

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on November 1, 2022 at 9:00 AM.

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; David Beahm, Building Official; Mike Berry, Public Works Director; James Bonzano, Chief of Fire and Rescue; Corey Childs, Unit Coordinator; Michael Coffelt, Deputy Public Works Director; Todd Jones, Director of Technology; Caitlin Jordan, Senior Assistant County Attorney; Joe Petty, Director of Economic Development; Matt Robertson, Finance Director; Sherry Sours, Commissioner of the Revenue; Matt Wendling, Planning Director; and Emily Ciarrocchi, Deputy Clerk of the Board

Pastor James Boyette opened the meeting with prayer.

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

Adoption of Agenda – Additions or Deletions

Dr. Daley requested the removal of item I-10 (Memorandum of Agreement Regarding Station #4) from the agenda, and Mr. Ham noted the addition to the closed session under Section 2.2- 3711(A)(5) for discussion regarding a prospective business or industry.

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

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

Public Comment Period (60 Minute Time Limit)

There were no comments from the public.

Report from the Virginia Department of Transportation (VDOT) – Ed Carter

Matt Smith, Assistant Residency Engineer with VDOT, presented the following report to the Board:

Maintenance:

- Conducted ditching operations and shoulder repairs on Route 340 and will continue on various other routes this month

- Utilized slope mower on various routes and completed the secondary mowing; will be mowing primary routes this month fence to fence
- Performed hazardous tree removal at various locations and will be begin brush cutting on other routes this month
- Conducted grading operations and stone application on various stabilized roads and will continue this month
- Held “dry runs” (snow removal equipment preparation and inspection)

Board Concerns:

- Installed reflectors on concrete island at Country Club Road and Route 340/522 and will also be installing “Safe Hits” (collapsible markers) behind the reflectors.
- New bridge naming signs are in. They are rather large, and VDOT is working on the logistics to get them installed.

Mrs. Oates voiced concerns about tractor trailers utilizing Jake Brakes to come to a stop at the stop light at the intersection of Route 340/522 and the entrance to the Blue Ridge Shadows subdivision and the noise associated with the Jake Brakes.

Report from the Virginia Cooperative Extension Office – Corey Childs

Corey Childs, Unit Coordinator for the Virginia Cooperative Extension Office, reported on the following activities from July through September 2022:

- The 4H year begins in October, so this quarter focused on winding down the prior year and preparing for the upcoming year; 4H also held its annual achievement banquet that saw approximately 75 youth members in attendance
- Five 4H members participated in the Virginia State Fair
- The Extension Office is developing a new collaborative working relationship with Warren County Future Farmers of America and has established a collaborative club with a group of students from E. Wilson Morrison Elementary School
- The Managing Your Money series is resuming this fall, and registration is available both in-person and online
- There have been over fifty (50) reports of the Spotted Lanternfly invasive species in the County during the last quarter; the insects are more noticeable now because they are in their adult phase and more colorful

Reports – Board Members, County Administrator, County Attorney

Mr. Butler had nothing to report.

Mrs. Cook reported the following:

- Toured the Warren County Courthouse on October 31st to see the progress on the ongoing maintenance and renovation project; she noted there is still plenty left to do and said staff needs to pay more attention to timelines
- Gave a shout-out to the County's School Resource Officers for all they do

Mr. Mabe reported the following:

- Attended the Development Review Committee meeting on October 26th
- Distributed cases of food at the Freezeland Kiss-and-Ride
- Met with constituents regarding the Capital Improvement Plan for Shenandoah Farms
- Attended the 2nd Annual Jack-o-Lantern Jubilee on October 27th
- Attended the Economic Development Authority meeting on October 28th
- Attended the Hometown Halloween and Zombie Walk events on October 29th

Mrs. Oates reported the following:

- Attended the Town/County Liaison Committee meeting October 20th and thought it was a productive meeting with Town representatives
- Attended a meeting of the Blue Ridge Shadows Homeowners Association on October 26th to discuss their concerns with the proffer statement
- Also attended the Hometown Halloween and Zombie Walk events on October 29th
- Reminded everyone of Election Day next Tuesday, November 8th and about early voting being available at the Voter Registration Office
- Drug Court is moving along well, and there will be training for stakeholders and members beginning in mid-November

Mrs. Cullers reported the following:

- Also attended the Town/County Liaison Committee meeting October 20th
- The Browntown Community is working on a visioning statement for the future and will present the final statement to the Planning Commission when the Commission is looking at updates to the Comprehensive Plan
- Attended the Warren County Contractors' meeting on October 26th
- Attended a Holiday Marketing Webinar through the Chamber of Commerce that reviewed how businesses can help each other throughout the holiday season
- Also attended the Hometown Halloween and Zombie Walk events on October 29th
- This Saturday, November 5th, the Department of Fire and Rescue Services will be holding its annual Boot Drive
- The annual Camping for Hunger campaign begins next week, and she encouraged residents and staff to bring nonperishable food to the County Administration Office

Dr. Daley reported the following:

- Commended Deputy Clerk Emily Ciarrocchi's work on electronic agenda management and packets that she has been working on for the past five years; this is the first Board meeting utilizing the new online agenda management system
- Finance Director Matt Robertson has tendered his resignation effective January 6, 2023; he and his wife are moving to California. Human Resources will be advertising the Finance Director position and begin accepting applications as soon as possible
- The Finance Department has hired a new Budget Analyst, Megan Cheshire, who will be starting in about two weeks
- Commended Building Official David Beahm and his staff on working to catch up on the backlog of inspections and permits
- Mr. Beahm introduced the new Deputy Building Official Shane Phillips, who will be shadowing former Deputy Building Official Mark Robinson until December
- Encouraged citizens and staff to participate in the Camping for Hunger drive
- County staff will be supporting the Salvation Army campaign this year; on several Fridays in December, there will be staff members ringing the bell outside of Rural King
- A dedication ceremony hosted by Reverend Larry Johnson for the renaming of the North and South Fork bridges will be on Saturday, November 19th at 2:00 PM at the Riverton Methodist Church
- There will be no work session next week as County offices are closed on Tuesday, November 8th due to Election Day; the regular evening meeting will be on November 16th, which is a Wednesday, due to the annual Virginia Association of Counties conference
- The Blue Ridge Shadows Homeowners Association is requesting that the County amend the proffer statement for the subdivision to do away with the per-lot fee that is paid each month to the County for the North Warren Volunteer Fire Department

Mr. Ham reported that his office is working on researching the bylaws and articles of incorporation for the Linden Volunteer Fire Department to determine if either establish a procedure for selling items or giving items away; most volunteer organizations have such a procedure, and following said procedure will avoid having any title issues in the future. He also requested the Board hold a work session in the near future to discuss the proposed temporary agreement for renovations to the fire station.

Mrs. Oates asked Mr. Ham to look into the General Assembly adopting legislation that changed the regulations regarding proffering in perpetuity.

Approval of Minutes for the Special Meeting of September 27, 2022

Mrs. Oates noted one correction on page 4 of the September 27, 2022 minutes that incorrectly identifies Route 55 as John Marshall Highway when it should be Strasburg Road.

On a motion by Mr. Butler, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the minutes of its special meeting of September 27, 2022 as amended:

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

Approval of Minutes for the Regular Meeting of October 4, 2022

On a motion by Mr. Mabe, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors approved the minutes of its regular meeting of October 4, 2022 as presented:

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

Consent Agenda

1. 2023 Board of Supervisors Meeting Schedule – Ed Daley
2. 2023 County Holiday Schedule – Jane Meadows
3. Use of Courthouse Grounds for a Nativity Scene, Little Chapel Baptist Church – Emily Ciarrocchi
4. Use of Courthouse Grounds for Holiday Panels, Shenandoah Area Secular Humanists – Emily Ciarrocchi
5. Resolution Regarding the Virginia Juvenile Community Crime Control Act – Ed Daley
6. Representative Appointments to the Community Policy and Management Team for Law Enforcement Agencies – Jessica Amankrah
7. Information Technology Systems Use Policy – Todd Jones
8. Approval of the Fund Structures and Uses Policy – Matt Robertson
9. Town of Front Royal Commercial Waste Tipping Fee – Mike Berry
10. ~~Warren County Memorandum of Agreement Regarding Repairs, Alterations, and Improvements to Station #4~~ *Removed from the agenda at the meeting by unanimous consent*
11. Authorization to Advertise for Public Hearing – Rezoning R2022-09-01, W. P. Associates – Residential One (R-1) to Agricultural (A) – Matt Wendling
12. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-09-01, Ryan Wesley Eshelman for Combination of a Single-Family Dwelling Unit and a Commercial Repair Garage & Wrecking Service – Matt Wendling
13. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-09-02, Cindy L. DuVall for a Short-Term Tourist Rental – Chase Lenz

14. Authorization to Advertise for Public Hearing – Conditional Use Permit 2022-09-03, Jay Newell for Private Use Camping (Non-Commercial) – Chase Lenz

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

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

RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY REGARDING THE
VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT

WHEREAS the Virginia General Assembly enacted the Virginia Juvenile Community Crime Control Act with an effective date of January 1, 1996, and

WHEREAS it is a requirement of this Act that local plans be developed that provide for the delivery of services to juvenile(s) who come before the court as children in need of services, child in need of supervision, and delinquency, and that those plans be indorsed by a resolution of the governing body.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Warren County, Virginia:

1. That the Warren County Board of Supervisors will participate in the Virginia Juvenile Community Crime Control Act and accept funds appropriate for the purpose set forth in this Act until it notifies the Department of Juvenile Justice, in writing, that it no longer wishes to participate; and
2. That the County Administrator is hereby authorized to execute a local plan on behalf of the County of Warren.

2023 General Reassessment, Pearson's Appraisal Service – Sherry Sours/Caitlin Jordan

Fred Pearson with Pearson's Appraisal Service reported he and his team have been working on assessments throughout the County for the past year and a half. Home values saw a dramatic increase but are now slowly going back down.

Mr. Butler said he was concerned about the impact of increased assessed values on the senior citizens in the community, particularly those who live on fixed incomes. Mrs. Cook suggested working with the Commissioner of the Revenue's office to expand the current relief provided to elderly and disabled individuals.

Mrs. Cook noted that for the last two reassessment cycles (2015 and 2019), the Board appointed the contractor as the Assessor, and she is of the opinion that the Board should keep

the already-trained contractor as the Assessor instead of going through the appointment and training process for citizens. Other Board members indicated they preferred to have local residents who are more familiar with the County be appointed as a Board of Assessors.

On a motion by Mrs. Oates, seconded by Mr. Butler, and by the following vote, the Board of Supervisors established a Board of Assessors (BOA) for the 2023 General Reassessment comprised of up to five (5) members who must be residents/property owners in Warren County, with compensation at a rate of \$100.00 per day and \$50.00 per half-day and further authorized the advertisement of the BOA vacancies to begin receiving applications:

Mabe, Aye; Cook, No; Cullers, Aye; Oates, Aye; Butler, Aye

Dr. Daley reminded the Board that the appointments for the Board of Assessors must take place at the next meeting on November 16th and encouraged the Board members to reach out to citizens in their respective Districts and ask them to apply for the Board of Assessors.

Closed Session – Virginia Freedom of Information Act

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Section 2.2-3711(A)(8) of the Virginia Freedom of Information Act for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, such legal matters being proposed amendments to a local incentive grant agreement with an existing business or industry.

The Board also entered into a closed meeting under the provisions of Section 2.2-3711(A)(5) for discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community, such business or industry proposed to be located within and outside the limits of the Town of Front Royal in the Shenandoah Magisterial District:

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

On a motion by Mr. Mabe, seconded by Mrs. Oates, 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 Section 2.2-3711(A)(8) and (A)(5) 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:

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

Additional New Business (If Needed)

Mrs. Cook reported she had also attended the Town/County Liaison Committee meeting in October where there was a discussion about the Town reevaluating the Memorandum of Agreement (MOA) for tourism. She wanted to know how the reevaluation, and any changes stemming from it, are going to affect the MOA that the Board approved at its meeting on October 4th. Dr. Daley responded that the County should receive something from the Town indicating which direction it plans on going with tourism in early December. Mrs. Oates stated the Town would prefer to have its own contract with Discover Front Royal instead of the three-way MOA that the Board approved; the County would have its own separate agreement with Discover Front Royal as well as the executed agreement with the Town.

Adjournment

Mrs. Cullers adjourned the meeting at 12:26 PM.