

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on December 12, 2023, at 7:00 PM.

Present: Victoria L. Cook, Chair (Fork District); Cheryl L. Cullers, Vice Chair (South River District); Delores R. Oates (North River District); Walter J. Mabe (Shenandoah District); Jerome K. Butler (Happy Creek District); also, Dr. Edwin Daley, County Administrator; Jason Ham, County Attorney; Jane Meadows, Deputy County Administrator; Matt Wendling, Planning Director; Chase Lenz, Zoning Administrator; Zach Henderson, Deputy Clerk of the Board

Call to Order:

Ms. Cook called the meeting to order at 7:08 PM with an opening prayer from Pastor Steven Guizar, followed by a Holiday Choir performance from Hilda J. Barbour Elementary School.

Adoption of Agenda:

Dr. Daley asked the Board to remove the 2nd item under G (Appropriations and Transfers – FOIA Software), item 3 of the Consent Agenda (Civic Plus Social Media Award Recommendation), and item 7 from the Consent Agenda (Regrading of Accreditation & Grants Coordinator Position WSCO). Furthermore, Dr. Daley asked the Board to add the Revisions to the Parks and Recreation Code of Conduct Policy, and the Northern Shenandoah Hazard Mitigation plan to the Consent Agenda for Approval.

On a motion by Ms. Cullers, seconded by Mr. Mabe, and the following vote, the Board adopted the Agenda as amended.

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

Public Hearing at 7:30 PM:

Ms. Scott was not present for the meeting, however, Dr. Daley stated that the information is identical to the information the Board has previously seen and discussed in the prior Work Session. This is money from last year's budget, specifically for Capital Projects, that needs to be carried over so that it may be expended.

Ms. Cook opened the public hearing, however there were no comments from the public or Board and the hearing was then closed.

On a motion by Ms. Cullers, seconded by Ms. Oates, and the following vote, the Board amended the FY 2022-2023 Budget and Appropriated an additional \$182,466 to the General Fund, \$8,602,471.66 to the Capitol Improvement Fund, \$7,178,541 to the Asset Replacement Fund, \$17,517 to the Airport Fund, \$259,371 to the Cost Recovery Fund, for a total increase of \$16,240,366.59 as outlined and pursuant to code 15.2-2507 of the Code of Virginia.

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

Public Comment:

Lynda McDonough spoke to the Board and expressed her concerns regarding waiving the Sanitary District Taxes for her 87-year-old neighbor. She further commented that it has been difficult for her to receive any tangible updates on its progress and urged the new board to act quickly.

Reports:

Mr. Butler reported the following:

- Thanked both Ms. Oates, and Mr. Mabe for their friendship and services to the County and wished them both luck and stated that he is looking forward to working with the new members of the Board.
- Met and worked with a constituent that was having issues within the County and worked with Dr. Daley on a solution.

Mrs. Cullers reported the following:

- On December 6th – Attended a Fire Chief's meeting where concerns and improvements in the fire system were discussed.
- On December 7th – Attended the County's Christmas luncheon at the Fire Department and gave a shout out to Human Resources for the work they put in.
- On December 7th – Attended a K-9 demonstration put on by the Sheriff's Office and thanked Captain Collins for his work there.
- On December 11th – Has Sky Weather Training with Mr. Foley and is now a certified weather watcher.
- Thanked both Ms. Oates, and Mr. Mabe for their friendship and services to the County and wished them both luck.

Mrs. Cook reported the following:

- Attended a meeting of the Library Committee of Trustees and reviewed the vacancy application and the timeline for when it will be announced and applications accepted.
- Attended a ride along with the Sheriff's Office and responded to Animal calls and spoke to the compassion she witnessed from the officers involved.
- Also Attended the K9 Demonstration out on by the Sheriff's Office
- Attended the EDA Board Meeting
- Thanked both Ms. Oates, and Mr. Mabe for their friendship and services to the County and wished them both luck.

Mrs. Oates reported the following:

- Reflected on her term and stated that she was honored to serve the Community and alongside her fellow Board members was proud of all they were able to accomplish. She then thanked everyone for giving her this opportunity and is looking forward to the new Board members and toward her new work in Richmond.

Mr. Mabe reported the following:

- Reflected on his 4-year term as a member of the Board of Supervisors and all that he has learned in the process and thanked the remaining Board members for their past and continued service.

Dr. Daley reported the following:

- Announced Ms. Meadows who updated the Board on the underway projects in the County. These include, the Senior Center, the Youth Center, and the Bentonville Boat Launch, and provided status updates and timelines for each one.

- Dr. Daley reminded the Board of the swearing-in ceremony that will take place at 4:00PM December 18th at the Courthouse.
- Reminded that there will be a work session on the 19th and will be the final meeting of 2023. And reminded the Board of the upcoming tentative Budget Schedule and work sessions.
- Thanked Mrs. Oates and Mr. Mabe for their services and stated that he appreciated the work they have both done for the County.

Mr. Ham reported the following:

- Thanked Mrs. Oates and Mr. Mabe for their services and how they have been gracious and a joy to work with and wished them both luck.

Appropriations and Transfers:

On a motion made by Mrs. Oates, seconded by Mr. Mabe and the following vote, the Board approved the appropriations and transfers, minus #2.

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

Approval of Accounts:

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

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

Approval of Minutes (10/24/23, 11/21/23/, 11/28/23):

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

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

Consent Agenda:

1. Application for Out-Of-Town Utility Connection - 0 Criser Rd (Tax Map 28, Parcel 128) - Catholic Diocese of Arlington
2. Authorization of Pay Supplement to the Sheriff for Animal Control for the County of Warren – **(Removed for Discussion)**
3. Award Recommendation: CivicPlus for Social Media archiving (Archive Social) and records request management -**(Removed from Agenda)**
4. Web Page Rhetoric update for Citizen Appointments
5. Contract Renewal - Frederick Andrae, Architects for Architectural Services
6. Approval of salary for new hire, Deputy Sheriff - Sergeant – **(Removed for Discussion)**
7. Regrading of Accreditation & Grants Coordinator Position (WCSO) – **(Removed from Agenda)**
8. Regrading of one Administrative Assistant Position (WCSO) – **(Removed for Discussion)**
9. Observe 4 hours additional Holiday Time

10. D.R. Horton Request to Release of Phase 4 of Blue Ridge Shadows Subdivision Bonds for Roads and Stormwater Management – **(Removed for Discussion)**

11. Revised - Little Chapel Baptist Church Nativity Request - Courthouse Lawn

12. Parks and Recreation Code of Conduct Policy Revisions **(Added to Consent)**

13. Northern Shenandoah Hazard Mitigation Plan **(Added to Consent)**

Ms. Cullers stated that she would like item #10 removed for discussion and Ms. Cook stated that she would like items #2, #6, and #8 removed for discussion as well.

On a motion made by Mr. Butler, seconded by Mr. Mabe and the following vote, the Board approved the consent agenda as amended.

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

Authorization of Pay Supplement to the Sheriff for Animal Control for the County of Warren:

Ms. Meadows stated that in 2007 the County began to pay a supplement to the Sheriff's office to oversee Animal Control and have partnered with the Sheriff as part of Virginia Code. There is an aspect under the Humane Investigations that allows for reimbursement and is assumed that is where the money comes from. It started as a \$2,500 payment that was added as supplement to the Sheriff's Salary and has continued to increase with COLA's. When Sheriff Butler was elected in 2022 it went back to \$2,500 that January but was updated to \$12,500 in July. The County is asking for that same amount to be added to the Sheriff Elect Salary in January 2024.

Ms. Cook expressed a concern that there is no written policy that states that the County provides a supplement to the Sheriff, nor does it state that it is a requirement, and asked if it would be beneficial to have a policy in writing.

Ms. Meadows stated that her office was looking for proof of policy and of it being in effect, a note was found stating that there was Board of Supervisor approval in 2007 and also in 2020, however, there was nothing in those minutes to document that. Therefore, she wanted to make sure it came in front of the Board and was documented in order to make the official records, and minutes. Ms. Meadows then suggested an MOA that would state that it will be done annually or by term etc.

On a motion by Ms. Oates, seconded by Ms. Cullers, and the following vote, the Board approved the annual pay supplement of \$12,500 for the Sheriff of Warren County for the oversight of Animal Control for the County of Warren.

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

Approval of salary for new hire, Deputy Sheriff – Sergeant:

Ms. Meadows stated that effective January 1st, 2024, the County would like to extend an offer to a Deputy Sheriff Sergeant who, based off of previous experience in training and certifications, would merit a step J salary. Furthermore, Ms. Meadows stated that it is necessary for this position to have someone with extensive experience to properly serve.

Ms. Cook asked for clarification in that this is a request that is being made by the Sheriff Elect, and not the current Sheriff.

Ms. Meadows stated that she has been having discussions with the Sheriff Elect regarding assistance in setting up her team effective January 1st and would like to have approval starting the first of the year so she will be able to operate her team as she sees fit rather than having to wait to get approval, then moving forward with that individual with them giving notice, and would potentially delay action for close to a month.

Ms. Cook emphasized that what is being discussed in the transitional period and wanted it on record that the Board is approving a request that is not from the current Sheriff, but the Sheriff elect that will take office in January.

On a motion by Mr. Butler, seconded by Ms. Cullers, and the following vote, the Board approved the salary of the candidate for Deputy Sheriff Sergeant for investigations for the Warren County Sheriff's Office, effective January 1st, 2024, at a salary of \$72,612.80, Grade 15, Step J Law Enforcement.

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

Regrading of one Administrative Assistant Position (WCSO):

Ms. Meadows stated that this position is an administrative assistant position that was discussed in the past by both Sheriff Butler and Sheriff Elect Cline. This position is someone who is responsible for FOIA and does a lot of legal oversight very similar to the positions of the Office Manager for Commonwealth's Attorney and also the County Attorney. There will not be a change in the salary, however, it will allow for additional growth in their pay grade.

On a motion by Ms. Cullers, seconded by Ms. Oates, and the following vote, the Board approved the regarding of one Administrative Assistant to Office Manager, administrative Grade 11 position, job description with grade in the County's comprehension plan.

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

D.R. Horton Request to Release of Phase 4 of Blue Ridge Shadows Subdivision Bonds for Roads and Stormwater Management:

Ms. Cullers stated that she requested this item to be pulled for discussion because she had requested information from VDOT that was received but late and therefore has not had sufficient time to review and would like this item to be tabled until January.

Mr. Wendling stated that he had met with VDOT who outlined everything that has been completed and what has not been completed. Furthermore, he met with a representative from DR Horton who stated that VDOT approved the release of the bond for phase 4 and resubmitted an email explaining that.

Ms. Cullers state that, per her information, VDOT does not support any reduction of construction bonds until the streets have been officially accepted by VDOT or the County for maintenance, and further stated her opinion that the Board needs more time to read and fully understand.

On a motion by Ms. Cullers, seconded by Mr. Mabe, and the following vote, the item was tabled until January 16th, 2024.

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

Updated Town/County Liaison Policy Approval

Dr. Daley confirmed that the Policy included in the Board's packet is identical to the policy adopted by the Town.

On a motion by Mr. Mabe, seconded by Ms. Cullers, and the following vote, the Board accepted the policy as presented.

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

Zoning Text Amendment Z2023-08-02 - Short-Term Tourist Rentals:

Mr. Lenz stated that after continued discussions on this item with the Board and Planning Commission, and hearing the concerns, Mr. Lenz recommended that the Board send this item back to the Planning Commission to redraft the ordinance to for a new recommendation based on said ordinance and will then go back through the public hearing process.

Ms. Cullers stated that she was under the impression that the Board and the Planning Commission decided to leave it alone and continue with the way that it is now.

Mr. Lenz emphasized that the Planning Commission and Board did like the changes, just not to the set-back requirement so now the intent is to redraft an ordinance similar to how it is now and leave the setback requirement the way that it is now.

On a motion by Ms. Cullers, seconded by Mr. Butler, and the following vote, the Board sent the proposed zoning tax amendment back to the Planning Commission for further review and recommendations to the Board.

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

Opioid Abatement Authority Planning Grant Update:

Ms. Meadows stated that over the next 18 years, the County will continue to get direct distributions regarding Opioid Abatement funding settlements with approximately \$1M that will come directly to Warren County. Furthermore, they also had a grant for planning so we want to make sure we're actually using this money to address the opioid problem in the County and better serve our residents. The County was awarded the Grant for \$45,000 from the Opioid Abatement Authority. Once a notification and letter are received and approved by the Board for Dr. Daley to sign, then the County will move forward.

Adjournment:

On a motion by Mr. Butler, seconded by Ms. Oates, and the following vote, the Board adjourned the meeting at 9:36 PM

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