

The 2018 reorganizational meeting of the Botetourt County Board of Supervisors was held on Monday, January 8, 2018, in the First Floor Conference Room of the Old District Court-house in Fincastle, Virginia, beginning at 9:00 A.M.

PRESENT: Members: Mr. Billy W. Martin, Sr.  
Mr. L. W. Leffel, Jr.  
Dr. Donald L. Scothorn  
Mr. Stephen P. Clinton  
Mr. I. Ray Sloan

ABSENT: Members: None

Others present at the meeting:

Mr. David Moorman, Deputy County Administrator  
Mr. Michael W. S. Lockaby, County Attorney  
Mr. Gary Larrowe, County Administrator

Mr. Leffel called the meeting to order at 9:01 A. M. and welcomed those present.

He then introduced Mr. Ray Sloan and Mr. Steve Clinton as new members of the Board of Supervisors and noted that the Board is looking forward to working with them in the future.

Mr. Sloan then gave the invocation.

Mr. Leffel then led the group in reciting the pledge of allegiance.

Mr. Larrowe then assumed Chairmanship of the meeting and welcomed Mr. Clinton and Mr. Sloan to the Board. He stated that the staff appreciated the efforts of Mr. Todd Dodson and Mr. John Williamson during their previous four year tenures on the Board.

Mr. Larrowe then opened the floor for nominations for Chairman of the Board of Supervisors for 2018.

Mr. Martin then nominated Mr. Jack Leffel for Chairman of the Board of Supervisors for 2018. Dr. Scothorn seconded this nomination.

After questioning by Mr. Larrowe, it was noted that there were no further nominations for Chairman. On motion by Mr. Martin, seconded by Dr. Scothorn, and carried by the following roll-call vote, the nominations for Chairman of the Board of Supervisors were closed and Mr. L. W. Leffel, Jr., was appointed as Chairman for calendar year 2018 (Resolution Number 18-01-01)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Larrowe then turned the meeting over to Mr. Leffel.

Mr. Leffel then opened the floor for nominations for Vice-Chairman of the Board for 2018.

Mr. Leffel then nominated Dr. Scothorn for Vice-Chairman of the Board for 2018.

After questioning, it was noted that there were no further nominations for Vice-Chairman. On motion by Mr. Leffel, seconded by Mr. Sloan, and carried by the following vote, the nominations for Vice-Chairman of the Board of Supervisors were closed and Dr. Donald M. Scothorn, was appointed as Vice-Chairman for calendar year 2018 (Resolution Number 18-01-02)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Discussion was then held on various committee/commission/board appointments for 2018.

After discussion, on motion by Dr. Scothorn, seconded by Mr. Leffel, and carried by the following recorded vote, the various committee/commission/board appointments for 2018 were approved as shown below and the Board also appointed Mr. John Williamson to serve as a citizen member on the General Fund Budget Subcommittee: (Resolution Number 18-01-03)

AYES: Mr. Sloan, Mr. Clinton, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

<u>2018 Member Assignment</u>	<u>Position or Board</u>
Mr. Leffel	Board Chairman
Dr. Scothorn	Board Vice-Chairman
Mr. Clinton	Roanoke Reg. Partnership
Mr. Martin	Social Services Board
Mr. Martin	Parks and Recreation Commission
Mr. Martin	Planning Commission
Mr. Clinton	Library Board of Trustees
Mr. Martin	Transportation Safety Commission
Mr. Martin	TAP Board of Directors
Mr. Leffel	Economic Development Authority
Mr. Martin/Mr. Sloan	Fire & EMS Committee
Mr. Clinton	RVARC CEDS
Mr. Clinton	RVARC Transportation Planning Org.
Mr. Leffel/Mr. Sloan	Agricultural Projects Committee
All Board Members	General Fund Budget Committee
Mr. Leffel/Mr. Martin	General Fund Budget Subcommittee
Mr. Leffel/Mr. Sloan	School Budget Committee
Mr. Larrowe/Mr. Lockaby	Parliamentarians
Mr. Larrowe	Clerk to the Board
Mrs. Fain	Deputy Clerk to the Board

Consideration was then held on the Board’s bylaws. Mr. Larrowe noted that it is being recommended that Section V. Hearings of the bylaws be amended to add a paragraph to set a 15 minute limit for presentations before the Board by third party individuals/groups. He noted that this language would not “tie” the Board to this limit—it is only a suggestion—and the Board could allow a time extension, if necessary.

Mr. Lockaby stated that this limit would allow any applicants/presenters to plan the timing of their presentations.

After discussion, on motion by Dr. Scothorn, seconded by Mr. Leffel, and carried by the following recorded vote, the Board of Supervisors adopted the revised bylaws as attached to include the following additional language under Section V. Hearings regarding a 15 minute limit for presentations by third party individuals/groups: (Resolution Number 18-01-04)

“Agenda items and discussion topics will generally be presented by staff. For matters in which a third party is requesting an action by the Board, the applicant shall normally be granted fifteen (15) minutes to present their request, which will be followed by hearing comments from interested persons.”

AYES: Mr. Sloan, Mr. Clinton, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on rescheduling the Board’s regular December 2018 meeting.

It was noted that the fourth Tuesday in December is the 25<sup>th</sup> and it is being proposed that the Board's December regular meeting be rescheduled to Thursday the 20<sup>th</sup> to avoid the Christmas holiday.

There being no further discussion, on motion by Mr. Martin, seconded by Mr. Leffel, and carried by the following recorded vote, the Board rescheduled the December 2018 regular meeting to Thursday, December 20, 2018. (Resolution Number 18-01-05)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Clinton then questioned how the General Fund Budget Committee functions as a "committee of the whole" as this aspect of the budget development process has changed since he previously served as a member of the Board.

Mr. Leffel stated that this has worked very well over the past few years. He noted that, in general, the Budget Subcommittee meets and reviews the individual department budget proposals and works on putting the budget together. He noted that staff then presents the budget to the Board as a whole in two or three separate sessions. Mr. Leffel stated that this allows the entire Board to have significant input in the budget's development early in the process.

After questioning by Mr. Clinton, Mr. Leffel stated that most of the detail work is still done by a small group of County staff members prior to the budget being presented to the Subcommittee.

Mr. Tony Zerrilla, Director of Finance, stated that, after staff reviews of the individual budgets with department heads, staff meets with the Subcommittee. He noted that, after this/these meeting(s), staff meets in one-on-one sessions with the other three Board members to review the budget.

Dr. Scothorn stated that this process has been very informative and, with his personal work-related schedule, he has appreciated Mr. Zerrilla's willingness to meet early in the morning to review the budget with him.

Mr. Leffel stated that he appreciates Mr. Zerrilla's efforts in putting the budget together each year. He noted that this current review process makes the entire Board a part of the budget's development from day one and this is how it should be.

Mr. Clinton then noted that the Board's bylaws include the meeting dates and times of the Supervisors' regular meeting and he questioned if only having once a month meetings "is the right way" to handle the County's business each month. Mr. Clinton noted that, of the six surrounding localities, four currently meet more than once a month. He questioned if the Board should think about holding two meetings each month.

Mr. Clinton stated that the Board needs to consider whether we are keeping the citizens from "ease of participation" in public business by having only one monthly meeting. Mr. Clinton stated that he thinks that the Board's current meeting schedule works but questioned "could it be better."

Dr. Scothorn questioned how a twice monthly Board meeting agenda would work—would the agenda be split with different time periods scheduled for each meeting. Dr. Scothorn noted that in the past the Board met early on Monday mornings in order for the local newspaper

to have its articles completed for publication on Wednesday. Dr. Scothorn stated that he does not think the citizens would attend early morning meetings.

Mr. Clinton stated that he would not be in favor of a Monday 8AM meeting.

Mr. Leffel stated that he appreciated Mr. Clinton bringing up this topic and suggested that the Board members think about this issue and have the matter included on an upcoming agenda for further discussion.

Mr. Martin stated that, when the starting time for the Board meeting was changed from 9AM to 2PM several years ago, it was because some citizens had complained about being unable to attend early morning meetings. Mr. Martin stated that the Board currently conducts public hearings at different times, including evenings, for topics such as the budget and rezoning/Special Exceptions Permit requests to accommodate the citizens' after-work schedules.

Mr. Martin stated that he does not know if he is in favor of having two meetings per month, unless it is for a special meeting.

Mr. Leffel stated that he knows that there has been a lot of discussion in the past about the Supervisors meeting schedule. He suggested that each Board member take time to think and research the issue.

After questioning by Dr. Scothorn, it was noted that the County's most recent strategic planning sessions were held four years ago. Dr. Scothorn stated that he thinks it would behoove the Board to relook at the strategic planning priorities. He noted that the County has a lot going on and the employees have been working hard on these priorities over the past four years. Dr. Scothorn noted that he thinks it would be a valuable research project for the Board to go back and review these priorities.

Mr. Larrowe stated that the staff and Board conducted an update on the strategic priorities in October 2017 but he thinks another update can be provided since there are two new members on the Board.

Mr. Leffel noted that "the County is in a good place now" and he appreciates the work that the staff is doing, the direction that the County is going, and the contribution made by each staff and Board member.

Mr. Leffel also thanked the Board for electing him as Chairman again in 2018 and he will do the best that he can. Mr. Leffel stated that he will need an immense amount of help from each member. He noted that the Board and staff have been a great team and he looks forward to the new year and to getting a lot of things done.

Mr. Sloan then stated that he appreciates everyone who came out last week for his mother's visitation. He noted that all of the support he and his family received over the past week makes you think about how other people are treated when you are on the receiving end of these well-wishes. Mr. Sloan stated that he appreciated the staff and Board members who attended the visitation and offered their condolences.

Mr. Martin then welcomed Mr. Clinton and Mr. Sloan to the Board. Mr. Martin stated that the Board has worked very well as a team over the past four years and a lot was accomplished. Mr. Martin stated that he thinks the Board can accomplish a lot in the future. He noted that the County is "on a roll" and we can do a lot if we work together. Mr. Martin stated that he looks forward to a good term with all of the Board members.

Mr. Leffel stated that he looks forward to this year and noted that the County has some incredible "people" assets.

There being no further discussion, the meeting was adjourned at 9:30 A. M.