

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on January 2nd, 2024, at 7:00 PM.

Present: Victoria L. Cook, Chair (Fork District); Cheryl L. Cullers, Vice Chair (South River District); John T. Stanmeyer (Shenandoah District), and Richard A. Jamieson (North River District) Jerome K. Butler (Happy Creek District); also, Dr. Edwin Daley, County Administrator; Jason Ham, County Attorney; Jane Meadows, Deputy County Administrator; Alisa Scott, Finance Director; Zach Henderson, Deputy Clerk of the Board

Call to order:

Dr. Daley called the meeting to order at 7:06 PM with an opening prayer from Pastor James Boyette.

Election of Officials:

Dr. Daley took nominations for the positions of Chair of the Board of Supervisors. Dr. Jamieson nominated Ms. Cullers for the position of Chair. There were no alternate nominations or comments, and Ms. Cullers was elected Chair with the following vote:

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Dr. Daley then took nominations for the position of Vice-Chair of the Board of Supervisors. Ms. Cook nominated Mr. Butler for the position of Vice-Chair. There were no alternative motions or comments, and Mr. Butler was elected Vice-Chair with the following vote:

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Adoption of Agenda:

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote, the Board approved the agenda as amended to include the Board Reports.

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Public Comment Period:

There were no comments from the Public

Board Reports:

Ms. Cook reported the following:

- Attended a Christmas Lunch at the Warren County Senior Center
- Attended various meetings of the Front Royal Warren County EDA

Mr. Butler reported the following:

- Met with the Administrator for the Winchester Airport today discussed operations and updates at the Front Royal Airport.

Mr. Stanmeyer reported the following:

- On December 4th - Attended a meeting in Rockland with the intent on gathering Community input regarding the Comprehensive Plan but had to be cut short and rescheduled.
- Attended two meetings with the Shenandoah farms Property Owners Association.
- Spent time, over the last few weeks, in department orientations and meeting with department heads.
- Thanked Mr. Mabe for his service and assistance and well as all his constituents.

Dr. Jamieson reported the following:

- Thanked his constituents for their support and trust in him.
- Emphasized the challenges ahead and expressed a great deal of faith in the Community and goodwill for the County as a whole.
- Spent time, over the last few weeks, in department orientations and meeting with department heads.

Ms. Cullers reported the following:

- Thanked her fellow Board members for electing her Chair for 2024 and thanked Ms. Cook for her role as Chair for the previous year and welcomed Dr. Jamiesson and Mr. Stanmeyer.
- Thanked the first responders who worked on Christmas Eve and Day

Dr. Daley reported the following:

- Reminded the Board about the upcoming Budget Work Sessions for the Partner Agencies that will take place on Tuesdays and Thursdays over the next few weeks.
- Reminded the Board of the upcoming Citizen Appointments that need to be appointed and or re-appointed soon
- Reminded the Board of the Various Committee/Board Assignments for 2024 that need to be discussed and decided upon.

Mr. Ham Reported the following:

- Congratulated Dr. Jamieson and Mr. Stanmeyer and wished everyone a Happy New Year.

Approval of Minutes 12/12/2023:

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote, the minutes for 12/12/2023 were approved as presented.

Mr. Stanmeyer, Aye; Mr. Butler, Aye; Ms. Cullers, Aye; Dr. Jamieson, Aye; Ms. Cook, Aye

Public Hearing – Reaching Out Now Lease Agreement:

Ms. Meadows stated that all this information was previously discussed in a prior work session and opened the floor for any additional questions from the Board.

Ms. Cullers opened the Public Hearing, and the applicant, Samantha Barber thanked the Board and Ms. Meadows for their time and support for this Agreement and discussed their plans and programs for the children in Warren County.

Ms. Cook asked if and how homeschoolers can be involved. Ms. Barber stated that she has spoken to a member on the School Board for assistance and the answer is yes, they will be involved and can be included in programs as well.

Jenny Dunivan spoke to the Board in support of Reaching Out Now and emphasized the positivity that it will bring to the County.

Marlena Conner spoke to the Board in support of Reaching Out Not and emphasized the passion for the program and for all those involved.

Kimberly Walker spoke to the Board in support of Reaching Out Now and emphasized the hard work Ms. Barber and her team have put in.

On a motion by Mr. Butler, seconded by Ms. Cook, and the following vote, the Board approved the lease agreement between the County of Warren and Reaching Out Now for Raymond E. Santmyer Youth Center.

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Public Hearing – Warren Coalition Lease Agreement:

Ms. Meadows stated that the Parks and Recreation department leases the use of its facilities and fields and the proposed lease agreement is the County of Warren and the Warren Coalition for the use of classrooms #1 and #2, and the terms is for the duration of 2024.

Ms. Cook asked for confirmation that they will not be charged for use of the rooms. Ms. Meadows stated that they will not be charged but will be included in their budget request to the Board as part of their Partner Agency annual request, and there will be a reduction in said request since they will be using the rooms.

Ms. Cullers opened the public hearing but there were no comments from the public or board and the hearing was then closed.

On a motion by Mr. Stanmeyer, seconded by Ms. Cook, and the following vote, the Board approved the lease agreement between the County of Warren and the Warren County Community Health Coalition for the use of classroom #1 and #2 at the Warren County Community Center.

Mr. Stanmeyer, Aye; Mr. Butler, Aye; Ms. Cullers, Aye; Dr. Jamieson, Aye; Ms. Cook, Aye

Public Hearing – VA Golf LLC Lease Agreement:

Ms. Scott stated that this public hearing is for the lease of the Golf Course as well as the approval of management to VA Golf LLC. Furthermore, at the request of Dr. Jamieson, Ms. Scott will work with Dr. Daley on tangible performance measures.

Ms. Cullers opened the public hearing and Louis Nicholls congratulated the Board on their recent appointments and elections spoken on behalf of VA Golf and the lease agreement. He emphasized the growth in revenue over the year and discussed the financial terms and benefits.

Dr. Jamieson commented on his excitement for this lease and emphasized the potential growth and programs for novices etc.

There were no additional comments from the public or Board and Ms. Cullers closed the public hearing.

On a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the Board approved the lease and management agreement between the County of Warren and VA Golf LLC for management of the Front Royal Golf Club.

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Consent Agenda:

1. Authorization to Advertise for Public Hearing - CUP2023-10-01 - Jordan & Michelle Scheutzow - A

request for a conditional use permit for a Short-Term Tourist Rental.

2. Authorization to Advertise for Public Hearing - CUP2023-10-02 - Oleg Li - A request for a conditional

use permit for a Short-Term Tourist Rental

3. Authorization to Advertise for Public Hearing - CUP2023-10-03 - Benjamin Huhn - A request for a

conditional use permit for a Short-Term Tourist Rental.

4. Authorization to Advertise for Public Hearing - CUP2023-10-05 - Vesta Property Management

- A request for a conditional use permit for a Short-Term Tourist Rental.

5. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of 201 E. 2nd St., Apt. 1

6. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of 124 E. 2nd St.

- 7. Authorization to Advertise for Public Hearing** - Proposed Lease of Hangar A16 to N6108J, LLC
- 8. Authorization to Advertise for Public Hearing** - Proposed Lease of Hangar B7 to Mary Ellen Hutchins
- 9. Representative Appointments to the Community** - Policy and Management Team for Warren County DSS
- 10. Authorization to Advertise for Public Hearing - Z2023-11-01** - Public Utility Distribution Facilities
- 11. Authorization to Advertise for Public Hearing** - Proposed Lease of Hangar A13 to Stephen Beste
- 12. Authorization to Advertise for Public Hearing** - Proposed Lease of Hangar A11 to Jack Molenaar
- 13. Authorization to Advertise for Public Hearing** - Proposed Lease of Hangar A9 to Jack Molenaar
- 14. Authorization to Advertise for Public Hearing** - Proposed Lease of Hangar C1 to Robert Metcalfe
- 15. Adoption of the 2024 Board of Supervisors Meeting Schedule**
- 16. Carryover Package**
- 17. Authorization to Advertise for Public Hearing - Proposed Lease of Hangar A15 to Gordon Dale Waters**
- 18. Board of Supervisors Meeting Policy and Procedures**
- 19. Contract** - Vision Cloud Hosting & Web Agreement for Reassessment Software
- 20. Approval of Salary, Deputy Commissioner III, Commissioner of the Revenue's Office (Removed for Discussion)**
- 21. New Road Naming request for properties accessed off of Rocky Glen Drive**

Ms. Cook stated that she would like to remove item #20 for discussion. On a motion by Mr. Butler, seconded by Dr. Jamieson, and the following vote, the Board approved the Consent agenda as amended to remove item #20 for discussion.

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Approval of Salary – Deputy Commissioner III, Commissioner of Revenue’s Office

Ms. Cook stated that the request is to approve the salary for the position of Deputy Commissioner of Revenue III at pay Grade 8, Step Q, and at a salary of \$60,444.80 as of January 8th, 2024. The position is open due to a retirement in the office. Furthermore, due to the responsibilities of the position, it is highly recommended that the candidate be an internal hire, and funding for this position will be assisted by not filling a budgeted part-time position.

Ms. Cullers stated that the Board is at a disadvantage that Ms. Sours (The Commissioner of Revenue) is not present to confirm information or answer additional questions.

Dr. Daley emphasized that the individual coming in for this position is a promotion within the department, but a downgrade from the previous department.

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved the salary of the candidate for Deputy Commissioner III for the Commissioner of Revenue’s office, effective January 8th, 2024. the salary of \$60,444.80 for a Grade 8 step Q.

Mr. Stanmeyer, Aye; Mr. Butler, Aye; Ms. Cullers, Aye; Dr. Jamieson, Aye; Ms. Cook, Aye

Adjournment:

Prior to adjournment, Dr. Daley reminded the Board of the Committee assignments as well as any citizen appointments that are ending soon.

Ms. Cook announced and welcomed Christine Lawson, and alternate, April White to the Community Policy and Management team.

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote, the meeting was adjourned at 8:11 PM

Mr. Stanmeyer, Aye; Mr. Butler, Aye; Ms. Cullers, Aye; Dr. Jamieson, Aye; Ms. Cook, Aye