

BOTETOURT COUNTY BOARD OF SUPERVISORS
MINUTES OF JANUARY 25, 2022

The regular meeting of the Botetourt County Board of Supervisors was held on Tuesday, January 25, 2022, at the Botetourt County Administration Center, 57 S. Center Drive, Daleville, Virginia, beginning at 12:30 p.m.

PRESENT: Dr. Donald M. Scothorn, Chairman
Dr. Richard G. Bailey, Vice-Chairman
Mr. Steve Clinton
Mr. Billy W. Martin, Sr.
Mrs. Amy S. White

ABSENT: None

OTHERS PRESENT: Mr. Mike Lockaby, County Attorney
Mr. Gary Larrowe, County Administrator
Mr. David Moorman, Deputy County Administrator
Mr. Jonathan Lanford, Assistant County Administrator
Mrs. Lorie Bess, Deputy Clerk to the Board

Dr. Scothorn called the meeting to order at 12:51 p.m.

On motion by Dr. Scothorn, seconded by Dr. Bailey, the Board went into Closed Session pursuant to the Code of Virginia, 1950, as amended, to discuss the following:

- Section 2.2-3711.A.3, Acquisition or disposition of real property for economic development purposes where discussion in open session would adversely affect the County's bargaining position or negotiating strategy namely concerning the Amsterdam (including Greenfield), Blue Ridge, and Buchanan Districts.
- Section 2.2-3711.A.5, Discussion on prospective businesses or industries or the expansion of existing businesses or industries where no previous announcement has been made of their interest in locating or expanding facilities in the community in the Amsterdam (Greenfield) and Fincastle Districts.

(Resolution Number 22-01-01)

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

Dr. Scothorn called the meeting back to order at 2:00 p.m.

On motion by Dr. Scothorn, seconded by Dr. Bailey, that the Board return to regular session from Closed Session and adopted the following resolution by roll-call vote. (Resolution Number 22-01-02)

BE IT RESOLVED, that to the best of the Board members' knowledge only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed or considered during the Closed Session.

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

Mr. Clinton led the group in reciting the Pledge of Allegiance.

Dr. Scothorn opened the meeting by telling the story of a young lady born in Afghanistan who was forbidden to ride a bike because she was a girl. Her father directed her to dress as a boy so that she would be allowed to ride a bike. Fast forward to 2021, the same young lady was involved in a bombing at an airport in Afghanistan and was put on a plane to the United States by an Army soldier. He explained he met this young lady over the weekend as she is one of the young ladies participating in the "Road to Paris 2024" cycling event. He stated the cycling team is being sponsored by Virginia's Blue Ridge and the Virginia Tourism Corporation and will be home based in Roanoke. The team's name is Virginia's Blue Ridge TWENTY24 (VBR TWENTY24). Dr. Bailey added that he enjoyed meeting the young ladies and looks forward to the event.

Dr. Scothorn led in a moment of silence asking everyone to remember the young ladies mentioned, the Board, our international and local leaders.

BOARD OF SUPERVISORS' REORGANIZATIONAL MEETING 2022

ELECTION OF CHAIRMAN

Dr. Scothorn turned Chairmanship of the meeting over to Mr. Gary Larrowe, County Administrator. Mr. Larrowe then opened the floor for nominations for Chairman of the Board of Supervisors for 2022. Mr. Martin nominated Dr. Bailey as Chairman of the Board of Supervisors for 2022. Dr. Scothorn seconded this nomination. There were no further nominations for Chairman.

MOTION: That nominations for Chairman of the Board of Supervisors be closed and Dr. Richard Bailey be appointed as Chairman for calendar year 2022. (Resolution Number 22-01-03)

MOTION: Mr. Martin

SECOND: Dr. Scothorn

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

ELECTION OF VICE CHAIRMAN

Dr. Bailey opened the floor for nominations for Vice-Chairman of the Board for 2022. Mrs. White nominated Dr. Scothorn for Vice-Chairman of the Board for 2022. Mr. Clinton seconded this nomination. There were no further nominations for Vice-Chairman.

MOTION: That nominations for Vice-Chairman of the Board of Supervisors be closed and Dr. Donald Scothorn be appointed as Vice-Chairman for calendar year 2022. (Resolution Number 22-01-04)

MOTION: Mrs. White

SECOND: Mr. Clinton

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

COMMITTEE/COMMISSION/BOARD APPOINTMENTS - 2022

The Board reviewed a list of various committee/commission/board appointments for 2022. Positions involving the Chairman and Vice-Chairman were updated with the appointments of Dr. Bailey and Dr. Scothorn, per the results of the reorganization meeting.

MOTION: That the list of various committee/commission/board appointments for 2022 be approved, as presented (Resolution Number 22-01-05).

MOTION: Mr. Martin

MOTION: Mrs. White

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

COMMITTEES, COMMISSIONS AND BOARDS

2021 Member Assignment	2022 Member Assignment	Position or Board	Mtg. Date, Time & Location	Compensation
Dr. Scothorn	Dr. Bailey	Board Chairman	4th Tues/12:30pm Greenfield ETC	Additional \$100 per month
Dr. Bailey	Dr. Scothorn	Board Vice-Chairman	4th Tues/12:30pm Greenfield ETC	Additional \$40 per month
Dr. Scothorn	Dr. Bailey	Roanoke Regional Partnership (Chairman)	Semi-annually Partn. Office June 3 & Nov. 4 @ 8am	Mileage
Mr. Martin	Mr. Martin	Social Services Board	2nd Wed/9:30am Greenfield ETC *	\$50 per month
Mr. Clinton	Mr. Clinton	Parks & Rec. Comm.	1st Mon/6:30pm Greenfield ETC	\$50 per mtg.
Mr. Martin	Mr. Martin	Planning Commission Greenfield ETC	2nd Mon/6:00pm	\$100 per mtg.
Mr. Clinton	Mr. Clinton	Library Board of Trustees	3rd Wed/2pm Greenfield ETC *	Mileage
Mrs. White	Mrs. White	Transp. Safety Comm.	Quarterly--2 nd Tues 6:30 pm/Green- Field ETC	\$40 per mtg.
Mr. Martin	Mr. Martin	TAP Board of Directors	3rd Tues/4pm Roanoke Higher Ed Center, Rm. 314	Mileage
Dr. Bailey	Dr. Bailey	Econ. Dev. Authority	Every other month 4 th Fri/2pm Greenfield ETC	Mileage
Mr. Martin Mrs. White	Mr. Martin Mrs. White	Fire & EMS Committee	3rd Mon/7:00pm Greenfield ETC	Mileage
Mr. Clinton	Mr. Clinton	RVARC CEDS	Quarterly--1 st Wed 3pm/alternate locations	Mileage
Mr. Martin	Mr. Martin	RVARC Transp. Plan Organ. Policy Board	4 th Thurs/1:00pm RVARC Board Room	Mileage
Dr. Bailey Mrs. White	Dr. Bailey Mrs. White	Agricultural Projects Committee		Mileage
Mr. Clinton	Mr. Clinton	Historic Greenfield Comm	3 rd Tues/3:00pm Greenfield ETC	Mileage

All Board Members	All Board Members	General Fund Budget Committee	Mileage
Mr. Clinton Dr. Bailey	Mr. Clinton Dr. Bailey	General Fund Budget Subcommittee	Mileage
Mr. Martin Mrs. White	Mr. Martin Mrs. White	School Budget Committee	Mileage
Mr. Larrowe Mr. Lockaby	Mr. Larrowe Mr. Lockaby	Parliamentarians	
Mr. Larrowe	Mr. Larrowe	Clerk to the Board	
Mrs. Fain	Mrs. Bess	Deputy Clerk to the Board	

* These meetings are currently being held at the ETC due to pandemic social distancing requirements.

ADOPTION OF THE BY-LAWS

The current by-laws were amended on March 24, 2020. There have been no amendments since then.

MOTION: That the Board of Supervisors' Bylaws be approved as submitted. (Resolution Number 22-01-06)

MOTION: Dr. Scothorn

SECOND: Mrs. White

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

ADOPT SCHEDULE OF MEETINGS FOR 4TH TUESDAY OF EACH MONTH, EXCEPT DECEMBER WHEN THE MEETING WILL BE HELD ON DECEMBER 20, 2022

Board members discussed continuing regular board meetings on the 4th Tuesday of each month, except for the December 2022 meeting which would be held on the 3rd Tuesday, December 20, 2022.

MOTION: That the Board of Supervisors' schedule of meetings for 2022 be set for the 4th Tuesday of each month, except in December when the meeting will be held on the 3rd Tuesday on December 20, 2022. (Resolution Number 22-01-07).

MOTION: Dr. Scothorn

SECOND: Mrs. White

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

RECOGNITIONS

- Kate Lawrence introduced the new Horticultural Agent, Shawn Jadrnicek.
- Tony Zerrilla introduced Katie Davis, Senior Financial Analyst.
- Jason Ferguson introduced Adam Dickerson (Read Mountain Fire & Rescue), a recent Volunteer Fire Academy graduate. Chief Ferguson noted the following individuals also recently graduated but were not available to attend the meeting:

Troutville Fire Academy:	Manny Arevalo Chloe Deal David Johnson Sullins Johnston Noah Lankford
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Rosemary Lavelle
David Rasmussen
Josh Spouse

PUBLIC COMMENT

Dr. Scothorn announced there were technical difficulties with the phone system on the vendor side; therefore, comments would not be possible through the phone line. He asked if there was anyone in the audience to speak.

Clarice Gibbs (1467 Houston Mine Road) urged the Board to “defund the schools” because they are not following the Governor’s executive order on face masks. She stated the Governor has given rights back to parents on whether their child should wear a mask or not. She also stated she had requested several times for a mold test to be done and to receive the results of the test, which she has not received, to date. She noted she also emailed the Governor and Lieutenant Governor about the mold test. She thanked the Board for allowing her to speak.

APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 21, 2021

The minutes were provided to the Board in their agenda packet.

MOTION: That the Board approve the minutes of the regular meeting held on December 21, 2021, as presented. (Resolution Number 22-01-08)

MOTION: Mr. Martin

SECOND: Mrs. White

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

RATIFICATION OF STATE OF EMERGENCY ORDER, EFFECTIVE JANUARY 16, 2022

DECLARATION OF A LOCAL EMERGENCY

WHEREAS, the County of Botetourt is declaring a local emergency due to the impacts of Winter Storm Izzy, a widespread storm system with heavy snow and high winds; and,

WHEREAS, due to the storm, conditions deteriorated to a point of major travel impacts, extreme temperature conditions, and power outages, the proclamation of an emergency was established on Sunday, January 16, 2022; and

WHEREAS, the storm’s threat to the citizens and visitors of Botetourt County had ended by Tuesday, January 18, 2022, therefore rescinding the need for a continued state of emergency.

NOW THEREFORE, IT IS HEREBY PROCLAIMED, that an emergency existed throughout the County of Botetourt from Sunday, January 16th through Tuesday, January 18, 2022.

IT IS FURTHER PROCLAIMED AND ORDERED, that during the existence of said emergency, the powers, functions, and duties of the Director of Emergency Services of the County of Botetourt shall be those prescribed by State law and the ordinances, resolutions, and approved plans of this jurisdiction, in order to mitigate the effect of said emergency.

Gary Larrowe, County Administrator
Director of Emergency Services

County of Botetourt, Virginia
Date: January 25, 2022

MOTION: That the Board ratify the declaration of a State of Emergency, effective January 16, 2022. (Resolution Number 22-01-09)

MOTION: Mrs. White

SECOND: Mr. Martin

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

APPROVAL OF TRANSFERS AND ADDITIONAL APPROPRIATIONS

TRANSFERS - Tony Zerrilla, Director of Finance, stated for the month of January, there were six transfer requests, with three of the transfers representing recurring quarterly items, and three other transfers that address Greenfield Preservation Fund activity. Also, there were two budget transfer requests regarding compensation adjustments. The final transfer request relates to a Fired & EMS agenda item that will be presented separately, and this transfer request is conditional based upon the Board's recommendation for approval of agenda item #8.

ADDITIONAL APPROPRIATIONS - Mr. Zerrilla noted there were five pass-through appropriations and one regular appropriation being requested. The pass-through appropriations represented expenditure reimbursements, miscellaneous receipts, and a purchase credit. The regular appropriation being requested was for costs associated existing part-time staffing for anticipated cost incurred through June 30, 2022.

PASS-THRU APPROPRIATIONS:

1. Additional appropriation in the amount of \$7,256.10 to Clerk of Circuit Court – Maintenance Contracts, 100-4021600-21600-3320. This is an appropriation of funds received from the Supreme Court of Virginia to cover records management system maintenance costs that are included in this month's accounts payable listing.
2. Additional appropriation in the amount of \$400.00 to Sheriff's Dept. – Overtime, 100-4031200-31200-1200. This is an expenditure reimbursement for police security detail.
3. Additional appropriation in the amount of \$570.43 to the following Sheriff's Dept. accounts: \$300.00 to Firing Range Expenses, 100-4031200-31200-6015, \$255.36 to Vehicle Supplies, 100-4031200-31200-6009, and \$15.07 to Subsistence & Lodging, 100-4031200-31200-5530. These are for the use of the firing range, reimbursement of extradition expenses, and a credit received for a returned purchase.
4. Additional appropriation in the amount of \$1,531.73 to the following Sheriff's Department accounts: \$44.69 to Office Supplies, 100-4031200-31200-6001, \$1,317.04 to Uniforms, 100-4031200-31200-6011, and \$170.00 to Other Operating Supplies, 100-4031200-31200-6014. These are reimbursed funds received for FOIA requests, uniform contract costs, and a contract payment from Treadway.
5. Additional appropriation in the amount of \$7,258.59 to the following Correction & Detention accounts: \$6,581.74 to Medical & Lab Supplies, 100-4033100-33100-6004, \$661.85 to Uniforms, 100-4033100-33100-6011, and \$15.00 to Office Supplies, 100-4033100-33100-6001. The first item is for medical reimbursements from medical copays and for Craig County inmates, the second items is for contract payments, and the third is for miscellaneous fees.

REGULAR APPROPRIATIONS:

6. Additional appropriation in the amount of \$5,920.75 to the following Treasurer's Department accounts: \$5,500.00 to Treasurer – Part-Time Wages – Regular, 100-4012410-12410-1300,

and \$420.75 to FICA, 100-4012410-12410-2100. This appropriation is to cover wages and fringe benefits for existing staffing through June 30, 2022.

MOTION: That the Board approve the transfers and additional appropriations, as presented. (Resolution Number 22-01-10)

MOTION: Mr. Martin

SECOND: Mr. Clinton

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

APPROVAL OF ACCOUNTS PAYABLE AND RATIFICATION OF THE SHORT ACCOUNTS PAYABLE LIST

Total expenditures being requested for approval for January for the General Fund including debt service and all other funds is a combined total of \$1,339,840.27. Payable disbursements of note for the month are as follows:

Local Health Department - \$96,190 to the Botetourt Health Department for the second quarterly operational support payment.

Community Organizations - \$38,300 paid to Visit VA Blue Ridge for the third of four support payments for FY22.

CIP – VWCC Workforce Training Center - \$33,900 paid to Bug’s Mobile Home Mover for movement of the portable classrooms at Greenfield Administration and Technical Center Building.

Transfer to EDA - \$300,288 paid to E.C. Pace for services performed relating to the Greenfield Sanitary Sewer project. This is Application Request #2.

MOTION: That the Board approve the accounts payable and short accounts payable list for January, as presented. (Resolution Number 22-01-11)

MOTION: Dr. Scothorn

SECOND: Mr. Martin

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

CONSIDERATION OF FIRE/EMS STARTING PAY ADJUSTMENT

David Moorman requested the Board consider pay adjustments for Fire/EMS personnel. The pandemic and “Great Resignation” have increased labor competition for employers. Botetourt County has not been spared the impact, however, the Board’s support to improve the competitiveness of County compensation has categorically helped the County attract and retain talented individuals. Additionally, the Board and Mr. Larowe’s leadership to improve the County’s work environment and culture has bolstered the County’s reputation as an employer of choice. These actions along with the other attributes of Botetourt have blunted the impact of labor competition, however, challenges remain, particularly in high-demand areas.

Public Safety is one area in which competition for talent has greatly intensified during the pandemic. In the wake of excessive employee retirements and resignations, many peer localities have significantly increased compensation levels for public safety employees. While previous actions by the Board have improved the competitiveness of the Sheriff’s Departments’

compensation and have enabled that department to recruit and retain personnel more successfully than other agencies, current compensation levels for Fire and EMS personnel are uncompetitive.

Compared to seven regional peer localities, Botetourt County Fire and EMS ranks 5th in terms of starting compensation. Current starting salaries are 9% or more below the median starting salary of the peer group. This lack of competitiveness is impairing our ability to recruit and retain talent.

To continue to recruit and retain quality Fire and EMS responders, staff have worked for months gathering and analyzing comparative data from our neighboring localities and sharing that information with the Board's budget subcommittee. Mr. Moorman presented a plan to adjust starting firefighter/EMT pay to make Botetourt County more competitive with regional localities. The plan calls for adjusting starting BLS (Basic Life Support) pay from \$36,468 to \$40,000 per year, and ALS (Advanced Life Support) starting pay from \$40,480 to \$45,000 per year. This plan has been reviewed and vetted by the budget subcommittee, which Dr. Bailey and Mr. Clinton serve on, and came to the full Board with the subcommittee's support and endorsement.

The total estimated cost for these increases in the current fiscal year is approximately \$155,000. This amount funds both the new starting salaries and adjustments to address compression for existing Fire-EMS personnel. Funding was provided in the current year budget for compensation adjustments and is adequate to cover this cost. The Fire and EMS adjustments are proposed to be made in two installments: 50% effective January 1, 2022, and 50% effective June 1, 2022.

Fire and EMS leadership is currently recruiting for the next Fire Academy. Staff and the Board's budget subcommittee recommended adjusting Fire and EMS starting salaries as indicated and authorizing implementation of the adjustments in equal installments effective January 1, 2022, and June 1, 2022.

Dr. Bailey commented that he and Mr. Clinton serve on the Budget Subcommittee and have thoroughly reviewed this proposal. He stated this is a highly competitive field and he recommended support of the proposal.

Dr. Scothorn stated it is common for people to compare salaries at other areas and we want to be on an equal playing field. He thanked Dr. Bailey and Mr. Clinton for serving on the Budget Subcommittee.

Mrs. White commented that some of the most compelling stories she has heard while she has been on the Board have been about Fire/EMS personnel helping someone. She stated public safety must be a top priority for all citizens.

Mr. Martin stated this increase is long overdue. He stated Fire/EMS personnel do a lot for the citizens of Botetourt County and they deserve more. He stated we need to retain the good people that we have and keep them here.

MOTION: That the Board authorize new starting salaries for Firefighter/EMT BLS and Firefighter/EMT ALS to \$40,000 and \$45,000, respectively. Also, the Board authorizes the County Administrator to implement appropriate compensation adjustments for Fire/EMS

incumbent personnel effective January 1, 2022, and June 1, 2022, from funds appropriated for compensation adjustments in the current year budget. (Resolution Number 22-01-12)

MOTION: Dr. Scothorn

SECOND: Mr. Clinton

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

VDOT MONTHLY UPDATE

Mr. Varney began by announcing his retirement. He noted his last day of work would be February 4, 2022. He stated he had enjoyed his years of service and it was a tremendous pleasure to work with the Board of Supervisors and all the staff. Dr. Scothorn thanked him for his service and dedication to the area and the citizens. Dr. Bailey commented that VDOT is a big organization, and his kindness and caring has been a big asset to the company, as well as his outstanding attention to detail. Mr. Martin thanked him for his help over the years and stated he would miss him. Mrs. White thanked him and stated that while his technical work is excellent, his attitude has always been even better. Mr. Clinton congratulated him on his retirement.

Mrs. White thanked Mr. Varney for the grading and patching work on Route 635/636 and for paying attention to the shoulders because there is a lot of agricultural traffic on those roads.

Mr. Varney noted the following updates:

- The Route 220 project should be complete next month.
- There are no special events this month.
- Clyde's Run – Ms. White met with the citizens regarding the right-of-way easement to turn around vehicles.
- There was a lot of effort with the snow removal. The interstate was the top priority.

He then briefly reviewed the following report:

Construction Project Updates

- **0220-011-786 (UPC 105543) Route 220 Safety Improvements – South of Route 43 to South of Iron Gate**
 - Expect daily flagging.
 - Contractor is working to complete incidental items including dressing shoulders and slopes, clearing ditches, installing handrails, signage, and punch list corrections.
 - Weather permitting, Contractor will install the remaining white edge and yellow centerline pavement markings south of Gala and will install the yellow hash markings at the remaining designated turn lanes throughout the project.
 - Contractor is setting ROW monuments and markers (U-posts).
 - Punch list corrective actions are expected to continue into February.
 - Expect job trailers to be removed at the completion of punch list corrections.

Land Development Projects & Land Use Permits

- **Site Plan Reviews:**
- APEX Wind Farm Plats
 - 1st review was received on January 12, 2022.
 - Plats are currently under review.
- DTC Crossover Removal
 - 1st review was received on January 12, 2022.

- Plans are currently under review.
- The Jackson at Ashley Plantation
 - 1st review comments sent to Botetourt County on January 11, 2021.
- Fincastle Mennonite Church and School
 - 2nd submission was received on October 25, 2021.
 - Comments sent to Botetourt County on November 9, 2021.
- **Permits Issued:**
 - Permits issued between 11/08/2021 –12/06/2021:
 - 7 Utility Permits
 - 1 Private Entrances
 - 1 Special Events
 - 1 Maintenance of Traffic

Residency Projects

- **Stone Coal Road - Rural Rustic (UPC 110955)**
 - Non-paving work should be complete by the time of this BOS meeting. We are currently working on bidding the paving portion of this work which will be done this spring.
- **Clydes Run - Rural Rustic**
 - We have begun the planning and preliminary engineering on this project with the expectation construction will begin in late spring.

Area Headquarters In-House Projects

- Planned Work to Grade Gravel Roads and Add Stone:
 - Route 616, Blue Ridge Springs Road
 - Route 634, Cedar Lane
 - Route 634, Spreading Spring Road
 - Route 635, Beaver Dam Road
 - Route 637, Connect Road
 - Route 637, Sleepy Hollow Road
 - Route 638, Flowing Spring Road
 - Route 649, Lake Catherine Drive
 - Route 652, Short Road Drive
 - Route 663, Rhodes Lane
 - Route 670, Huff Road
 - Route 691, Church Avenue
 - Route 712, Stevens Road
 - Route 724, Goad Road
 - Route 732, Loope Lane
 - Route 739, Tin Top Road
 - Route 741, Bear Wallow Road
 - Route 748, Stone Coal Road
 - Route 783, Cartmills Gap Road
 - Route 820, Pond Road
- Planned Patching:
 - Route 625, Mount Joy Road
 - Route 629, Davis Run

- Route 630, Springwood Road
- Route 635/636, Beaver Dam Road
- Route 640, Lithia Road
- Route 670, Trinity Road
- Planned Ditch/Shoulder/Brush Trimming Work:
 - ALT VA-220 (Southbound Lane) - Pull Shoulders
 - Frontage Route 53, Saturn Road - Brush Trimming Complete
 - Route 43, Narrow Passage Road -Brush Cutting
 - Route 460, Blue Ridge Boulevard - Ditching
 - Route 625, Mount Joy Road - Spot Ditching
 - Route 628, Prease Road - Brush Trimming
 - Route 629, Davis Run - Brush Trimming
 - Route 630, Blacksburg Road - Ditching
 - Route 630, Springwood Road- Ditching
 - Route 637, Sleepy Hollow Road/Davis Run intersection - Ditching
 - Route 640, Lithia Road - Ditching
 - Route 640, Lithia Road - Brush Trimming 75% Complete
 - Route 640, Nace Road / Lithia Road, from Church Hill Road to Blue Ridge Turnpike - Ditching
 - Route 641, Oak Ridge Road - Brush Cutting
 - Route 643, Bobletts Gap Road - Spot Ditching
 - Route 647, Back Creek Road - Brush Trimming
 - Route 652, Mountain Pass Road - Ditching
 - Route 779, Catawba Road - Brush Cutting, Pull Shoulders
 - Route 1208, Water Street - Ditching
- Planned Pipe Replacements:
 - Route 608, Gilmers Mill Road - 2 Pipe Replacements
 - Route 618, Chestnut Run - 2 Pipe Replacements
 - Route 635, Beaver Dam Road - 1 Pipe Replacement
 - Route 752, Old Mill Drive - 1 48-inch Pipe Replacement
 - Route 772, Long Run Road - Multiple Pipe Replacements
 - Route 795, Orchard Drive - Double Line of 48-inch Pipe Replacements
- Other Work:
 - Ditch cleaning and leaf removal as needed.
 - Potholes repair on various roads.
 - Cleaned all pipes
 - Continuing work from storm damage on several roads including:
 - Route 611, Greyledge Road
 - Route 702, Hayden Loop Road - One pipe replacement

Board members thanked Mr. Varney and Ms. Smith for their report.

UPDATE ON THE LAUNCH OF THE NEW BOTETOURT COUNTY WEBSITE

Botetourt County staff has been working diligently to improve our website presence for our community, businesses, stakeholders, visitors, and staff. On February 1, 2022, the County will unveil a new look for www.botetourtva.gov. This new website will allow for greater community engagement with the public and will also provide consistency in our brand image across county

departments. Tiffany Bradbury gave a brief presentation and welcomed questions by Board members. The new website will launch on February 1, 2022. The domain will remain the same.

The Chairman called for a brief recess at 3:05 p.m. and the meeting was called back to order at 3:17 p.m.

FARMER'S MARKET SEASON UPDATE FROM SCOTT AND GRACE HARWIN

Mrs. White introduced Scott and Grace Harwin. Mr. and Mrs. Harwin thanked the Board for their continued support over the last 12-15 years. Mr. Harwin reported the Farmer's Market is held on Saturdays from 8:30 a.m.-12:00 p.m., starting in May and ending in October. He noted they are non-profit, and the goal is to help support small vendors through grants, sponsors, and vendor dues. The vendor dues are \$100 per year, which is very low compared to other markets, and they do not receive commission from any sales, he noted. Mrs. Harwin stated their sales goal was \$100,000 for 2021, but she was thrilled to report their sales came in at \$210,000. She stated they currently have 28 full-time vendors and 17 part-time vendors. Mrs. Harwin stated they are looking at purchasing land to build a permanent structure that would have heat/AC, a commercial kitchen, restrooms, and event space, to increase accessibility for their customers. She reported the land would cost approximately \$250,000 and the structure would be around \$500,000. She stated with the permanent structure there would be opportunity for a year-round market and events such as 4-H meetings, educational events, etc. She noted Botetourt County has one of the highest concentrations of beekeepers and they would love to support this program also. Several Board members commented on their enjoyment of the Farmer's Market and are happy it has been so successful.

REQUEST TO REFER PETITION FOR ZONING ORDINANCE TEXT AMENDMENT FOR A NEW LAND USE CATEGORY FOR THE "EQUIPMENT RENTAL AND LEASING", TO STAFF AND PLANNING COMMISSION FOR DETAILED CONSIDERATION AND PUBLIC HEARING

Drew Pearson reviewed information regarding a request from Matthew Snare and AAA Entertainment, Inc. that the Board entertain amendments that would create a new land use category "Equipment Rental and Leasing" as a by-right use in the Business (B-2) Use District.

Currently, the applicants operate their events business in Roanoke City and wish to relocate the business to Botetourt County where they would construct a new facility to operate their business that rents party supplies and recreational equipment. There is no current use in the County's zoning ordinance that permits this type of equipment rental and leasing business. The proposed new use is identified by the applicant as "Equipment Rental and Leasing". The Business (B-2) Use District is designed for community and service businesses that are larger-than-neighborhood markets.

Mr. Pearson explained it was the opinion of staff that the proposed use is compatible with the intent and design of the B-2 District; therefore, staff recommended that the Board refer the petition to staff and the Planning Commission for detailed review and consideration and, following a duly advertised public hearing, recommendation of approval or denial to the Board of Supervisors. As a result of its consideration, the Planning Commission may recommend against amending the County's ordinance, may recommend amendments as proposed by the applicant, or may recommend amendments that modify, supplement, and/or condition amendments requested by the applicant.

Mr. Pearson reminded the Board that Section 25-581.2 of the County Code provides that any resident of the County or an owner of property in the County of agent thereof may petition the

Board of Supervisors for amendment(s) to the County's zoning ordinance. The Board may refer the petition to the Planning Commission, deny the petition, or table the petition.

MOTION: That the Board refer the request to staff and the Planning Commission to analyze and consider amending the County's zoning ordinance to add "Equipment Rental and Leasing" as a by-right use in the Business (B-2) use district. (Resolution Number 22-01-13)

MOTION: Dr. Scothorn

SECOND: Mr. Martin

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

REQUEST TO REFER PETITION FOR ZONING ORDINANCE TEXT AMENDMENT FOR A NEW LAND USE CATEGORY, "DONATION COLLECTION CENTER", TO STAFF AND PLANNING COMMISSION FOR DETAILED CONSIDERATION AND PUBLIC HEARING

Drew Pearson reviewed information from Goodwill Industries of the Valleys, Inc. requesting that the Board entertain amendments that would create a new land use category "Donation Collection Center" as a by-right use in the Business (B-3) Use District.

Currently, the applicant operates in the County as a retail use with the collection and sorting being accessory to the retail component. There is no current use in the County's zoning ordinance that permits a stand-alone collections, sorting, and distribution center.

A proposed new use is identified by the applicant as "Donation Collection Center".

The Business (B-3) Use District is designed for heavy commercial activities.

Mr. Pearson explained it was the opinion of staff that the proposed use is compatible with the intent and design of the B-3 District, therefore staff recommended that the Board refer the petition to staff and the Planning Commission for detailed review and consideration and, following a duly advertised public hearing, recommendation of approval or denial to the Board of Supervisors. As a result of its consideration, the Planning Commission may recommend against amending the County's ordinance, may recommend amendments as proposed by the applicant, or may recommend amendments that modify, supplement, and/or condition amendments requested by the applicant.

Mr. Pearson reminded the Board that Section 25-581.2 - of the County Code provides that any resident of the County or an owner of property in the County of agent thereof may petition the Board of Supervisors for amendment(s) to the County's zoning ordinance. The Board may refer the petition to the Planning Commission, deny the petition, or table the petition.

MOTION: That the Board refer the request to staff and the Planning Commission to analyze and consider amending the County's zoning ordinance to add "Donation Collection Center" as a by-right use in the Business (B-3) use district. (Resolution Number 22-01-14)

MOTION: Dr. Scothorn

SECOND: Mrs. White

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

REQUEST TO REFER PETITION FOR ZONING ORDINANCE TEXT AMENDMENT TO ADD THE LAND USE CATEGORY "STORAGE BUILDING DISPLAY AND SALES" TO STAFF AND PLANNING COMMISSION FOR DETAILED CONSIDERATION AND PUBLIC HEARING.

Drew Pearson reviewed a request from Jonathon Kory Wolford requesting that the Board entertain amendments that would create a new land use category "Storage Building Display and Sales" as a by-right use in the Business (B-2) Use District. There is no current use in the

County's zoning ordinance that specifically permits the display and sale of storage buildings, which generally includes the sale of storage buildings, sheds, gazebos, and other accessory structures primarily intended for residential uses; however, based on the nature of the outdoor display of the structures associated with the proposed use, a determination was previously made that the proposed use is similar in character to the land use "Automobile, truck, trailer, motorcycle, RV, modular and mobile homes sales and rental" that is allowed as a permitted use in the Business (B-3) use district. When proposed uses are determined to be similar in character to a use already listed in the ordinance, the proposed use can be permitted under the same use district as the listed land use and without the need for an ordinance amendment. The proposed new use is identified by the applicant as "Storage Building Display and Sales". The Business (B-2) Use District is designed for community shopping and service businesses.

It was the opinion of staff that the proposed use is not compatible with the intent and design of the B-2 District, therefore staff recommended that the Board deny the petition requesting the amendments based on the proposed land use not being compatible to the purpose of the B-2 District and is more appropriate of a land use in the Business (B-3) District that is intended to accommodate heavier commercial businesses.

Mr. Pearson reminded the Board that Section 25-581.2 of the County Code provides that any resident of the County or an owner of property in the County or agent thereof may petition the Board of Supervisors for amendment(s) to the County's zoning ordinance. The Board may deny the petition, refer the petition to the Planning Commission, or table the petition.

MOTION: That the Board deny the request based on the use not being compatible to the purpose of the B-2 District. Further, the proposed amendments will not be considered by the Planning Commission and the Zoning Ordinance will remain unchanged. (Resolution Number 22-01-15)

MOTION: Mr. Clinton

SECOND: Dr. Scothorn

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

CONSIDER RESOLUTION OF SUPPORT FOR VIRGINIA GENERAL ASSEMBLY HOUSE BILL 246 AND SENATE BILL 596 REGARDING VIRGINIA'S 4-H PROGRAMS

The Board considered supporting the following two General Assembly Bills regarding Virginia's 4-H Programs:

1. HB246 School attendance - 4-H educational programs and activities. Introduced by Terry G. Kilgore

School attendance; 4-H educational programs and activities. Provides that students who miss a partial or full day of school while participating in 4-H educational programs and activities shall not be counted as absent for the purposes of calculating average daily membership and shall receive course credit in the same manner as they would for a school field trip. The bill directs each local school board to develop policies and procedures for students to make up missed work and may determine the maximum number of school days per academic year that a student may spend participating in 4-H educational programs and activities to not be counted absent.

2. SB596 School attendance - 4-H educational programs and activities. Introduced by Todd E. Pillion

School attendance; 4-H educational programs and activities. Provides that students who miss a partial or full day of school while participating in 4-H educational programs and activities shall not be counted as absent for the purposes of calculating average daily membership and shall receive course credit in the same manner as they would for a school field trip. The bill directs each local school board to develop policies and procedures for students to make up missed work and may determine the maximum number of school days per academic year that a student may spend participating in 4-H educational programs and activities to not be counted absent.

Dr. Bailey read the following resolution supporting HB246 and SB596 and encouraged the Botetourt County School Board to develop policies and procedures that will provide those students who miss a partial or full day of school while participating in 4-H educational programs and activities shall not be counted as absent for the purposes of calculating average daily membership and shall receive course credit in the same manner as they would for a school field trip.

RESOLUTION

(Resolution Number 22-01-16)

The Botetourt County Board of Supervisors is pleased to support Virginia General Assembly House Bill 246 and Senate Bill 596 regarding Virginia's 4-H programs.

WHEREAS, the nationally recognized 4-H program is delivered by Cooperative Extension Offices and is a community of more than 100 public universities across the nation that provides experiences where young people learn by doing; and

WHEREAS, Virginia Cooperative Extension, through Virginia Tech, delivers 4-H program and educational opportunities in Family Consumer Science, Agriculture and Natural Resources and Youth Development for our Botetourt County youth: and

WHEREAS, 4-H empowers young people to be true leaders, giving a hands-on approach that changes lives of the nearly 6 million kids and teens nationwide that have taken on critical societal issues, such as addressing community health inequities, engaging in civil discourse and advocating for equity and inclusion for all: and

WHEREAS, 4-H has given Botetourt youth a voice to express who they are and how they make their lives and communities better; and

WHEREAS, youth build life skills by leading hands-on projects in areas like science, health, agriculture and civic engagement helping them to grow confidence, independence, resilience and compassion; and

WHEREAS, adult mentors provide a positive environment where our youth learn by doing.

NOW, THEREFORE BE IT RESOLVED that the Botetourt County Board of Supervisors supports Virginia General Assembly House Bill 246 and Senate Bill 596 which provides that

students who miss a partial or full day of school while participating in 4-H educational programs and activities shall not be counted as absent for the purposes of calculating average daily membership and shall receive course credit in the same manner as they would for a school field trip. Botetourt County urges our local school board to develop policies and procedures for students to make up missed work and may determine the maximum number of school days per academic year that a student may spend participating in 4-H educational programs and activities. Furthermore, we request that 4-H programs and activities be treated like other similar educational programs and participants not be counted absent.

PROCLAIMED this 25th day of January 2022.

Dr. Richard Bailey, Chairman
Botetourt County Board of Supervisors

MOTION: That the Board supports Virginia General Assembly House Bill 246 and Senate Bill 596 in support of 4-H programs. (Resolution Number 22-01-16)

MOTION: Mrs. White

SECOND: Dr. Scothorn

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

COMMITTEE REPORT

Emergency Communications Committee Report

Jason Ferguson reported during the October 6, 2021 meeting of the Emergency Communications Committee, the group reviewed the study findings and recommendations put forth by MorCom International on the current and projected needs of the emergency communications radio system.

Following discussion from the group, a motion was made to accept the report findings from MorCom and move forward in support of joining the Roanoke Regional Radio System. The motion was unanimously carried by the group.

MorCom International has confirmed their interest and availability should the Board desire to act on Phase 2 of the radio system and design work to prepare the County for the procurement processes of the emergency communications system. The original RFP was published and authorized for multiple phases of work, Phase 2 would assist with the technical specifications and preparation of documents for bid. Funds are available in the FY22 budget to move forward with Phase 2, he noted.

Mr. Ferguson answered a few questions from the Board, including an explanation that this is a consortium and each partner signs on with an intergovernmental agreement, with the group meeting regularly to discuss the maintenance of the program. He also noted this has been discussed since 2012 and it took three months to put together the bid design package, so a lot of thought and time had gone into this.

MOTION: That the Board authorize the County Administrator and staff to move forward with discussions with Roanoke Regional Radio System partners and authorize a continuation of the work with MorCom International on Phase 2 of the radio system concept and design work. (Resolution Number 22-01-17)

MOTION: Dr. Scothorn

SECOND: Mrs. White

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

BOARD MEMBER COMMENTS

Dr. Bailey commented the meeting last week with Architectural Partners resulted in good discussion regarding timelines and Geotech sampling. He stated they anticipate having a bid document ready by May.

There were no other comments.

APPOINTMENTS

- a. The term of Mr. Gary Cronise on the Building Code Board of Appeals expires on March 17, 2022. This is a four-year term. Mr. Cronise was contacted and willing to be reappointed.
MOTION: That the Board appoint Mr. Gary Cronise to the Building Code Board of Appeals with a term expiring March 17, 2026. (Resolution Number 22-01-18)
MOTION: Dr. Scothorn
SECOND: Mr. Martin
AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

- b. The term of Mr. Scott Caldwell on the Board of Zoning Appeals expires on March 31, 2022. This is a five-year term. Mr. Caldwell was contacted and willing to be reappointed.
MOTION: That the Board recommend to the Circuit Court Judge that Scott Caldwell be reappointed to another term for the Board of Zoning Appeals (BZA), with a term expiring March 31, 2027. (Resolution Number 22-01-19)
MOTION: Dr. Scothorn
SECOND: Mrs. White
AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

- c. The term of the Valley District representative on the Planning Commission expired January 1, 2022. This is a four-year term. Mr. Tim Lucas was contacted and willing to serve.
MOTION: That the Board appoint Mr. Tim Lucas to the Planning Commission with a term expiring January 1, 2026. (Resolution Number 22-01-20)
MOTION: Dr. Scothorn
SECOND: Mrs. White
AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

CONSIDER REFUND OF REAL ESTATE TAXES

The Board heard a request for a refund of real estate taxes paid for 2021, and part of 2020 tax years. This refund is based on a qualified veteran exemption, effective September 21, 2020. The total requested amount of refund was \$2,754.37, which includes \$522.62 for 2020 and \$2,231.75 for 2021.

MOTION: That the Board authorize a refund of real estate taxes in the amount of \$2,754.37, as presented. (Resolution Number 22-01-21)

MOTION: Mr. Martin

SECOND: Dr. Scothorn

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

FREEDOM OF INFORMATION ACT (FOIA) AND CONFLICTS OF INTEREST ACT (COIA) TRAINING SESSIONS FOR BOARD MEMBERS

Section 2.2-3704.3 of the *Code of Virginia* requires elected officials to receive annual FOIA and COIA training. Mike Lockaby, County attorney, provided this training and reviewed FOIA and COIA laws with the Board. Each Board member was given a copy of the FOIA/COIA presentation.

Dana McCaleb, Board member with Botetourt County Public Schools, was also in attendance to receive the FOIA and COIA training.

ADJOURNMENT

MOTION: That the meeting be adjourned. (Resolution Number 22-01-22)

MOTION: Mr. Martin

SECOND: Dr. Scothorn

AYES: Dr. Bailey, Mr. Clinton, Mr. Martin, Dr. Scothorn, Mrs. White

TIME: 5:03 p.m.