between the Shenandoah and Happy Creek Districts to include a portion of Shenandoah Farms Mountain View subdivision and Linden Heights subdivision. Approximately 494 persons will be added to the Happy Creek Election District from the current Shenandoah Election District.

The proposed new areas for both Options One and Two would be added to the Linden Precinct. The distances between the Happy Creek and Linden polling locations are approximately five (5) miles each. Adding this new area to the Linden Precinct equals out the number of potential voters between these precincts. The Planning Department has everything ready for the Board to advertise for a public hearing, but they are waiting on the final redistricting plan from the State.

## **Reports – Board Members, County Administrator, Interim County Attorney**

Mr. Carter reported the following:

- Thanked his family for their support over his last twenty-seven (27) years as an elected official; he also thanked the citizens who had the confidence to reelect him and County staff, both past and present, who have carried out the Board's policies and direction

Mr. Fox reported the following:

- Thanked the citizens of the Fork District, whom he has had the pleasure to serve for the past sixteen years as a member of the Board of Supervisors

Mr. Mabe reported the following:

- Thanked Mr. Fox and Mr. Carter for their many years of service

Mrs. Oates reported the following:

- Thanked Mr. Fox and Mr. Carter for their tenure on the Board of Supervisors and the work they have been involved in over the years
- Wished the community a Merry Christmas and Happy New Year

Mrs. Cullers reported the following:

- Thanked Mr. Fox and Mr. Carter for their service on the Board of Supervisors
- Attended a ribbon cutting ceremony for Arts and Clay on Main Street
- Rode in the Christmas parade with Fire Chief James Bonzano on December 4<sup>th</sup>
- Went to Blue Ridge Community College in Augusta County for a meeting on the regional broadband initiative and to receive Virginia Telecommunication Initiative (VATI) grant award, which was fully funded

Dr. Daley reported the following:

- There will be a series of agreements coming before the Board in the first quarter of 2022 for the broadband initiative
- The County will be having its annual Christmas luncheon on Thursday, December 16<sup>th</sup> from 12:00 PM – 2:00 PM at the Front Royal Fire Department, which will be catered by The Apple House
- VDOT has requested the County donate 1.5 acres of property associated with Rockland Park for the Rockland Road railroad crossing flyover road project; Taryn Logan, Deputy County Administrator, will have a presentation for the Board in early 2022

- The swearing-in ceremony for the newly elected officials on the Board of Supervisors and School Board will be on December 20<sup>th</sup> at 4:00 PM in Warren County Circuit Court
- Coronavirus Update – The Coronavirus still remains a significant health concern, given the emergence of the “Omicron” variant. With the County’s 46.7% fully vaccinated rate, and a sustained “high” level of community transmission throughout most of the Commonwealth, everyone must maintain a commonsense approach to mitigating any future impacts the virus may bear upon the community. Citizens and employees who did not receive the vaccination can contact their Primary Care Manager, the Health Department, or most of the local pharmacies to receive the COVID-19 vaccination.

- Revenue Updates for November

| Sales Tax    |              |                      |
|--------------|--------------|----------------------|
| 2021         | 2020         | Difference           |
| \$507,110.25 | \$432,960.69 | \$74,149.60 (17.13%) |

| Year-to-Date         |                |
|----------------------|----------------|
| Meals Tax            | \$1,025,214.70 |
| Lodging Tax          | \$296,599.18   |
| Business License Tax | \$1,092,689.89 |

- Shenandoah Valley Rail Trail – The original economic impact report was updated to include Front Royal. Read the full report here:  
<https://shenandoahalliance.org/economic-impact-of-a-shenandoah-rail-trail/>
- Development Review Committee – The Development Review Committee met on November 24, 2021 and discussed the following projects:
  - Outdoor Commercial Recreation Facility – 650 Water Plant Road
  - Cluster Housing Developments (47 lots) – Reliance Road
  - Campground (2)
  - Rural Events Facility (3)
  - Short-Term Tourist Rentals
  - Comprehensive Plan Review Underway
  - Sheetz Site Plan Review (Linden)
  - Proposed Warehouse Facility – Corner of Baugh Drive and Fairground Road
  - Enclosed Storage Facilities – Winchester Road (2), Winners Court
  - Equus Warehouse Facility – Winchester Road
  - McKay Springs – Corner of Winchester Road and Reliance Road
  - Interchange Phase II – Toray Drive
  - Contractor’s Storage Yard – 6986 Winchester Road

The Committee will meet again on January 26, 2022.

- Building Inspections Statistics for November

| <b>New Home Starts</b> |      |       |               |
|------------------------|------|-------|---------------|
| County                 | Town | Total | November 2020 |
| 8                      | 3    | 11    | 22            |

| <b>Permits Issued</b> |      |             |
|-----------------------|------|-------------|
| 2021                  | 2020 | Difference  |
| 203                   | 207  | -4 (-1.97%) |

| <b>Inspections Completed</b> |       |                |
|------------------------------|-------|----------------|
| 2021                         | 2020  | Difference     |
| 865                          | 1,133 | -268 (-30.98%) |

- Parks and Recreation

- Current/Upcoming Programs and Activities:

- Pictures with Santa – Pictures with Santa will be held on Sunday, December 19, 2021, from 9:30 AM - 11:30 AM at the Warren County Community Center.
    - Letters to Santa – Letters to Santa will be accepted from December 6, 2021 through December 15, 2021 and can be submitted electronically to [twalker@warrencountyva.net](mailto:twalker@warrencountyva.net) or dropped off in Santa's Special Mailbox at the Community Center.

- Park Facility Projects:

- Community Shelter Project: Most recently, staff has completed post sets layout.
    - Story Walk Reading Project: A ribbon cutting ceremony has been scheduled for Wednesday, December 15<sup>th</sup> beginning at 3:30 PM

- Department of Social Services – In the month of November, DSS received:

- 117 SNAP Applications
  - 141 Medicaid Applications
  - 15 TANF Applications
  - 7 Child Care Applications
  - 1,550 Phone calls
  - 1,091 Lobby clients

On the services side, for the month of November, DSS received:

- 59 CPS referrals
  - 23 APS referrals

Services rendered:

- Through the Community Development Block Grant motel voucher program. In November DSS assisted 19 people and spent \$9,123



- DSS has used \$632.81 from the Ministerial Fund
- Provided food to 21 individuals
- Provided \$210 in gas cards

Job development:

- New client/referrals in November – 12
- Total clients – 37
- Clients actively participating in job search in November – 11
- Jobs offered/accepted – 3

- Department of Fire and Rescue Services

- Staff continues to develop the Strategic Plan and Needs Assessment for the Department. A working copy of the document will be presented and discussed with the Fire Chiefs Advisory Staff and Board of Supervisors throughout the development phase.
- The Department participated in the 2021 Camping for Hunger Program; special thanks to all staff who participated in the event to “Throw Hunger Under the Bus”.
- Staff completed a Boot Drive to Support the WCFR Christmas Families Program. Special Thanks to Dr. Daley and Supervisor Cullers for their help in this endeavor.
- Staff continues to complete the Paramedic Advanced Life Support Training Program.
- A second fire has occurred at the ESA Lane Training Center; the Town of Front Royal Police continues the investigation into the incident.
- Captain Gerry Maiatico and Lieutenant Austin Cucciardo graduated the Virginia Fire Officer Academy and Virginia Chief Officer Academy.

- Rivermont Fire Station – The station is staffed 24/7 and is pending final warranty work and final approval from the Department of Environmental Quality (DEQ) in order to obtain the final certificate of occupancy.

- Commercial/Industrial Projects – Work continues on the following projects:

- The new Warren Memorial Hospital maintains a Temporary Certificate of Occupancy (TCO) until Department of Environmental Quality (DEQ) provides their approval. MRI suite has been completed.
- Equus Warehouse facility – The site work continues and building permits have been approved. Tilt-Up walls continue to go up as well as underground plumbing within the building.
- Review for Erosion and Sediment Control (ESC) for storage facilities on Route 340/522 has begun and DEQ is reviewing concurrently. No building plans have been submitted as of yet but are anticipated shortly.

During the County Attorney report, Mr. Ham recommended the Board add a clause to the motion for the approval of the Consent Agenda to include, “...the County Administrator

is authorized to execute all Consent Agenda agreements with such changes as may be authorized by the County Administrator and which are not financially substantive”.

Mr. Ham also expressed his enjoyment working with Mr. Carter and Mr. Fox and wished both of them the best of luck in their future endeavors.

## **Appropriations and Transfers**

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the additional appropriations and transfers as presented and shown below for December 2021:

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

### **APPROPRIATIONS**

|                          |                                                                                                                                                                                                                                                   |       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Skyline Training Academy | To appropriate personnel and building cost reimbursement received from Clarke County Sheriff's Office, relating to special training held on 10/16/21 and 10/17/21. The reimbursement was originally posted to 3-92-18990-99 Miscellaneous Revenue | \$524 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|

### **TRANSFERS**

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Planning and Zoning  | Litter Control Grant - FR/WC Anti-Litter Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$17,764 |
| Public Works         | Reimbursement of DOAV Grant Projects # MT0019-60 for AWOS Wind Sensor Repair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$2,756  |
| Parks and Recreation | Cover Expenses for GROW Scholarship and Fee Waiver                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$77     |
| Fire and Rescue      | <ol style="list-style-type: none"><li>1. Insurance replacement funds for damaged SCBA Units in ESA Lane Fire Incident.</li><li>2. Insurance replacement funds for damaged equipment in ESA Lane Fire Incident.</li><li>3. To establish countywide PPE Gear Program as approved by the Board of Supervisors.</li><li>4. To support the establishment of the County Incident Command and Accountability Standard, verified with Middletown that no funds are owed.</li><li>5. To replace funds utilized for PPE purchased out of uniform funds.</li><li>6. To replace funds utilized for Fire Ops purchases made from uniform funds.</li><li>7. To implement a maintenance contract for the cots purchases with the new medic units.</li></ol> | \$40,742 |

## **Approval of Accounts**

On a motion by Mr. Fox, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the list of December 2021 accounts as presented:

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

## **Approval of Minutes**

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the minutes of its regular meeting of November 18, 2021 as presented:

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

## **Consent Agenda**

1. Refund Request for Larry M. Davis – Sherry Sours
2. Approval of 2022 Board of Supervisors Meeting Schedule – Ed Daley
3. 2022 Fee Schedule for Parks and Recreation Department – Robin Richardson
4. Emergency Medical Care and Transport Fee Schedule Changes for 2022 – Rick Farrall
5. Removed for further discussion
6. Authorization to Publish the Delay of FY 2020-2021 Audit Completion Press Release to the County Website – Matt Robertson
7. Removed for further discussion
8. Authorization to Purchase EMS Transport Cot Utilizing Insurance Replacement Funds – Chief James Bonzano
9. Award of Contracts to Adams-Nelson & Associates and Divaris Real Estate for Real Estate Broker Services – Alisa Scott
10. FY 2021-2022 Locality Agreement with Virginia Department of Health – Ed Daley
11. Annual Term Contract with Talbert & Bright for Aviation Engineering, Planning, and Consulting Services – Mike Berry/Caitlin Jordan
12. Contract with ZL Paving Company for Snow Removal Services – Mike Berry/Caitlin Jordan
13. Contract with Ralph Pearson for Snow Removal Services – Mike Berry/Caitlin Jordan
14. Warren County Closed Landfill, Morrison Property Purchase – Mike Berry
15. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-01, Carl and Jennifer Ey for a Rural Events Facility Located at 1406 Panhandle Road and Identified on Tax Map 35, as Lots 5-1, 5-2, 5-3, and 5B-1 – Matt Wendling

16. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-02, Travis Dodson for a Commercial Outdoor Recreation Operation Located at 650 Water Plant Road and Identified on Tax Map 1, as Lots 3, 3A, and 3AA – Joe Petty
17. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-07, Edwin Wright for a Commercial Campground Located at 2905 Gooney Manor Loop and Identified on Tax Map 47, as Lot 12 – Matt Wendling
18. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-08, Edwin Wright for a Rural Events Facility Located at 2905 Gooney Manor Loop and Identified on Tax Map 47, as Lot 12 – Matt Wendling
19. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-09, Edwin Wright for a Commercial Campground Located off Wellspring Road and Identified on Tax Map 44, as Lot 25 – Matt Wendling
20. Authorization to Advertise for Public Hearing – Conditional Use Permit 2021-10-10, Edwin Wright for a Rural Events Facility Located off Wellspring Road and Identified on Tax Map 44, as Lot 25 – Matt Wendling
21. Coyote Bounties – \$50.00 Each – Animal Control
  - Marcia Breeden (7)
  - Colin Clem (1)
  - Arthur Grove (1)
  - David Seekford (1)
  - John Updike (1)
  - Charles Woodard, Jr. (2)

Mr. Mabe requested the removal of item 7, and Mrs. Oates requested the removal of item 5 for further discussion.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the Consent Agenda as amended with the removal of items 5 and 7 for further discussion and that the County Administrator be authorized to execute all Consent Agenda agreements with such changes as may be authorized by the County Administrator and which are not financially substantive:

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

### **Warren County Public Schools Request to Transfer \$63,650 from Contingency Reserves to Instruction for the FY 2021-2022 Budget – Dr. Chris Ballenger**

Mr. Mabe pulled this item because he would like to hear a more in-depth explanation for the use of these funds. Dr. Daley said Rob Ballentine, Finance Director for Warren County Public Schools, was requested to be at this meeting but was unable to attend.

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors postponed discussion and consideration of this item to the January 4, 2022 agenda:

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

**Approval of UKG (Ultimate Kronos Group) as a Total Human Resources Information System (HRIS) Solution – Jane Meadows**

Mrs. Oates pulled this item because she wanted to be sure this solution integrates with what is planned for the upgrades to the financial systems. Jane Meadows, Human Resources Director, replied this system would be completely separate from the financial systems and would operate independently. Todd Jones, Director of Technology, noted integration between the two systems may be possible through UKG with minimal (if any) fees, if the Board desires to integrate the systems.

Mrs. Cullers asked if there was a timeframe for bimonthly payments for County staff, and Ms. Meadows responded bimonthly payments should be achieved by the end of March.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the Ultimate Kronos Group total software as a service (SaaS):

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

**Request – Approval of a Local Incentive Grant Agreement for the Expansion of an Existing Business – Ed Daley**

Dr. Daley stated Governor Northam recently announced the expansion of Nature's Touch's operations in Warren County, and the Commonwealth of Virginia is providing incentives for this expansion. At this time, the County is interested in providing similar incentives, including the rebate of a portion of taxes paid as described in the proposed Agreement. This Agreement has similar terms to other Incentive Agreements the County has done in the past.

On a motion by Mrs. Oates, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the proposed Incentive Grant Agreement with such changes as may be authorized by the County Administrator in collaboration with the County Attorney:

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

**Approval of Plan Proposal for the Use of American Rescue Plan Act (ARPA) Tourism Recovery Program Funds – Lisa Salomon**

Lisa Salomon, Grants and Special Projects Coordinator, reported the County has been allocated \$170,000 through the American Rescue Plan Act (ARPA) Tourism Recovery Program. The purpose of the program is to restore and increase tourism to the area after COVID-19. She presented a proposed plan that has been developed for use of this funding that would further enhance the visitor product, align with the Virginia Tourism Corporation's existing campaigns, and leverage regional collaboration. Additionally, the Joint Tourism Committee's recommendations for the ARPA funds would stimulate new event development and enhance destination services in addition to reaching new target audiences and bringing influencers in for familiarization trips and feature opportunities.

- Visitor Event Development and Sponsorship Strategy (Town and County event locations) - \$50,000
- Experiential/Product Development and Visitor Center Upgrades - \$50,000
- Familiarization Trips and Influencer Program - \$30,000
- Marketing Program Media Placements for "Come for Adventure, Stay for the Stars" 2022 Campaign - \$40,000

This plan must be submitted prior to December 31, 2021 and can be amended as determined by the Board of Supervisors.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the American Rescue Plan Act (ARPA) Tourism Recovery Program Plan Proposal with such changes as may be authorized by the County Administrator in collaboration with Discover Front Royal and the Tourism Committee:

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

### **Closed Session – Virginia Freedom of Information Act**

On a motion by Mr. Mabe, seconded by Mr. Fox, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Sections 2.2-3711(A)(7) and (A)(8) of the Virginia Freedom of Information Act for consultation with legal counsel pertaining to actual or probable litigation and the provision of legal advice regarding the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia (the "EDA"), the Town of Front Royal, the *EDA vs. Jennifer McDonald, et al.*, the *Town of Front Royal vs. the EDA, et al.*, the *EDA vs. the Town of Front Royal*, other potential claims and litigation relating to other possible liabilities of the EDA, the recovery of EDA funds and assets, and the outstanding indebtedness of the EDA:

Fox, Aye; Mabe, Aye; Cullers, Aye; Oates, Aye; Carter, No

On a motion by Mr. Mabe, seconded by Mr. Fox, 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)(7) and

(A)(8) 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:

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

There were no motions to come out of this closed session.

### **Adjournment**

Mrs. Cullers adjourned the meeting at 11:56 AM.