

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on January 16th, 2024, at 7:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Jerome K. Butler, Vice Chair (Happy Creek District); Victoria L. Cook, (Fork District); John T. Stanmeyer (Shenandoah District), and Richard A. Jamieson (North River District) also, Dr. Edwin Daley, County Administrator; Jason Ham, County Attorney; Jane Meadows, Deputy County Administrator; Mike Berry, Public Works Director; Alisa Scott, Finance Director; Captain Charles Brogan, Sheriff's Office; Zach Henderson, Deputy Clerk of the Board

Call to Order:

Ms. Cullers called the meeting to order at 7:00 PM

Adoption of the Agenda:

Ms. Cullers added, "Law Enforcement ARPA Grant Appropriation" to New Business. On a motion by Mr. Butler, seconded by Dr. Jamieson, and the following vote, the agenda was adopted as amended.

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

Public Comment Period:

No Comments from the Public.

Board Reports:

- Ms. Cook reported the following:
 - Went to the Library Board of Trustees meeting in the prior week and stated that the vacancy descriptions and applications are on the Samuel's Library website and urged qualified members of the public to apply.
 - Attended a School Board meeting and stated that the Public Hearing for their budget request on February 7th, 2024.
- Dr. Jamieson reported the following:
 - Attended a Rockland Road Community Meeting as well as the Shenandoah Alliance and spoke highly to the ideas shared about protecting the area from development.
 - Participated in a team's meeting to discuss the overpass bridge on Rockland Road
- Mr. Butler reported the following:
 - Attended a Pancake breakfast at the Airport on the previous Saturday and spoke highly of the event despite the poor weather conditions.
- Mr. Stanmeyer reported the following:
 - Attended the Rockland Road Community Meeting as well as Dr. Jamieson and had similar impressions.
 - Attended the remote session for Pardon My Dust with VDOT and mentioned there is an additional meeting Wednesday January 17th at the North Warren VFD.
 - Met with Mr. Will Gordon to discuss his reappointment to the Planning Commission.
- Ms. Cullers reported the following:
 - Thanked all Law Enforcement Officers as it was their national appreciation day in the prior week.
 - Commented that the Budget Process has begun and emphasized that they will be livestreamed to increase transparency.
 - Attended a meeting of the Drug Court for the first time.
 - Attended the swearing in ceremony for Delegate Oates in Richmond
- Dr. Daley reported the following:
 - Reminded the Board of an upcoming EDA meeting as well as the Advance that will take place at the Public Safety Building on the following Tuesday.

- Stated that the Budget presentations for County departments are scheduled to begin on February 13th.
- Presented the Board with the 2023 Annual Report which highlighted Capital Project updates, highlights from various departments, performance measures and statistics, expenditures, and revenue etc.
- Mr. Ham reported the following:
 - *No Report*

Appropriations and Transfers:

Dr. Jamieson asked, regarding a Grant of \$45K, if the grant is to fund a process or a strategic plan as the intention to have a strategic plan to come out of the Grant.

Ms. Meadows stated that the Opioid Abatement Authority is issuing grants for specific things. The County is requesting the funding so that we can have a third party do an assessment of all the different programs in the County, and then create a strategic plan for what we need to do going forward.

Dr. Jamieson asked for background on the Transfer of \$68,000. Ms. Scott stated that in the chart of accounts, some departments have additional line items but no funding for them, and those were collectively put into a larger miscellaneous category. This request is to ensure that all available accounts are properly utilized.

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote, the Board approved the appropriations and transfers and presented.

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

Approval of Accounts:

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote, the Board approved the Accounts for December 2023.

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, No; Mr. Butler, Aye; Mr. Stanmeyer, Aye

Approval of Minutes – January 2nd Regular Meeting:

On a motion by Ms. Cook, seconded by Mr. Stanmeyer, and the following vote, the Board approved the minutes for January 2nd as presented.

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

Public Hearings:

Public Hearing - Lease Agreement of 201 E. 2nd St., Apt. 1

Mr. Berry stated that the County would like to lease the property at 201 East 2nd Street Apartment 1 to Dwayne Coate who currently occupies the apartment in question. The lease will be \$725.00 a month.

Dr. Jamieson asked for clarity as to where the property is and why the County owns it. Mr. Berry stated that there are two apartments above the Chamber of Commerce building and the County owns that building as a whole.

Ms. Cook commented on the provision about having pets but there is no pet deposit should the tenant be allowed to have one and recommended possible changes to reflect a deposit. Secondly, Ms Cook asked if a new lease will be needed annually to reflect the 5% increase in rent despite the leases being renewed automatically.

Mr. Ham stated that a pet can be added to the leases should the Board want it but advised that it be done on the next set to avoid delays. In terms of the auto-renewed contracts, Mr. Ham stated that it's a method taking things off the Board's attention that are continuous, however, there is a 30-Day termination clause should the County decide they no longer wanted the lease.

Mr. Stanmeyer voiced similar concerns and emphasized that there are no itemizations on what appliances are in the apartment and suggested tenants show proof of renters insurance.

Ms. Cullers opened the Public Hearing, however, there were no comments from the public and the hearing was then closed.

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote, the Board approved the lease of 201 East 2nd Street, apartment #1 Front Royal Virginia 22630 with Dwayne Coates for a monthly rent of \$725.

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

Public Hearing - Lease Agreement of 124 E. 2nd St.

Mr. Berry stated that the applicant, Rita Woods, currently occupies the house in question for \$1,000 a month and reminded the Board of the property's location on 2nd street.

Ms. Cullers opened the Public Hearing, however, there were no comments from the public and the hearing was then closed.

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote, the Board approved the lease agreement of 124 East 2nd Street, Front Royal Virginia 22630 with Rita Woods for monthly rent of \$1,000.

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

Public Hearing - Lease Agreement of Hangar A16 to N6108J, LLC:

Mr. Berry stated that there is a standardization of Hangars at the Airport; there are some partial or smaller hangars that are priced at \$200 per month, while the larger box hangars are \$350 per month. The hangar in question is a smaller option.

Ms. Cullers opened the public hearing and Mr. Stanmeyer asked if there is a waiting list for hangars, and if so, how long. Mr. Berry stated that there was but did not have the information in front of him to give an exact amount of people on the list or a projected wait time.

Dr. Jamieson asked how many hangars are currently being rented in correlation to the wait list. Mr. Berry stated that he can provide the information shortly to get an exact number but mention that currently there are 62 aircraft there and 10 on the ground.

There were no additional comments from the Board or Public, and Ms. Cullers then closed the Public Hearing

On a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the Board approved the lease agreement or Hanger A-16 located at 229 Stokes Airport Road, Front Royal Virginia 22630 with N6108J, LLC for a monthly rent of \$200.

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

Public Hearing - Lease Agreement of Hangar B7 to Mary Ellen Hutchins:

Mr. Berry stated that this is for Hangar B-7 for Mary Ellen Hutchins for a total amount of \$350.00 per month.

Ms. Cullers opened the Public Hearing, however, 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 of Hangar B-7 located at 229 Stokes Airport Road, Front Royal Virginia 22630 with Marry Ellen Hutchins for a monthly rent of \$350.

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

Public Hearing - Lease Agreement of Hangar A13 to Stephen Beste:

Mr. Berry stated that this is for Hangar A-13 for Stephen Beste for a total amount of \$350.00 per month.

Ms. Cullers 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. Cook seconded by Dr. Jamieson, and the following vote, the Board approved the lease agreement of Hangar A-13 located at 229 Stokes Airport Road, Front Royal Virginia 22630 with Stephen Beste for a monthly rent of \$350.

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

Public Hearing - Lease Agreement of Hangar A11 to Jack Molenaar:

Mr. Berry stated that this is for Hangar A-11 for Jack Molenaar for a total amount of \$350.00 per month.

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

On a motion by Mr. Butler seconded by Ms. Cook, and the following vote, the Board approved the lease agreement of Hangar A-11 located at 229 Stokes Airport Road, Front Royal Virginia 22630 with Stephen Beste for a monthly rent of \$350.

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

Public Hearing - Lease Agreement of Hangar A9 to Jack Molenaar

Mr. Berry stated that this is for Hangar A-9 for Jack Molenaar for a total amount of \$350.00 per month.

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

On a motion by Dr. Jamieson seconded by Mr. Stanmeyer, and the following vote, the Board approved the lease agreement of Hangar A-9 located at 229 Stokes Airport Road, Front Royal Virginia 22630 with Stephen Beste for a monthly rent of \$350.

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

Public Hearing - Lease Agreement of Hangar C1 to Robert Metcalfe

Mr. Berry stated that this is for Hangar C-1 for Robert Metcalfe for a total amount of \$350.00 per month.

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

On a motion by Dr. Jamieson seconded by Mr. Stanmeyer, and the following vote, the Board approved the lease agreement of Hangar C-1 located at 229 Stokes Airport Road, Front Royal Virginia 22630 with Stephen Beste for a monthly rent of \$350.

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

Public Hearing - Lease Agreement of Hangar A15 to Gordon Dale Waters:

Mr. Berry stated that this is for Hangar A-15 for Gordon Dale Waters for a total amount of \$350.00 per month.

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

On a motion by Mr. Stanmeyer seconded by Dr. Jamieson, and the following vote, the Board approved the lease agreement of Hangar A-15 located at 229 Stokes Airport Road, Front Royal Virginia 22630 with Stephen Beste for a monthly rent of \$350.

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

Consent Agenda:

1. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of 201 E. 2nd St., Apt. 2
2. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of 122 E. 2nd St.
3. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar A5 to Wolfgang Wagner
4. Authorization to Advertise for Public Hearing - CUP2023-10-04 - U-Star Transportation, Inc. - A request for a conditional use permit for a Motor Freight Terminal.
5. Authorization to Advertise for Public Hearing - CUP2023-10-06 - Green Valley Baptist Church - A request for a conditional use permit for a church.
6. Authorization to Advertise for Public Hearing - CUP2023-11-01 - Jorge Lobo (97 Judy, LLC) - A request for a conditional use permit for a Short-Term Tourist Rental.
7. Authorization to Advertise for Public Hearing - CUP2023-11-02 - Vihari Vanga - A request for a conditional use permit for a Short-Term Tourist Rental.
8. Authorization to Advertise for Public Hearing - CUP2023-12-01 – Greg Kelley - A request for a conditional use permit for a Short-Term Tourist Rental.
9. Recommendation for Stryker ProCare Preventative Maintenance and Service Agreement
10. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar C2 to Randolph Macon Academy
11. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B11 to John Ely
12. Agreement Between Virginia Department of Health for Funding and Services of the Lord Fairfax Health Department
13. Acceptance of the Virginia Opioid Abatement Authority's Individual Planning Grant
14. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B15 to Rock Skowbo
15. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B18 to Rock Skowbo
16. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B19 to Rock Skowbo

17. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B16 to Rock Skowbo
18. Addition of Accreditation/Training Manager (Deputy Sheriff - Sergeant) Position, Job Description and Grade Placement
19. Acceptance of the Virginia Youth Violence & Substance Use Grant
20. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of NW Storage Hangar to Skyline Soaring Club, Inc.
21. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B2 to Skyline Soaring Club, Inc.
22. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B4 to Skyline Soaring Club, Inc.
23. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B6 to Skyline Soaring Club, Inc.
24. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B8 to Skyline Soaring Club, Inc.
25. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B1 to Skyline Soaring Club, Inc.
26. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B5 to Skyline Soaring Club, Inc.
27. 2024 Board of Supervisors Committee Assignments -
28. Citizen Re-Appointment - Kaylee Richardson to the Warren County Planning Commission (South River)
29. Citizen Re-Appointment - William Gordon to the Warren County Planning Commission (Shenandoah District)
30. Citizen Re-Appointment - Scott Kersjes to the Warren County Planning Commission (North River District)
31. 2024 Emergency Medical Care and Transport Fee Schedule Changes
32. Contract Approval - H B Henry Construction, LLC

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote, the Board approved the consent agenda as presented.

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

Law Enforcement ARPA Grant Appropriation:

Captain Brogan stated that in June of 2023, the Sheriff's Office was awarded a Law Enforcement ARPA Grant for a total of \$216,000. The Board approved \$159,000 to include equipment and supplies and now the remaining \$56,720.13 is being requested. DCJS has approved an upgrade to the Closed-Circuit Court television system for interview and interrogation rooms, as the current system is outdated. This new system, watchguard, Motorola will be a cloud system that will upload to their current system allowing them to build cases and share it to the commonwealth attorney or other agencies requesting it. The system itself will cost \$41,229.12. Furthermore, there is a quote for just under \$9,000 to change out the cables that run from the monitoring room to the three soft interview rooms and then three hard interview rooms that are down the hallway, take out the existing cameras, run the cables, and install the new cameras.

On a motion by Ms. Cook, seconded by Mr. Stanmeyer, and the following vote, the Board approved the transfer and appropriation of \$56,720.13 for the purchase of a Criminal Investigation Division CCT.

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

Adjournment:

On a motion by Mr. Butler, seconded by Mr. Stanmeyer, and the following vote, the meeting adjourned at 8:03 PM

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