

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on May 02, 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; Jason J. Ham, County Attorney; Alisa Scott, Finance Director; Caitlin Jordan, Senior Assistant County Attorney; Sherry Sours, Commissioner of Revenue; Zach Henderson, Deputy Clerk of the Board

Moment of Silence – Opening with Prayer:

Pastor Brown was not in attendance therefore Mrs. Cook called for a moment of silence.

Adoption of Agenda – Additions or Deletions:

Mr. Butler requested to add a discussion and letter for signage regarding a token of support for a High Knob road project with V-DOT.

Dr. Daley suggested deleting item G-10 from the Consent Agenda to be brought up again at a later meeting.

On a motion made by Mr. Mabe, seconded by Mr. Butler, and the following vote, the Board adopted the Agenda with the removal of item G-10 and adding K – The Safety improvements to 55 East and High Knob Road.

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

Public Comment Period (60 Minute Time Limit):

Ralph Rinaldi commented on the ongoing Budget season and emphasized the importance of voting for what is best for County residents and that personal agendas should have no consideration whatsoever.

Reports – Board Members, County Administrator, County Attorney:

Mr. Butler reported the following:

- He had been working with constituents and with the Library on looking at a few books.
- He worked with County Staff on drafting a letter that will be discussed during tonight's meeting as item K – High Knob intersection, with the intention of presenting it to the Commonwealth's Transportation Board the following day.
- On April 22nd he and his wife attended the, "Taste for Books" Gala at the Library and spoke very highly of the event and the way the Library is running.

Mrs. Cullers reported the following:

- On April 22nd attended the ribbon cutting for the Avtex Shelter that was donated by the Avtex retirees to the County.
- Attended a joint Building Committee/School Board meeting at LFK and spoke very highly on the progress being made there and commented that they hope to be under budget, and that they are almost finished with, "phase one."

- On April 27th there was an update from All Points Broadband and that it is still a work in progress, despite the progress being slow, they are still working towards it.
- Attended the Future Farmers of America Bag Bingo and highly recommended it if they do it again.
- Attended the Rockland Park Prayer Garden dedication and encouraged everyone to visit and watch the video provided by the Royal Examiner.
- Gave out the Ruritan Pomeroy Scholarship to a Skyline High School Student.
- Would like to ask for a Resolution ask for a resolution at the Board's next voting meeting to name the overpass bridge at Route 66, 340-522 Interchange to be named after fallen State Trooper Kevin Carter Mannion.
- Recognized Fire Fighter's and EMS Personnel, Kirsten Kennedy, Danny Hamlin, Dominique Cox, Gordon Jones, and Lieutenant Jesse Smith, and spoke on their achievements and thanked them for their service and individual accomplishments.

Mrs. Oates reported the following:

- On April 22nd also attended the ribbon cutting for the Avtex Shelter that was donated by the Avtex retirees to the County and looks forward to many events that will be held there.
- Attended the American Legion Chili Cookoff to support the Shenandoah County Women's Shelter.
- She attended the Rockland Park Prayer Garden dedication and encouraged all people of faith to visit.

Mr. Mabe reported the following:

- Attended the Avtex Shelter opening with Mrs. Cullers and Mrs. Oates and stated that it was great to see and be a part of.
- Attended a meeting of the Development Review Committee and spoke with the Town and the County regarding construction pieces throughout the area.
- Attended the Shenandoah Shores Board meeting and discussed issues such as budget, water, towers, etc.
- He expressed regret at being unable to attend the Prayer Garden dedication but plans on visiting soon.

Mrs. Cook reported the following:

- Attended the Warren County IT Review Committee that resulted in a Clear Gov Demo for the Finance Department.
- Was part of a table talk with our Emergency Management Group and discussed scenarios and responses to major accidents in the County and Corridor.

Dr. Daley reported the following:

- Announced Mrs. Scott who introduced 3 new staff members. Megan Cheshire – Budget Analyst, Kimberly Henry – Buyer, and Sabryna Reed – Accounting Technician.
- Reminded the Board Members of the Public Hearing at 6:00PM May 9th.
- Encouraged the Board to reach out to either himself or Dr. Ballenger regarding the School Budget they received.
- The Board should be expecting independent Budgets such as the CIP, EDA, Cost Recovery, and Tourism shortly. And will have an intact budget ready to present on the 16th

Mr. Ham had nothing to report at the time.

Mr. Carter from VDOT reported the following:

- They have done Skin Patching operations on Ridgeway and Menefee Lane.

- Installed and replaced pipes on various routes.
- Repaired Shoulders on Rockland Road
- Cleaned Various Downed trees and debris and will be cutting brush on primaries this month.
- Will be applying dust control as needed.
- In four counties they picked up 68,086 bags of trash from primary and secondary roads with contractors and paid \$81,000 to get that done.
- They are still awaiting funding to move forward with the High Knob project but commented that Mr. Butler will be attending a meeting to address the issue at hand.
- Pavement markings on 340 South and Rivermont are scheduled to be completed this summer.
- On Browntown Road, all systemic edge line markings are complete and are still waiting on an estimate for the center line pavement markings.
- They will be surface treating approximately 9 miles of Browntown road this summer.

On the request of a constituent, Mrs. Cullers asked if there could be an additional speed limit sign between the KOA Campground entrance and the Company #3 Fire hall to emphasize the speed limit for the increased number of new visitors. Mr. Cater stated that he will have people look into it.

Mrs. Cullers then expressed a funding concern regarding the High Knob project and the Smart Scale project and where funding would come from. Mr. Carter stated that there is a pot of money called, "High Priority Funds" and that is where they are looking for the High Knob Project, and not looking at any other smart scale projects that have already been approved.

Approval of April 18th Minutes:

On a motion made by Mr. Mabe, seconded by Mr. Butler, and the following vote, the Board approved the minutes as presented with no revisions or edits.

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

Consent Agenda:

On a motion by Mrs. Cullers, seconded by Mrs. Oates, and the following vote, the Board approved the consent agenda with item 10 being deleted at the beginning of the meeting.

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

1. Approval for Advertisement of Public Hearing - Lease of Senior Center to Shenandoah Area Agency on Aging, Inc. - Caitlin Jordan, Senior Assistant County Attorney
2. Authorization to Advertise for Public Hearing - Conditional Use Permit 2023-03-01, Shelly Cook for a Short-Term Tourist Rental - Chase Lenz, Zoning Administrator
3. Authorization to Advertise for Public Hearing - Conditional Use Permit 2023-03-03, David Cressell for Gunsmithing Services - Chase Lenz, Zoning Administrator
4. Granting of Utility Services Easement to Shenandoah Valley Electric Cooperative on Tax Map No. 43-29A – Caitlin Jordan, Senior Assistant County Attorney
5. Authorization to Advertise for Public Hearing - Conditional Use Permit 2023-02-01, Warren County Fair Association for a Motor Freight Terminal - Matt Wendling, Planning Director

6. Authorization to Advertise Public Hearing - Proposed Amendment to Warren County Code Section 172-2 "Designation of Certain Private Roads as Highways" to include Blue Ridge Shadows - Caitlin Jordan, Senior Assistant County Attorney
7. Authorization to Advertise for a Public Hearing - Subdivision Variance SV2023-03-01 Erica Baker Family Subdivision with less than 5 Years Ownership - Matt Wendling, Planning Director
8. Authorization to Advertise for Public Hearing - Conditional Use Permit 2023-03-04 Michaun Pierre for a Short-Term Tourist Rental - Matt Wendling, Planning Director
9. New Road Naming request for properties accessed off of Bentonville Road – Emma Rusnak, GIS Coordinator
10. MCCi Laserfiche Renewal - Todd Jones, IT Director **(Deleted)**
11. Award of Contract - Alisa Scott, Finance Director

Purchase of 2026 Pierce Enforcer Pumper from Atlantic Emergency Solutions - Alisa Scott, Finance Director, James Bonzano, Fire Chief

Ms. Scott stated that Fire and Rescue had been asked to review a quote from Cooperative Contract Pricing with the support of the purchase of 1 2026 Pierce Enforcer Pumper from Atlantic Emergency Solutions for the price of \$1,131,659 for the South Warren Volunteer Station. After staff review, it is recommended to award the purchase contract to Atlantic Emergency Solutions for the Pumper purchase, with any additional equipment or attachments procured separately. Upon receipt of the purchase order, Atlantic Emergency Solutions will look to provide the Pumper within 41 months. The South Warren Fire station has offered to pay half (\$565,829.50). Furthermore, a downpayment of \$600,000 is requested by July 31st.

On a motion by Mrs. Cullers and seconded by Mrs. Oates, and the following vote, the Board awarded the purchase of the 2026 Pierce Pumper to Atlantic Emergency Solutions for \$1,131,659 contingent upon the execution by the South Warren Volunteer Fire Department Incorporated of the Agreement, and moved the County Administrator be authorized to execute the Agreement, with such changes as may be approved by the County Administrator in consultation with the County Attorney.

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

Discussion - Two Year Assessments:

Mr. Ham stated that the County has the ability to go from a 4-year reassessment plan to a 2-year plan, however, in order to do that the County would need to pass an ordinance with someone who is on County staff and someone who is approved by the Tax Commissioner and who is an appraiser. If the County wanted to go to a 3-year reassessment schedule then all that would need to be done is pass a resolution making it 3 years.

After some confusion on the cost that was stated on the cover sheet (\$148,331), it was determined to be inaccurate and most likely came from the overall Reassessment Budget. Ms. Sours stated that the last reassessment cost approximately \$500,00 to \$600,000.

Dr. Daley stated that the cost is offset by the cost of the public service, and if every time there is a 100% assessment, then entities pay based on that amount. When the assessments are based on 80% of the value then all the taxpayers still pay based on their full assessment. However, public service agencies drop to 80% and that is worth over a million dollars.

Mr. Butler commented on the “cost of aggravation” because values went up or down as much as they did and feels that a 2-year plan would save some of that aggravation and be less of a change.

Mrs. Cullers agreed and asked how the staffing levels would be affected for this plan and how much staff it would take to accomplish this. Dr. Daley stated that he could provide the proposal that was discussed in the Work session that had a staffing estimate, but the costs would still be in the same range of \$450-500 thousand. Furthermore, Dr. Daley recommended that if the Board wanted to change to a 2-year assessment, that the first year be done with a contractor in order to give the County ample time to elaborate on the prior Draft that was discussed, and also have a facility prepared for the new staff.

Ms. Cook asked if this requires action from the Board. Mr. Ham stated that the 2-year option would require an ordinance and public notice. However, the 3-year option could be decided tonight.

Dr. Daley stated that if the 2-year plan is desirable then it is recommended that the County Attorney draft the ordinance needed and schedule the hearing.

Mrs. Oates asked Mrs. Sours for her opinion on the proposed plans given her experience. Ms. Sours stated that the County used to have Reassessments every 6 years but later moved them to 4, and since there is such a rapid change, a 2-year plan is more needed.

Ms. Cook asked Dr. Daley about the level of confidence that if the 2-year assessment is chosen, the office would be up and running, with no extension requests from the Code.

Dr. Daley stated that there isn’t much confidence due to the high probability that an extension will be needed regardless of if it’s 2 years or more, and re-emphasized that the process had already begun 6 months ago. However, there is a high probability that the County can be prepared to do it all in-house in 2 years.

On a motion by Mrs. Cullers, seconded by Mr. Butler, and the following vote, the Board approved for Mr. Ham to begin preparations for the Ordinance for Warren County to go to a 2-Year Assessment cycle.

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

Award of Contract for Services:

Ms. Scott stated that the Finance and Purchasing Department received a Disposition of Surplus Property request from the department of Public Works in accordance with the Virginia Public Procurement Act.

Staff recommend the Board review and approve the contract award to Capital Auto and Truck Auction Inc. The surplus property will go to the highest bidder inclusive of any associated shipping, towing, and transportation costs. Any revenue collected shall be reported to the Board at a later date as information and funds will be transferred into the asset replacement fund.

On a motion by Mr. Butler, seconded by Mr. Mabe, and the following vote, the Board authorized the County Administrator to sign the contract for services between Warren County, Virginia Capital Auto and Truck Auction incorporated with such changes as it will or shall be approved by the County Administrator in consultation with the County Attorney.

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

Additional New Business – Safety Improvements to Route 55 East John Marshall Highway and High Knob Road.

Mr. Butler discussed the upcoming meeting with the Commonwealth Transportation Board and worked with County staff to draw up a letter of support for the funding of the project and urged the rest of the Board to endorse.

On a motion by Mrs. Oates, seconded by Mr. Mabe, and the following vote, the Board accepted the letter of support for the High Knob safety improvements as written, and supported Mr. Butler to go and speak to the Commonwealth Transportation Board.

Mrs. Culler, Aye; Mrs. Cook, Aye; Mrs. Oates, Mr. Mabe, Aye.

Adjournment:

On a motion by Mrs. Oates, seconded by Mrs. Cullers, the meeting was adjourned at 8:33 PM