

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on February 20th, 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 W. 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; Chase Lenze, Zoning Administrator; Crystal Cline, Sheriff; Todd Jones, IT Director; Zach Henderson, Deputy Clerk of the Board

Call to Order:

Ms. Cullers called the meeting to order at 7:00 PM with a moment of silence.

Adoption of the Agenda:

On a motion by Ms. Cook, seconded by Mr. Jamieson, and the following vote, the agenda was adopted as presented.

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

Public Comment Period:

- Bethany O'Neil: Spoke on behalf of Samuel's Public Library voicing her support for their programs, funding, content, etc.
- Maria Wetzel: Urged the Board of Supervisors to support and adopt a resolution calling for a ceasefire for the Israel and Gaza conflict.

Board Reports:

Ms. Cook reported the following:

- Commented on the continued efforts from the ongoing Budget meetings.
- Attended the Finance Committee meeting to review and discuss Volunteer Fire Station Fiscal Policies.
- Attended the School Board public hearing for their FY 25 Budget and suggested reinstating the Liaison Committee with the School Board.

Dr. Jamison reported the following:

- Met with two professional fire fighters to discuss the Fire and Rescue situation from the perspective of frontline staff and agreed that effective communications with the public is important to presenting how things look as far as the demands on the Fire and Rescue system is compared with the resources in place.

Mr. Stanmeyer reported the following:

- Commented on the recent railroad closure at Shenandoah Shores and it's success with no incidents and thanked those involved.
- Mentioned the Rockland Community meeting that is upcoming on February 26th at the community church.
- Attended the Airport meeting in Winchester with Mr. Butler and thanked Nick Sabo for his knowledge and assistance that he shared.
- Mentioned the vacancies for the Airport Commission and the Board of Zoning Appeals.

Mr. Butler reported the following:

- Attended the Finance Audit Committee with Ms. Cook to review and discuss Volunteer Fire Station Fiscal Policies.
- Attended a meeting with Winchester Airport and Nick Sabo and discussed changes at the Front Royal Airport where the County plans to take over full administrative control.

Ms. Cullers reported the following:

- Stated that February 15th was National School Resource Appreciation Day.
- Addressed the Liaison Committee from the School Board and stated that she has reached out to Dr. Pence and that will be re-established.
- Met with the Northern Shenandoah Valley Regional Commission to discuss Federal Funding.
- Congratulated all the teachers nominated for Teacher of the Year as well as the nominees from each school and highlighted Tony Clark who was recognized as teacher of the year.
- Commented on her stance on the Approval of Accounts and reaffirmed that she is not saying there is anything corrupt or illegal happening that it is more about not having enough information present.

Dr. Daley reported the following:

- Asked for Mr. Jones to present a Security Upgrade Report:
 - Mr. Jones stated that the County is beginning to transition its data backup solution from the current system to a new system, and that it will be both hardware and software. The software will be purchased using FY 24 funding, and the hardware will be from FY 25.
- Reminded the Board of the 5:00 PM Work Session on February 22nd and there will be a brief Closed Session prior to the budget requests.
- On Wednesday March 6th there will be a second Advance Meeting followed by a Work Session on the 7th to discuss Revenue and Expenditures etc.

Mr. Ham reported the following:

- Stated that for Item L-3 of the consent agenda, the suggested motions refer to approving two resolutions that were not actually in the packet at the time the agenda was published. The reason for that is VDOT needed to bless those resolutions and now have.

Appropriations and Transfers:

On a motion by Dr. Jamieson, seconded by Mr. Butler, and the following vote, the board approved the appropriations and transfers as presented.

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

Approval of Accounts:

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

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

Approval of Minutes – February 6th, 2024:

On a motion by Mr. Stanmeyer, seconded by Dr. Jamieson, and the following vote, the Board approved the minutes as presented.

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

Public Hearing: CUP 2023-12-01 Greg Kelley:

Mr. Lenz stated that the applicant is requesting a conditional use permit for a short-term tourist rental for the property purchased in October 2021. The applicant will manage the property personally with assistance from a local property manager, and a management plan has also been provided.

Ms. Cullers opened the public hearing, but there were no comments from the applicant, 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 conditional use permit request of Greg Kelly for a short-term tourist rental with the conditions as recommended by the planning commission and staff.

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

Public Hearing: Lease Agreement Hangar A7:

Mr. Berry stated that this is for Hangar A-7 for William Sullivan for a total amount of \$350.00 per month.

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 Dr. Jamieson, seconded by Mr. Stanmeyer, and the following vote, the board approved the lease of Hanger A-7 located at 229 Stokes Airport Road, Front Royal, Virginia 22630 with William Sullivan 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 A12:

Mr. Berry stated that this is for Hangar A-12 for Sean Roe for a total amount of \$350.00 per month.

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. Butler, seconded by Ms. Cook, and the following vote, the board approved the lease of Hanger A-12 located at 229 Stokes Airport Road, Front Royal, Virginia 22630 with Sean Roe for a monthly rent of \$350.

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

Consent Agenda:

1. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar A2 to Edward Carroll
2. Phoenix Project annual request for Ribbons Outside Warren County Courthouse

3. Planning and Zoning Resolution Blue Ridge Shadows and Mountain Vista Estates Subdivisions
4. Award Recommendation - Omni Institute for a Strategic Plan for Utilization of Opioid Settlement Funds
5. Authorization to Advertise for Public Hearing: CUP2024-01-05 - Plein Smith Ventures, LLC - A request for a conditional use permit for a Contractor Storage Yard.
6. Authorization to Advertise for Public Hearing: Z2023-08-02 - Short-Term Tourist Rentals - Warren County Planning Staff - A request to amend Chapter 180 of the Warren County Code to amend §180-56.4 to modify the supplementary regulations for Short-Term Tourist Rentals.
7. Authorization to Advertise for Public Hearing: CUP2024-01-01 - Vesta Property Management (40 Acre Wood, LLC) - A request for a conditional use permit for a Short-Term Tourist Rental.
8. Authorization to Advertise for Public Hearing: CUP2024-01-02 - Gregory & Margo Steadman - A request for a conditional use permit for a Guesthouse.
9. Authorization to Advertise for Public Hearing: CUP2024-01-03 - Kenny & Sylvia Day - A request for a conditional use permit for a Short-Term Tourist Rental.
10. Authorization to Advertise for Public Hearing: CUP2024-01-04 - Jacquelyn Gunn - A request for a conditional use permit for a Short-Term Tourist Rental.
11. Authorization to Advertise for Public Hearing: CUP2023-05-04 - David A. Downes - This is a resubmission request for a conditional use permit for a Short-Term Tourist Rental.
12. Authorization to Advertise for Public Hearing: R2023-12-01 - Foresight Design Services - A rezoning application to amend the Warren County Zoning Map to rezone a 5.04-acre parcel from Agricultural (A) to Commercial (C).
13. Authorization to Advertise for Public Hearing: CUP2023-12-03 - Foresight Design Services - A request for a conditional use permit for a Building Height in Excess of 40' within the Highway Corridor Overlay District and Commercial zoning district for a proposed building height of 62'.
14. MOA between Commissioner of the Revenue and the Board of Supervisors of the County of Warren
15. MOA between the Commonwealth's Attorney and the Board of Supervisors of the County of Warren
16. MOA between the Clerk of the Circuit Court and the Board of Supervisors of the County of Warren
17. MOA between the Sheriff and the Board of Supervisors of the County of Warren
18. MOA between the Treasurer and the Board of Supervisors of the County of Warren
19. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B14 to Robert Ingram
20. Authorization to Advertise for Public Hearing - Proposed Lease Agreement of Hangar B12 to Kirk McComas
21. Approval of the proposed 2024 Parks and Recreation League and Fee Schedule (**Removed for Discussion**)
22. Virginia Local Law Enforcement Grant Program - Sheriff's Office
23. Vehicle Transfer - 2013 Ford F-150 from the Sheriff's Office to the Warren County School Board
24. FY25 SRO Continuation Grant (DCJS)

Ms. Cullers stated that she would like to pull Consent Agenda Item #21 for discussion. On a motion by Ms. Cook, seconded by Dr. Jamieson and the following vote, the board approved the consent agenda as amended.

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

Approval of the proposed 2024 Parks and Recreation League and Fee Schedule:

Ms. Cullers stated that there is a correction to the fees, and said corrections were previously mentioned and discussed during a recent work session.

On a motion by Dr. Jamieson, seconded by Mr. Butler, and the following vote, the board approved the Parks and Recreation Fees with the new and corrected fees given.

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

PTE Administrative Assistant position to FTE shared between Information Technology and Sheriff's Office:

Ms. Meadows stated that this position is currently an Administrative Assistant position in the I.T. Department and will now be an expansion to a full-time position and split 50% with the Sheriff's Office.

In terms of the current IT duties, Mr. Jones stated that the employee does administrative tasks and helps with social media and press releases and distributes information. Furthermore, he assists with budgeting and finances and processing paperwork etc.

Sheriff Cline stated that from her department, it would be a lot of computer work such as press releases, updating and maintaining the webpage, and handling all social media.

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the board approved the addition of the full-time Administrative Assistant position to be shared by the Information Technology Department and the Sheriff's Office.

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

Recommendation for Acme Technical Group LLC for courthouse security improvements:

Sheriff Cline stated this is the replacement of certain security cameras as well as maintaining, and the installation of a new camera at the Courthouse. The total cost for this is \$19,133 and will be funded from the Courthouse Security Line Item.

This is currently not a voting item and will be presented at a future regular meeting as part of the Appropriations and Transfers approvals.

Adjournment:

On a motion by Mr. Butler, seconded by Dr. Jamieson, and the following vote, the meeting was adjourned at 8:00 PM

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