

At a Closed Meeting and Work Session of the Board of Supervisors of Warren County held in the Warren County Government Center on October 15, 2024, at 5:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Jerome K. Butler, Vice Chair (Happy Creek District); Victoria L. Cook, (Fork District); Richard A. Jamieson, (North River District); John W. Stanmeyer, (Shenandoah District), also, Jason J. Ham, County Attorney; Edwin C. Daley, County Administrator

At 6:00 PM, on a motion by Mr. Butler, seconded by Dr. Jamieson, and the following vote, the Board entered into a closed meeting under Section 2.2-3711(A)(1) to discuss the performance and resignation of the County Administrator. And further moved to enter into a closed meeting under Section 2.2-3711(A)(8) for the purpose of the provision of legal advice regarding specific legal matters requiring such advice. The subject matters are use of County property, including the providing of library services. And further entered into a closed meeting under Sections 2.2-3711(A)(8) and (A)(29) for the purpose of the discussion of the award of a public contract involving the expenditure of public funds and the discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and the provision of legal advice regarding specific legal matters requiring such advice. The subject matter is an Agreement with Page County for landfill services.

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

At 6:55 PM, on a motion by Mr. Butler, seconded Dr. Jamieson, and the following vote, the Board certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1), (8) and (29) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body

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

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on October 15, 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); Richard A. Jamieson, (North River District); John W. Stanmeyer, (Shenandoah District), also, Jason J. Ham, County Attorney; Edwin C. Daley, County Administrator; Jane Meadows, Deputy County Administrator; Sara Brown, Human Resources Associate

Call to Order:

Ms. Cullers called the meeting to order at 7:02 PM with an opening prayer from Pastor Steven Guizar

Adoption of Agenda – Additions or Deletions

On a motion by Mr. Butler, seconded by Dr. Jamieson, and the following vote, the Board adopted the agenda as presented.

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

Public Comment Period: (below is a list of citizens who spoke at the public comment period)

- **John Jenkins** – voiced his concerns about the proposed Sheriff's Office Shooting range and requested that the CUP be removed due to improper advertising
- **Robert Look** – voiced his support for the proposed Rockland Park athletic complex
- **Steve Foreman** – voiced his concerns regarding Samuel's Public Library and their maintenance and questioned the County "abandoning" them.
- **Kelsey Lawrence** – voiced her concerns regarding the County's approach to Samuel's Public Library and their maintenance funding and questioned the County's true motives.

- **Bethany O'Neill** – voiced her concerns regarding the County's approach to Samuel's Public Library and emphasized their recent Library of the year award.
- **Katherine Connette** – voiced her concerns regarding the County's approach to Samuel's Public Library and urged for additional transparency and communication.
- **Jenette Forman** - voiced her concerns regarding the County's approach to Samuel's Public Library and their maintenance funding.
- **Rebecca Altizer** – voiced her concerns regarding the County's approach to Samuel's Public Library and their maintenance funding and urged the Board to think about what the library means to the community.

Reports – Board Members, County Administrator, County Attorney

- **Ms. Cook reported the following:**
 - Attended the Finance and Audit Committee meeting and thanked Ms. Cullers for sending her new policy suggestions and invited her to attend the November 13th meeting to discuss them further.
 - Presented a PowerPoint slide that detailed the FY 2024 Cash Flow vs expenditures in the General fund, and discussed the trends and how they can improve.
 - Commented on the recent Airport Commission meeting and emphasized that she has not been given feedback on her questions as of yet and posed them there.
 - Reported about the Airport Commission and their lack of communication and asked questions about various topics.
 - Addressed some of the concerns regarding the library and emphasized the language in the lease as to the responsibility of maintenance etc.
- **Dr. Jamieson reported the following:**
 - Met with the Warren County Emergency Communications Group Leader, Greg Butler and discussed what they do for radio communications.
 - Participated in a 24-hour ride along with Fire and Rescue at Company #1 and went on a total of 13 calls and witnessed a rural fire training exercise and had an enlightening experience.
 - Discussed the 2023 Library Debrief and Research project and stated that the report will be finalized shortly and invited Samuel's Representatives to come to a work session and review the report.
- **Ms. Cullers reported the following:**
 - Recognized the retirement of Police Chief Magalis
 - On October 3rd, attended the Valor Awards and recognized all those involved in the wildfire situation earlier in the year.
 - Commented that on November 1st, Reaching Out Now will be having a ribbon cutting ceremony.
 - Commented that on October 19th, there will be a fly in at the Warren County Airport.
- **Mr. Butler reported the following:**
 - Attended the Finance and audit committee meeting and emphasized dipping into a county's reserve in case of unexpected expense etc.
 - Commented on Ms. Cooks questions about the Airport and stated that her questions will be answered promptly.
- **Mr. Stanmeyer reported the following:**
 - Attended the first meeting of the Shenandoah Farms Sanitary District Advisory Committee where the bylaws were discussed and the and elections of the officers began with the intention to complete in the following meeting
 - Commented on various constituents ranging from "Tax Bills to Radon Remediation"
 - Addressed the Library maintenance concerns and emphasized the language in the lease and how it is in the governing entity.
- **Dr. Daley reported the following:**

- Dr. Daley had no report, Ms. Cook commented on the Audit Timeline which detailed all items that need to be completed by the end of October in order for the County to be prepared for the auditors during the November timeframe. Ms. Cook then emphasized the importance of having a complete audit prior to the upcoming budget process.

- **Mr. Ham had no report**

Appropriations and Transfers:

Ms. Cook asked why there were appropriations from FY23-24, given how far the County is into the current fiscal year. Dr. Daley suggested that Budget Actions #9 and #10 be removed be deleted since they are from a previous fiscal year and stated that they will need to find another funding source.

On a motion by Ms. Cook, seconded by Mr. Stanmeyer, and the following vote, the Board approved the appropriations and transfers as amended to exclude #9 and #10.

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

Approval of Accounts:

Ms. Cullers complemented the Finance Department on their work to increase expenditure transparency.

On a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the Board approved the Accounts as presented.

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

Approval of Minutes - October 1st, 2024:

On a motion by Dr. Jamieson, seconded by Mr. Stanmeyer, and the following vote, the Board Approved the Minutes for October 1st as presented.

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

NEW BUSINESS

- Consent Agenda
 1. Approval of Asset Replacement Vehicle for Public Works
 2. Authorization to Advertise - CUP2024-09-03- SouthFork RiverSide Campground, LLC Land-use Campground
 3. Award of Contract - Matrix Consulting Group
 4. Grant Apptoval - Front Royal - Warren County Airport - AWOS Visibility Sensor
 5. 2024 Annual Virginia Association of Counties (VACO) Conference Voting Credentials
 6. Warren County Rockland Park Athletic Fields Development Grant - Project Sub-Agreement
 7. Authorization to seek an executive recruiter for the County Administrator Position
 8. Reorganization of Parks and Recreation Department

Ms. Cook stated that she would like to remove Item, I-6 "Warren County Rockland Park Athletic Fields Development Grant - Project Sub-Agreement" for discussion.

On a motion by Mr. Butler, seconded by Mr. Stanmeyer, and the following vote, the Board approved the Consent Agenda as amended

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

Warren County Rockland Park Athletic Fields Development Grant - Project Sub-Agreement:

Ms. Cook asked where in the budget that the initial \$2,000,000 was going to be used from, and the process of the reimbursement itself. She expressed a concern about using the money from the Contingency fund that is usually reserved for unforeseen risks.

Ms. Meadows stated that this grant is through the Federal Government and each quarter the County will submit the expenditures for the reimbursement until the \$2,000,000 is reached.

Ms. Cullers commented that this good return on profit in either dollars or the softball leagues will finally have a place to play.

On a motion by Dr. Jamieson, seconded by Mr. Butler, and the following vote, the Board accepted the grant award and all conditions of Grant #P24AP01850-00 51-00467 Warren County Rockland Park Athletic Fields Development and authorize the County Administrator to sign all related documents.

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

Adoption of 2025 Board of Supervisors Meeting Schedule:

Dr. Daley stated that the Board had two options, A or B. Option A would be a straightforward schedule with Regular Meetings and Work Sessions all on Tuesday. Option B would include Thursday Budget Work Session meetings in January, February, and March.

Dr. Jamieson questioned on whether or not the Thursday meetings are needed or two spend as much time on the inner details of each request now that the Board is more experienced, and of it could be handled on a managerial level. Dr. Daley then discussed the structured format that is expected from Department heads but stated that not everyone needed to go line by line simultaneously.

Mr. Stanmeyer state that he is leaning toward Option B as long as proper scheduling and notices can be given to members of the Board who still work during the day, but then questioned the scheduling for the various partner agencies. Dr. Daley suggested that Option B could be amended to include Work Sessions on the final Tuesday of each month.

Ms. Cullers expressed a concern about intangible schedules that aren't set in stone and how that could be burdensome on members of staff and the Board. Dr. Daley suggested that Option B be amended to include, January 28th, February 25th, March 25th, April 22nd.

On a motion by Ms. Cook, seconded by Mr. Butler, and the following vote, the Board adopted Option B of the 2025 Board of Supervisors meeting schedule with the addition of four work sessions of January 28th, February 25th, March 25th, and April 22nd at 5:00 pm.

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

Adjournment

On a motion by Mr. Butler, seconded by Dr. Jamieson, and the following vote, the meeting was adjourned at 8:42 PM.

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