

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on July 19, 2022 at 7:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Delores R. Oates, Vice Chair (North River District); Jerome K. Butler (Happy Creek District); Victoria L. Cook (Fork District); Walter J. Mabe (Shenandoah District); also present were Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, County Attorney; Mike Berry, Public Works Director; Michael Coffelt, Sanitary District Manager; Kayla Darr, Payroll/Human Resources Coordinator; Caitlin Jordan, Senior Assistant County Attorney; Jane Meadows, Human Resources Director; Joe Petty, Director of Economic Development; Matt Robertson, Finance Director; Alisa Scott, Deputy Finance Director; and Emily Ciarrocchi, Deputy Clerk of the Board

Prior to the start of the meeting, Pastor Kaipha Brown opened the evening with a prayer.

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

Adoption of Agenda – Additions or Deletions

Mrs. Cook requested the addition of an item to the Consent Agenda as J-15 (Skydive Front Royal – Approval to Operate at the Front Royal/Warren County Airport). Mr. Ham noted the additions under Sections 2.2-3711(A)(7) and (A)(8) to closed meeting motion as well as an added discussion item under Section 2.2-3711(A)(1). He further requested the removal of item J-10, and Dr. Daley requested the removal of item J-13.

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

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

Adoption of Resolution re: Special Recognition of Reginald “Reggie” Cassagnol

Mrs. Cullers read the resolution to the assembly, and the family of Reggie Cassagnol, who were present virtually via Microsoft Teams, expressed their appreciation of the Board’s recognition of Reggie’s service to the Airport.

On a motion by Mr. Mabe, seconded by Mr. Butler, and by the following vote, the Board of Supervisors adopted the proposed resolution honoring Reginald “Reggie” Cassagnol for his dedicated years of service at the Front Royal-Warren County Airport:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

**RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY HONORING
REGINALD CASSAGNOL, AIRPORT MANAGER, FRONT ROYAL-WARREN COUNTY AIRPORT**

WHEREAS *Reginald Cassagnol* worked as the Airport Manager for the Front Royal-Warren County Airport for thirty years; and

WHEREAS *Reginald Cassagnol* was responsible for airport operations, managing hangar tenants, record-keeping, managing multiple aviation services, buildings and grounds maintenance, and excellent communications with the aviation community as well as the Front Royal and Warren County community; and

WHEREAS *Reginald Cassagnol* served the Airport Commission, the County of Warren and the Front Royal-Warren County community equally while fostering a passion of all things aviation and a curiosity for adventure that is a mantra of the Front Royal/Warren County Airport and Warren County Airport Commission; and

WHEREAS *Reginald Cassagnol* retired as the Airport Manager of the Front Royal-Warren County Airport in 2020; and

NOW, THEREFORE, BE IT RESOLVED that the Warren County Board of Supervisors expresses its sincere appreciation to *Reginald Cassagnol* for the outstanding service which he unselfishly gave on behalf of the citizens of Warren County for 30 years; and

BE IT FURTHER RESOLVED that the Warren County Board of Supervisors holds *Reginald Cassagnol* in the highest esteem and repeatedly demonstrated his commitment to the Front Royal-Warren County Airport; and

BE IT FINALLY RESOLVED that the Warren County Board of Supervisors and the Front Royal-Warren County Airport Commission extend to the family of *Reginald Cassagnol* their deep personal appreciation and sincere gratitude for his dedicated efforts on behalf of the community for the benefit of all its citizens.

Public Comment Period (60 Minute Time Limit)

Melissa Chappell-White, 140 Dogwood Farm Road, said she attended the first meeting of the Shenandoah Farms Sanitary District Advisory Committee on July 14th. The Committee is a good group of people who are sincere and seem dedicated to the task they are taking on. They are working to facilitate communication with the residents in the Sanitary District, and she thanked the Board for establishing the Committee.

Thomas Sayre, P.O. Box 56, Front Royal, expressed his appreciation to the juries for returning favorable verdicts regarding the Economic Development Authority (EDA) embezzlement scheme. He then told the Board about a recent railroad crossing blockage on Shenandoah Shores Road on June 17th when a train sat abandoned on the tracks for hours.

David Kondner, 999 Osprey Lane, acknowledged Mr. Sayre's comments and noted the frequent train blockages on Rockland and Fairground Roads. Trains often sit on the tracks and block the crossings for hours at a time. He would appreciate anything the Board can do to work with Norfolk Southern and remedy this issue.

Sheriff Mark Butler approached the Board and reported the Sheriff's Office has had several meetings with Norfolk Southern and gotten nowhere. He encouraged the Board members to reach out to their legislators to see what can be done.

There were no further comments from the public.

Reports – Board Members, County Administrator, County Attorney

Mr. Butler had nothing to report.

Mrs. Cook reported the following:

- Held a joint School Board/Board of Supervisors Finance Subcommittee to discuss the path forward to close out the 2021-2022 fiscal year and the plan to allocate the remaining unallocated 25% of the Warren County Public Schools budget; the Subcommittee will meet again in early August
- Attended the Technology Review Committee meeting on July 11th to review the proposals received for an electronic agenda management concept, which is on this meeting's agenda for the Board's consideration
- Attended the first meeting of the Finance/Audit Committee on July 14th and was pleased with the years of financial experience exhibited from the members

Mr. Mabe reported the following:

- Attended the first meeting of the newly established Shenandoah Farms Sanitary District Advisory Committee on July 14th and said the meeting went well

Mrs. Oates reported the following:

- Regarding the June 17th stoppage of the train, she received concerned phone calls from constituents and had reached out to Congressman Cline; so far, the Congressman has had nothing to report regarding working with Norfolk Southern on remedying this recurring problem
- She was invited by the County to throw out the first pitch at the County-sponsored Front Royal Cardinals game on July 8th
- Thanked everyone who has supported the effort to create a Drug Treatment Court in Warren County; over 85 participants attended a Community Leaders Meeting on July 12th to learn about the proposed Court initiative; she thanked Tim Coyne (Chief Area Public Defender), Ashley Bailey (regional drug court coordinator with the Northwestern Community Services Board), and recovering addict Emily King-Quick who gave testimony about her experience going through a local drug court program

Mrs. Cullers reported the following:

- Attended the investiture ceremony for Judge Daryl Funk on July 1st

- Held a meeting on July 8th with local Virginia Department of Transportation representatives Randy Kiser and Ed Carter as well as Commonwealth Transportation Board representative Mark Merrill where they discussed road improvement projects in the County and ongoing safety issues
- Also attended the Drug Court Community Leaders Meeting on July 12th
- Attended the Building Committee meeting on July 14th and discussed various capital improvement projects including, but not limited to, the Health and Human Services Complex renovation for the Senior Center, Morgan Ford Boat Landing, Bentonville Boat Landing, Rockland Park basketball courts, and the Cooley Compactor Site

Dr. Daley reported the following:

- Staff from Robinson, Farmer, Cox Associates are in the County offices this week starting to collect data for the FY 2021-2022 County audit as well as working on the FY 2019-2020 and FY 2020-2021 audits for the Economic Development Authority

- Revenue Updates

Full Fiscal Year	2020-2021	2021-2022	Difference
Sales Tax	\$4,337,465	\$6,255,500	\$1,918,035 (44.22%)
Meals Tax	\$867,197	\$1,138,654	\$271,457 (31.3%)
Lodging Tax	\$244,509	\$335,337	\$90,828 (37.15%)
Business License Tax	\$1,122,129	\$1,284,563	\$162,434 (14.48%)

- Building Inspections Statistics for June

New Home Starts

County	Town	Total	# in June 2021
22	1	23	14

Permits Issued

2022	2021	Difference
218	209	9 (4.13%)

Inspections Completed

2022	2021	Difference
935	1,107	-172 (-18.4%)

- Parks and Recreation

- WCPS Grounds: Beginning July 1st, Park staff will continue the mowing/trimming cycle for WCPS Middle and Elementary Schools. Park staff will no longer be responsible for SHS and WCHS maintenance per update written agreement. WCMS, SMS, LFK, HJB, EWM, ASR, and RJES are inspected, mowed, and trimmed weekly as needed.
- Exciting news! The Rockland Park basketball court project is in its final phase and should be ready for ball next week. After major supply delays, the Avtex Retirees Community Shelter picnic tables are scheduled to be installed next week as well. Thank you to the Avtex Retirees for their generosity, as well as the private donations received for the picnic tables sponsorship.

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

- 117 SNAP Applications
- 91 Medicaid Applications
- 22 TANF Applications
- 15 Child Care Applications
- 28 Cooling Applications
- 944 Lobby Visits
- 1,390 Phone Calls

On the Services side, for the month of June:

- 45 CPS referrals received
- 23 APS referrals received
- Used \$1,044.73 from the Ministerial Fund
- Took in \$716 to the Ministerial Fund
- Provided food to 13 individuals
- 101 EBT cards given

Job development:

- New client/referrals in June – 9
- Total clients to-date – 85
- Jobs offered/accepted in June – 3
- Total businesses contacted to-date – 73

People Power:

- Kaylee Mills started 7/1/22 as a Family Services Specialist
- Kaleigh Tunnell started 7/15/22 as an In-Home Services Specialist
- Genel Clark started 7/15/22 as a Benefit Programs Specialist

- Department of Fire and Rescue Services

- Congratulations to the Front Royal Volunteer Firefighters Carnival on a successful Carnival last week!
- The Department has placed the 1997 Seagrave Fire Engine in-service at Linden Fire Station #4 which will replace the volunteer-owned unit. Special thanks to Captain Michael Sirna and the staff that worked diligently in making this project successful.
- The new engine at North Warren Station has been placed in service. Great work to the men and women who made this project possible.
- Congratulations to Captain G. Maiatico who was recently reelected as First Vice President of the Virginia Fire Prevention Association. The Association has been active in promoting State and Local codes and regulations through effective fire code development, training, and legislative initiatives.
- The seven students participating in the paramedic program have completed all in-classroom activities and have completed several benchmark testing processes. These students will be completing their capstone requirements and then their final testing process.

- On Saturday, June 4th, members of the Fire and Rescue Honor Guard Team traveled to Richmond, Virginia to participate in the 2022 Virginia Fallen Firefighters and EMS Memorial Service at the Richmond Raceway Complex. Four fallen firefighters were honored at the service for their sacrifice. A special thanks to the Honor Guard Team for a job well done!
- Chief Bonzano and Captain G. Maiatico recently met with the Middletown VFD and Frederick County Fire Chiefs to discuss the response efforts in the North River District of Warren County. This meeting was very productive and moves to improve the coordinated response efforts to this area of Warren County.
- Staff from the Warren County Fire Marshal's Office worked throughout the Fourth of July weekend conducting fireworks permitting inspections and fireworks complaints and enforcement. Investigators also determined a July 3rd house fire was caused by improperly discarded fireworks. Special thanks to the Fire Marshal's Office for their work over this holiday weekend.
- Planning and Development
 - Tourism Committee – The Joint Tourism Committee continues to meet bi-weekly. Work is progressing towards creation of the 501c6 organization as the Destination Marketing Organization. The Board has received recommendations from the Joint Tourism Committee for Tourism Board members and has made one of the County appointments and one joint appointment. Final appointments are on this meeting's agenda for the Board's consideration.
 - Development Review Committee – The Development Review Committee met on June 29, 2022 and discussed the following projects:

Discussion of County Projects

 - Planning Commission/BOS Applications
 - Terra Site
 - Short-Term Tourist Rentals
 - Data Center Text Amendment
 - Update on ongoing projects
 - Bike Ped, Highway, Rail Trail, Greenway/Blueway
 - Comprehensive Plan Review Underway
 - Sheetz Site Plan Review (Linden)

Discussion of Town Projects

 - Rezoning at Happy Creek and Shenandoah Shores Roads, Ryan Homes
 - Campgrounds
 - Townhomes off W Strasburg Road
 - Conservation Easements

Route 340/522 Corridor Projects

 - Proposed Warehouse Facility – no movement recently
 - Front Royal Storage – worked out the water line
 - Equus Warehouse Facility – moving along

- McKay Springs – in review with appraisals finished
- Interchange Phase II – moving along, compactor was addressed
- Terra Site Constructors – working on parking and drainage resubmittals
- Christendom College – expanding an activity hall and maybe dorms

The Committee will meet again on July 26, 2022, at 10:00 AM.

- Commercial/Industrial Projects – Work continues on the following projects:
 - Interchange warehouse (340/522 and Toray Drive) has the foundation, foundation walls completed and will soon start with the walls. After a complete revision of the office area layout and obtaining amended/approved plans work continues to progress.
 - Equus Warehouse facility – The site work continues, and the main structure is completed. The work has finished on the shell, and it appears that a tenant has been found. We are waiting for the additional permit applications to complete occupancy requirements.
 - Storage facility on 340/522 continues site work and has submitted building plans for multiple structures.
 - New trucking facility on Winners Court is continuing with site work, has started building construction and submitted plans for trade permits.

Appropriations and Transfers

On a motion by Mrs. Cook, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the appropriations and transfers as presented and shown below for July 2022:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

APPROPRIATIONS

Finance	To appropriate funding from the American Rescue Plan Act to fund the Chester Gap VFD Staffing Agreement payment submitted on 5/18/22	\$41,335
Finance	To appropriate \$343,600 to the School Capital Improvement Fund from the County's General Fund Balance. After the audited report for FY20 was presented, the BOS approved \$1,000,000 to be kept in reserve for future School Capital Projects. This budget form will appropriate \$343,600 of that funding for use on the Blue Ridge Technical Center Roof Replacement	\$687,200
Parks and Rec	Transfer of donated funds by The Community Foundation for Avtex Shelter picnic table	\$1,032
Sheriff's Office	To appropriate reimbursement from VDEM Grant for goods and services paid with budget funds	\$2,543
Sheriff's Office	To appropriate extradition reimbursements from travel expenses incurred to pick up fugitives	\$3,885

TRANSFERS

Circuit Court	To balance the year end budget	\$3,103
Clerk of Circuit Court	To balance the year end budget	\$8,307
Juvenile and Domestic Court	To balance the year end budget	\$2,240

Approval of Accounts

On a motion by Mr. Mabe, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors approved the list of July 2022 accounts as presented:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, 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 meetings on June 28, 2022 and June 30, 2022:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

Unfinished Business – Sale of County-Owned Property Located at 30 E Jackson Street – Alisa Scott

Alisa Scott, Deputy Finance Director, reported at its regular meeting on June 28, 2022, the Board of Supervisors held a public hearing for the disposition of real property located at 30 E. Jackson Street. Immediately following the public hearing, a closed session was held to discuss a second offer that had been received. Adams-Nelson & Associates, Inc. recommends the County accept the offer from Blue Ridge Information Systems for \$240,000 with an estimated close date around September 2022. Excluding commission and normal closing costs, the County will receive \$240,000 at closing.

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the disposition of 30 E Jackson Street Front Royal, VA 22630 (tax map number 20A7 4 39A) for a contract price of two hundred and forty thousand dollars (\$240,000) with Blue Ridge Information Systems and further authorized the Chair and County Administrator, either of whom may act, to execute all necessary documents that have been approved by the County Attorney or the Assistant County Attorney:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

Consent Agenda

1. Designation of Chris Brock as Deputy Zoning Administrator – Matt Wendling
2. PH2022-07-01, Pump and Haul Permit Request of Dwight Messick – Matt Wendling
3. Appropriation Request of Warren County Public Schools – Dr. Chris Ballenger
4. Appointment(s) to the Front Royal-Warren County Tourism Board – Taryn Logan
5. Appointment(s) to the Osprey Lane Sanitary District Advisory Committee – Michael Coffelt
6. Removed for further discussion
7. Resolution Approving the Issuance of Debt by the Winchester Regional Airport Authority – Ed Daley
8. Approval of Statement of Work with CivicPlus for CivicClerk Electronic Agenda Management System – Alisa Scott/Emily Ciarrocchi
9. FY 2022-2023 Pay Increases – Jane Meadows
- ~~10. ALS (Advanced Life Saving) Pay Incentive FY 2021-2022 Funding – Jane Meadows~~
11. Amendment to Warren County Personnel Policy, Section 7.3(g, h, and i), Overtime Pay and Holidays – Jane Meadows
12. Request to Approve the First Amendment to Site License Agreement with Shentel – Caitlin Jordan
- ~~13. Job Order Contract Award for the Senior Center Renovation – Alisa Scott~~
14. Cooperative Contract Award: Six E911 (Dispatch) Console Replacements for the Warren County Sheriff's Office – Alisa Scott
15. Skydive Front Royal – Approval to Operate at the Front Royal/Warren County Airport – Mike Berry

Mr. Mabe requested the removal of item 6 for further discussion.

On a motion by Mrs. Oates, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors approved the Consent Agenda as amended with the removal of item 6 for further discussion:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY, VIRGINIA, APPROVING THE ISSUANCE OF DEBT BY THE WINCHESTER REGIONAL AIRPORT AUTHORITY

WHEREAS, the Board of Directors (the "Board") of the Winchester Regional Airport Authority (the "Authority") has authorized submission of an application to the United States Department of Agriculture ("USDA") Rural Development Loan Program requesting its participation in the issuance of bonds by the Authority in an amount not to exceed

\$5,000,000.00 (the “Bonds”) for financing, including the refund of any interim financing, as applicable, to fund the construction of a replacement airport terminal building at the Winchester Regional Airport (the “Project”).

WHEREAS, in accordance with Section 7.17(b) of the Winchester Regional Airport Authority Act 1987 Session, Virginia Acts of Assembly, Chapter 687 and in accordance with Chapter 3, Title 5.1, et. seq., Code of Virginia 1950 as amended (the “Act”), the consent of each of the participating political subdivisions is required for any issuance of debt by the Authority if the total debt shall exceed \$500,000.00, and the participating political subdivisions consist of the City of Winchester, and the Counties of Warren, Warren, Shenandoah, and Warren (collectively, the “Member Jurisdictions”); such consent is being requested prior to issuance of the Bonds by the Authority.

WHEREAS, in no event shall the total amount borrowed by the Authority to support the Project exceed the sum of \$5,000,000.00.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Supervisors of Warren County hereby consents to the issuance of the Bonds by the Authority for the purpose of financing the Project.
2. Under no circumstances shall the payment of debt service on the Bonds constitute general obligation indebtedness or a pledge or the full faith and credit taxing power of any of the Member Jurisdictions.
3. This resolution shall take effect immediately.

Resolution to Establish the Hardsurface Improvement Project Rating System Policy – Mike Berry

Mr. Mabe asked if the Transportation Committee has been established, and Mike Berry, Public Works Director, said that while the formation of the committee has been discussed, the committee have not yet been created. The Board previously approved the policy and rating system on June 7th, and this resolution is simply to formalize notice to the Virginia Department of Transportation that the County has established this policy. It is similar to the resolutions of support the Board adopts for various Revenue Sharing projects. Mr. Berry said that staff will begin to evaluate roads as soon as possible now that the rating system has been established, and he will work with the Board of Supervisors to determine the representatives on the proposed committee. He has also been working with the Planning Department to create a map of all unpaved roads in the County.

On a motion by Mrs. Oates, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors adopted the proposed resolution to establish the Hardsurface Improvement Project Rating System Policy:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY TO ESTABLISH A HARDSURFACE IMPROVEMENT PROJECT RATING SYSTEM POLICY

WHEREAS, Section 33.2-331 of the Code of Virginia, as amended, provides the opportunity for each County to work with the Virginia Department of Transportation (VDOT) in developing a Secondary Six Year Road Plan, and

WHEREAS, there are limited funds allocated annually in Warren County for the improvement of non-hard surfaced roads, and

WHEREAS, VDOT suggested the Warren County Board of Supervisors develop a ranking system to prioritize the hard surfacing of roads, and

WHEREAS, the Warren County Board of Supervisors instructed County staff to work with VDOT to develop and recommend a ranking system for prioritizing which unpaved roads will be paved first in Warren County, and

WHEREAS, County staff, in collaboration with VDOT, presented recommended protocols for a ranking system to the Warren County Board of Supervisors, which was reviewed and approved at the regular meeting on June 7, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Warren County Board of Supervisors approves the implementation of the Hardsurface Improvement Project Rating System Policy, which is attached to this Resolution as Exhibit A (the "Policy"), beginning with the VDOT 2024 Secondary Six-Year Plan on July 1, 2023. The ranking criteria in the Policy will be reviewed and updated, if necessary, every two years.

Closed Session – Virginia Freedom of Information Act

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board 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, or resignation of a specific public officer of the public body, specifically in regard to the Front Royal-Warren County Joint Tow Board and the Building Official.

The Board also entered into a closed meeting under the provisions of Section 2.2-3711(A)(3) for discussion or consideration of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, such real property being located in the North River Magisterial District outside the limits of the Town of Front Royal.

The Board further entered into a closed meeting under the visions of Section 2.2-3711(A)(8) for consultation with legal counsel for the provision of legal advice regarding attorney client privilege, building code enforcement, sanitary district FOIA and POSF, Inc. matters.

Finally, the Board entered into a closed meeting under the provisions of Sections 2.2-3711(A)(7) and (A)(8) 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:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

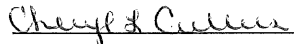
On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1), (A)(3), (A)(7), and (A)(8) of the Virginia Freedom of Information 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:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

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

Adjournment

Mrs. Cullers adjourned the meeting at 9:41 PM.


Chair