

MEETING #2 – January 9

At a Regular Meeting (#1) of the Madison County Board of Supervisors on January 9, 2018 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Charlotte Hoffman, Member
Amber Foster, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Clarissa Berry, Interim County Attorney
Jacqueline S. Frye, Deputy Clerk

ABSENT: Kevin McGhee, Member
V. R. Shackelford, County Attorney

Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that a quorum is present; Supervisor McGhee will be absent.

Chairman Jackson advised of the following additions to today's Agenda:

Move Item 9a (after Item 2 [Public Comment])

Add Item 8b (MCPRA Festival Permit(s) Request)

Supervisor Weakley moved that the Agenda be approved as amended, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

2. Public Comment:

Chairman Jackson opened the floor for public comment. The following individual(s) provided comments:

- ✓ Joe May: Accolades to the 2018 Board of Supervisors and encouraged the Board to build on past success; requested that the Board appoint someone to assess all the 'bad roads in Madison', and assist with attaining safety funds, rural rustic funding (from VDOT)
- Supervisor Weakley: Requested that a VDOT representative attend the next meeting to discuss some concerns

9a Report on FY17 Audit: David Foley, Robinson, Farmer, Cox Associates: David Foley, of Robinson, Farmer, Cox Associates was present to provide the following results of the FY17 Audit:

- Financial Report
- Governance Letter
- Management Letter

Process provides a:

- ✚ Review and audit of all financial statements
- ✚ Review of governmental internal controls (page 114)
- ✚ Review of federal compliance requirements (page 116)

** All above referenced reports were found to be 'very clean'**

- ✚ Management discussion and analysis (page 4) [narrative overview and summary of information]
- ✚ Balance Sheet (i.e. assets, liabilities, general fund balance [page 16])
- ✚ Statement of Revenues (page 17)
- ✚ PRA Financial statements (page 92)
- ✚ Statement of Cash flow (for PRA – page 73)

Additional input focused on:

- ✚ Communications with those charged with governance
- ✚ Management responsibilities
- ✚ Qualitative aspects of practices
- ✚ Difficulties encountered
- ✚ Corrective actions (that may be needed)
- ✚ Management Letter
- ✚ Recommended that the County initiate a centralized purchase order system to improve efficiency
- ✚ Provided recommendations (to the PRA) of ways to enhance existing procedures

Comments from the Board:

Chairman Jackson: Noted that the FY17 audit report contains a wealth of information; a; questions/concerns (from the Board) will be relayed onto the County Administrator

Mary Jane Costello, Finance Director, requested an overview of the "Gatsby 75" requirement.

Mr. Foley explained that there will a new requirement (Gatsby 75) that will need to be implemented next year for all localities. The requirement is related to liability that the County will need to recognize for insurance that's provided for retirees. Improvements are being required for standards pertaining to Gatsby 75. Current guidelines are similar to what the pension plan the County currently has in place. In the future, the proposed requirements will be based on an actuary study for 2018. Current obligation to the County is \$143,000.00; liability for Gatsby 75 will increase to \$338,000.00, and there will be various schedules for next year. In closing, he noted that the County has to give OPED an actuary valuation to determine liability (every two years).

The Finance Director advised that the aggregate will equal about \$1,400,000.00 in liability; she questioned if this will affect the County's ability to borrow funds; feels the proposed requirement will involve more liability for the localities; noted that the County doesn't pay healthcare for retirees, but allows these individuals to participate in the County's healthcare plan at the group rate (i.e. County has no cash obligation to fund these costs for retiree healthcare).

Chairman Jackson: Referred to recommendations for PRA and the initiation of a centralized procurement program; suggested the County utilize the report and recommendations as a tool

The County Administrator advised that the County doesn't currently have a centralized procurement system, and that everything is currently done within each separate department, which makes it difficult to keep track of what's being spent. Also noted that the process involves departments keeping track of what's being spent. In closing, he referred to the recently adopted 'procurement policy (adopted 1/3/18).

The Finance Director also noted that the current RDA system may not have the capability to provide modern software to accommodate a centralized procurement program, as the current system tends to 'lock users' into line items, which calls for a budgetary adjustment to be initiated, which is cumbersome.

After discussion, Supervisor Foster moved that the Board approve the FY17 Financial Audit as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

3. Constitutional Officers

Commonwealth Attorney: Clarissa Berry, Commonwealth Attorney, was present and advised that the issues pertaining to Warren Retrievers located on Beahm Town Road – the matter is being investigated and efforts are being initiated with Animal Control, the Attorney General's Office, and the Virginia State Police, and the issue isn't being overlooked.

Supervisor Weakley thanked Sheriff Weaver and local law enforcement for providing additional security regarding an internet posting pertaining to Monticello.

4. County Departments

Economic Development & Tourism: Tracey Williams Gardner, Economic Development & Tourism Director, was present to provide the following highlights:

- ✚ Received notice late Thursday, December 21 that Madison "Crushed" Friday and one was one of only 20 DMO's picked for the \$10,000 grant from VTC to get people to use their Fridays as vacation days
- ✚ I learned before the holidays (as everyone else did) that Dr. Schenck is retiring and office is closing. Already sent them a lead on a business that might be the perfect fit

- ✚ Have sent the Microenterprise Loan application and info to two interested businesses and once received, will gather the Committee together to go over.
- ✚ Tuesday, November 21st attended our Regional Tourism Group meeting in Culpeper at 10am and our Central VA Partnership meeting at 12pm.
- ✚ Eddins insurance has moved to Lohr Financials old office
- ✚ Even though we didn't have a site selected for GO Virginia due to site readiness, there is another component in addition to that for which we do qualify and the Central Virginia Partnership is submitting as a proposal. I submitted the site next to Food Lion because it has the most site readiness and already zoned properly. South Park area is 30 acres and a Wetlands Cost would be \$7,000, Phase 1 ESA estimated at \$1,500, bringing Project total to \$8,500. 25% Locality match of \$2125 (at this point I have \$2400 in my budget for promotional items if needed to take from there, 25 % from Partnership and GO Virginia would put in the remaining 50% or \$4,250. This aspect has been approved by Central VA Partnership and Go Virginia
- ✚ Letter submitted regarding County's opposition to proposed fee increases (SNP)
- ✚ Reminder two workshops for Businesses planned first quarter of 2018 1) QuickBooks 2) Branding and more! In conjunction with the Chamber and Eco-Dev & Tourism Dept.
- ✚ Still updating Brochure and website with the anticipation of another new business.
- ✚ Submitted Go Virginia recommendation for GWC Piedmont Technical Education Center, but requested details on matching funds and other details before asking you all to sign. Respectfully submitted
- ✚ Meander Plantation owner has requested a meeting (individual is tourism consultant)
- ✚ Hillard Auction, Inc. will host an auction In January 18th
- ✚ Foothills Express will now be using Virginia Regional Transit as their service provider; rates will be: \$3.00 fee [each way] 3 round-trips per day, 3 days a week; \$2.00 fee for riders that are 65 and over); contact 825 2456 to make a ride reservation; service will now be available to all citizens

Comments from the Board:

Supervisor Weakley: Questioned if there is something the County can do to promote an economic strategy with the Town, since this is where most of the vacant buildings are located

Ms. Gardner noted that in the past, the Town used to allocate \$2,000.00 to the Chamber of Commerce for economic development; the Town also verbalized appreciation for supporting the opening of Burrito Baby; also noted that the Town has asked for continued support for the Music on the Lawn series.

5. Committee/Organization – None.

6. Finance: The Finance Director noted that claims were cut during the last part of December 2017.

a. Claims for December 2017

\$471,059.45 (12'21'17)

\$ 71,608.77 (1'5'18)

\$138,253.75 (1'9'18)

\$680,921.97 (Total)

Highlights:

\$230,000.00 (CVRJ – 3rd quarterly pmt)

\$123,000.00 (other monthly/quarterly payments to outside agencies)

\$54,000.00 (annual fee for financial system)

\$33,000.00 (Waste Management bill)

\$52,155.80 (1st installment on new CAD & records management system for E911 & Sheriff)

\$114,628.00 (1st payment on refinanced debt from July 2017)

Supervisor Hoffman moved that the Board approve claims for January 2018 totaling \$680,921.97 as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

b. Supplemental Appropriation(s):

i. Blue Ridge Narcotics Task Force Appropriation (Additional Revenue) - #15_01092018 (\$5,280.00): The Finance Director advised that the proposed appropriation is a reimbursement to the Sheriff's department from the BRNTF for part-time deputy costs.

Supervisor Weakley moved that the Board approve supplemental appropriation #15_01092018 in the amount of \$5,280.00 as submitted, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

ii. County Administrator Appropriation (Transfer from Contingency) - #14_01092018 (\$9,048.33): The Finance Director advised that the request is to adjust the budget for County Administration for certain items; when the budget was finalized during the past year, finances in the budget were left flat without any increases to cover costs of paid leave (to prior Administrator) and moving allowance (as negotiated) for the current Administrator.

Supervisor Hoffman moved that the Board approve supplemental appropriation #14_01092018 in the amount of \$9,048.33, seconded by Supervisor Weakley. Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).

iii. Technology Department (Transfer from Contingency) - #16_01092018 (\$17,596.00): The Finance Director advised that numerous payments were made to ANS for charges to services provided to the County; the County's budget was initiated before the management services contract was initiated; it's anticipated that an additional \$17,596.00 will be needed in the ANS line item for this year (\$16,320.00 is the fee for network management services) – additional funding is being requested to cover additional contracts that weren't in place when the budget was initiated.

Comments:

- *Chairman Jackson: Questioned if the process (involving ANS, Inc.) is close to being cleaned up*
- *Supervisor Weakley: Questioned if the County phone system is a part of the current agreement*

The Finance Director advised that the County acquired additional levels of service; however, once the underlying equipment is 'at end of life', ANS, Inc., will no longer provide management services, and noted that ANS, Inc. does provide service for the phones; however, the existing telephone system is deemed to be 'at the end of life.' It was also noted that some of the costs will disappear as a result of the management services contract. In closing, she advised that there is currently about \$320,000.00 left in the County's contingency fund after today's supplemental appropriation requests.

Supervisor Foster moved that the Board approve supplemental appropriation #16_01092018 in the amount of \$17,596.00 as submitted, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

c. Assignment of Balance for School Capital Projects (\$237,850.00): The Finance Director referred to page 85 of the County's financial statement that shows budget to actual analysis of how the school operates; the revenue line item shows the final budget that reflects the County's commitment to the school system was \$8,443,737.00 with an actual contribution being \$8,205,887.00, due to funds being 'deficit' to the school system since they don't carry a fund balance. The remaining funds total \$237,850.00 (County general fund) can be allocated to the school system for capital projects, but the school system must request these funds in the event they desire to spend these funds (i.e. funds will be 'earmarked' in the County's general fund).

Comments:

- *Chairman Jackson: Verbalized favor of the request; advised of existing school projects (i.e. replacement of lights, windows, flashing lights, HVAC, etc.)*

Supervisor Hoffman moved that the Board allocate \$237,850.00 to the school system for CIP or capital improvement, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0)*

d. Records & Jail Management System Procurement: The Finance Director advises that document presented shows a summary of associated costs for the CAD system; total contract total is \$67,238.00 – the E911 portion is 100% grant funded (\$150,000.00).

Madison County Summary of Costs for New CAD & RMS/JMS System As of January 2018

<u>CAD System for E911</u>		<u>RMS/JMS System for Sheriff</u>		TOTAL
Southern Software - contract		Southern Software - contract		
CAD Software	63,200.00	RMS/JMS Software	26,346.00	
Project Management	15,072.00	Project Management	10,220.00	
Annual Support (5 Years)	<u>46,000.00</u>	Annual Support (1 Year)	<u>6,400.00</u>	
	<u>124,272.00</u>		<u>42,966.00</u>	167,238.00
		Hardware for RMS		
		(Purchased separately from Southern Software) Bar coding equipment		
		Bar code printer (1)	519.00	
		Wireless handheld scanner (1)	522.00	
		Barcode labels (1 case)	154.00	
		Ribbon (1 case)	80.00	
		Cable - 10 ft.	20.00	
		Scanner for RMS Warrants (4)		
		(includes scanner, base & power supply		
		a 1 USB Adaptor/Dongle per scanner)	<u>2,600.00</u>	
			<u>3,895.00</u>	3,895.00
Other Equipment and Installation		Other Equipment and Installation		
(Provided by Charles Moncrief)		(Provided by Charles Moncrief)		
Dell Optiplex Work Stations (5 @ \$930)	4,650.00	Workstations (10 @ \$930)	9,300.00	
22" inch monitors (10 @ \$120)	1,200.00	22" inch monitors (4 @ \$120)	480.00	
Work Station Installation (5 @ \$160 -est)	800.00	Work Station Installation (10 @ \$160 -est)	1,600.00	
Dell Poweredge R640 Rack servers	17,282.70			
Server installation	<u>640.00</u>			
	<u>24,572.70</u>		<u>11,380.00</u>	<u>35,952.70</u>
TOTAL ESTIMATED COST	148,844.70	TOTAL ESTIMATED COST	58,241.00	207,085.70
TOTAL AVAILABLE BUDGET	<u>150,000.00</u>	TOTAL AVAILABLE BUDGET	<u>60,000.00</u>	<u>210,000.00</u>
Cost over<under> budget	<u>(1,155.30)</u>	Cost over<under> budget	<u>(1,759.00)</u>	<u>(2,914.30)</u>

Comments

- *Chairman Jackson: Advised that the new system will allow interoperability between the County and surrounding localities and close the non-coverage areas*
- *Supervisor Weakley: Provided accolades to whomever secured the \$150,000.00 in grant funding*

The Sheriff advised that the current service provider has discontinued operations.

7. Minutes:

a. December 12, 2018 (#39)

Supervisor Weakley moved to approve Minutes #39 as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Hoffman. Absent: McGhee. Abstain: Foster. Nay: (0).*

b. January 3, 2018 (#1)

Supervisor Foster called for a correction on Item 5 (Remove "Campbell").

Supervisor Weakley moved that Minutes #1 be approved as amended, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

8. Old Business:

a. Board Comments on Comprehensive Plan: The County Administrator compiled comments from members (after the December 6th meeting) on the comprehensive plans, as provided in today's booklet. He noted at some point, the Board's representatives (Jackson, McGhee) will meet with the planning commission's team to review/discuss comments as provided. In closing, he encouraged all members to review today's booklet and advise if any comments have been omitted.

Carty Yowell, Commission Chair, was present and advised that a meeting will be scheduled shortly; the commission's workshop will be held next week.

9. Old Business

a. Report on FY17 Audit – David Foley (Robinson, Farmer, Cox Associates) **Moved after Item 2 – Public**

b. Parks & Recreation Authority Variance Authorization & Fee Waiver: Jerry Carpenter, PRA Manager, was present to request that:

- the Board authorize permission for the purchase of a building permit, and to also authorize a fee waiver of the permit fee (\$513.69); and
- Waive fees for a County variance permit (\$200.00)

1. Building Permit & Waiver of Fees (\$513.96)

Supervisor Foster moved that the Board approve the building permit fee waiver (513.96) for Madison County Parks & Recreation Authority, seconded by Supervisor Weakley.

Comments:

- *Supervisor Weakley: Explained that today's request is actually for County property and involves a new project (i.e. must be approved by the County)*
- *Chairman Jackson: Noted that Eddie Dean, MCPRA member, has gotten all the drawings done for the proposed project were donated and free of charge*

Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).

2. Variance and Fee Waiver (\$200.00): Mr. Carpenter noted that the variance and fee waiver is being requested for the installation of a press box behind the Madison Primary School (setback requirement is 100 feet).

Supervisor Weakley moved that the Board approve the variance (Zoning setbacks) and waive the fee (\$200.00), seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

b-iii. HOPS (8/18/18) & Wool/Wine (4/21/18) Festival Permits: Mr. Carpenter stated that the Wool/Wine Festival will be held at the Farmer's Market area this year to keep the attendees closer inward.

Supervisor Hoffman moved that the Board approve the Festival Permits for the HOPS event (8/18/18) and the Wool/Wine Event (4/21/18) for the MCPRA as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

c. Carver School Project Endorsement: Tracey Williams Gardner, Economic Development & Tourism Director, was present and advised that the request being presented is to change the Piedmont Vocational/Technical Center to George Washington Carver Piedmont Technical Education Center – the endeavor will be initiated through the Rappahannock Regional Commission by way of an economic grant with no funding match from Madison County; the endeavor will expand workforce training for machinists, welders, etc., and create innovation; the center will be available to Madison, Culpeper, Fauquier, local business, regional commissions, and technical education centers. In closing, the County is being asked to provide a letter of support only.

Chairman Jackson: Questioned if there is any work being done at the site; also noted that the proposed letter advises of the County's support for the GO Virginia grant initiative.

Ms. Gardner noted that she hasn't been involved in the endeavor; advised that Brad Jarvis (Extension Office) may be able to provide more input.

➤ *Supervisor Weakley: Noted that the site is being used by a local church; some of the older structures have been demolished at the site*

Supervisor Hoffman moved that the Board approve the letter of support (Go Virginia initiative) as presented, seconded by Supervisor Weakley. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

Madison Schools: Bob Chappell of the Madison County School Board, was present and congratulated Supervisor Foster on her new assignment; also advised that the Lion's Club of Madison has invited Jack Hobbs, County Administrator, to speak at its meeting on Tuesday, January 16th at 7:00 p.m. – dinner (for a fee) and social hour will begin at 6:00 p.m. – citizens are encouraged to attend; noted that the recent meeting at the RJDC involved a finance meeting and focused on the upcoming budget. A vote will be taken on January 27th. School Board's meeting was rescheduled due to inclement weather; noted that he has been assigned different responsibilities and will no longer be the designee to attend the BOS meetings; hopes that Madison County can get involved in the vo-tech program process.

Mary Jane Costello, Finance Director, noted that it's anticipated that the County's agreement with RJDC is based on 3-year average population (between participating localities); anticipates that there will be a significant increase in the true-up amount for FY18 to be paid in FY19 (feels the amount could be approaching \$100,000.00 for FY19).

Barry Penn Hollar, School Board, was present and advised that the superintendent search through the VSBA is going well; applications started coming in January 2018 – noted that the services offered by the VSBA have been most cost effective, and have allowed national advertisement of the position; also noted that Tina Cropp, Finance Office, is currently in Richmond to attain information on a federal program to fund replacement of the boiler.

d. County Attorney Compensation: The County Administrator noted that Clarissa Berry is serving as the Interim County Attorney since Mr. Shackelford became indisposed at the end of October 2018. Due the fact that Mr. Shackelford has not yet returned; his office has been serving as the point of contact for the County, maintain files, and have helped Ms. Berry during the interim, for which compensation has been requested. The request is for \$1,181.61 for the month of November and 15% of Mr. Shackelford's rate for every month thereafter, equating \$708.96 per month. In closing, he encouraged the Board to support the request as submitted.

Clarissa Berry, Interim County Attorney, was present and advised that Mr. Shackelford's office has been incredibly helpful in ensuring that she has all necessary documentation that has been needed, and have hand-delivered items when necessary. She also noted that in speaking with Mr. Shackelford's former law partner, it seems that Mr. Shackelford is responding well to rehabilitation services and is receiving various forms of therapy. At this time, all appear to be optimistic that he will be able to return to his post of duty.

Comments:

- *Supervisor Weakley: Thanked Ms. Berry for accepting the County Attorney role during the interim; questioned if there was a re-evaluation period (i.e. February 2018)*

Ms. Berry also noted that the County is compensating her at a lesser rate that was allocated to Mr. Shackelford, with the anticipation that there would be continued funding allocated to his legal office.

Supervisor Hoffman moved that the County authorize a payment of \$1,181.61 for the month of November, and \$708.96 for each month thereafter, until V. R. Shackelford, III returns, or another permanent County Attorney is appointed to handle County Attorney support services, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

e. Social Services Lease: The County Administrator advised that based on records, the lease for the social services building will expire on May 14, 2018; there is no disagreement that the social services office would like to remain, but the lease needs to be structured so that the rate and terms are acceptable to the State Department of Social Services, in order for the County to receive full benefit of reimbursement for this facility. He also encouraged the Board to designate a member to work with County staff on this process.

Comments:

- *Supervisor Weakley: Noted that the commonwealth has a funding factor in place regarding their ability to reimburse the County*

Valerie Ward, DSS Director, was present and advised that there is some difficulty with assessing the 'use of life' of the building, and that there was a calculation of the life of the building (i.e. 20 years vs. 40 years) and the time frame in which the building actually depreciated out.

The Finance Director advised that social services pays the County rent, and that the disbursement (from social services) can be reimbursed through the State; however, the amount of rent to be paid can't be more than the actual depreciation value of the building 'over the life of the building.'

After discussion, it was the consensus of the Board to designate Supervisor Hoffman to work with the County Administrator, the Finance Director and the DSS Director on the aforementioned issue.

- ✓ **Joe May:** Questioned who funds any repairs/maintenance to the existing building; suggested the office be vacated so the County can utilize the office space instead

f. Resolution for RRCSB Board Executive Director, Brian Duncan: Chairman Jackson advised that a resolution has been requested (by Robert Legge) for Brian Duncan, Executive Director of the RRCSB, who will soon be retiring.

The County Administrator recommended that the Board follow through with the request as presented.

Chairman Jackson read the following Resolution for the record:

RESOLUTION

WHEREAS, Brian Duncan has effectively served the citizens of Madison County as the Executive Director of the Rappahannock Rapidan Community Services Board for many years; and

WHEREAS, during his years of service, he has dedicated his time, talent and effort to ensure that all available funding resources are utilized effectively and efficiently; and

WHEREAS, he has strived to ensure that all services provided by the Rappahannock Rapidan Community Services Board are well coordinated to meet the needs of the citizens of our community; and

WHEREAS, he has been most effective in working to attain a resolution to any questions or items of concern presented by the Board on behalf of our community;

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of Madison County, on behalf of the citizens of Madison County, hereby expresses its sincere appreciation to Brian Duncan for his loyal, dedicated and effective service to the citizens of Madison County, Virginia.

ENACTED this 9th day of January, 2018.

Supervisor Hoffman moved that the Board approve the Resolution for Brian Duncan as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

Chairman Jackson: Advised that it has been reported that the recent meeting of the RRCSB was very productive

10. Public Comment:

Chairman Jackson opened the floor for public comment.

The following individual(s) provided comments:

- Erik Weaver (Sheriff): Advised that individuals reported (to him) that no ice-melt was place on the town sidewalks

Chairman Jackson: Advised that the Town is responsible for treating the sidewalks on Main Street; also noted that the County did put down an extensive amount of ice-melt on County property; noted that the Town has an agreement with a local contractor – suggested that a County representative advise of today's concern

With no further comments being made, Chairman Jackson closed the public comment opportunity.

11. Information/Correspondence: None.

Chairman Jackson noted that the Board will need to enter into closed session at 6:00 p.m.

A fifteen-minute recess was called.

Chairman Jackson reconvened the meeting – the Board entered into closed session

12. Closed Session (at approximately 6:00 p.m.) [2.2-3711(A)(1) – For the purpose of discussion, consideration and interviewing or prospective candidates for appointment

a. Discussion on appointments to Skyline CAP and Tourism Committee

b. Interviews for applicants for service on the Planning Commission

i. Carl Kerby (6:05 p.m.)

ii. E. W. (Bill) Jordan (6:15 p.m.)

iii. Nan Coppedge (6:36 p.m.)

(Francois S. Moiesewitsch is unavailable)

a. Closed Session: On motion of Supervisor Weakley, seconded by Supervisor Hoffman, the Board convened in a closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for the purpose of discussion, consideration, and interviewing of prospective candidates for appointments to

1. Skyline Community Action Program (CAP)
2. Tourism Committee; and
3. Planning Commission.

Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).

b. Motion to Reconvene in Open Session:

On motion of Supervisor Weakley, seconded by Supervisor Hoffman, the Board reconvened in open session, with the following vote recorded: *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

c. Motion to Certify Compliance:

On motion of Supervisor Weakley, seconded by Supervisor Foster, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(1) and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded: *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

As a result of closed session, the following action was taken:

Supervisor Weakley moved that the Board appoint:

1. Nancy B. Coppedge to the Madison County Planning Commission
2. Janine Jensen, Lynn Graves, Jennifer Dowling and Amber Foster to the Madison County Tourism Committee
3. Peter Work to the Skyline CAP

Seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

Chairman Jackson requested that letters of notification be sent to all selected applicants and non-selected applicants.

The County Administrator reminded the Board that a conclusion needs to be attained on the business regarding the:

1. County Attorney
2. Emergency Services Coordinator

And encouraged the Board to provide some good feedback on the above referenced matters by the end of February 2018. The Board was also advised that Joel DeNunzio, VDOT representative, has requested to be placed on the Agenda for the January 23rd meeting session. The Finance Director has advised that the Board members will be provided budget packets at the next meeting to review prior to the budget work session scheduled for January 25th. In closing, it's anticipated that some progress will be made on the issue regarding Animal Control and the funding donation that has been provided.

13. Adjournment

With no further action being required, on motion of Supervisor Hoffman, seconded by Supervisor Weakley, Chairman Jackson adjourned the meeting. *Aye: Jackson, Weakley, Hoffman, Foster. Absent: McGhee. Nay: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors
Adopted on: January 23, 2018
Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda

Regular Meeting (#1)

Madison County Board of Supervisors

Tuesday, January 9, 2018 4:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727



Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum / Adopt agenda
2. Public Comment
3. Constitutional Officers
4. County Departments
5. Committees or Organizations
6. FinanceFinance Director Costello

a. January 2018 Claims

b. Supplemental Appropriations

- i. Blue Ridge Narcotics Task Force Appropriation (Additional Revenue)
- ii. County Administrator Appropriation (Transfer from Contingency)
- iii. Technology Department (Transfer from Contingency)

c. Assignment of Fund Balance for School Capital Projects

d. Records & Jail Management System Procurement

7. Minutes:

a. December 12, 2017 meeting minutes

b. January 3, 2018 meeting minutes

8. Old Business:

a. Board Comments on the Comprehensive Plan County Administrator Hobbs

9. New Business:

a. Report on FY17 Audit David Foley, Robinson, Farmer & Cox

b. Parks & Recreation Authority Variance Authorization and Fee Waiver County Administrator Hobbs

c. Carver School Project Endorsement..... Dir. Of Tourism & Economic Development Gardner

d. County Attorney Compensation..... County Administrator Hobbs

e. Social Services Lease County Administrator Hobbs

f. Resolution for RRCSB Board Executive Director Brian Duncan..... County Administrator Hobbs

10. Public Comment

11. Information/Correspondence

12. Closed Session (at approximately 6 PM)

a. Discussion on appointments to Skyline CAP and Tourism Committee

b. Interviews for applicants for service on the Planning Commission

i. Carl Kerby (6:05 PM)

ii. E. W. (Bill) Jordan (6:15 PM)

iii. Nan Coppedge (6:35 PM)

(Francois S. Moiseiwitsch is unavailable)

13. Adjournment