

At a regular meeting of the Board of Supervisors, Alleghany County, Virginia held on Tuesday, January 7, 2020 at 7:00 p.m. in the Alleghany County Governmental Complex, Covington, Virginia, thereof:

PRESENT: G. Matt Garten, Chairman
Stephen A. Bennett, Vice-Chairman
Shannon P. Cox
James M. Griffith
Cletus W. Nicely
Richard Lee Shull
M. Joan Vannorsdall

and Jonathan A. Lanford, County Administrator
Suzanne T. Adcock, Director of Finance
Jim Guynn, County Attorney
Melissa A. Munsey, Deputy Clerk to the Board

CALL TO ORDER:

The Chairman (Mr. Bennett) called the regular meeting to order. Mrs. Cox gave the invocation and the audience remained standing for the Pledge of Allegiance.

Mr. Bennett stated that Item 10G under New Business (appointment to the Board of Building Code Appeals) is being removed from the agenda. He then turned the meeting over to Mr. Lanford for election of Chairman.

ELECTION OF CHAIRMAN:

Mr. Lanford, acting as Chairman *Pro Tem*, called for nominations for Chairman of the Board.

Mr. Bennett stated that in business it is very important to bring young people in and train them to see the continuation of the business and it is the same way in local government. He nominated Mr. G. Matt Garten for Chairman.

On motion of Mr. Nicely, seconded by Mrs. Cox, that nominations for Chairman of the Board be closed.

Unanimously adopted by the following roll call vote:

Stephen A. Bennett	Yes
Shannon P. Cox	Yes
G. Matt Garten	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes

On motion of Mr. Shull, seconded by Mr. Griffith, that Mr. G. Matt Garten be elected Chairman of the Board.

Unanimously adopted by the following roll call vote:

Stephen A. Bennett	Yes
Shannon P. Cox	Yes
G. Matt Garten	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes

ELECTION OF VICE-CHAIRMAN:

Mr. Garten, the elected Chairman, took over the meeting. He asked for nominations for Vice-Chairman of the Board.

Ms. Vannorsdall nominated Mr. Stephen A. Bennett for Vice-Chairman.

On motion of Mr. Nicely, seconded by Mrs. Cox, that nominations for Vice-Chairman of the Board be closed.

Unanimously adopted by the following roll call vote:

Stephen A. Bennett	Yes
Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes

Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
G. Matt Garten	Yes

On motion of Mr. Nicely, seconded by Mr. Shull, that Mr. Stephen A. Bennett be elected Vice-Chairman of the Board.

Unanimously adopted by the following roll call vote:

Stephen A. Bennett	Yes
Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
G. Matt Garten	Yes

ADOPTION OF CODE OF ETHICS:

Mr. Garten commented that the Board has a draft resolution of the Code of Ethics in the agenda packet which is the same as last year.

On motion of Mr. Nicely, seconded by Mr. Shull, that the following resolution be adopted:

BE IT RESOLVED by the Alleghany County Board of Supervisors that the Board and County officials will be guided by the following Code of Ethics:

The ethical elected and non-elected County official should:

- * Properly administer the affairs of the County.
- * Promote decisions which only benefit the public interest.
- * Actively promote public confidence in County government.
- * Keep safe all funds and other properties of the County.
- * Conduct and perform the duties of the office diligently and promptly dispose of the business of the County.
- * Maintain a positive image to pass constant public scrutiny.
- * Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- * Inject the prestige of the office into every day dealings with public employees and associates.
- * Maintain a respectful attitude toward employees, other public officials, colleagues, and associates.
- * Effectively and efficiently work with governmental agencies, political subdivisions, and other organizations in order to further the interest of the County.
- * Faithfully comply with all laws and regulations applicable to the County and impartially apply them to everyone.

The ethical elected and non-elected County official should not:

- * Engage in interests that are not compatible with the impartial and objective performance of his or her duties.
- * Improperly influence or attempt to influence other officials to act in his or her own benefit.
- * Accept anything of value from any source which is offered to influence his or her action as a public official.

The ethical elected and non-elected County official accepts the responsibility that his or her mission is that of servant and steward to the public.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Cletus W. Nicely	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Yes

ADOPTION OF BOARD BY-LAWS:

Mr. Garten stated that the Board has a draft resolution in the agenda packet to adopt the Board's By-Laws which are the same as last year.

On motion of Mr. Nicely, seconded by Mr. Garten, that the following resolution be adopted:

BE IT RESOLVED that the By-Laws of the Alleghany County Board of Supervisors be amended in Section (1) Regular Meetings, subsection (A)(3) to change the day the agenda is finalized to noon on the Tuesday prior to any Board meeting.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Yes

The adopted Board By-Laws and Public Comment Guidelines are as follows:

BY-LAWS
ALLEGHANY COUNTY BOARD OF SUPERVISORS

These by-laws are for the purpose of promoting properly conducted meaningful and orderly meetings of the County Board of Supervisors in the transaction of County business, and to maintain decorum at all times. The by-laws are designed to allow the Board and its Chairman to conduct the meetings efficiently, allowing all necessary and appropriate opportunities for any person to address the Board on matters under consideration.

SECTION (1) REGULAR MEETINGS:

(A) *The Alleghany County Board of Supervisors shall meet in one (1) Regular Meeting a month on the first Tuesday at 7:00 P.M. in the Board Room of the County Governmental Complex for the purpose of conducting the business of Alleghany County. Any Regular Meeting that falls on Election Day in November shall be held on the following day (Wednesday).*

(1) *The Agenda for the Regular Meeting shall be prepared by noon on the Thursday prior to the first Tuesday in each month. The Agenda shall be placed on the County web site on the Friday prior to the first Tuesday of each month. The agenda shall be as follows:*

*Call to Order
Invocation
Pledge of Allegiance
Minutes
Public Hearing
Public Comment
Unfinished Business
New Business
County Administrator's Report
Board Member Comments (Inquiries/Reports)
Closed Meeting (as needed)
Adjournment*

(2) *The following is an explanation of various agenda headings:*

Public Hearings are conducted in accordance with the Code of Virginia, 1950, as amended, for the purpose of receiving public input on the topic of the public hearing. The Board has a policy to not act on a public hearing on the same night, but may waive this policy and take action with unanimous approval of members present.

Public Comment gives the public an opportunity to address the Board on matters appropriate to the responsibilities of the Board. There shall be a maximum time limit of five (5) minutes for comments from each speaker with a maximum time limit of 30 minutes allocated to Public Comment in any one meeting. A sign-up sheet will be provided at a table near the meeting room for Public Comment. Adopted Public Comment Guidelines for speakers will also be provided on the table. If the number of individuals on the sign-up sheet would exceed the allotted 30-minute time-frame, the Chairman has the latitude to place a shorter limit on individuals. After the Board has heard comments from those who signed up, others in the audience who have not had an opportunity to speak and desire to do so will be invited to speak, time permitting. If speakers have copies of comments available, they should be provided to the Deputy Clerk to the Board for inclusion in the minutes. If this section is amended at any time, then the adopted Public Comment Guidelines will automatically be amended.

Unfinished Business consists of items that have been presented and discussed at a previous meeting, but more discussion was necessary for clarification prior to a vote or the item was tabled. Items under Unfinished Business can be voted on at any time.

New Business consists of items that have not been presented or discussed or is something new in relation to an item that has previously been presented or discussed. Items under New Business can be voted on at any time.

(3) *The agenda shall be finalized by noon on the Tuesday prior to any Board meeting. The agenda shall not thereafter be changed except by Board action taken at the meeting.*

Persons wanting a topic placed on the agenda shall make the request to the County Administrator or Deputy Clerk to the Board. The County Administrator will then report to the Chairman on the request.

- (4) *Matters not on the agenda for the Regular Meeting may be considered by the Board when requested by the Administrator, or his/her representative, the County Attorney, or a member of the Board. The item will be added to the New Business or Unfinished Business section of the agenda.*
- (5) *All meetings of the Board of Supervisors shall be governed by the Code of Virginia, Roberts Rules of Order, as revised, and these by-laws.*
- (6) *The County Attorney or his Assistant shall be the parliamentarian and the legal advisor to the Board of Supervisors at all meetings.*
- (7) *A roll call vote shall be held for all motions except to go into a Closed Meeting, come out of a Closed Meeting, and to adjourn.*

SECTION (2) SPECIAL MEETINGS/PUBLIC HEARINGS/WORK SESSIONS/ADJOURNED MEETINGS:

- (A) *Special meetings, public hearings, work sessions, and adjourned meetings shall be held when necessary in accordance with provisions in the Code of Virginia pertaining thereto.*

SECTION (3) ADHERENCE TO POLICY:

- (A) *Policy matters of the Board shall be followed and adhered to and no action should be taken by the Board of Supervisors if such action would actually be in conflict or at cross purposes with the intent of an established policy. The Board may, where circumstances warrant, waive a given policy for a particular situation and action as the Board deems desirable, with unanimous approval of members present.*

SECTION (4) PRECEDENCE OF LAWS:

- (A) *These by-laws shall govern in all cases to which they are applicable and in which they are not inconsistent with the federal, state, or local law.*
- (B) *Any provision of any part of these by-laws which are found to be in conflict with the Code of Virginia or the Constitution shall be null and void and the remaining provisions shall continue to apply.*

SECTION (5) CHANGES OR AMENDMENTS:

- (A) *These by-laws may be changed or amended by action of the Board of Supervisors at any regular meeting, provided that each Board member is given proper notice of any proposed change or amendment.*

Deputy Clerk to the Board

PUBLIC COMMENT GUIDELINES

- *A sign-in sheet will be placed near the Board Room door for citizens who wish to speak during the Public Comment. Citizens should list their name, address, and topic to be addressed. After all speakers who signed up have spoken, anyone else interested in speaking will be given the opportunity.*
- *Speakers are limited to five minutes. There is a maximum time limit of 30 minutes allocated to Public Comment in any one meeting. If the number of individuals on the sign-up sheet would exceed the allotted 30-minute time-frame, the Chairman has the latitude to place a shorter limit on individuals.*
- *Speakers are to provide a copy of remarks to the Deputy Clerk, if in writing.*
- *The Board of Supervisors encourages and values citizen input on all topics or issues of relevance to the Board's responsibilities.*
- *Speakers shall direct all comments to the Board (not individual members or employees of the Board).*
- *Profane or vulgar language, partisan political statements, or comments related to the conduct or performance of Board members or staff are not appropriate in this setting.*
- *Board members are not expected to respond to questions or comments unless the Chairman deems such response appropriate. Board members may seek clarification or additional information from speakers through the Chair.*

MINUTES:

Hearing no corrections or deletions, the Chairman declared the following minutes approved as submitted: (1) a regular meeting held on December 3, 2019.

PUBLIC COMMENT (5 MINUTE TIME LIMIT):

Mr. Jeff Irvine, 1261 Commercial Avenue, asked Ms. Vannorsdall's opinion on the Second Amendment Sanctuary resolution which the Board passed at the December 3rd meeting as she was not present. Ms. Vannorsdall replied that the resolution adopted was the fairest of those that could have been approved.

MS. SUSAN HAMMOND, VDOT RESIDENT ENGINEER - VIRGINIA DEPARTMENT OF TRANSPORTATION UPDATE:

Ms. Susan Hammond, VDOT Resident Engineer, gave a report on the following VDOT activities:

Maintenance

- *Cleaned pipes on Jackson River Road from Rt. 220 to Petticoat.*
- *Cleaned pipes and woody debris from ditches along Snake Run.*
- *Cleaned pipes on all of Ogles Creek, Ruckers Gap, McKinney Hollow, Fraziers Hill, and Rt. 606.*
- *Repaired rip rap at box culvert on Rt. 311 just past Big Ridge Road.*
- *Cleared downed trees County-wide.*
- *Responded to minor icing event.*
- *Use caution tonight as refreezing from the snow today is likely to have occurred.*

Construction

- *Rt. 696 bridge replacement project - formal mobilization plan accepted December 16th. Contractor will be installing signs, E&S measures, and construction entrance next week.*

Mr. Shull commented that he met with Ms. Hammond regarding a large dead tree that is a safety hazard and she said that it is not in the VDOT right-of-way and it is the responsibility of the property owner. Ms. Hammond added that VDOT could only send a letter to the property owner that it is a safety hazard.

Mr. Shull asked if VDOT or the County should send the letter. Mr. Lanford replied that the County has no ability to enforce such a letter and it is the private property owner's responsibility.

Mrs. Cox stated that the bluffs at Chipper Arritt's has debris coming off on one side. She commented that as you are going north on Rt. 18 just past Wild and Woolly Farm the embankment has rocks/trees tumbling down and she ended up hitting rocks on December 23rd. She asked Ms. Hammond to check on this.

Mr. Garten commented regarding rocks and hanging trees on Rt. 220 near Honda Nissan potentially falling.

DISCUSS SUPPORT FOR SUBMITTAL OF A BUDGET REQUEST TO THE GENERAL ASSEMBLY TO CONTINUE ONGOING DISCUSSIONS WITH REGARD TO POTENTIAL MERGER OF SCHOOL DIVISIONS:

Mr. Lanford stated that when the request was made from Mr. Jacob Wright, Co-Chairman of the Joint Schools Committee, for this topic to be on the agenda he was going to ask for support of a budget request to the General Assembly to continue ongoing discussions with regard to potential merger of the school divisions; however, since then a Committee meeting was held and there have been discussions with Delegate Austin. He commented that a decision was made for a group to travel to Richmond to meet with the Board of Education and representatives as there has been a change in membership. He stated that Delegate Austin felt it was important to meet to be on the same page. He mentioned that a meeting has been scheduled for January 14th. He commented that the Committee has been meeting over the last six months and have engaged Troutman & Saunders and Fiscal Analytics to do a financial study. He stated that the study shows a savings and will be submitted. He mentioned that the Committee will also address education and governance.

Ms. Vannorsdall commented that it is excellent that a group will be going to Richmond to meet. She mentioned that she hopes the information is useful on how to go forward, as well as communicating this to the community.

APPROVE RESOLUTION IN SUPPORT OF LEGISLATION TO IMPROVE THE PROCESS FOR REVIEW OF LEGISLATION WITH LOCAL FISCAL IMPACT:

Mr. Lanford stated that there is an email in the agenda packet from VACo suggesting that localities pass a resolution in support of legislation that would provide additional time for review and analysis of legislation with a fiscal impact on localities.

On motion of Mr. Nicely, seconded by Mr. Griffith, that the following resolution be adopted:

Resolution in Support of Legislation to Improve the Process for Review of Legislation with Local Fiscal Impact

WHEREAS, each year the General Assembly considers thousands of pieces of legislation, many of which have a significant impact on local governments; and

WHEREAS, in recognition of the need for localities to have an opportunity to review and analyze legislation that may require additional expenditures of local funds or reduce local revenues, Virginia Code sets out a process for the Commission on Local Government to develop local fiscal impact statements for such bills, with the assistance of local volunteers; and

WHEREAS, under the current process, the large volume of bills and the rapid pace of the legislative session limit the time that is available for the review of bills with implications for local government finances; and

WHEREAS, the local volunteers who assist with the fiscal impact review process take on this responsibility in addition to their regular duties, often during the same time as local budgets are being finalized; and

WHEREAS, prior to 2010, legislation that had a local fiscal impact was required to be introduced by the first day of the General Assembly session, which allowed some additional time for the legislation to be reviewed by the Commission on Local Government and local staff, but this requirement was eliminated in the 2010 session, compressing the opportunity for review of legislation in subsequent General Assembly sessions; and

WHEREAS, additional time to review legislation would allow for a more thorough understanding of the potential ramifications of bills affecting local finances; and

WHEREAS, a robust analysis of legislation affecting local governments benefits policymakers, as localities work in partnership with the state to deliver critical services to Virginia residents;

NOW, THEREFORE, BE IT RESOLVED that the Alleghany County Board of Supervisors expresses its support for legislation that would provide additional time for review and analysis of legislation with a fiscal impact on localities, as well as direct further consideration of additional ways to improve the review process.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Yes

APPROVE RESOLUTION IN REGARDS TO SUPPORT FOR EQUAL TAXING AUTHORITY FOR COUNTIES:

Mr. Lanford stated that there is an email and other information from VACo in the agenda packet requesting support for legislation to authorize counties to exercise additional taxing authority equal to that of cities and towns. He mentioned that the request has been made by VACo at least over the last two decades. He commented that even if the legislation is approved, it does not automatically impose those taxes (i.e., meals, cigarettes, etc.), but gives localities the authority to impose them if they so choose.

Ms. Vannorsdall asked what the hold up is with the General Assembly passing such legislation. Mr. Lanford replied that the composition of the General Assembly for some time has had the position of no additional taxing authority, which is a hold on the Dillon Rule. He mentioned that then the only alternative for counties is to raise real estate taxes.

On motion of Ms. Vannorsdall, seconded by Mr. Shull, that the following resolution be adopted:

**Resolution of the Alleghany County Board of Supervisors
Support for Equal Taxing Authority for Virginia Counties**

WHEREAS, under the Code of Virginia county governments have less authority to raise revenues to meet their responsibilities than do cities and towns, and

WHEREAS, limitations on counties' ability to raise revenues from diverse sources result in an over-reliance on real property taxes to fund basic services of local government; and

WHEREAS, counties are limited in their ability to raise revenues from meals, cigarette, transient occupancy, and admissions taxes that are available to cities and towns; and

WHEREAS, providing counties equal taxing authority merely provides local boards of supervisors the ability to levy the same taxes that may already be imposed by city councils; and

WHEREAS, county governments have the same responsibility as cities for the funding of and meeting state requirements for core services, such as K-12 education, public safety, social services, and public health; and

WHEREAS, relying too heavily on one source of revenue leaves counties vulnerable to downturns in the real estate market and population shifts; and

WHEREAS, additional tools to raise revenues would allow counties options to invest the necessary additional funds to respond to modern-day challenges, such as enhancing election cybersecurity; providing mental health treatment in jails; addressing substance abuse; maintaining vital infrastructure, such as water and sewer systems; and implementing Next-Generation 911 technology; and

WHEREAS, State enabling legislation is required to provide counties with this additional taxing authority; and

WHEREAS, each locality is best positioned to determine the appropriate mix of revenue sources to meet local needs;

NOW, THEREFORE, BE IT RESOLVED that the Allegheny County Board of Supervisors does hereby resolve and express its support and desire for the Virginia General Assembly to enact such legislation as is necessary to authorize Virginia counties to exercise additional taxing authority equal to that of cities and towns.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Yes

APPROVE SUPPLEMENTAL APPROPRIATION FOR RADAR ENFORCEMENT OVERTIME:

Chief Deputy Matt Bowser reviewed an email from him which is included in the agenda packet. The email is as follows:

I would like to ask the Board to appropriate funds for additional overtime for RADAR enforcement on primary roads in Allegheny County.

Several years ago, DMV changed their speed enforcement grants to secondary roads only. Rockbridge County has been offering overtime to its deputies for years and the revenue that is returned has been great enough to purchase several new police vehicles each year. With so many serious traffic accidents on our primary roads, we would like to increase speed enforcement on these roads. I would only ask for \$10,000 to start this and I will monitor the revenues and report back to Administration staff in 120 days.

Mr. Garten commented that there is drug and gun traffic on primary roads and this would be a safety improvement.

On motion of Mr. Bennett, seconded by Mrs. Cox, that the following resolution be adopted:

BE IT RESOLVED that the Allegheny County Board of Supervisors budget and approve the following supplemental appropriation in FY20 for RADAR enforcement overtime for the Sheriff's Office:

<u>Revenue Account</u>	
Fines & Forfeitures (1100-4140101)	\$10,000
<u>Expenditure Account</u>	
Sheriff-Law Enforcement-Salaries/Wages Overtime (310211-51002)	\$10,000

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes

Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Yes

APPROVE REFUND TO PACCAR FINANCIAL CORP. DUE TO CORRECTED ASSESSMENT FOR VEHICLES:

Mr. Lanford stated that there is an email at each seat from Ms. Valerie Bruffey, Commissioner of the Revenue, giving an explanation for the refund. The email is as follows and is part of the records of this meeting:

Taxpayer filed personal property returns for 2018 and 2019. They listed leased vehicles on the returns, but did not include a cost (which is what we base the assessment on). The vehicles were downloaded to our system from DMV as well and that is where we picked up the costs. Taxpayer paid the taxes for 2018 and did not question it.

We billed them again in 2019 using the same info and they suddenly noticed that it seemed a little high. They called us to question it and it came to light that the cost that they had reported to DMV when they registered the vehicles was erroneous. They had used the cost for 3 vehicles combined and put it on each of the 3 vehicles. They submitted a copy of the bill of sale as proof and we issued a memorandum of corrected assessment to the Treasurer's Office. Fortunately, they had not yet paid for 2019 so most of the over-payment from last year was applied to what they owed for 2019.

State statute requires that interest be paid on refunds at the same rate that we charge for delinquent taxes.

Let me know if you have questions. I'm also going to email Matt about his concern.

Mr. Lanford added that Paccar Financial Corp. is due a refund in the amount of \$5,077.21 and this is coming to the Board due to the amount being over \$2,500.

On motion of Mr. Shull, seconded by Mrs. Cox, that the following resolution be adopted:

BE IT RESOLVED that the Allegheny County Board of Supervisors authorize the Treasurer to issue a refund to Paccar Financial Corp. in the amount of \$5,077.21. Reason for refund: taxpayer originally reported incorrect cost to DMV, resulting in being over assessed for several vehicles.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Abstain

DISCUSS DRAFT CHANGES TO THE ANIMALS ORDINANCE PERTAINING TO NUISANCE CATS:

Mr. Lanford stated that the issue of nuisance cats came to his attention by Mr. Shull due to a situation in Selma that an individual has with a neighbor's cat and also a call he received from an individual in the Brentwood area. He commented that he spoke with the Animal Control Officer who suggested reviewing the Bath County ordinance which was drafted by Mr. Mike Lockaby from the County Attorney's Office. He mentioned that proposed changes to the animals ordinance are marked on the handout at each seat. The handout is a part of the records of this meeting. He stated that simple changes have been made to one section that gives the Animal Control Officer the ability to not just deal with nuisance dogs, but felines as well. He commented that no action is needed at this time, but asked the Board to provide feedback to him as to whether or not to proceed with going forward with a public hearing.

Mr. Nicely stated that no one will claim a cat and cats are not licensed. He mentioned that he is not sure the County can do anything at all to alleviate the problem.

Mr. Shull commented that the cat was claimed in the situation in Selma.

Mr. Lanford stated that the complaints received caused damage to personal property. He commented that the Animal Control Officer is unable to do anything the way the ordinance is currently drafted. He mentioned that the draft was shared

with the Sheriff and the Animal Control Officer. He stated that the Board can discuss the propose draft at the February meeting unless you want to proceed sooner.

The Board agreed to have this item on the February agenda for further discussion.

COUNTY ADMINISTRATOR'S REPORT:

Mr. Lanford gave a report on the following items:

Business Retention/Outreach Program

The County is starting to reach out to businesses in the community. An initial list was put together and each department will reach out to businesses quarterly to see if they need anything or have any issues. This outreach will help build a relationship with those businesses. We will grow the list over time to include more businesses.

Joint Revenue Sharing Agreement

In the fall, County and City representatives met with the Allegheny Foundation on a case study on how a shell building was constructed in another community. There will be a follow-up meeting tomorrow to see how we can partner with the Allegheny Foundation on such an endeavor.

Rosedale Sewer

The Rosedale sewer project was bid for the third time. The first time the project was bid the bids came in significantly over budget, the second time no bids were received, the third time the bids were not as substantially over budget. Staff is working with DEQ and VRA on additional funding. The financing committee is meeting on Friday to discuss the proposed increase. In the meantime, a Notice of Intent to Award has been sent to Hammond-Mitchell as the lowest responsive and responsible bidder.

Capital Improvement Program (CIP)

An email has been sent out to departments and Constitutional Officers on the CIP process which will be part of the budget process. The CIP will be for a five-year period.

Covington Police Chief

He attended the swearing in ceremony for Chief Chris Smith earlier this evening.

Blue Ridge Outdoors Awards

Blue Ridge Outdoors was in the area yesterday to recognize Douthat State Park for the Best State Park and Allegheny Outdoors for the Best Outdoor Startup in the Blue Ridge region.

BOARD MEMBER COMMENTS (INQUIRIES/REPORTS):

Miscellaneous

The Board thanked everyone for coming to the meeting and the representatives from Clifton Forge, Iron Gate, and the School Board that are present.

Ms. Vannorsdall thanked Mr. Bennett and Mr. Nicely for their service as Chair and Vice-Chair over the past year. She commented that she is looking forward to going forward this year with new leadership and new ideas. She mentioned that the second "What's Your Story" potluck will be held this Friday at the Masonic Theatre.

Mr. Garten thanked everyone for nominating him as Chairman and commented that he is looking forward to working with the Board and staff in the new year.

CLOSED MEETING:

On motion of Mr. Nicely, seconded by Mr. Shull, that the Board go into a Closed Meeting under Code of Virginia Section 2.2-3711(A)(5) for the purpose of: (1) Memorandum of Understanding in relation to a prospective business or industry. Unanimously adopted.

On motion of Mr. Nicely, seconded by Mr. Griffith, that the Board come out of the Closed Meeting with the following certification:

CERTIFICATION
SECTION 2.2-3712

To the best of our knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and (ii) 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 session.

/s/Cletus W. Nicely	Yes
/s/Richard L. Shull	Yes
/s/James M. Griffith	Yes
/s/M. Joan Vannorsdall	Yes
/s/Stephen A. Bennett	Yes
/s/Shannon P. Cox	Yes
/s/G. Matt Garten	Yes

ADJOURNMENT:

On motion of Mr. Nicely, seconded by Mrs. Cox, that the meeting be adjourned at 8:10 p.m. Motion carried.

G. Matt Garten
Chairman