

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on July 18, 2023 at 7:00 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; Alisa Scott, Finance Director; Jason Ham, County Attorney; David Beahm, Director of Building Inspections; Jane Meadows, Human Resources Director; Caitlin Jordan, Senior Assistant County Attorney; Matt Wendling, Planning Director; Chase Lenz, Zoning Administrator; Zach Henderson, Deputy Clerk of the Board

Moment of Silence - Opening with Prayer:

Mrs. Cook opened the meeting at 7:00 PM with a prayer from Reverend Robertson.

Adoption of Agenda – Additions or Deletions:

Mrs. Oates stated that the nomination for the Planning Commission needed to be added to the agenda, and was added as item O.

On a motion made by Mr. Mabe, seconded by Mr. Butler, and the following vote, the Board approved the agenda as amended with the addition of item O.

Mr. Mabe, Aye; Mrs. Oates, Aye; Mrs. Cook, Aye; Mrs. Cullers, Aye; Mr. Butler, Aye

Public Comment Period:

The following is a list of individuals that spoke in support of Samuel's Public Library and their full funding and other related issues.

- | | |
|-----------------------|------------------------|
| 1. Stevi Hubbard | 16. Sandy Schwalt |
| 2. Tina Johnson | 17. Grant Connette |
| 3. Cami Hubbard | 18. Susan Koster |
| 4. Bruce White | 19. Katherine Connette |
| 5. Cathy Stride | 20. Nathan BeDell |
| 6. Kelsey Lawrence | |
| 7. Bethany O'Neil | |
| 8. Jackie Stoker | |
| 9. Caroline Tomechko | |
| 10. Charles Stewart | |
| 11. Liam S. | |
| 12. Susie Wilburn | |
| 13. Christina Lawson | |
| 14. Michelle McKinney | |
| 15. Adele Medved | |

Board Reports:

Mr. Butler reported the following:

- Attended the Library Board meeting on July 10th.
- Attended the Airport Board meeting in Winchester and discussed unmanned aerial vehicles.
- Attended a meeting at the Front Royal Airport concerning the new Skydiving programs.

Mrs. Cullers reported the following:

- Volunteered at the food shack at the Fireman's Carnival and thanked the community who came out and supported them.
- Commented that the second annual Valor Awards are taking place July 27th at the Shenandoah Valley Golf Course at 6:00 PM

Mrs. Oates reported the following:

- Thanked the fire department for their work on the carnival as well as the parade, as well as the community who put on firework displays.

Mr. Mabe reported the following:

- Attended the Library Board meeting on July 10th.
- Attended a meeting with People Inc on the 12th.
- Attended an active shooter training on the 13th.
- Had meeting with constituents on the 14th.

Mrs. Cook reported the following:

- Attended the Library Board meeting on July 10th.
- Visited the new Senior Center a week ago and gave a shoutout to the departments that supported this project.
- Attended the meeting at the Front Royal Airport regarding the new Skydiving program as well as the small renovations coming.

Dr. Daley reported the following:

- Reminded the board that the County is working on the student union facility (the old youth center) and is projected to have work completed by November, which includes HVAC and Asbestos removal.

Mr. Ham did not have a report at this time.

Appropriations and Transfers:

On a motion made by Mr. Butler, seconded by Mr. Mabe, and the following vote, the Board approved the appropriations and transfers as presented.

Mr. Butler, Aye; Mrs. Cullers, Aye; Mrs. Cook, Aye; Mrs. Oates, Aye; Mr. Mabe, Aye

Approval of Accounts:

On a motion by Mr. Mabe, seconded by Mr. Butler, and the following vote, the Board approved the accounts as presented.

Mr. Mabe, Aye; Mrs. Oates, Aye; Mrs. Cook, Aye; Mrs. Cullers, No; Mr. Butler, Aye

Approval of Minutes - 5/09/2023 - 5/16/2023 - 5/23/2023:

On a motion made by Mr. Mabe, seconded by Mrs. Oates, and the following vote, the board accepted the minutes for all 3 meetings as presented.

Mr. Mabe, Aye; Mrs. Oates, Aye; Mrs. Cook, Aye; Mrs. Cullers, Aye; Mr. Butler, Aye

UNFINISHED BUSINESS**Conditional Use Permit 2023-04-08 - Yesl Cho for a Short-Term Tourist Rental:**

Mr. Lenz stated that a property management plan has now been submitted and provided to the Board since the item was tabled on the June 27th Public Hearing.

On a motion made by Mrs. Cullers, seconded by Mrs. Oates, and the following vote, the Board approved the conditional use permit of Yesl Cho for a short-term tourist rental with the conditions as recommended by the planning commission and staff.

Mr. Butler, Aye; Mrs. Cullers, Aye; Mrs. Cook, Aye; Mrs. Oates, Aye; Mr. Mabe, Aye

Conditional Use Permit 2023-04-02 - Roman Semenov for a Short-Term Tourist Rental:

Mr. Lenz stated that a property management plan has now been submitted and provided to the Board since the item was tabled on the June 27th Public Hearing. This management plan now includes more local contacts for emergency situations.

On a motion made by Mrs. Oates, seconded by Mr. Mabe, and the following vote, the Board approved the conditional use permit request of Roman Semenov for a short-term tourist rental with conditions as recommended by the planning commission and staff.

Mr. Mabe, Aye; Mrs. Oates, Aye; Mrs. Cook, Aye; Mrs. Cullers, Aye; Mr. Butler, Aye

Animal Impound Agreement:

Dr. Daley stated that there was a meeting at the Sheriff's office with the Sheriff, Sergeant Cave, Mrs. Scott and representatives from the Humane Society and Mrs. Jordan, and then Mrs. Jordan was able to draft up the initial agreement. After it was presented to the Humane Society and their changes were approved by Mr. Ham and they have now signed.

Mrs. Oates asked for clarity on "good faith efforts" as specified in the contract and how they can be measured. Dr. Daley stated that Seargent Cave indicated that the Animal Control officers and others as needed will participate in training on their procedures and facilities.

On a motion made by Mrs. Oates, seconded by Mr. Mabe, and the following vote, the Board authorized the County Administrator to execute the animal impound agreement on behalf of Warren County with such changes as may be approved by the County Administrator in consultation with the County Attorney.

Mr. Butler, Aye; Mrs. Cullers, Aye; Mrs. Cook, Aye; Mrs. Oates, Aye; Mr. Mabe, Aye

NEW BUSINESS

Consent Agenda:

Mrs. Cullers asked to pull #4 and #5 for discussion, and Mrs. Cook asked to remove #9 as well.

On a motion made by Mr. Mabe, seconded by Mr. Butler, and the following vote, the Consent Agenda was accepted less items 4, 5, and 9.

Mr. Mabe, Aye; Mrs. Oates, Aye; Mrs. Cook, Aye; Mrs. Cullers, Aye; Mr. Butler, Aye

1. Festival Permit Request of the Warren County Fair Association
2. Authorization to Advertise CUP2023-05-08 – County of Warren – Shenandoah Farms Fire Station
3. Authorization to Advertise - Lease of County-Owned Property located at 229 Stokes Airport Road
4. Amend Board of Supervisors Policies and Procedures - Dr. Daley **(Removed for discussion)**
5. Approval of the Virginia Department of Aviation's 2022 Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources **(Removed for discussion)**
6. Human Resources Manager Position
7. Tourism Manager Position
8. Authorization to Advertise - Ordinance Providing for Biennial Reassessment and Equalization of Real Estate
9. Award Recommendation: 5 New Asset Replacement Vehicles for Sheriff's Department **(Removed for Discussion)**
10. Award Recommendation: Hired Equipment Services

Amend Board of Supervisors Policies and Procedures:

Mrs. Jordan stated that language was added to the existing Policies and Procedures that clarifies the notice expectations of Board meetings and committee meetings to ensure that proper notice is given to the public and to the administration office. However, this does not apply to all committee's and meetings.

On a motion made by Mr. Mabe, seconded by Mr. Butler, and the following vote, the Board adopted the amended Meeting Policy and Procedures document as presented.

Mr. Mabe, Aye; Mrs. Oates, Aye; Mrs. Cook, Aye; Mrs. Cullers, Aye; Mr. Butler, Aye

Approval of the Virginia Department of Aviation's 2022 Master Agreement on Terms and

Conditions for Accepting State Aviation Funding Resources:

Mrs. Jordan presented the 2022 Master Funding Agreement. In 2018 the DAV approved the master agreement and the grant but earlier this month received a notice from DAV stating that a new policy has been issued emphasizing that if a locality does not approve or has not executed the 2022 Master Agreement, it will no longer receive funding.

On a motion made by Mrs. Cullers, seconded by Mr. Mabe, and the following vote, the Board approved the Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources adopted by the Virginia Aviation Board in May 2022 and authorized the County Administrator and the Senior Assistant County Attorney to execute said Master Agreement on the County's behalf.

Mr. Butler, Aye; Mrs. Cullers, Aye; Mrs. Cook, Aye; Mrs. Oates, Aye; Mr. Mabe, Aye

Award Recommendation: 5 New Asset Replacement Vehicles for Sheriff's Department

Mrs. Scott stated that these 5 vehicles for the Sheriff's office are the complete package, as in they are going to be outfitted and provided with the radios and anything that's required to have these vehicles road ready. These will be funded via the Asset Replacement fund and have been budgeted for and approved.

On a motion made by Mr. Butler, seconded by Mr. Mabe, and the following vote, the Board authorized the Chair or County Administrator to approve the purchase of Five 2023 Ford police interceptors from Shenandoah Ford in the amount of \$196,798. 80 and the purchase of police equipment from Dana Safety supply in the amount of \$61,995. 98 and other associated cost for a total purchase of \$292,879. 54.

Mr. Mabe, Aye; Mrs. Oates, Aye; Mrs. Cook, Aye; Mrs. Cullers, Aye; Mr. Butler, Aye

O. Additional New Business

None at this time.

P. Adjournment

On a motion made by Mr. Butler, seconded by Mr. Mabe, and the following vote the meeting adjourned at 9:06 PM