Call to Order, Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum / Adopt Agenda

Public Comment

Special Appearances

1. Public Hearing: Employee Background Check Ordinance (Hobbs)
2. Consideration: Madison Vines RV Park Site Plan Approval (Hobbs)
3. Presentation: Mad Cats (Gary Misch)
4. Consideration: South Park Development Erosion & Sediment Control Bond (Frye)

Constitutional Officers

County Departments

Committees or Organizations

Minutes

5. Consideration: October 8, 2019 Meeting Minutes (Frye)
6. Consideration: Requests for Criglersville School Artifacts (Frye)
7. Discussion: Conflict of Interest Training Reminder (Frye)
8. Discussion: Pending Committee Reappointments and Vacancies (Frye)

Old Business

9. Consideration: Criglersville School Demolition Contract Award & Permit Fee Waiver (Hobbs)
10. Discussion: Criglersville Museum House Lease (Hobbs)
11. Discussion: Worksession on Personnel Policy (Hobbs)

New Business

Information/Correspondence

Public Comment

Closed Session

12. Closed Session Motion

Adjourn
MEETING DATE: October 29, 2019
AGENDA TITLE: Employee Background Check Program
INDICATED MOTION(s): N/A
STAFF LEAD: County Administrator Jack Hobbs
TIMING: By consensus, on July 23 the Board indicated that it would hold a public hearing on this proposed ordinance at the second October meeting per the timetable proposed at that time. That hearing has been duly advertised for October 29. However, there is no urgency in adopting the ordinance.

DISCUSSION: An ordinance is required to authorize staff to require applicants, upon offer of employment, to provide personal descriptive information along with the applicant’s fingerprints to the Central Criminal Records Exchange and the Federal Bureau of Investigation for the purpose of obtaining criminal history record information. Note that the ordinance indicates mandatory fingerprint checks for all new County employees. The County Attorney has been asked to determine whether this is an “all or none” situation so support a conversation between Board members on the issue.

FISCAL IMPACT: The cost of background checks could be calculated on a per-hire basis and depends on the range of background checks required. This activity is typically handled by contractors (i.e. driving and criminal history records as well as drug testing services) with costs yet to be determined. Staff envisions “charging” individual departments for this with funding coming from “vacancy savings”.

REFERENCES: None

HISTORY: It is generally agreed that background checks is an area where the County’s personnel program should be strengthened. In addition to there being no ordinance authorizing criminal history searches, the lack of a pre-employment drug screen policy appears to be irregular.

RECOMMENDATION: Discuss the situation, especially the mandatory provision. Staff suggests that the Board should provide staff direction before acting on this matter. On the other hand, if the Board prefers to approve such an ordinance on October 29 then a delayed effective date would allow staff time to set up the administrative infrastructure required to implement this program.

ENCLOSURES: • Hearing notice, proposed ordinance and relevant state code language.
NOTICE OF PUBLIC HEARING

The Madison County Board of Supervisors will hold a public hearing on October 29, 2019, at 6:00 p.m., or as soon thereafter as other business has been completed, in the auditorium of the Madison County Administration Center, 414 North Main Street, Madison, Virginia, to receive public comment and consider adoption of an Ordinance for the following purpose:

To require criminal history investigation for certain Madison County employment applicants.

The public is invited to attend the public hearing and comment on the aforesaid Ordinance. A copy of the proposed Ordinance are on file in the Office of the Madison County Board of Supervisors at 302 Thrift Road, Madison, Virginia 22727 during normal business hours or viewed via a link at https://www.madisonco.virginia.gov/news.

Sean D. Gregg
Madison County Attorney

PUBLISH: Thursday, October 10, 2019
Thursday, October 17, 2019
ORDINANCE TO REQUIRE A CRIMINAL HISTORY INVESTIGATION FOR CERTAIN MADISON COUNTY EMPLOYMENT APPLICANTS

ORDINANCE #2019-____

WHEREAS, the County’s personnel consultant has recommended the adoption of a criminal background check ordinance, and

WHEREAS § 15.2-1505.1 of the Code of Virginia indicates that a locality may by ordinance, and in accordance with § 19.2-389 of the Code of Virginia, require applicants upon offer of employment with the locality to submit to fingerprinting and to provide personal descriptive information.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Madison County, Virginia, as follows:

1. Review of criminal history record information of applicants for county employment.

   a. The county administrator or his designee shall, in the interest of public welfare and safety, conduct investigations of all applicants to whom a conditional offer of employment is made to determine if the past criminal conduct of an applicant with a conviction record would be compatible with the nature of the employment under consideration, in accordance with Virginia Code § 15.2-1505.1, as amended.

   b. Except as set forth in (c) below, the county administrator or his designee shall require such applicants to submit to fingerprinting and provide personal descriptive information to be forwarded along with the applicant's fingerprints through the central criminal records exchange and the Federal Bureau of Investigation for the purpose of obtaining criminal history record information.

   c. Applicants for the position of officer of election with the county's office of the general registrar shall not be required to submit to fingerprinting but shall be required to provide personal descriptive information to be forwarded through the central criminal records exchange for the purpose of obtaining criminal history record information.

   d. Criminal history record information shall be confidential.

   e. If an applicant is denied employment because of information appearing in his criminal history record, the county administrator or designee shall notify the applicant that information obtained from the central criminal records exchange contributed to such denial.

2. This Ordinance shall be effective upon adoption.
ENACTED this ____ day of ________________, 2019, on motion of Supervisor __________________________, seconded by Supervisor __________________________.

__________________________________
R. Clay Jackson, Chair
Madison County Board of Supervisors

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<td>Amber Foster</td>
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Attest:

___________________________________
Jack Hobbs
Madison County Administrator
   A. Criminal history record information shall be disseminated, whether directly or through an intermediary, only to:

   ... 

   7. Agencies of any political subdivision of the Commonwealth, public transportation companies owned, operated or controlled by any political subdivision, and any public service corporation that operates a public transit system owned by a local government for the conduct of investigations of applicants for employment, permit, or license whenever, in the interest of public welfare or safety, it is necessary to determine under a duly enacted ordinance if the past criminal conduct of a person with a conviction record would be compatible with the nature of the employment, permit, or license under consideration;

   ... 

§ 15.2-1505.1. Applicant preemployment information.
A locality may by ordinance, and in accordance with § 19.2-389, require applicants upon offer of employment with the locality to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange and the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such applicant. Such applicants shall, if required by ordinance, pay the cost of the fingerprinting or criminal records check or both.

The Central Criminal Records Exchange, upon receipt of an applicant's record or notification that no record exists, shall make a report to the chief administrative officer of the locality or his designee, who must belong to a governmental entity. In determining whether a criminal conviction directly relates to a position, the locality shall consider the following criteria: (i) the nature and seriousness of the crime; (ii) the relationship of the crime to the work to be performed in the position applied for; (iii) the extent to which the position applied for might offer an opportunity to engage in further criminal activity of the same type as that in which the person had been involved; (iv) the relationship of the crime to the ability, capacity or fitness required to perform the duties and discharge the responsibilities of the position being sought; (v) the extent and nature of the person's past criminal activity; (vi) the age of the person at the time of the commission of the crime; (vii) the amount of time that has elapsed since the person's last involvement in the commission of a crime; (viii) the conduct and work activity of the person prior to and following the criminal activity; and (ix) evidence of the person's rehabilitation or rehabilitative effort while incarcerated or following release.

If an applicant is denied employment because of information appearing in his criminal history record, the locality shall notify the applicant that information obtained from the Central Criminal Records Exchange contributed to such denial. The information shall not be disseminated except as provided for in this section.
MEETING DATE: October 29, 2019
AGENDA TITLE: Madison Vines RV Park Site Plan Approval
INDICATED MOTION(s): (Pending receipt of written confirmation that the health department has approved the septic system for the development) I move to approve Zoning Case No. SP-08-19-10: Site plan approval request from Shenandoah Hills RV Resort & Cottages, LLC (AKA Madison Vines).

STAFF LEAD: County Administrator Jack Hobbs

TIMING: This case was the subject of a public hearing on October 2, 2019; recommended for approval by the Planning Commission on October 2, 2019; and tabled by the Board on October 2 and October 8, 2019 due to the lack of confirmation that the septic system has been approved by the health department. The applicant indicates that he hopes to have that in hand soon and plans to be present on October 29.

DISCUSSION: This case (No. SP-08-19-10) involves a request for site plan approval by Shenandoah Hills RV Resort & Cottages, LLC for upgrades to an existing campground to construct six (6) new structures, remodel an existing building, upgrades to existing amenities, on-site road improvements and seventy-five (75) additional full hook-up RV sites. This property is located at 110 Campground Lane (off Route 29 Southbound Lane) and contains 29.7 acres of land, the site is zoned Business (B1) and Agriculture (A1). The site is identified on Madison County’s Tax Maps as 48-7Y.

FISCAL IMPACT: This development is expected to have a positive effect on the County’s economy and tax base once it becomes operational.

REFERENCES: None

HISTORY: The Board is well aware of the ordinance requirements specifying that administrative approvals (DEQ, VDOT and VDH/RSA for water and sewer/septic) are required before a site plan can be approved.

RECOMMENDATION: If written confirmation that the health department has approved the septic system is received, approve the indicated motion.

ENCLOSURES: None.
Madison Cats
Progress Report

Since we attended the BOS meeting on September 24th, MAD Cats has been busy spaying/neutering and vaccinating community cats.

From 9/27-10/12, 34 more cats went through our TNR program bringing our total to over 175 for the year.

While overpopulation of cats can't be eliminated, it can be stabilized and reduced over time.

By providing low/no cost TNR services, MAD Cats gives citizens an option other than surrendering their cats to the shelter.

*Madison Community Cats (MAD Cats) is a 501(c3), all volunteer organization, registered with the Commonwealth of Virginia as a Cat Rescue, established October 2018.

Recommendations

- Hire a professional manager to implement effective shelter best-practices
- Charter a Citizens Advisory Committee to work with the shelter. This will foster public trust and ensure transparency in shelter operations. The Committee could also be a conduit for volunteers.
- Work with MAD Cats to develop a sustainable TNR program in the County.
MEETING DATE: October 29, 2019

AGENDA TITLE: South Park Development Erosion & Sediment Control Bond

INDICATED MOTION(s): I move that the Erosion and Sediment Control Bond amount for Phase 1 of the South Park project on U.S. Route 29 South across from Madison County High School (TM 48-131, Zoning Case SP-09-18-10 that was conditionally approved on December 11, 2018) be set at $70,479.

STAFF LEAD: Erosion & Sediment Administrator Matt Aylor

TIMING: The site plan for this project was approved on December 11, 2018. Since then, the developer has been working to obtain approval of his stormwater management plan by DEQ.

DISCUSSION: Per the erosion and sediment control ordinance, the Board sets the bond amount for the erosion and sediment control permits. This appears to be a routine item.

FISCAL IMPACT: N/A

REFERENCES: Approval language from the December 11, 2018 Board of Supervisors meeting (below)

HISTORY: N/A

RECOMMENDATION: If no contingencies or concerns become apparent before the Board meeting, approve the bond amount indicated in the engineer’s report per the Erosion & Sediment Administrator’s recommendation

ENCLOSURES: • Hinchey & Baines estimate dated September 17, 2019

On December 11, 2018, the Madison County Board of Supervisors approved Case No. SP-09-18-10 which is the request by Heinz D. Wieland and Heidrun E. Wieland for a Site Plan and Soil Erosion Plan for the construction of a road on the property. This motion is contingent upon the applicant’s obtaining approvals from the Department of Environmental Quality related to Storm Water Management. It is also subject to the applicant’s appearing before the Madison County Board of Supervisors after the Erosion & Sediment Plan has been approved to establish the amount of the bond necessary for Erosion & Sediment Control.
# SOUTH PARK
## E&S AND SWM BOND ESTIMATE
### FOR PHASE DATED 9-17-2019

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[Signature]

Madison County Building Inspections
**APPROVED**

Date: 10-10-19

[Signature]
MEETING #38 - October 8

At a Regular Meeting (#1) of the Madison County Board of Supervisors on October 8, 2019 at 4:00 p.m. at the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chair  
Amber Foster, Vice-Chair  
Kevin McGhee, Member  
Charlotte Hoffman, Member  
Jack Hobbs, County Administrator  
Sean Gregg, County Attorney  
Jacqueline S. Frye, Deputy Clerk

ABSENT: Jonathon Weakley, Member

Call to Order, Pledge of Allegiance & Moment of Silence  
Determine Presence of a Quorum/Adopt Agenda  
Chairman Jackson noted that a quorum was present.

Chairman Jackson called for the following additions to today’s Agenda:

2b: Census Committee Report (T. Gardner)  
2c: Blue Ridge Committee Report (B. Bowman)


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

• Joe May (Whippoorwill Road): Feels there is no need for a bond issue in Madison County.

With no further public comments being brought forth, the public comment opportunity was closed.

Special Appearance  
1. Consideration: Rappahannock Rapidan Community Services Board Annual Report (Jim LaGraffe):  
Jim LaGraffe, Executive Director of the Rappahannock Rapidan Community Services, was present to provide specifics of the RRCSB’s:

- Mission to its’ clientele  
- Types of services provided to Madison (i.e. daily case management in Madison in Arcade Building; staff rotates services for mental health, substance abuse, individuals with disabilities and aging needs) & participating localities  
- New things happening at the RRCS  
- Steps taken to a balanced budget  
- Additional funding will be forthcoming for the Crisis Intervention Center
Performance Contracts & Service Outcomes for Madison County (i.e. developmental, health, emergency/ancillary, substance abuse, agency on aging, etc.)

RRCS local tax funding for FY2020 (operations, expenditures)

Area Agency on Aging Value Profile

Mr. LaGraffe also noted that:

- Madison County currently has three (3) citizen representatives serving on the RRCSB
- Additional funding will soon be available for allocation to the Crisis Intervention Center
- The RRCS provides case management services out of the Arcade Building (in Madison) on a daily basis; staff rotate between providing services for mental/developmental health, substance abuse and aging.
- The State now contracted a private provider for transportation services (for patients) as opposed to utilizing local law enforcement, with a two (2) hour window for transport following an initial assessment at the crisis center. Eight percent (8%) of those receiving the aforementioned services are from Madison County.

Mr. LaGraffe referred to a Resolution being presented for consideration and approval by the Madison County Board of Supervisors regarding the RRCS FY20 Performance Contract with the Department of Behavioral Health & Developmental Services & the Area Plan for Aging Services, as presented.


The Resolution reads as follows:

RESOLUTION TO RECEIVE THE RAPPAHANNOCK RAPIDAN COMMUNITY SERVICES (RRCS) FISCAL YEAR 2020 PERFORMANCE CONTRACT WITH THE DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES AND THE AREA PLAN FOR AGING SERVICES

WHEREAS, in July 2019, the RRCS adopted its Performance Contract with the Department of Behavioral Health and Developmental Services, and its Area Plan for Aging Services with the Department of Aging and Rehabilitative Services; and

WHEREAS, the Madison County Board of Supervisors has received a request from RRCS that it endorse the Contract and Plan by acknowledging that the Board of Supervisors participated in a presentation review process and has no further additional comments;

NOW, THEREFORE, BE IT RESOLVED, on this 8th day of October, 2019, that the Madison County Board of Supervisors hereby endorses the Fiscal Year 2020 RRCS Performance Contract with the Department of Behavioral Health and Developmental Services and the 2020 Area Plan for Aging Services, and acknowledges that the Board participated in the presentation review and had no additional comments regarding the Contract or Plan.

Adopted on this 8th day of October, 2019.
A disabled veteran, or the surviving spouse of a disabled veteran, who has provided the required affidavit or written statement showing compliance with all applicable requirements for the tax exemption provided by the General Assembly in §§ 58.1-3219.5 and 58.1-3219.6, is entitled to enjoy that tax exemption, beginning on the date of the disability rating, including all prior years back to and including 2011. The locality is not liable for any interest on any refund due to the veteran for taxes paid prior to the veteran’s filing of the required affidavit or written statement. Further, an erroneous assessment arising from a mistake of a taxpayer is entitled to administrative correction under § 58.1-3980.”

Although there is some liability, it was noted that there is guidance that suggest the liability can be limited in the Commonwealth of Virginia Department of Veteran’s Services - Policy & Guidelines for Commissioners of the Revenue and Other Assessing Officials for §§58.1-3219.5 and 58.1-3219.9 Q & A section.

Questions that have been presented focused on the following:

In closing, the Board members were encouraged to review the information provided along with related code sections to support the request to honor the exemption back to the effective date of January 1, 2011. Furthermore, the Board of Supervisors were advised that a disabled veteran applicant has made application and submitted the required documentation in which they are entitled the real property tax exemption dating back to tax year 2011, which resulted in a total refund amount of $16,444.34.

County Departments:

2b. Census Committee (Gardner): Tracey Gardner, Director of Economic Development & Tourism, was present to advise that the grand opening for the Tap 29 Brewery has been changed to Friday instead of Saturday. It was further noted that Kathleen O’Connell of the 2020 Census Project, has suggested that the County adopt a resolution to establish a 2020 Census Madison County Complete County Committee. In closing, she noted that there are some folks who are interested, and efforts are being made to encourage the local churches and other citizen groups to help promote the importance of the 2020 census project.

The County Administrator suggested that the County promote the information being provided concerning the 2020 censusthrough its web site and eblast programs and advise all of the importance of all citizens being included in the overall census count.

EMS: John Sherer, Director of Emergency Management, was present to announce that the fire season usually starts about October 15th through November in the State of Virginia; many localities in the southern part of the State are already under a ‘burn ban’ due to the region being so dry (determined by the Department of Forestry).
**New Telephone System:** Roger Berry, Director of Facilities, noted that the new telephone system is in place and working appropriately. Accolades to the Finance Director.

**County Planner:** Ligon Webb, County Planner, was present and advised that the Building/Zoning Technician position should be filled shortly. It was further noted that the Building Official vacancy may also be filled shortly.

**DSS:** Valerie Ward, Director of Social Services, was present and noted that a group (of about twenty-five [25] people) has been meeting for the past three (3) months to look at ways to help provide assistance for those individuals who don’t qualify for SNAP benefits, but are eligible to receive food through MESA; recent efforts focused on:
- Partnering with the Blue Ridge Area Food Bank
- Targeting homebound senior citizens who are unable to get to MESA daily (i.e. home delivered box)
- Volunteers are being sought to actually deliver the home boxed meals (i.e. churches are active in the facet of the program).

And:
- Partnering with Culpeper County’s local food pantry
- Establish a drive-thru set-up with no financial eligible for anyone that needs a box of food

**911:** Brian Gordon, Director of Emergency Communications, was present to report that a meeting on the proposed radio system was held earlier today; there are many facets that continue to be discussed.

**Planning Commission:** Stephen Carpenter, Commission member, was present to advise that the commission is working on discussing:
- Whether an event ordinance is necessary for Madison County
- Agri-tourism
- Whether to allow four (4) homes on a private drive
- Whether to continue the requirement of there needs to be three (3) acres

**Commonwealth Attorney:** Clarissa Berry, Commonwealth Attorney, was present and reminded all in attendance of the Domestic Violence Awareness event hosted by the Victim-Witness Office at 6:00 p.m. on Thursday, October 10, 2019 at the John Carpenter Pavilion (Hoover Ridge).

**Committees or Organizations**

**Blue Ridge Committee:** Bruce Bowman of the Blue Ridge Committee/SNP, was present to advise that he, the County Administrator and Jim Ballard attended a recent meeting of the BRC; recent meeting consisted of a presentation by Carol Nash; noted that a report of the findings during the archaeological dig of the SNP parking lot; Superintendent Flynn has advised that Madison County will be allowed to borrow anything found in the archives or other artifacts located at the park. Although the annual budget has continued to remain ‘flat’ for the past several years, park staff (of about 184) are dedicated and do an exceptional job with the resources that are available to them; visitation has ranged from 1,400,000 to 1,500,000 annually. In light of the oncoming fire season, fire crews have been bought in from the west to be readily available to the Department of Forestry or Shenandoah National Park.
The County Administrator advised that Madison County has a significant voice in the representatives that attend the BRC meetings; also noted that the County has an initiative with the national park to refresh/update operating agreements that pertain to public safety.

John Sherer, Director of Emergency Management, was present and advised that existing dry conditions, humidity and high winds in the region make the area prime for robust fires. Plans will also be made to meet with Mr. Bowman to discuss updating the multi-operational and public safety agreement as these relate to the national park.

➢ **Chairman Jackson: Encouraged Mr. Bowman to feel free to come to future meetings to provide a report.**

**Finance (Costello)**

3. **Consideration: Various Supplemental Appropriations (Costello)**

   a. **Sheriff’s Asset Forfeiture Accounts - State & Federal (FY20 Proposed Supplemental Appropriation #05_10082019 - $40,900):** The Finance Director advise that the supplemental appropriation is a request to appropriate FY20 funds in the Sheriff’s Asset Forfeiture Funds.

   Supervisor McGhee moved that the Board approve FY2020 supplemental appropriation #6 ($40,900), seconded by Supervisor Foster. **Aye: Jackson, Foster, McGhee, Hoffman. Nays (0). Absent: Weakley.**

   b. **Commonwealth’s Attorney Asset Forfeiture Accounts - State & Federal (FY20 Proposed Supplemental Appropriation #06_10082019 - $458.66):** The Finance Director advised that the supplemental appropriation is a request to appropriate FY20 funds into the Commonwealth’s Attorney Asset Forfeiture funds.

   Supervisor Foster moved that the Board approve FY20 proposed supplemental appropriation #7 ($458.66), seconded by Supervisor Hoffman. **Aye: Jackson, Foster, McGhee, Hoffman. Nay: (0). Absent: Weakley.**

   c. **Sheriff Associate Fund (FY20 Proposed Supplemental Appropriation #07_10082019 - $7,700.00):** The Finance Director advised that the request is to appropriate FY20 funds in the Sheriff’s Associate Fund.

   Supervisor McGhee moved that the Board approve FY20 proposed supplemental appropriation #8 ($7,700.00), seconded by Supervisor Foster. **Aye: Jackson, Foster, McGhee, Hoffman. Nay: (0). Absent: Weakley.**

   d. **Regional Juvenile Detention Center FY19 True Up (FY20 proposed supplemental appropriation #9 $29,508.00):** The Finance Director advised that the request is to appropriate additional funds from contingency to pay for FY19 true up from the Rappahannock Juvenile Detention Center.

➢ **Chairman Jackson: Who attends as the County’s representative at the Rappahannock Juvenile Detention Center meetings**

To which it was advised that Nan Coppege attends to represent the County.

The Finance Director advised that she will review the funding formulas currently being utilized by the facility.
• Joe May: Questioned the outcome of the inmate that experienced a serious medical procedure.

Erik Weaver, Sheriff, was present and advised that the individual in question is no longer the responsibility of the County at this time.

Supervisor Foster moved that the Board approve FY20 supplemental appropriation #9 ($29,508.00), seconded by Supervisor Hoffman. *Aye: Jackson, Foster, McGhee, Hoffman. Nay: (0). Absent: Weakley.*

**e. Employer Share of Employee Health Insurance Premium Cost (FY20 Proposed Supplemental Appropriation #10_10082019 - $99,884.42):** The Finance Director advised that the request is to appropriate additional funds from contingency to pay for increased healthcare costs in FY20, excluding costs for the school system and DSS.


**4. Discussion: School Board Appropriation:** The Finance Director gave a report on the school board’s budget request that was received after the County budget was adopted. A ‘half-year’ appropriation was approved for the school with the understanding that better information would be available to the Board of supervisors in order to settle the matter before Christmas 2019. At this time, the school system isn’t requesting any funding in excess of the County’s adopted budget or any additional money to fund the difference between what the County approved and what the school received. In closing, it was suggested that the Board review categorical allocations (made to the school system) and assess the numbers.

The County Administrator also noted that the school system will need additional funding for ‘soft costs’ associated with the various school projects that are underway and suggested there be some communication regarding today’s discussion at the next CIP meeting session.

The Finance Director was asked to take the lead in coordinating with the school administration regarding the school’s budget and capital improvement funding requests and preparing any needed appropriation documents for the Board’s approval.

**County Telephone System:** It was reported that the new county telephone system is now officially up and running well. Accolades to the Finance Director, Facilities Director, and all others that were involved with the implementation of the new county telephone system.

Minutes (Frye)

Chairman Jackson called for corrections, deletions or adoption of the meeting minutes.

**5. Consideration: September 24, 2019 Minutes (#35)**

Supervisor Hoffman moved that the Board approve the minutes of September 24, 2019 (#35), seconded by Supervisor Foster. *Aye: Jackson, Foster, McGhee, Hoffman. Nay: (0). Absent: Weakley.*

**6. Consideration: October 2, 2019 Minutes (#36)**
Supervisor McGhee moved that the Board approve the minutes of October 2, 2019 (#36), seconded by Supervisor Foster. Aye: Jackson, Foster, McGhee, Hoffman. Nay: (0). Absent: Weakley.

Old Business

7. Presentation: Status Report on Codification Project: The County Administrator advised that staff’s work on the codification project is virtually complete; final comments are needed from the Board in order for the project to be transmitted to Municode in order for a formal document to be returned to the County for final approval following a public hearing is scheduled. Following approval, any changes would be by a “supplement” to the County Code. Codification of all County Ordinances in the new format (i.e. chapter, topic, etc.) have been added to the County’s website.

The County Attorney advised of his desire to have something to Municode by the end of November 2019, and suggested the Board review all documentation by October 31, 2019.

8. Presentation: Status Report on Personnel Study: The County Administrator advised that there is still work to be done on the job descriptions (Commonwealth Attorney and Clerk of the Circuit Court employees). The background check ordinance has also been advertised for the meeting scheduled for October 29, 2019. There is still work to be done on the personnel study.

After discussion, it was agreed that any comments to the Board on the personnel policy proposal are to be submitted by October 18, 2019 so they can be compiled for review and discussion by the Board on October 29, 2019.

9. Zoning Case No. SP-08-19-10: Site Plan approval request from Shenandoah Hills RV Resort & Cottages, LLC (AKA Madison Vines) (Tabled on October 2’2019): No VDH correspondence received as of 11:00 a.m. today

The County Attorney advised that nothing has been received for the health department on Case No. SP-08-19-10 for tonight’s session.


New Business

10. Discussion: Upcoming Committee Appointments: The Deputy Clerk provided the following information:

❖ FAPT: In light of Robin Breckenridge’s resignation, her slot on the FAPT Board; is vacant.
❖ Resolution for Roy Bradley is framed and waiting to be delivered by the Board Chairman
❖ There will be three (3) vacancies on the Planning Commission effective 1/31/2020 (copy of current list provided)
❖ The Board members were encouraged to review the list to assess which board/committee/commission you would like to serve on in 2020
❖ All Board members need to register for the Conflict of Interest training (as required by the Ethics Council)
by 12/31/2019

❖ The members were asked if anyone desired to attend a Local Government Advisory Committee tour scheduled for October 24th & 25th in Chesapeake. After discussion, anyone willing to attend the Tour was asked to advise the Deputy Clerk; members were also encouraged to:

The Board agreed to review the list of committees/boards/commissions at the 1st meeting in November for anticipated upcoming vacancies and to request applicants for any seats where reappointments are not practical so that seats could be filled at the first meeting in December.

Information/Correspondence

11. Correspondence: Monthly Reports

Public Comment

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

▪ Carty Yowell: Asked for clarification on the October Regular Meeting #2 (i.e. changed from October 22nd to October 29th).
▪ Valerie Ward: Advised that DSS is anxious to hire qualified staff to fill Ms. Breckenridge’s position; Mr. McDowell is doing and excellent job on the DSS Board.

With no further comments being brought forth, the public comment opportunity was closed.

Closed Session


On motion of Supervisor Foster, seconded by Supervisor Hoffman, the Board convened in a closed session pursuant to Virginia Code Section 2.2-3711(A)(29) for discussion and award of a public contract involving the expenditure of public funds for financial advisory services, and discussion of the terms or scope of such a contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board of Supervisors, and 2.203711(A)(1) for discussion on the performance of the County Administrator, seconded by Supervisor Hoffman. Aye: Jackson, Foster, McGhee, Hoffman. Nay: (0). Absent: Weakley.


Supervisor Foster moved to certify that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A) (29) and 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, seconded by Supervisor McGhee. Aye: Jackson, Foster, McGhee, Hoffman. Nay: (0). Absent: Weakley.

Items discussed following the closed session:

➢ A September 23, 2019 report by the Virginia Department of Agriculture & Consumer Services Official regarding her September 11, 2019 report of the Madison County Animal Shelter. The County Administrator was asked to make a copy of the report available to the local press.
➢ It was noted that the October 22nd meeting has been cancelled.
Adjourn
With no further action being required, Supervisor McGhee moved that the meeting be continued to October 29, 2019 at 6:00 p.m., seconded by Supervisor Foster. *Aye: Jackson, Foster, McGhee, Hoffman. Nay: (0). Absent: Weakley.*

____________________________________
R. Clay Jackson, Chairman
Madison County Board of Supervisors

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

*******************************

Constitutional Officers
2[a]. Presentation: Commissioner of the Revenue on Disabled Veterans Fund (Daniel)

County Departments
2[b]. Census Committee (Gardner)

Committees and Organizations
2[c]. Blue Ridge Committee (Bowman)

Finance
3. Consideration: Various Supplemental Appropriations (Costello)
   a. Sheriff Asset Forfeiture Accounts – State and Federal
   b. Commonwealth’s Attorney Asset Forfeiture Accounts – State and Federal
   c. Sheriff Associates Fund
   d. Regional Juvenile Detention Center FY19 True Up
   e. Employer Share of Employee Health Insurance Premium Cost

4. Discussion: School Board Appropriation (Costello)

Minutes
5. Consideration: September 24, 2019 Board of Supervisors Meeting Minutes (Frye)
6. Consideration: October 2, 2019 Board of Supervisors Meeting Minutes (Frye)

Old Business
7. Presentation: Status Report on Codification Project (Hobbs)
8. Presentation: Status Report on Personnel Study (Hobbs)
9. Zoning Case No. SP-08-19-10: Siteplan approval request from Shenandoah Hills RV Resort & Cottages, LLC (AKA Madison Vines) (Tabled on October 2, 2019)

New Business
10. Discussion: Upcoming Committee Appointments (Frye)

Information/Correspondence
11. Correspondence: Monthly Reports

Public Comment
Closed Session: Negotiations & Personnel

Adjourn

AMENDMENTS NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT
I was a student there and if possible after touring the building, request the long oak hand rail at the bottom of the stairs if possible. I only need one at the bottom of the steps. This is the longer one. Thank you so very much. Billy Clatterbuck

(540) 543-2225 or Blanche0920@aol.com.
Hi, I would like to know if I may have one if the coat/backpack hooks from the main hallway on the left hand side. If there are are no other requests for them, may I have the others as well.

Thank you,

Jessica Whidby
DAVID W. AYLOK
163 E Happy Hill Dr.
Madison, WI 53727

Pencil trimmer

* Going to call me after

October 29th
Jacqueline Frye

From: Gray, George <george.gray@vdot.virginia.gov>
Sent: Saturday, October 19, 2019 8:00 PM
To: Jacqueline Frye
Subject: Criglersville School
Attachments: image001.png

Ms Frye,

I just saw a post on Facebook regarding “souvenir” requests with regard to Criglersville Elementary School. Is the school slated to be sold, demolished???

Several members of my family attended this school over the years and thought it would be wise to get in my request for a dozen bricks from the school if it is being demolished.
I know this may sound odd, but it would mean a lot to my family.

Please let me know if this is doable.

Thanks
Tim Gray
540-905-6007
162 Weakley Hollow Road
Syria VA 22743

--
G. T. Gray
Sr. Construction Inspector
Northern Culpeper District
540-905-6007
To Whom it may concern,

My daughter, Melly Myers, her Son-in-Law, Robert Myers and I had a last walk thru Criglers Elem School, Sat Oct. 19, 2019. We were hosted by Connie A and her husband, Ed Ayler. My daughter, Melly Myers and Tess Nicholson went to school at Criglers Elem as well my husband Don W. I was one of many parents who volunteered to help our dedicated teacher. Thank you for allowing us to Reminisce one more time may a days to help our dedicated teacher. Thank you again.

If I may ask if I could acquire one of the mirrors that are in the teachers bathroom, the bathroom on the 2nd floor. Thank you again.

PS: My phone 540-923-4217, my address is at the St. John's West 6.

Sincerely,

[Signature]
Donation of $50.00 for both mirrors to the Historical Society.
We will remove it or both, it should take too long. The one mirror has wood-like frame around it, the other one, not so much. All in teacher's bathroom upstairs.
From: Ethics Council <ethicscouncil@dls.virginia.gov>
Sent: Monday, July 1, 2019 4:00 PM
Subject: Must Read - New Training Requirement for Local Elected Officials

As of July 1, 2019, all local elected officials are now required to complete training on the State and Local Government Conflict of Interests Act. (See Va. Code 2.2-3132: [https://law.lis.virginia.gov/va code/title2.2/chapter31/section2.2-3132](https://law.lis.virginia.gov/va code/title2.2/chapter31/section2.2-3132)).

As the clerk of the local governing body, it is your responsibility to maintain the training records for the elected officials in your jurisdiction. You must keep such records as public records for five years.

This training must be provided by the Virginia Conflict of Interest and Ethics Advisory Council. It cannot be provided by any other entity to satisfy the training requirement.

The Local Elected Officials Training Module is available now on the Council's website here: [http://ethics.dls.virginia.gov/](http://ethics.dls.virginia.gov/). Please ensure that your officials are taking the proper training in order to satisfy their training requirements; they should not be viewing the modules for the General Assembly or state officers and employees. We are transitioning to a new and improved module and platform in the fall, and hope that it will be available in November. In-person training is also available upon request and depending on staff availability.

At your request, the Council will run the most recent training report for the online training module so you can pull the necessary records. Records for in-person training must be created and maintained by you. The Council does not keep attendance records for in-person training sessions.

Any local elected official that is already in office as of July 1, 2019 has until December 31, 2019 to complete their first training. Any local elected official that takes office after July 1, 2019 must take their first training within two months of assuming office. Every local elected official is required to take the training at least once every two years, on a rolling deadline as of when they last completed the training.
900 E. Main St., 8th Floor
Richmond, VA 23219

(804) 698-1810

Email: ethics@dls.virginia.gov

Website: www.ethics.dls.virginia.gov
To: Madison County Board of Supervisors  
From: Ligon Webb, County Planner  

RE: Planning Commission Membership—State Code Requirements/Appointment Process, Current Appointments/Terms & Membership/Appointment Recommendations  

State Code Requirements/Appointment Process - Madison County’s Planning Commission membership has fluctuated from nine (9) members (current) to twelve (12) members. The State Code states “A local planning commission shall consist of not less than five and no more than fifteen members, appointed by the governing body.”; because Madison County’s Planning Commission in an established body, the State Code provides clear guidance on membership terms. “….appointments shall be for terms of four years each. The local governing bodies may establish different terms of office for initial and subsequent appointments including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only.” Regarding terms, it is recommend Planning Commissioner terms correspond to the staggered terms of the Board of Supervisors (BoS). Currently, four (4) Planning Commission seats are staggered/aligned with the BoS terms.

In a majority of Virginia localities each BoS members selects/recruits and nominate individual Planning Commission members; once each BoS member selects a Commissioner the nomination would be presented to the full board for a confirmation vote. If approved the Planning Commissioner’s term would correspond with the elected term of the nominating BoS member.

Traditionally in Madison County the number of Planning Commissioners has exceeded BoS membership (5), this would necessitate limiting Planning Commission membership to five (5), or allowing selected BoS members to nominate more than one (1) Planning Commission member. Another possibility would be each BoS member nominate two (2) Planning Commissioners, which would bring the Planning Commission membership to ten (10). Another option would be to allow each BoS member the ability to nominate a single Planning Commissioner, and potentially have additional members (above five) be nominated from at “at large” selection process as is done currently.
Historically in Madison County the practice has been to publically advertise for potential Planning Commission members, and from the applications the full BoS selects, nominates and confirms Planning Commissioners.

Although Madison County’s process for recruiting, nominating and confirming Planning Commissioners is somewhat of an outlier compared to the majority of Virginia localities, it is allowable per the State Code, and appears to have served the County well.

**Current Appointments/Terms** - The Planning Commission is currently composed of nine (9) members with staggered terms. The current members (and terms) are as follows:

<table>
<thead>
<tr>
<th>Member</th>
<th>Term Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy B. Coppedge*</td>
<td>1/31/2020</td>
</tr>
<tr>
<td>Fay T. Utz</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Mike Mosko*</td>
<td>1/31/2020</td>
</tr>
<tr>
<td>Charles Michael Fisher*</td>
<td>1/31/2020</td>
</tr>
<tr>
<td>Peter Work*</td>
<td>1/31/2020</td>
</tr>
<tr>
<td>Pete Elliott</td>
<td>1/31/2021</td>
</tr>
<tr>
<td>Carlton Yowell</td>
<td>1/31/2023</td>
</tr>
<tr>
<td>Stephen Carpenter</td>
<td>1/31/2023</td>
</tr>
<tr>
<td>Francoise Seillier-Moisewitsch</td>
<td>1/31/2023</td>
</tr>
</tbody>
</table>

*These Planning Commission seats are aligned with the current terms/elections cycle of the BoS

The terms of four (4) Planning Commissioners correspond with the terms of two (2) current BoS members, **Ms. Hoffman** and **Mr. Weakley**. The terms of Supervisors Hoffman and Weakley end on 12/31/2019 a month prior to the expiration of the Planning Commission terms ending on 1/31/2020. The terms of Commissioners **Coppedge**, **Mosko**, **Fisher** and **Work** will expire 1/31/2020.
The terms of Planning Commissioners Utz, Elliott, Yowell, Carpenter and Moisewitsch are irregular and are not currently aligned with the terms/election cycle of the BoS.

The term of Planning Commissioner Utz expires on 12/31/2020.

The term of Planning Commissioner Elliott expires on 1/31/2021.

The terms of Planning Commissioners Yowell, Carpenter and Moisewitsch expire on 1/31/2023.

A recommendation is made (below) regarding how irregular Planning Commission terms can be aligned with the BoS. Thurst eventaully creating Planning Commission appointment/term cycle in which four (4) seats and three (3) seats are appointed on a rotating basis every two (2) years.

Additionally, it is believed extending Planning Commission terms to one (1) month beyond the BoS term expiration is a good practice; given that a joint PC/BoS meeting is scheduled for the first Wednesday of each month (joint meetings are usually dominated by public hearings) doing so allows the joint January PC/BoS meeting to be held with a fully appointed Planning Commission and newly elected BoS (term begins on January 1st) during years in which new BoS terms begin.

After January’s joint PC/BoS meeting, the BoS then considers nominations for new Planning Commissioners (for terms beginning on February 1) at its regular meeting which takes place on the second Tuesday in January.

Membership/Appointments and Term Recommendations – The County Planner believes the Planning Commission could benefit from 1) being smaller in size and 2) having rotating terms consistent with the Board of Supervisors terms/elections cycle.

The current process of publically advertising Planning Commission vacancies and appointing members from the resulting applications is adequate and appears to be a good process; although most localities utilize a process in which individual BoS members nominate a Commissioner(s) (which are subsequently approved/denied by the full BoS), there is no need to change this process unless compelled to do so.

The State Code allows Planning Commission membership to be a minimum of five (5) and a maximum of fifteen (15). Historically, Madison County has seated between nine (9) and twelve (12) Planning Commission members. The County Planner believes seven (7) members would
be an ideal size. It is believed a (slightly) smaller Planning Commission would be more efficient and provide members greater opportunity to provide input.

If the BoS is agreeable to a Planning Commission of seven (7) members, with terms concurrent to the BoS, this could be achieved by the following process:

Although four (4) Planning Commission appointments expire on 1/31/20 it is recommended that three (3) seats be appointed for a term ending on 1/31/2024. (Note: Commissioner Fisher has indicated he will not be seeking a reappointment. Mr. Carty Yowell - running unopposed - is expected to earn a seat on the BoS.)

Therefore, if it is the desire of the BoS for a seven (7) member Planning Commission this could be achieved by not filling the seats anticipated to be vacated by Commissioner Fisher and Commissioner Yowell.

Once BoS makes appointments are made in January 2020 on February 1, 2020 the Planning Commission appointees and corresponding terms would be as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Expires on</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Be Named</td>
<td>1/31/2024</td>
</tr>
<tr>
<td>To Be Named</td>
<td>1/31/2024</td>
</tr>
<tr>
<td>To Be Named</td>
<td>1/31/2024</td>
</tr>
<tr>
<td>Fay T. Utz*</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Pete Elliott*</td>
<td>1/31/2021</td>
</tr>
<tr>
<td>Stephen Carpenter*</td>
<td>1/31/2023</td>
</tr>
<tr>
<td>Francoise Seillier-Moisewitsch*</td>
<td>1/31/2023</td>
</tr>
</tbody>
</table>

*Commissioner Utz: When current term expires it is recommended this seat be appointed to a three (3) year term ending on 1/31/2024

*Commissioner Elliot: When current term expires it is recommended this seat be appointed to a two (2) year term ending on 1/31/2023 (In January 2023 this seat could be then appointed to a three (3) year term ending on 1/31/2026 therefore aligning it with the BoS term/election cycle)
*Commissioner Carpenter & Moisewitsch: When current term expires it is recommended a seat be appointed to a three (3) year term ending on 1/31/2026 (Note: This three (3) year term would align these seats with the BoS term/election cycle)

If the following actions are taken by the BoS, four (4) Planning Commission seats and three (3) Planning Commission seats would require appointments on a rotating basis every other year and be aligned with the BoS terms/election cycle.

**Summary** – Per the State Code the Board of Supervisors is enabled with appointing, the total number (from 5 to 15) and term alignments of the Planning Commission. It is believed a (slightly) smaller Planning Commission would be beneficial and help increase overall efficiency and participation by existing membership; as noted reducing Madison’s Planning Commission from nine (9) to seven (7) members could be accomplished by not appointing new members for two (2) seats which will become vacant in January 2020.

As presently practiced in Madison, nominating Planning Commission members from public advertisements soliciting applications appears to be a good process. The Board of Supervisors could change this process so to allow each Board member an opportunity to nominate a Commissioner directly. However, the current “at large” nomination process appears to be satisfactory and works well.

Aligning all Planning Commission terms with the rotating terms of the Board of Supervisors is commonplace, and Madison is recommended to adopt this practice. Doing so would require several appointments of less than four (4) years. However, this is allowable per State Code for such purposes.
RE: Appointments to Boards/Commissions/Committees

As per the consensus of the Board during the last meeting session, a copy of the list of appointments to boards/commissions/committees is provided today for consideration. All BOS appointments are for a one-year term. The list provided contains the following color code system:

* Brown = Employee
* Blue = BOS Member
* Green = Citizen
* Red = Potential BOS Member (after November 2019)

2. FAPT
As per an email from Tiffany Woodward, the FAPT (DSS Role) is being filled during the interim by Morgan Corbin.

3. ETHICS COUNCIL TRAINING SESSION
PLEASE take the time to register and complete the conflict of interest training module as required by the Commonwealth of Virginia. This training MUST BE COMPLETED BEFORE 12/31/2019. The link to the training module is as follows:
http://ethics.dls.virginia.gov/

Thanks.
Good Morning,
The position of the "DSS FAPT roll" will be temporarily filled by Morgan Corbin, which she does not need to be appointed by the BOS. Once someone is hired as the DSS Supervisor they will fill that position on FAPT. So this will stand until further notice. I will notify you when there is an update.

Thank you!
Tiffany Woodward
Madison CSA Coordinator
PO Box 176
101 S. Main Street
Madison, VA 22727
(540-948-5521) Office
(540-948-3762) Fax

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On Tue, Oct 22, 2019 at 11:24 AM Jacqueline Frye <jfrye@madisonco.virginia.gov> wrote:

GM and happy Tuesday. It’s the pest from Thrift Road messaging to follow up on the FAPT vacancy (as a result of Robin’s resignation). Thanks.
Jacqueline S. Frye
Madison County Board of Supervisors
P.O. Box 705 (302 Thrift Road)
Madison, Virginia 22727
PH: 540 948 7500 ext.101
Fax: 540 948 3843
Email: jfrye@madisonco.virginia.gov
Website: www.madisonco.virginia.gov

“In God We trust…..” (Adopted by the US Congress on July 30, 1956)
## County Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Meeting Times/Term</th>
<th>Members</th>
<th>Appointed</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board of Equalization</strong></td>
<td></td>
<td>Bill Gentry</td>
<td>12/31/2019</td>
<td></td>
</tr>
<tr>
<td>(appointed by circuit court)</td>
<td></td>
<td>John Quinley</td>
<td>12/31/2019</td>
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<td></td>
<td></td>
<td>Phil Brockman</td>
<td>12/31/2019</td>
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<tr>
<td></td>
<td></td>
<td>Doug Fears</td>
<td>12/31/2019</td>
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<td></td>
<td></td>
<td>Kimberly Pumphrey</td>
<td>12/31/2019</td>
<td></td>
</tr>
<tr>
<td><strong>Board of Zoning Appeals</strong></td>
<td></td>
<td>Rodney Lillard</td>
<td>12/31/2022</td>
<td></td>
</tr>
<tr>
<td>(appointed by circuit court)</td>
<td>As required / 5 years</td>
<td>E. J. Aylor, Jr.</td>
<td>11/9/2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>James M. Lohr</td>
<td>4/17/2021</td>
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<td></td>
<td></td>
<td>Roger L. Clatterbuck</td>
<td>4/17/2021</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Douglas Coppedge</td>
<td>12/31/2019</td>
<td></td>
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<tr>
<td><strong>Building Code Board of Appeals</strong></td>
<td></td>
<td>John Stamp, Alternate</td>
<td>3/10/2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As required / 4 years</td>
<td>Edward Lee Jenkins</td>
<td>3/10/2021</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Scott Loh</td>
<td>3/10/2021</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>T. Ray Lindsey</td>
<td>3/10/2023</td>
<td></td>
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<td></td>
<td></td>
<td>J. Daniel Crigler</td>
<td>3/10/2023</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Matthew Brian Utz</td>
<td>3/10/2023</td>
<td></td>
</tr>
<tr>
<td><strong>Community Policy &amp; Management Team</strong></td>
<td>2nd Tuesday @ 9:00 a.m. / 1 year</td>
<td>Charlotte Hoffman, Board Rep.</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lynn Blythe</td>
<td>1/8/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Martha Carroll</td>
<td>1/8/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wade Kartchner</td>
<td>1/8/2019</td>
<td>12/31/2019</td>
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<td></td>
<td></td>
<td>Valerie Ward</td>
<td>1/8/2019</td>
<td>12/31/2019</td>
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<tr>
<td></td>
<td></td>
<td>Jeanette Alexander</td>
<td>2/12/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vassi Griffis</td>
<td>1/8/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Taisha Chavez</td>
<td>7/23/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mary Jane Costello</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tiffany Woodward</td>
<td>1/8/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td><strong>Electoral Board</strong></td>
<td>appointed by circuit court</td>
<td>Mark Farmer, Chair</td>
<td>3/1/2019</td>
<td>2/28/2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Susanna Spencer, Vice-Chair</td>
<td>3/1/2017</td>
<td>2/28/2020</td>
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<tr>
<td></td>
<td></td>
<td>Bonita Burr, Secretary</td>
<td>3/1/2018</td>
<td>2/28/2021</td>
</tr>
</tbody>
</table>
## Family Assessment & Planning Team

- Morgan Corbin (Interim) 12/31/2019
- Shelly Morris 12/31/2019
- Amanda Storvick 12/31/2022
- Erica Hommel 12/31/2020
- Cari Cook 12/31/2023
- Tiffany Woodward 12/31/2019
- Missy Dillon 9/10/2019 12/31/2019

## Industrial Development Authority

- Paul D. Utz 4/11/2022
- Stephen R. Hill 4/11/2022
- James C. Graves 4/11/2021
- Steve A. Grayson 4/11/2020
- Dudley M. Pattie 4/11/2020
- Maxwell E. Lacy, Jr. 4/11/2023
- Bill Price 4/11/2023

## Park & Recreation Authority

- Kendal Fears 12/31/2020
- Edwarren (Moonie) Frazier 12/31/2020
- Nathan Carter 12/31/2020
- Danny Crigler 1/24/2019 12/31/2022
- David Sisson 1/24/2019 12/31/2022
- Connie Deatherage 1/24/2019 12/31/2022
- R. Clay Jackson, Board Rep. 1/2/2019 12/31/2019
- Jonathon Weakley, Board Rep. 1/2/2019 12/31/2019

## Planning Commission

- Nancy B. Coppedge 1/31/2022
- Fay Utz 12/31/2020
- Mike Mosko 1/31/2020
- Charles Michael Fisher 1/31/2020
- Peter Work 1/31/2020
- Pete Elliott 1/31/2021
- Carlton Yowell 1/8/2019 1/31/2023
- Stephen Carpenter 1/8/2019 1/31/2023
- Francoise Seillier-Moisewitsch 1/8/2019 1/31/2023

## Social Services Board

- Tina Weaver 12/11/2018 6/30/2022
- Joseph Goodall 6/30/2020
Topping Fund Committee

As needed (1x annually required)/1 year

R. Clay Jackson, Board Rep. 1/2/2019 12/31/2019
Jonathon Weakley, Board Rep. 1/2/2019 12/31/2019
Jack Hobbs 1/2/2019 12/31/2019
Annette Dodson 1/2/2019 12/31/2019
Greg Cave 1/2/2019 12/31/2019

Tourism Committee

Quarterly/1 year

Lydia Hansen 1/24/2019 12/31/2019
Lynn Graves 1/24/2019 12/31/2019
Alan Webb 1/24/2019 12/31/2019
Janine Jenson-Oakerson 1/24/2019 12/31/2019
Brent Lohr 1/24/2019 12/31/2019
Tracey Gardner, Ex Officio 1/24/2019 12/31/2019

External Committees

Blue Ridge Committee for Shenandoah Park Relations

2x per year [2018 meetings 5/10 & 10/4 at 10:30 @ Big Meadows Lodge]/1 year

Kevin McGhee, Board Rep. 1/2/2019 12/31/2019
Bruce Bowman, Member 1/8/2019 12/31/2019
James Ballard, Alternate 1/8/2019 12/31/2019

Central Virginia Economic Development Partnership

Jack Hobbs 1/2/2019 12/31/2019

Central Virginia Regional Jail

2nd Thursday at 4:00 p.m. /1 yr

Erik Weaver, Sheriff 1/2/2019 12/31/2019

Germanna Community College Board

3rd Thursday @ 4:00 p.m. Jan, Mar, May, July, Sept)/4 years

Sarah Berry 7/1/2016 6/30/2020
Ann Tidball 7/1/2018 6/30/2022

Madison Extension Council

R. Clay Jackson, Board Rep. 1/2/2019 12/31/2019
<table>
<thead>
<tr>
<th>Board Name</th>
<th>Chair</th>
<th>Start Date</th>
<th>End Date</th>
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<td>Piedmont Workforce Development Board</td>
<td>Amber Foster, Board Rep.</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
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<tr>
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<td>Emily Dyer</td>
<td>1/8/2019</td>
<td>12/31/2019</td>
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<td>Rapidan Service Authority</td>
<td>Troy Coppage</td>
<td>12/14/2016</td>
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<td>Steven S. Hoffman</td>
<td>6/24/2017</td>
<td>6/24/2021</td>
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<td>Rappahannock Juvenile Detention Center Board</td>
<td>Nancy (Nan) B. Coppedge</td>
<td>1/8/2019</td>
<td>12/31/2019</td>
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<td></td>
<td>Charlotte Hoffman, Alternate</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
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<td></td>
<td>Mary Jane Costello (Finance Committee)</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
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<td>Rappahannock Rapidan Division of Court Svcs.</td>
<td>Jeffrey Early</td>
<td>10/8/2019</td>
<td>9/24/2022</td>
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<tr>
<td>Rappahannock River Basin</td>
<td>Jonathon Weakley, Board Rep.</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
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<tr>
<td>Rappahannock Rapidan Community Services Board</td>
<td>Valerie Ward</td>
<td>6/6/2018</td>
<td>12/31/2020</td>
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<td>Clare Lillard</td>
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<td>12/31/2020</td>
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<td>Amber Foster, Board Rep.</td>
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<td>Jack Hobbs</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
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<td>Rappahannock-Rapidan Food Policy Council</td>
<td>Brad Jarvis</td>
<td>1/22/2019</td>
<td>12/31/2019</td>
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<td>Regional Preparedness Advisory Committee for Interoperability</td>
<td>Brian Gordon</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
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<td>Peter Work</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
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<tr>
<td>Thomas Jefferson Area Criminal Justice (OAR)</td>
<td>Kevin McGhee, Board Rep.</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
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<tr>
<td></td>
<td>Clarissa Berry</td>
<td>1/2/2019</td>
<td>12/31/2019</td>
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</tbody>
</table>
Thomas Jefferson EMS Council

- Kevin McGhee, Board Rep.
- Jonathon Weakley, Alternate

1 year
1/2/2019 12/31/2019

School Capital Improvement Plan Committee

- Amber Foster, Board Rep.
- R. Clay Jackson, Board Rep.
- Jack Hobbs, County Administrator

As needed | 1 yr
1/2/2019 12/31/2019

Shenandoah Committee

- Tracey Williams Gardner
- Jack Hobbs

4x annually - rotating counties | 1 year
1/2/2019 12/31/2019

Board Liaison Assignments and Other Appointments

Building Code Board of Appeals Secretary

- Alicia Gigel

1/8/2019 12/31/2019

Director of Emergency Management

- R. Clay Jackson, Board Rep.

1/2/2019 12/31/2019

Deputy Director of Emergency Management

- Jack Hobbs

1/2/2019 12/31/2019

Coordinator of Emergency Management

- John Sherer

1/2/2019 12/31/2019

Deputy Coordinator of Emergency Management

- Brian Gordon

1/2/2019 12/31/2019

Historical Society Liaison

- Charlotte Hoffman, Board Rep.

1/2/2019 12/31/2019

Madison County Fire Department Liaison

- Amber Foster, Board Rep.

1 year
1/2/2019 12/31/2019

Madison Town Council Liaison

1st Thurs. @ 7:00 p.m. - Planning Commission 4th Thurs. @ 7:00 p.m. | 1 year
- R. Clay Jackson, Board Rep.
- Amber Foster, Board Rep.

1 year
1/2/2019 12/31/2019

Madison County School Board Liaison

2nd Monday @ 7:00 p.m. (SBO) | 1 year
- Charlotte Hoffman, Board Rep.
- R. Clay Jackson, Board Rep.

1 year
1/2/2019 12/31/2019
**Color Code Chart**

*Staff (County/Constitutional)*  
*BOS Member*  
*Citizen*  
*Potential BOS Member (after November 2019)*

---

**Madison County Rescue Squad Liaison**  
Jonathon Weakley, Board Rep.  
1/2/2019  
12/31/2019  
1 year

**Madison County Library Board Liaison**  
Charlotte Hoffman, Board Rep.  
1/2/2019  
12/31/2019  
2018 Schedule: January, March, May, July, September, November (3rd Wed.)  
@ 7:00 p.m.

**Planning Commission Liaison**  
R. Clay Jackson, Board Rep.  
1/2/2019  
12/31/2019  
1st & 3rd Wed. @ 7:00 p.m./4 years

**Tourism Committee Liaison**  
Amber Foster, Board Rep.  
1/8/2019  
12/31/2019  
Quarterly/1 year
MEETING DATE: October 29, 2019
AGENDA TITLE: Criglersville School Demolition Contract Award & Permit Fee Waiver

INDICATED MOTION(s): I move to (a) authorize the Chairman to sign a contract with Demolition Services, Inc. for the Criglersville Elementary School Demolition project following the County Attorney's review and (b) to waive all zoning, building permit and erosion and sediment control fees associated with said project.

STAFF LEAD: County Administrator Hobbs

TIMING: Resolution of the Criglersville property situation has been before the County for many years. The most recent effort began in the spring of 2018 with the appointment of Criglersville School Repurposing Advisory Committee who gave its report during a public hearing on the matter on October 9, 2018. Per the Committee’s recommendation, the property was advertised for sale or repurposing for six months with no acceptable proposals received. A consultant was then hired to develop specifications and lead a procurement process for a demolition contractor. An award recommendation on the bids for the demolition work that were opened on October 16, 2019 has been received.

DISCUSSION This matter has matured to the point where the Board is now in position to authorize the demolition of the brick school and “voting house” buildings by awarding the contract.

FISCAL IMPACT: The apparent low bid is $199,932 (including $20,000 for the voting house element). However, the consultant has recommended a 35% contingency ($69,976) due to the uncertainty of demolishing such an old and “contaminated” building which would bring the total estimate for the demolition work to $269,908. The FY20 capital budget has a $350,000 earmark for this project that would need to be appropriated at a later date.

REFERENCES: None

HISTORY: The Board is aware of the long history of the Criglersville Elementary School property.

RECOMMENDATION: Authorize the demolition as recommended by the consultant per the indicated motion.

ENCLOSURES: • Award recommendation report with bid tabulation
• Committee report (October 9, 2018)
October 18, 2019

Mr. Jack Hobbs
County Administrator
Madison County, Virginia
302 Thrift Road
Madison, Virginia 22727

RE: Demolition of Former Criglersville Elementary School, Cannery Building Slab and Voting House
1120 Old Blue Ridge Turnpike; Criglersville, Virginia 22727 (Madison County, Virginia)
Hurt & Proffitt Project: 20190968

Dear Mr. Hobbs:

Hurt & Proffitt (H&P) has evaluated each bid and each contractor which provided a qualified bid to provide asbestos abatement and demolition of the buildings as referenced. It is our recommendation that Demolition Services be awarded a contract from the County. Their bid was provided in two parts. The first part is to complete the site work requirements for the Criglersville Elementary School and the former Cannery Building Slab. The cost for their services will be a not-to-exceed price of $179,932. The second part of their bid to complete the site work requirements for the Voting House to be performed at a not-to-exceed price of $20,000. Demolition Services total combined bid is $199,932.

H&P further recommends that additional or contingency money be set aside for potential and/or unforeseen events which may present themselves during the demolition and site restoration project. Our recommendation is to set aside thirty-five percent (35%) of the bid total, to cover those potential “extra” costs, which equates to sixty-nine thousand nine hundred and seventy-six dollars ($69,976). The percentage amount recommended is based on our past experience of working with counties and/or municipalities on facilities such as the two buildings being demolished as part of this project.

Whenever we are dealing with having to remove slabs, footers, underground and above ground fuel tanks, etc. there are potential issues which may arise, that may not have been identified during initial site condition investigations and/or site surveys. It is would be wise to protect the County by having the minimum set aside of 35%.

Please feel free to contact me with any questions or concerns going forward. I am most readily available via email cnixon@handp.com or cell phone (434) 841-3893.

Sincerely,

HURT & PROFFITT

W. Chris Nixon
Director of Environmental Services
## BID SCHEDULE

Criglersville Elementary School Demolition  
Madison County, Virginia  
H&P Project Number: 20190968, Madison County IFB # 190809  

Bid Opening: 2:00 PM, October 16, 2019  
302 Thrift Road, Madison County, Virginia  

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<th>#</th>
<th>Contractor Name</th>
<th>Bid Bond</th>
<th>Addendum #1</th>
<th>Addendum #2</th>
<th>Elementary School Building and Cannery Slab Bid Price</th>
<th>Voting House Bid Price</th>
<th>Overall Bid Price</th>
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<td>SEMCO SERVICES INC</td>
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<td>DEMOLITION SERVICES INC</td>
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<td>X</td>
<td>X</td>
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<td>20,000</td>
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<td>RECLAIM CO</td>
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<td>421,888</td>
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Criglersville School Repurposing Advisory Committee Report

October 9, 2018

Bottom Line Up Front:

Committee recommendation:
• Request proposals on the repurposing of the Criglersville Elementary School Property with a preference for guaranteed positive improvement, private sector ownership and limited ongoing County involvement
• If no proposals or offers to purchase are received within six months, proceed toward demolition of the brick school and voting house buildings

Criglersville School Repurposing Advisory Committee

Chartered: May 22, 2018 by the Board of Supervisors
Members:
• Connie Aylor
• Daniel Crigler
• Mike Fisher
• Lynn Graves
• Charlotte Hoffman
• Clay Jackson
• Max Lacy
Mission: Study the "Criglersville School" property, including all buildings and grounds at the site and advise the Madison County Board of Supervisors on that property's future use.
Meetings: 8

Property History

• Land acquired in 1918
• Current building constructed in 1951 in the same location as a school that burned
• Last classes held in 2003; property transferred to County in 2005
• Multiple repurposing/sale discussions efforts since

Property Plat (1950+/-?)

Property History

• Land acquired in 1918
• Current building constructed in 1951 in the same location as a school that burned
• Last classes held in 2003; property transferred to County in 2005
• Multiple repurposing/sale discussions efforts since

Current Status

• Brick school building, “museum” house, “voting” house on site; 5.83 acres of land
• Resettlement monument on premises (w/ easement)
• Community playground and open fields
• County has no recognized long-term plan for the buildings or grounds
• Ongoing maintenance cost/effort; liability concerns
• Situation is not improving, becoming more bleak with deterioration of buildings
County Goals re Criglersville School Property

• Respecting the history of the buildings and site
• Respecting active existing uses such as the voting precinct, resettlement monument, playground and museum
• Relieving the liability associated with having vacant and (generally) unused and deteriorating building(s)
• Ensuring that the future use of the property is compatible with neighboring uses
• Complying with relevant regulations such as building, health, zoning and floodplain laws
• Having a thoughtful, open and fair process
• Minimize financial outlays

Barriers to Property Reuse

• Zoning regulations limit the use of the property
• Flood plain regulations (additional restrictions on construction and reuse)
• Lack of operational water and drainfield facilities
• Cost of improvements required to meet modern building code requirements including accessibility
• Suspected presence lead paint and known presence of asbestos in the school building
• Remoteness of the property from high traffic areas
• Distance to cellular telephone and broadband internet services
• Presence of an historical easement and community playground and use of former dwellings on the property as a polling place and a museum

Options Considered

1. Improve the building(s) for County operations
2. Improve the building(s) for County storage
3. Sell existing building(s) with some portion of property
4. Demolish the buildings down to the foundation which would be repurposed as the floor for a picnic shelter
5. Demolish the buildings, retain County ownership
6. Demolish the building(s), sell some portion of the property
7. Do nothing

Proposed Path

• Consider feedback received during October 9 meeting
• Request proposals on the repurposing of the Criglersville Elementary School Property with a preference for guaranteed positive improvement, private sector ownership and limited ongoing County involvement
• If no proposals or offers to purchase are received within six months, proceed toward demolition of the brick school and voting house buildings
Timetable

Note all is "head to tail"
• October 9 public meeting
• 6 months for receipt of proposals or offers to purchase
• Demolition planning ($)
• Demolition ($$)
• “Clean” site available for sale or operation as open space

Public Hearing

Notice of Public Sale

The Madison County Board of Supervisors will hold a public hearing at its meeting on October 9, 2018, at 7:00 p.m. at the Board Auditorium at 464 N. Main Street in Madison, Virginia to take public comment on whether the Board should sell, transfer, or otherwise convey the following:

1. Standing timber on the County-owned Shelby Road landfill trust at 464 Shelby Road (THM 55-468).
2. Some or all of the property known as the Criglersville Elementary School site at 1120 Old Blue Ridge Turnpike (THM 21-61).

This public hearing is being held pursuant to Virginia Code Section 15.2-1883.

JULIE ROBIN
County Administrator

Published: September 20, 2018
September 27, 2018

Backup Slides

• Flood plain firmette
• Aerial photo
• Committee charter

Criglersville School Property Repurposing Advisory Committee Charter
MEETING DATE: October 29, 2019
AGENDA TITLE: Criglersville Museum House Lease Update
INDICATED MOTION(s): N/A
STAFF LEAD: County Administrator Hobbs
TIMING: During the process to relocate the Criglersville polling place, staff was asked to begin working on an updated lease for the “museum house” for the Madison County Historical Society. On September 24 the Board authorized the execution of a revised lease that would be prepared by the County Attorney incorporating “markup” changes discussed during that meeting. However, processing of the matter has been suspended pending resolution of a misunderstanding.

DISCUSSION

Apparently there have been “offline” negotiations between the Electoral Board and the society such that the society expects $150 per election. This would put the County in the position of providing a building rent-free to a community group then having to pay to use that same facility.

The precedent for the $150 is what the County pays for the use of various churches and community buildings not owned by the County for polling places. The $150 figure written is explicit in the lease/user agreement for each of those.

As a mitigating factor for the first year, and since toilet facilities are not currently available in the museum house, staff has authorized County payment for the “port-a-john” service that would have been arranged for the “voting house” location if the Criglersville polling place had not been relocated.

Staff requests that the Board provide the staff with direction on this matter.

FISCAL IMPACT: Potentially $150/election; there are typically no more than one election per year but three are programmed in 2020 due to the two planned primaries.

REFERENCES: None

HISTORY: N/A

RECOMMENDATION: Discuss the matter and provide staff direction on the issue.

ENCLOSURES: 
- Revised lease document prepared by County Attorney – October 7, 2019
- Current lease with revision note annotations as reviewed by and authorized by the Board of Supervisors on September 24, 2019
LEASE AGREEMENT

This LEASE AGREEMENT was originally made and entered into on the 12th day of September, 2017, and is amended this ___ day of ________________, 2019, by and between the BOARD OF SUPERVISORS OF MADISON COUNTY, VIRGINIA (the "Board") and the MADISON COUNTY HISTORICAL SOCIETY, INC. (the Society”).

WITNESSETH:

For and in consideration of the covenants herein contained and the benefits to each party, the Board does hereby lease to the Society, and the Society does hereby lease from the Board that certain real property upon which a two story structure is located, formerly used as a residence at the Criglersville School, together with appurtenant curtilage containing adjacent playgrounds and propane tank, together with a non-exclusive right of public access, 15 feet wide, along the existing roadway to and from Virginia Route 670, known as the Old Blue Ridge Turnpike, and together with a non-exclusive right for the public to park in adjacent parking spaces while visiting said real property. The Society shall have the right to remove fences, playground equipment and accessory buildings near said former residence at its expense.

The aforesaid real property with improvements and appurtenances herein described is located upon a portion of the real property formerly used for the Criglersville School, primarily on Parcel 1 and partially on Parcel 2, conveyed to the Board by Deed from the School Board of Madison County, Virginia, dated May 10, 2005, and recorded in the Clerk’s Office of the Circuit Court of Madison County, Virginia, as Instrument Number 050001992. The aforesaid Parcel 1, Parcel 2, two story structure, propane tank, and adjacent parking spaces are shown and described
on a Plat of Boundary Survey by Dewberry & Davis, LLC dated January 21, 2008, revised March 19, 2008 and recorded in said Clerk’s Offices as Instrument Number 170001188 and in Plat Book 39, Page 098.

The aforesaid real property with improvements and appurtenances described above is herein referred to as the “Property” and is leased upon the following terms and conditions:

1. The Property is leased by the Board to the Society in its current, “as-is”, condition.

2. In lieu of monetary payment of rent, the Society shall (a) use and maintain the Property as a public historical display area, and not as a residence; and (b) in the event the Society make improvements to the Property, said improvements shall comply with all applicable regulations and laws.

3. The term of this Lease commenced on September 12, 2017 and terminate five (5) years thereafter, and then continue for extension(s) of an additional five (5) years per each extension.

4. The Society shall pay the expenses of any improvements and repairs it makes to the Property. The Society shall coordinate such improvements and repairs with the Madison County Administrator.

5. The Society shall have the non-exclusive right to serve the Property with utilities, including water, sewer, electricity and phone, as currently located on the real property formerly used for the Criglersville School. The Society shall pay the expense of any utility service to the Property and monitor all activities on the Property.
6. The Board shall maintain and pay the expense of a fire and hazard insurance policy for the Property, if such coverage is available through its insurance provider; provided, however, the Board shall have no responsibility or liability to the Society for the contents located therein or for the Society’s occupancy thereof other than any protection or coverage which might exist under any insurance policy which the Board might have at the time of the loss. If the Society desires such coverage, it must purchase its own property loss insurance.

7. The Board shall maintain and pay the expense of a comprehensive liability insurance policy with coverage to the Board for the Property; however, the Board’s comprehensive insurance policy cannot extend to or provide coverage to the Society during its use and occupancy of the Property. The Society shall pay the expense of a comprehensive liability insurance policy with coverage to the Society for the Property, name the Board as an insured party thereto, and proved the Board with a copy of said insurance policy.

8. The Society shall indemnify the Board and hold it harmless from any claims or liability arising out of or related to its use of the Property except for claims or liability covered by the Board’s insurance as set forth in Paragraphs 6 and 7 above.

9. The Society may not sublet or assign this lease without the prior written consent of the Board.

10. The Board reserves the right to use the building as a polling place for all bona fide elections managed by the Madison County Electoral Board and for other County uses not inconsistent with the Society’s use of the Property with at least two (2) weeks
notice. The Society shall make all reasonable accommodations or such activities including suspending museum operations and providing adequate restroom facilities.

11. Upon termination of this lease, all improvements made on or to the Property shall revert to and be owned by the Board, and the Society warrants that the Property will then be free of any lien or encumbrance.

12. This lease may be terminated by the Judge of the Circuit Court of Madison County, Virginia, pursuant to Section 15.1-260 of the Code of Virginia (1950, amended).

EXECUTED IN DUPLICATE.

WITNESS the following signatures and seals.

[SIGNATURES PAGES TO FOLLOW]
BOARD OF SUPERVISORS OF
MADISON COUNTY, VIRGINIA

By: ____________________________
    R. Clay Jackson
    Chairman

ATTEST:

______________________________
Jack Hobbs
Madison County Administrator

STATE OF VIRGINIA
COUNTY OF MADISON, to wit:

The aforesaid lease was acknowledged before me this ___ day of ________________,
2019, by R. Clay Jackson, Chairman for the Board of Supervisors of Madison County, Virginia
and by Jack Hobbs, County Administrator for Madison County, Virginia.

______________________________
Notary Public

My Commission Expires: _____________
My Registration Number: _____________
MADISON COUNTY
HISTORICAL SOCIETY, INC.

By: ________________________________

Printed Name: _______________________

Title: ______________________________

STATE OF VIRGINIA
COUNTY OF MADISON, to wit:

The aforesaid lease was acknowledged before me this ___ day of _____________, 2019, by __________________________ (name), __________________________ (title) for the Madison County Historical Society, Inc.

____________________________________
Notary Public

My Commission Expires: ______________
My Registration Number: ______________
Approved as to form:

Sean D. Gregg  
Madison County Attorney
This lease was originally made and entered into on September 12, 2017 and amended on ____________. This LEASE made and entered into this ___ day of September, 2017, by and between

the **BOARD OF SUPERVISORS OF MADISON COUNTY, VIRGINIA** (the “Board”) and

the **MADISON COUNTY HISTORICAL SOCIETY, INC.** (the “Society”).

**WITNESSETH:**

For and in consideration of the covenants herein contained and the benefits to each party, the Board does hereby lease to the Society, and the Society does hereby lease from the Board that certain real property upon which a two story structure is located, formerly used as a residence at the Criglersville School, together with appurtenant curtilage containing adjacent playgrounds and propane tank, together with a non-exclusive right of public access, 15 feet wide, along the existing roadway to and from Virginia Route 670, known as the Old Blue Ridge Turnpike, and together with a non-exclusive right for the public to park in adjacent parking spaces while visiting said real property. **Society shall have the right to remove fences, playground equipment and accessory buildings near said former residence at its expense.**

The aforesaid real property with improvements and appurtenances herein described is located upon a portion of the real property formerly used for the Criglersville School, primarily on Parcel 1 and partially on Parcel 2, conveyed to the Board by deed from the School Board of Madison County, Virginia, dated May 10, 2005, and recorded in the Clerk’s Office of the Circuit Court of Madison County, Virginia, as Instrument Number 050001992. The aforesaid Parcel 1, Parcel 2, two story structure, propane tank, and adjacent parking spaces are shown and described on a Plat of Boundary Survey by Dewberry & Davis, LLC dated January 21, 2008, revised March 19, 2008 and recorded in said Clerk’s Office as Instrument Number 170001188 and in Plat Book 39, Page 098.

The aforesaid real property with improvements and appurtenances described above is herein referred to as the “Property” and is leased upon the following terms and conditions:

1. The Property is leased by the Board to the Society in its current, “as-is”, condition.
2. In lieu of monetary payment of rent, the Society shall (a) use and maintain the Property as a public historical display area, and not as a residence; and (b) in the event the Society makes improvements to the Property, said improvements shall comply with all applicable regulations and laws.

3. The term of this Lease shall commence on the date hereof and terminate five (5) years thereafter, and then continue for extension(s) of an additional five (5) years per each extension; provided, however, either the Board or the Society may terminate this Lease after advance six (6) months written notice to the other.

4. The Society shall pay the expenses of any improvements and repairs it makes to the Property. The Society shall coordinate such improvements and repairs with the Madison County Administrator.

5. The Society shall have the non-exclusive right to serve the Property with utilities, including water, sewer, electricity and phone, as currently located on the real property formerly used for the Criglersville School. The Society shall pay the expense of any utility service to the Property; cut the grass on the entire former Criglersville School site, and monitor all activities on the property.

6. The Board shall maintain and pay the expense of a fire and hazard insurance policy for the Property, if such coverage is available through its insurance provider; provided, however, the Board shall have no responsibility or liability to the Society for the contents located therein or for the Society's occupancy thereof other than any protection or coverage which might exist under any insurance policy which the Board might have at the time of loss. If the Society desires such coverage, it must purchase its own property loss insurance.

7. The Board shall maintain and pay the expense of a comprehensive liability insurance policy with coverage to the Board for the Property; however, the Board's
comprehensive insurance policy cannot extend to or provide coverage to the Society during its use and occupancy of the Property. The Society shall pay the expense of a comprehensive liability insurance policy with coverage to the Society for the Property, name the Board as an insured party thereto, and provide the Board with a copy of said insurance policy.

8. The Society shall indemnify the Board and hold it harmless from any claims or liability arising out of or related to its use of the Property except for claims or liability covered by the Board’s insurance as set forth in paragraphs 6 and 7 above.

9. The Society may not sublet or assign this lease without the prior written consent of the Board.

11. Upon termination of this lease, all improvements made on or to the Property shall revert to and be owned by the Board, and the Society warrants that the Property will then be free of any lien or encumbrance.

12. This lease may be terminated by the Judge of the Circuit Court of Madison County, Virginia, pursuant to Section 15.1-260 of the Code of Virginia (1950, as amended).

EXECUTED IN DUPLICATE.

WITNESS the following signatures and seals.

10. The Board reserves the right to use building as a polling place for all bona fide elections managed by the Madison County Electoral Board and for other County uses not inconsistent with the Society’s use of the property with two weeks notice. The Society shall make all reasonable accommodations for such activities including suspending museum operations and providing adequate restroom facilities.

(Signatures on pages 4 and 5)
MEETING DATE: October 29, 2019
AGENDA TITLE: Worksession on Personnel Policy
INDICATED MOTION(s): N/A
STAFF LEAD: County Administrator Hobbs
TIMING: County staff, with Supervisor McGhee and former EMS Director Lewis Jenkins serving as advisors, have spent much time since the Spring of 2018 working with a consultant on the personnel study. The project has been the subject of several interim presentations to staff and the Board. Although it was hoped that this would be implemented concurrent with the 2020 budget, other items have led to a delayed implementation of the study’s recommendations. At the July 23 meeting a timetable toward implementing the consultant’s recommendation was set, and at the October 9 meeting the Board indicated that it wanted to review “exceptions” to the proposed personnel policy at the October 29 meeting.

DISCUSSION Compiled comments and an adjusted draft document are being reviewed by the consultant and will be presented during the meeting. However, the Board might want to review the proposed accrued leave policy in advance of the session since that seems to have drawn the most attention.

FISCAL IMPACT: N/A
REFERENCES: None
HISTORY: Madison County is long overdue for an overall personnel program re-set.
RECOMMENDATION: Review and discuss the review comments received and provide guidance to staff.
ENCLOSURES: • Proposed accrued leave policy (Sec. 8.5)

Note that current draft position descriptions, as well as all other personnel study material, has been available on the County web site for several months.
8.5 PAID TIME OFF

A. Paid Time Off Accrual

1. Paid time off leave will accrue every full pay period in the year for a total of 24 pay periods per year. It will not accrue when the employee is on unpaid leave.

2. Regular full-time employees shall earn annual leave at a rate based upon completed pay period of service as follows:

<table>
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<tr>
<th>(Full) Years of Service</th>
<th>Leave Hours Earned</th>
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<tr>
<td>Up to the end of year 5</td>
<td>12 hours per month</td>
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<tr>
<td>Beginning of year 6 – end of year 16</td>
<td>16 hours per month</td>
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<td>Start of year 17</td>
<td>20 hours per month</td>
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3. Temporary full and part-time employees do not earn paid time off leave.

4. Employees may accumulate paid time off leave subject to the following caps at the end of any calendar month based on the following:

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Maximum Hours Allowed to Accrue</th>
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<tbody>
<tr>
<td>VRS Plan 1</td>
<td>640</td>
</tr>
<tr>
<td>VRS Plan 2 and Hired Before January 1, 2020</td>
<td>640</td>
</tr>
<tr>
<td>Original Hire Date On or After January 1, 2020</td>
<td>240</td>
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</table>

The County Administrator may approve employees going over the accrual limit during the year for good cause, provided such is requested by the employee in advance and the the accrued leave shall be reduced to the applicable limit by June 30 of each year.

5. No paid time off shall be earned for employment of less than one full calendar month (hired after first of the month or terminating employment during the month). Annual leave earned will be applied to the employee's account on the last day of each calendar month.

6. An employee who voluntarily terminates his employment with the County and returns to work with the County within six (6) months from date of separation may earn the same paid time off hours per month that he earned upon separation and be allowed to accrue the higher number of paid time off hours that would have been allowed without the service interruption.

7. Classified employees on PTO leave shall be paid their prevailing wage based on the prevailing scheduled work period. It is not the intent of this policy to allow the employee to receive additional compensation through the use of PTO leave, but to insure the employee’s regular salary. Employees retain all benefits and seniority while on approved PTO leave.

B. Granting of Paid Time Off

1. Paid time off may be used as vacation, as time needed to recover from illness or injury, or for any other personal reason(s), subject to approval in advance by a Department head and subject also to the operational needs of the employee's department.

2. So far as possible, paid time off shall be set at a time mutually agreeable to the employee and the County. Paid time off shall normally be granted each calendar
year, unless a Department head specifically defers an employee’s vacation because of work requirements.

3. The paid time off credits provided may be used, at the option of the employee, to provide for paid absences due to vacation or other personal purposes (including sickness) or for paid absences exceeding credit available for other kinds of leave.

C. Supplement to Short-Term Disability Payment

1. Accrued PTO may be used by full-time employees wishing to increase STD payments up to 100% or full pay.

D. Payment of PTO Upon Separation

1. If an employee voluntarily resigns his employment with the County, provides two (2) weeks’ written notice of the resignation to the his supervisor or the County Administrator, and returns all County property to the County on his or her last day of employment, the employee will be eligible to receive a payout after termination of his or her accrued, but unused paid time off time, limited to no greater than 240 hours. Such payment would be made by the next regular cycle after the employee’s resignation and would be paid in one lump sum subject to all applicable withholdings, up to the limits described above at the employee’s regular rate of pay, providing the employee has not been advanced any other type of leave. Payment shall be calculated using the employee’s base hourly rate of pay at the time of separation.

2. In the case of the death of an employee, the unused paid time off credit shall be paid to the employee’s estate.
I move that the Board convene in a closed session pursuant to Virginia Code Sections:

(A) 2.2-3711(A)(1), 2.2-3711(A)(7), and 2.2-3711(A)(8) for a report from the Commonwealth Attorney regarding investigations at the Madison County Animal Shelter;

(B) 2.2-3711(A)(29) for discussion of the award of a public contract involving the expenditure of public funds for financial advisory services, and discussion of the terms or scope of such a contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board of Supervisors;

(C) 2.2-3711(A)(3) for discussion or consideration of the acquisition of the Moore Building since discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board;

(D) 2.2-3711(A)(29) for discussion of the award of a public contract involving the expenditure of public funds for architectural services, and discussion of the terms or scope of such a contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board of Supervisors;

(E) 2.2-3711(A)(7) for a report from the County Attorney regarding the opioid lawsuit; and

(F) 2.2-3711(A)(1) for discussion on the performance of the County Administrator.

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<th>Foster</th>
<th>Jackson</th>
<th>Hoffman</th>
<th>McGhee</th>
<th>Weakley</th>
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Motion to Reconvene In Open Session:
I move that the Board re-convene in open session.

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Motion to Certify Compliance:
I move to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A)(1), (3), (7), (8) and (29), only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting.

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§ 2.2-3711. Closed meetings authorized for certain limited purposes. (Excerpts)

A. Public bodies may hold closed meetings only for the following purposes:

**Personnel** 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

**Real Estate** 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

**Privacy** 4. The protection of the privacy of individuals in personal matters not related to public business.

**Economic Development** 5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

**Legal** 7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

**Legal** 8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

**Public Safety** 19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

**Negotiations** 29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and 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.

**Economic Development** 39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § 2.2-3705.6 related to economic development.