

At a regular meeting of the Board of Supervisors of the County of Warren held in the Warren County Government Center on October 3, 2017 at 9:00 AM.

Present: Linda P. Glavis, Chair (South River District); Tony F. Carter, Vice-Chair (Happy Creek District); Archie A. Fox (Fork District); Daniel J. Murray, Jr. (North River District); and Thomas H. Sayre (Shenandoah District); also present Douglas P. Stanley, County Administrator; Dan N. Whitten, County Attorney; André T. Fletcher, Finance Director; Taryn G. Logan, Planning Director; David C. Beahm, Building Official; Michael R. Berry, Public Works Director; Brandy Rosser, General Services Director; Emily A. Mounce, Deputy Clerk of the Board; Roger Bianchini, Royal Examiner and *The River*; Alex Bridges, Northern Virginia Daily; Josh Gully, Warren Sentinel; and Tim Ratigan, Warren Report

Absent: None

### **Adoption of Agenda – Additions or Deletions**

On a motion by Mr. Fox, seconded by Mr. Murray, and by the following vote, the Board of Supervisors adopted the agenda as presented:

Aye: Carter, Fox, Glavis, Murray, Sayre

### **Adoption of Resolution re: Special Recognition of Joe Edward Swiger – Doug Stanley**

Mr. Stanley read the resolution honoring Joe Edward Swiger to the Board, and both Mr. Fox and Mr. Sayre expressed their appreciation to Mr. Swiger for his history with the County and his service to the community.

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote, the Board of Supervisors adopted the resolution shown below honoring Joe Edward Swiger:

Aye: Carter, Fox, Glavis, Murray, Sayre

#### RESOLUTION OF THE BOARD OF SUPERVISORS OF WARREN COUNTY HONORING JOE EDWARD SWIGER

**WHEREAS *Joe Edward Swiger*** was appointed by the Board of Supervisors and served on the Front Royal Golf Club Advisory Committee beginning May 17, 2005 and has been a thoughtful and conscientious contributor, and

**WHEREAS *Joe Swiger*** served capably on the Advisory Committee and helped further its efforts to reduce costs and increase revenue in the operations of the Front Royal Golf Club, and

**WHEREAS *Joe Swiger*** was known for his knowledge of the history of the Golf Club, the Shenandoah River, and the County, and

**WHEREAS** *Joe Swiger* was an engaged member who took pride in the appearance of the Golf Course, its operations, and the staff, and

**WHEREAS** the Warren County Board of Supervisors feels it is fitting and appropriate to honor and recognize *Joe Swiger* for his service to the Warren County community.

**NOW, THEREFORE, BE IT RESOLVED** that the Warren County Board of Supervisors holds *Joe Edward Swiger* in high esteem as a person who has repeatedly demonstrated his commitment to the County of Warren, and

**BE IT FINALLY RESOLVED** that the Warren County Board of Supervisors extends to *Joe Edward Swiger* deep personal appreciation and sincere gratitude for his dedicated service on the Front Royal Golf Club Advisory Committee.

**Presentation – FY 2016 Certificate of Achievement for Excellence in Financial Reporting – Janet Romanchyk/André Fletcher**

Janet Romanchyk, Treasurer of the Government Finance Officers Association (GFOA), presented to the Board of Supervisors an award for Warren County's Certificate of Achievement for Excellence in Financial Reporting, conferred on June 7, 2017 by the National GFOA. She reported that the GFOA established this certificate program to encourage and assist state and local governments to go beyond the minimum requirements or generally accepted accounting principles to prepare comprehensive annual financial reports (CAFRs) that evidence the spirit of transparency and full disclosure. The annual report is reviewed by an impartial panel to meet the high standards of the achievement program, including demonstrating the constructive spirit of full disclosure to clearly communicate the County's financial story and motivate potential users to read the CAFR, which includes the Annual Report of the Independent Auditor, management's discussion and analysis, basic funds and governmental-wide financial statements, a summary of significant accounting policies, footnotes, disclosures, required supplementary information, and statistical analyses.

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by the government and its management. In addition to this award, the County's budget reports have received the Distinguished Budget Presentation Award from the GFOA for the past seven years, which is for the County's Comprehensive Annual Financial Report for the fiscal year ending June 30, 2016, recognizing the efforts of the County's financial management team.

**Public Presentations – Public Presentation time is intended as an opportunity for the public to give input on relevant issues and not intended as a question and answer period**

There were no presentations from the public.

## Report – Virginia Department of Transportation – Ed Carter

### Maintenance:

- Completed approximately 90% of secondary mowing and plan to complete the remainder this month
- Performed skin patching operations on Routes 613 and 619 and will continue this month on Routes 619 and 705
- Opened pipes on Routes 615 and 618 and placed new pipe on Route 627
- Conducted grading operations on various non-hard surfaced routes and will continue this month
- Removed downed trees on Routes 635 and 638
- Applied dust control as needed on various routes
- Will conduct dry run inspections and equipment preparations for the upcoming winter season

### Projects:

- South Fork Bridge – December is still the targeted completion date. There have been some unforeseen issues that are causing some delay. The primary issue has to do with the northern saw tooth expansion joint. The joint clearances closed more than specified after placement causing it to turn downward creating an unacceptable dip at that point. Contractors are currently breaking out the concrete settings to see if it will relieve the pressure and realign. The remaining work (paving, QRI overlay, vegetation planting, etc.) is weather dependent.
- Morgan Ford Bridge – Still on schedule for June completion. The beams have been set, and contractors are starting the deck pour. Fortunately, there have been limited flood events during the in-river construction phase.
- Happy Creek Road – L&D is on schedule to meet the May 2021 advertisement date. Staff is currently working with Department of Cultural Resources, environmental, and the railroad to move that advertisement up.
- Reliance Road Tractor-Trailer Restrictions – VDOT overlooked the resolutions sent in by Warren County and Shenandoah County, which turned out to not exactly match each other. VDOT will provide the County with wording changes, and the Board will need to resubmit the resolution in order to proceed.
- Rockland Road Railroad Crossing – Awaiting some information from Traffic Engineering (pricing) and will give Board report at meeting.

Mr. Fox asked if the expansion joint at the south end of the new South Fork Bridge will need to be replaced, and Mr. Carter replied that only the north end expansion joint, not the south, would be replaced.

Mr. Stanley stated that Mr. Fox had received calls of concern regarding skin patching operations on Route 619 and inquired about when they would be complete. Mr. Carter responded that patching operations should be completed in the next week. Mr. Fox further inquired about the timeline for final paving of Route 619, and Mr. Carter replied that he would look into it.

Mr. Murray and Mrs. Glavis both thanked Mr. Carter and VDOT for the informative presentations given on the new Quadrant Roadway Intersection (QRI) that will be opened in conjunction with the South Fork Bridge completion.

### **Report – RSW Regional Jail – Russ Gilkison**

Russ Gilkison, Superintendent of the RSW Regional Jail, distributed a written report and highlighted the following updates:

- Population is at 323 inmates, 11 from Rappahannock (3.4%), 133 from Shenandoah (41.1%), and 179 from Warren (55.5%)
- Currently 32 officer vacancies, eight (8) of which are frozen for budgetary savings
- Salary scale adjustment for FY 2018 was approved to increase starting salary to \$37,288
- Successfully hired 30 correctional officers, one Registered Nurse, three Licensed Practical Nurses, and one Medication Aide; this is the first time since RSW Regional Jail was opened that all medical positions have been filled
- Currently offering over 24 education, religious, substance abuse, self-help, and work programs
- RSW Inmate Workforce Program provided over 25,000 hours of labor last year for work inside Warren County
- Initiated the Pawssitive Partners program with the Warren County Humane Society to pair inmates with dogs to help with obedience and crate training for the dogs to make them more adoptable
- Entered into an inmate bed rental agreement with Prince William on August 1, 2017 to house inmates from that locality at \$33.00 per day per inmate, which has brought in \$36,663 in additional revenue in the months of August and September

Mr. Fox asked if this inmate bed rental agreement with Prince William was a short-term agreement and if Prince William was planning to build a new facility. Superintendent Gilkison replied that the agreement would be in place for about two years because Prince William is indeed looking at building an expansion.

Mr. Murray expressed his appreciation for all the work Superintendent Gilkison does for the facility, and Superintendent Gilkison extended an open invitation to the Board members for a tour of the RSW Regional Jail facility.

Mr. Sayre asked about making donations to the RSW Regional Jail library from various community and civic groups, and Superintendent Gilkison stated there is a programs officer at the facility who handles the donations.

### **Report – Economic Development Authority – Jennifer McDonald**

Jennifer McDonald, Executive Director of the Economic Development Authority, distributed a written report and highlighted the following updates:

- Workforce Housing – The Aikens Group is waiting on approval from the Department of Environmental Quality
- Skyline Regional Criminal Justice Academy – Received approval from Town Council for the subdivision plat on September 25, 2017 and continues to work with Shockey on the budget of the project
- IT Federal – Continues to wait on Town Council site plan approval
- Afton Inn – Demolition request was approved by Town Council on September 25, 2017; developers will be moving forward
- McKay Springs – Received two inquiries in the month of September
- Met with Mr. Stanley and Brandy Rosser, General Services Director, to discuss the Avtex trails, for which the EDA will be applying for a grant through the DuPont settlement
- Two site visits with Mr. Camp and Mr. Beahm in September

### **Report – Warren County Public Schools – Greg Drescher**

Greg Drescher, Superintendent of Warren County Public Schools (WCPS), reported the following updates:

- 5,271 students in the school system (24 fewer than anticipated)
- Complimented the beautiful new middle school and how staff and students alike are enjoying it
- Commented on the much needed ongoing renovations at Ressie Jeffries Elementary School; will host open house once the punch list is mostly complete
- October is Bullying Prevention Month, helping students how better to live and work with one another through practicing gratitude; Mr. Drescher read several letters of gratitude from students to various recipients
- Started a “Did You Know” endeavor on the WCPS Facebook page, posting important facts about the school system two to three times per week

Mr. Carter asked about the accreditation concerns that were mentioned in a recent local newspaper article. Mr. Drescher responded that Ressie Jeffries Elementary School was denied accreditation due to missing its English accreditation score by three points (72 when it needed 75). He stated that a plan must be in place for Ressie Jeffries to become accredited, a plan that includes additional staff training.

Mr. Fox asked how the staggered bus times were working out now that it has been a few months since the beginning of the school year. Mr. Drescher replied that there are still adjustments that need to be made.

### **Report – Department of Social Services – DeAnna Cheatham**

DeAnna Cheatham, Director of the Department of Social Services, reported the following updates:

- Currently three vacancies at the Department: Human Services Assistant, Benefit Programs Specialist, and Family Services Specialist
- Seeking a new Social Services Advisory Board member for the South River District
- Participated in the Warren Coalition’s “Celebrate Kids Day” on September 24<sup>th</sup>
- Pamela Smith, Family Services Specialist, met with members of Dynamic Life Church on September 24<sup>th</sup> to encourage members and visitors to become foster parents
- Completed PRIDE classes in mid-September for new foster/resource parents
- Will have a table at the Festival of Leaves on October 14<sup>th</sup>
- Working on updating shelter operations plan, which will include the new middle school
- Began the Safe Sleep Initiative on August 23<sup>rd</sup> to decrease the number of infant deaths due to unsafe sleep practices; so far the Department has distributed six baby boxes
- Reported that there are 15 children currently in foster care, an increase from last month
- Attended the Court Best Practices conference in Norfolk

**Reports – Board Members, County Administrator, County Attorney**

Mr. Sayre reported the following:

- Attended the Library Ad-Hoc Committee Meeting on September 20<sup>th</sup>
- Attended the Chamber power lunch on September 20<sup>th</sup>
- Attended the annual County picnic/service awards presentation on September 20<sup>th</sup>
- Attended LexisNexis training on September 21<sup>st</sup>
- Attended the Town/County Liaison Committee meeting on September 21<sup>st</sup>
- Attended “That Man is You!” on September 23<sup>rd</sup>
- Went to the Brew and Blues Festival on September 23<sup>rd</sup>
- Attended the Skyline High School/Warren County High School volleyball game on September 25<sup>th</sup>
- Attended a coordinated response exercise at the Front Royal Volunteer Fire Department on September 26<sup>th</sup>
- Attended a talk given by an entertainment lawyer on September 28<sup>th</sup>
- 100<sup>th</sup> Anniversary of a Rosary procession down Main Street on October 1<sup>st</sup>

Mr. Fox reported the following:

- Attended the Building Committee meeting on September 25<sup>th</sup>

Mrs. Glavis reported the following:

- Expressed her condolences and continuing prayers to the victims and families affected by the recent shooting in Las Vegas
- Attended the County picnic/service awards presentation on September 20<sup>th</sup>
- Read a letter from the Office of the Auditor of Public Accounts stating that the Warren County constitutional officers complied, in all material respects, with state

laws, regulations and other procedures relating to the receipt, disbursement, and custody of state funds

Mr. Murray reported the following:

- Attended the County picnic/service awards presentation on September 20<sup>th</sup>
- Attended the Building Committee meeting on September 25<sup>th</sup>
- Attended the Northern Shenandoah Valley Regional Commission meeting on September 21<sup>st</sup>
- Attended the Economic Development Authority meeting on September 22<sup>nd</sup>
- Went to the Brew and Blues Festival on September 23<sup>rd</sup>
- Attended the NAACP 60<sup>th</sup> Annual Freedom Fund Banquet on September 23<sup>rd</sup>
- Attended a Wind Ensemble concert at Riverton United Methodist Church
- Attended the Quadrant Roadway Intersection (QRI) citizen information meeting on September 28<sup>th</sup> and complimented VDOT on its presentation
- Went to the Pastors Appreciation Dinner with Superintendent Russ Gilkison
- Congratulated the Finance Department on receiving the FY 2016 Certificate of Achievement for Excellence in Financial Reporting

Mr. Carter reported the following:

- Invited the public to the Festival of Leaves on October 14<sup>th</sup>
- Reported that the Town of Front Royal has switched from Voluntary to Mandatory Water Conservation

Mr. Stanley reported the following:

- FY 2017-2018 Budget Book – Board members should have received their copy of the FY 2017-2018 budget book. Thanks again to staff particularly Connie and André for putting it together.
- FY 2016-2017 Audit – Staff from Robinson Farmer and Cox were back last week to complete field work for the FY 2016-2017 audit.
- Youth Center and Community Center Roofs – Work on the replacement of the Youth Center and Community Center roofs has been completed. Another contractor will complete the replacement of the ceiling grid in the Youth Center this week.
- Building Inspections – From January 1<sup>st</sup> through September 30<sup>th</sup> the County has had a total of 139 new home starts compared to 107 from January through September 2016.
- Revenue Sharing – The VDOT Revenue Sharing Program deadline for projects for the next two years is November 1<sup>st</sup>. As such, Mr. Childress will have a request on the Board's October 17<sup>th</sup> agenda including projects for 2018 and 2019.
- SAFER Grant – The County was unsuccessful in its SAFER Grant application for eight additional firefighter positions (2 South Warren, 4 Shenandoah Farms, 2 Front Royal) through FEMA but will certainly look at reapplying next year. With the potential completion of the Morgan Ford Bridge, the County stands to lose those 4

positions either mid-year or next June depending on completion date. Chief Mabie has been directed to put together a staffing recommendation for utilizing the available funding set aside in the FY 2017-2018 budget to address our system needs. Staff hopes to be able to brief the Board at the November 7<sup>th</sup> Board meeting for discussion.

- Annual Residential Cleanup Day/Hazardous Material – Mentioned the locations and time, October 28<sup>th</sup> 8:00 AM – 2:00 PM

Mr. Whitten distributed a written report to the Board and further reported the following:

- Collected \$22,823 in delinquent taxes during the month of September
- Collected \$222,345 in delinquent taxes since January 1, 2017

### **Approval of Minutes - Regular Meeting of September 19, 2017**

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the minutes of its regular meeting of September 19, 2017:

Aye: Carter, Fox, Glavis, Murray, Sayre

### **Consent Agenda**

1. Resolution of Support – Virginia Port Authority FY 2017 TIGER Grant Application for Grade Separated Crossing of the Norfolk Southern Railway on Route 658 (Rockland Road) – Bob Childress
2. Middle Department Inspection Agency (MDIA) Fee Increase – David Beahm
3. CUP 2002-04-02 Modification to Change Name from “Mountain Springs Market” to “619 Market” – Matt Wendling
4. CUP 2013-02-02 Modification to Change Name from Tamara West to “The Country Critter Sitter, LLC” – Matt Wendling
5. Removed for separate consideration
6. Boundary Line Adjustment of Conservation Easement, Mark and Laura Accettullo – Taryn Logan
7. Bond Reduction, Holiday Plantation – Taryn Logan
8. Proposed FY 2018-2019 Budget Agenda and Department Request Forms – Doug Stanley
9. Warren County Health and Human Services Complex – Warren County Public Schools Non-Traditional Program Design Services Contract – Doug Stanley
10. Purchase of Used Ambulance for Reserve – Chief Richard Mabie
11. Erroneous Assessment – Commissioner of the Revenue
  - a. 2017 Public Service, New Cingular Wireless PCS, LLC *dba AT&T*
  - b. 2017 Business Personal Property, Wells Fargo Vendor Finance Service, LLC

On a motion by Mr. Murray, seconded by Mr. Fox, and by the following vote, the Board of Supervisors approved the above consent agenda items:

Aye: Carter, Fox, Glavis, Murray, Sayre

**CUP 2011-08-02 Two-Year Extension Request, Shenandoah Farms Solid Waste Refuse/Recycling Convenience Center – Matt Wendling**

Bob Childress, Deputy County Administrator, requested this conditional use permit extension from the Planning Department on behalf of the County and made himself available for questions. Mr. Sayre noted that it was initially approved in 2011 and was confused as to why it was continuously extended. Mr. Childress responded that the County has been putting aside funding from both the Solid Waste budget and the Shenandoah Farms Sanitary District budget for the project, which would create a new refuse and recycling center as well as a base of operations and storage space for the Shenandoah Farms Sanitary District.

When the initial site plan designs were created, there were site distance issues raised by VDOT at the proposed entrance to the site, which has delayed the project. Currently, there are several items ongoing for the project: submitting plans to the Planning and Building Inspections Departments, obtaining the land disturbance permit, and installing a culvert under Howellsville Road under the proposed entrance site. In the near future, the Phase II site plan will be created and the land cleared for use as a laydown area for the sanitary district.

The land is six acres in size to be used half for solid waste operations (new compactor facility and recycling center) and half for sanitary district operations. Mr. Sayre asked if it would be similar to the convenience site in Linden, and Mr. Childress confirmed it would be similar and designed for smooth traffic flow. Mr. Childress further stated that groundbreaking would take place within the next six to twelve months.

On a motion by Mr. Murray, seconded by Mr. Sayre, and by the following vote, the Board of Supervisors approved the request to extend conditional use permit 2011-08-02 for the County of Warren for an additional period of two (2) years and shall be reviewed by staff to determine establishment of the use prior to October 15, 2019:

Aye: Carter, Fox, Glavis, Murray, Sayre

**Closed Meeting – Section 2.2-3711(A)(3) of the Virginia Freedom of Information Act**

On a motion by Mr. Carter, seconded by Mr. Murray, and by the following vote, the Board of Supervisors entered into a closed meeting under the provisions of Section 2.2-3711(A)(3) of the Virginia Freedom of Information Act for the discussion or consideration of the disposition of real property and the discussion or consideration of the acquisition of real property:

Sayre, Aye; Fox, Aye; Glavis, Aye; Murray, Aye; Carter, Aye

At the conclusion of the closed meeting, Mrs. Glavis called the regular meeting back to order.

On a motion by Mr. Carter, seconded by Mr. Sayre, and by the following vote, the Board of Supervisors acknowledged that only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A)(3) 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:

Carter, Aye; Murray, Aye; Glavis, Aye; Fox, Aye; Sayre, Aye

There were no motions made as a result of this closed session.

### **Adjournment**

Mrs. Glavis adjourned the meeting at 10:42 AM.