

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on January 17, 2023 at 6:00 PM.

Present: Victoria L. Cook, Chair (Fork District); Cheryl L. Cullers, Vice Chair (South River District); Jerome K. Butler (Happy Creek District); Walter J. Mabe (Shenandoah District); and Delores R. Oates (North River District); also present Edwin C. Daley, County Administrator; Jason A. Botkins, Legal Counsel; Mike Berry, Public Works Director; Michael Coffelt, Deputy Public Works Director; Jane Meadows, Human Resources Director; Alisa Scott, Finance Director; Emily Ciarrocchi, Deputy Clerk of the Board; and Roger Bianchini, Royal Examiner

Closed Session – Section 2.2-3711(A)(1) of the Virginia Freedom of Information Act

On a motion by Mrs. Cullers, 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)(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 Warren County Board of Equalization and the Shenandoah Farms Sanitary District Advisory Committee:

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

Mrs. Oates arrived in the closed meeting at approximately 6:10 PM due to experiencing a vehicular collision with a deer on her way to the meeting.

On a motion by Mrs. Cullers, 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)(1) 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; Cullers, Aye; Cook, Aye; Oates, Aye; Mabe, Aye

Pastor James Boyette opened the meeting with a prayer.

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

Adoption of Agenda – Additions or Deletions

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

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

Public Comment Period (60 Minute Time Limit)

Tracie Lane, 645 Bragg Drive, introduced herself as a member of the Property Owners of Shenandoah Farms (POSF) Board for three years and the current Chair of the Board. She watched the January 5th meeting of the Shenandoah Farms Sanitary District Advisory Committee (SFSDAC) where it was said that the POSF Board was not responding to emails, but she brought with her a copy of the response she sent to Supervisor Mabe weeks prior. She said she has emailed the Board members several times attempting to open a new dialogue with no response from anyone. For two years, the POSF Board asked for a full disclosure about how Shenandoah Farms Sanitary District funds were being spent, and instead of providing a response, the Board of Supervisors appointed a new Advisory Committee. She commented how there have been more County Finance Directors since 2019 than from the years 1969 through 2019 combined.

Norma Jean Shaw, 13904 Craftons Gate Highway, Drake Branch, introduced herself as one of the co-founders of the Royal Examiner and an investigative journalist. In 2020, she began researching the uptick in police decertifications after tighter laws were adopted by the Virginia General Assembly that year, and through her investigation, she learned that current Warren County Sheriff Mark Butler was facing two internal investigations and was facing termination when he resigned from the Herndon Police Department. In 2019 when he announced his candidacy for Sheriff, he had told the Royal Examiner that he had resigned from Herndon in order to pursue the election. Ms. Shaw presented the Board with correspondence from the Herndon Chief of Police Maggie A. DeBoard from November 2022 that confirmed Sheriff Butler's resignation, "...was done without warning and coincided with his ongoing internal investigations regarding truthfulness and falsifying police reports." Additionally, Chief DeBoard noted Sheriff Butler was not decertified because, "his sustained violations occurred before the law changed..." Ms. Shaw said she reached out to Sheriff Butler who declined to go on the record, and Royal Examiner publisher Mike McCool said he would not publish the article Ms. Shaw had written. Ms. Shaw concluded by stating Sheriff Butler ran in 2019 on a campaign of honor, integrity, commitment, and courage, and County citizens need to have the information she has presented to the Board in order to decide for themselves if these campaign values were met.

Sarah Saber, 90 Reid Drive, wanted the Board to clarify why she had received no response to the email she had sent earlier in the afternoon and wondered the Board's justification for scheduling an impromptu meeting of the SFSDAC that the Board of Supervisors could not schedule in the first place per the adopted bylaws of the Advisory Committee. Mrs. Cook reminded Ms. Saber that the Public Comment Period was not for questions and answers, and Ms. Saber remained at the podium for her allotted speaking time berating the Board for not answering her questions.

David Downes, 14 Chester Street, said he was disgusted by the muckraking hack job he heard earlier in the Public Comment Period from someone he considered a friend. He is completely offended that someone would question the integrity of Sheriff Butler in such an open forum and does not believe it is coincidence that Sheriff Butler's opponent formally launched her campaign earlier today.

There were no further presentations from the public.

Reports – Board Members, County Administrator, County Attorney

Mr. Butler reported the following:

- Has been working closely with Front Royal-Warren County Airport Commission and the Winchester Regional Airport Authority on developing what the niche is in Front Royal
- Has been working with the residents in High Knob trying to get the needed improvements to the intersection on Route 55 (John Marshall Highway) addressed by the Virginia Department of Transportation

Mrs. Cullers reported the following:

- There is a young lady in the community who is struggling with a recent diagnosis of cancer; there will be an upcoming fundraiser at The Apple House where a portion of the proceeds will go towards the cost of her treatments, but most of all, she asked everyone to keep her in their prayers

Mrs. Oates reported the following:

- Yesterday, January 16th was Martin Luther King, Jr., Day and read the following quote by Reverend Dr. King, “Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that.” She said Reverend Dr. King was an example that everyone should follow, and there should be an event in the community celebrating his life

Mr. Mabe reported the following:

- Attended a Blue Mountain Property Owners Association meeting on January 9th
- Attended a Ministerial Association meeting on January 10th
- Attended a Habitat for Humanity house dedication ceremony on January 11th as well as a “This Is It” meeting where young people learn about information technology and cybersecurity
- Spoke with staff on January 13th about additional entrance options for Shenandoah Shores and additional website exposure for the Shenandoah Farms Sanitary District and its Advisory Committee

Mrs. Cook reported the following:

- Visited the Front Royal-Warren County Airport after the recent contract award to Silent Falcon for Fixed Base Operator services and complimented the appearance of the Airport

Dr. Daley reported the following:

- Showed the video regarding the 2023 General Reassessment that is posted to the County's Facebook, website, and on the local access Channel 16; County residents should be receiving assessment notices within the next two weeks
- Reminded the Board of the Town/County Liaison Committee meeting on January 19th beginning at 6:00 PM that will be held at Town Hall
- Presented the Board with a copy of the latest draft Capital Improvement Plan for the Front Royal-Warren County Airport

Appropriations and Transfers

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the appropriations and transfers as presented and shown below for January 2023:

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

Department/Fund	Transfer/Appr.	Description	Amount
Finance	Transfer	Transfer funds from Professional Services to Auditing/Accounting Svs and other budgets to cover prior purchases	\$101,700
Information Technology	Transfer	Transfer from the Staffing Initiatives Reserve to the Information Technology Overtime budget to cover overtime expenses related to IT staff. Originally positions were determined to be exempt, but have been modified to non-exempt and now require overtime compensation.	\$5,921

Approval of Accounts

On a motion by Mr. Mabe, seconded by Mr. Butler, and by the following vote, the Board of Supervisors approved the list of January 2023 accounts as presented:

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

Consent Agenda

1. 2023 Board and Committee Assignments - Ed Daley
2. *Removed for further discussion*
3. Representative Appointments to the Community Policy and Management Team for Warren County Public Schools and the Warren County Finance Department - Jessica Amankrah

4. Use of Courthouse Grounds - The Phoenix Project's Domestic Violence Awareness Purple Ribbon Campaign - Emily Ciarrocchi

Mrs. Cullers requested the removal of item 2 for further discussion.

On a motion by Mr. Mabe, seconded by Mrs. Cullers, and by the following vote, the Board of Supervisors approved the Consent Agenda as amended with item 2 removed for further discussion:

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

Citizen Appointment(s) to the Board of Equalization – Ed Daley

On a motion by Mr. Mabe, seconded by Mrs. Cullers, and by the following vote, the Board of Supervisors nominated Jennifer Avery, Brian Conley, and Thomas Lockhart for appointment by the Circuit Court to the Warren County Board of Equalization to preside over meetings related to the 2023 General Reassessment and further nominated Amanda Slate for appointment by the Circuit Court as an alternate to the Board of Equalization:

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

Annual Term Contract for IT Networking and Infrastructure Services – Alisa Scott/Todd Jones

Alisa Scott, Finance Director, reported the County's Finance and Purchasing Department received a request from the Information Technology Department to procure IT Networking and Infrastructure services. These services are required for expected and or ongoing cabling and installation tasks. The procurement method used was competitive negotiation and the County received two (2) sealed proposals. An evaluation team met with the two firms and successful negotiations proceeded with the top ranked firm first.

Staff recommends the Board review and approve the proposed contract for services with ACOM, LLC that includes a firm fixed pricing schedule considered fair and reasonable for each of the items requested within the RFP. This recommendation is pursuant to the solicitation, the County's Procurement Policy, and in accordance with the Virginia Public Procurement Act (VPPA).

This term contract has a firm fixed pricing schedule attached as an exhibit. This pricing may not change within the first term and only the Board may authorize any contract modifications. Each staff request to the Independent Contractor on an as-needed basis results in a task order based upon the scope of work and firm fixed pricing schedule, to be approved by staff if under \$50,000 and approved by the Board if more than \$50,000.

On a motion by Mrs. Cullers, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors awarded the annual term contract to ACOM, LLC for Information Technology (IT) Networking and Infrastructure Services 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; Cullers, Aye; Cook, Aye; Oates, Aye; Mabe, Aye

Reclassification Requests – Jane Meadows

Jane Meadows, Human Resources Director, reminded the Board of the work sessions held on December 13, 2022 and January 10, 2023 where the reclassification requests, their justifications, and their financial impacts were discussed.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the reclassification of the Assistant Director of Parks & Recreation to the Recreation Manager (Grade 18) position, job description with grade in the County's compensation plan:

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

On a motion by Mrs. Oates, seconded by Mrs. Cullers, and by the following vote, the Board of Supervisors adopted the reclassification of the Facility Supervisor (Grade 3) position, job description with grade in the County's compensation plan:

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

On a motion by Mrs. Cullers, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors adopted the reclassification of the Recreation Center Attendant (Grade 3) position, job description with grade in the County's compensation plan:

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

On a motion by Mrs. Cullers, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the reclassification of the Custodial Supervisor to Operations Manager (Grade 12) position, job description with grade in the County's compensation plan:

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

On a motion by Mrs. Cullers, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the reclassification of the Public Works Foreman to Operations Manager (Grade 12) position, job description with grade in the County's compensation plan:

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

On a motion by Mrs. Cullers, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors adopted the reclassification of the Parks Maintenance Crew Supervisor to Operations Manager (Grade 12) position, job description with grade in the County's compensation plan:

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

On a motion by Mrs. Cullers, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors adopted the reclassification of the Accounting Technician (Grade 7) position, job description with grade in the County's compensation plan:

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

On a motion by Mrs. Cullers, seconded by Mr. Butler, and by the following vote, the Board of Supervisors adopted the reclassification of the Human Resources Generalist (Grade 15) position, job description with grade in the County's compensation plan:

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

On a motion by Mrs. Cullers, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the reclassification of one of the Building Inspector positions to Senior Building Inspector (Grade 12) position, job description with grade in the County's compensation plan:

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

On a motion by Mr. Butler, seconded by Mrs. Cullers, and by the following vote, the Board of Supervisors adopted adopt the reclassification of the Senior Accounts Coordinator (Grade 13) position, job description with grade in the County's compensation plan:

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

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors adopted the reclassification of Maintenance Foreman (Grade 11) position, job description with grade in the County's compensation plan:

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

Adjournment

Mrs. Cook adjourned the meeting at 7:47 PM.