



Agenda  
Page County Board of Supervisors  
Work Session  
Board of Supervisors Room – 103 South Court Street, Luray  
January 5, 2016 – 7:00 p.m.

Call to Order

Organizational Matters

Chairman Woodward

- Election of Vice Chair (p. 2)
- Adoption of the Rules of Procedure (p. 3)
- Designation of Dates, Times, and Locations of Meetings for 2016 (p. 16)

Work Session

FY 2015 Audit Report

James Kelly

Update from the Chamber of Commerce

Gina Hilliard

Closed Session

- Personnel Matters, Pursuant to Section 2.2-3711(A)(1)  
Of the Code of Virginia

Exit Closed Session/Certification of Closed Session

Adjourn

Mission Statement

To provide essential and desired services to all Page County citizens through an open and responsive decision making process that values ethical conduct, fiscal responsibility, professional expertise, regional collaboration and proactive stewardship.



# COUNTY OF PAGE

103 South Court Street, Suite F  
Luray, Virginia 22835  
(540) 743-4142  
Fax: (540) 743-4533

## Board of Supervisors:

Johnny Woodward – Chairman – At- Large  
D. Keith Guzy, Jr. – District 1  
David Wiatrowski – District 2  
Mark Stroupe – District 3  
Larry Foltz – District 4  
Dorothy F. Pendley – District 5

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**TO:** Chairman Woodward and Board of Supervisors  
**FROM:** Amity Moler, County Administrator  
**SUBJECT:** Election of a Vice Chair for 2016  
**DATE:** January 1, 2016

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### **SUMMARY:**

The Vice Chair of the Board needs to be selected for 2016. This selection is made from one of the members at the organizational meeting in January to serve for one year.

### **RECOMMENDATION:**

The appointment of a Vice Chair.

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### **BACKGROUND:**

According to the Board's Rules of Procedure, the Board selects one of its members to serve as Vice Chair for a one year term on a rotating basis. Any nominee may decline to serve or may resign from that position, in which event the representative of the next district in ascending sequential order will be the nominee. The Vice Chair for 2015 was Supervisor Guzy (District 1). If the Board continues to follow ascending sequential order, then the next Vice Chair would be Supervisor Wiatrowski (District 2).

### **ISSUES:**

There are no issues to consider.

### **ALTERNATIVES:**

There are no alternatives to consider.

### **FISCAL IMPACT:**

There is no fiscal impact to consider.

### **MOTION(S):**

I move to nominate \_\_\_\_\_ to serve as Vice Chair of the Board of Supervisors for 2016.



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**TO:** Chairman Woodward and Board of Supervisors  
**FROM:** Amity Moler, County Administrator  
**SUBJECT:** Adoption of the Rules of Procedure  
**DATE:** January 1, 2016

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### **SUMMARY:**

The Board's Rules of Procedure are reviewed and re-adopted annually at the organizational meeting in January.

### **RECOMMENDATION:**

Adoption of the Rules of Procedure.

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### **BACKGROUND:**

The purpose of the Rules of Procedure is to control the internal affairs of the Board of Supervisors. They also govern the way the Board functions as well as outlines the roles and responsibilities of its officers. The Rules of Procedure are revised as needed.

### **ISSUES:**

There are no issues to consider.

### **ALTERNATIVES:**

There are no alternatives to consider.

### **FISCAL IMPACT:**

There is no fiscal impact to consider.

### **MOTION(S):**

I move to adopt the Board of Supervisors Rules of Procedure for 2016.

### **ATTACHMENT:**

1. Rules of Procedure

# **PAGE COUNTY BOARD OF SUPERVISORS**



## **RULES OF PROCEDURE**

**REVISED & ADOPTED  
January 6, 2015**

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**PAGE COUNTY BOARD OF SUPERVISORS  
RULES OF PROCEDURE**

**I. CREATION**

Page County Board of Supervisors, hereinafter called the Board, is an elected body provided by the Code of Virginia, Section 15.2-1400. It consists of six (6) members, with five (5) members elected from each of the Voting Districts and one (1) member elected at large from all the Voting Districts who shall serve as the Chairman of the Board.

**II. SEAL OF THE BOARD**

When affixed to any paper or document by the Clerk of the Board, the Seal has the force and effect for authentication for the Board.

**III. PRINCIPAL ADDRESS**

103 South Court Street, Page County, Luray, Virginia; mailing address 103 South Court Street, Luray, VA 22835

**IV. CHAIR TO THE BOARD**

The Supervisor elected as a member at large shall serve as the Chairman of the Page County Board of Supervisors.

**V. VICE-CHAIR**

At the first meeting of the year, the Board selects one of its members to serve as Vice-Chair for a one year term on a rotating basis. Any nominee may decline to serve or may resign from that position, in which event the representative of the next district in ascending sequential order will be the nominee.

**VI. COUNTY ADMINISTRATOR**

The County Administrator shall be Clerk to the governing body and his/her general duty is set forth in the Code of Virginia, Section 15.2-1540 and 15.2-1541. He/she shall maintain an office at the same address as the Board. The Executive Secretary is designated Deputy Clerk to the Board.

## VII. COUNTY ATTORNEY

The County Attorney assists the Board in analyzing the facts; provides advice and action in legal matters and represents the Board in civil actions; provides advice and action in legal matters to the constitutional officers, zoning administrator, building code official and other departments and agencies of the County. Any item presented to the County Attorney for opinion, must be submitted in writing, and a written response shall be provided.

## VIII. QUORUM FOR THE EXERCISE OF BOARD BUSINESS

Four (4) members of the Board shall constitute a quorum for the purpose of conducting Board business. A tie vote of the members present with a quorum or in excess of a quorum shall cause the motion or matter voted on to fail. There shall be no provision for a tiebreaker in the event of a tie of the voting members with a quorum present.

## IX. MEETINGS AND ATTENDANCE

- A. The County Administrator, Chairman of the Board, and Vice-Chairman of the Board shall be responsible for drafting the agenda of any Board meeting.
- B. All meetings and business shall be conducted in accordance with the Code of Virginia, Robert's Rules of Order Revised, 11<sup>th</sup> edition, and these by-laws as interpreted by the Chair to the majority of the Board members.
- C. Regular Meetings will be held on the third Tuesday of each month at 7:00 p.m. at the designated location. The Board's calendar is attached and incorporated herein. Closed Meetings will be held as needed. The Board, at its pleasure, may continue its meeting beyond the normal adjournment/recess time. Meetings shall start at the appointed time, and if the Chair is not present, the Vice Chair shall preside. If neither the Chair nor the Vice Chair is present, the County Administrator shall call the meeting to order and preside for the election of a temporary Chair.
- D. The County Administrator shall list all items requested for the agenda. If, in the opinion of the County Administrator, an item is not appropriate for consideration by the Board, he/she shall inform the Chair.
- E. The County Administrator shall allocate time to items on the agenda to suit the convenience of the Board.
- F. The Board shall consider all items docketed on the agenda before taking any other items unless an undocketed item is brought by consent of the Board, provided no Board Member objects.

- G. Time permitting, items not on the agenda shall be heard as the final items of the Board's business. If time does not, in the opinion of the Chair or the Board, permit hearing items not on the agenda, they shall be carried over to the next regular or special meeting (provided no Board member objects).
- H. Once a notice for Public Hearing has been advertised, (regardless of the nature) the Public Hearing must be conducted, unless the scheduled Board meeting is cancelled by the Chair with the consent of a majority of the Board.
- I. Departmental reports, general correspondence, calendars and notices, financial reports and other matters not directly related to an agenda item are to be provided to the Board under separate cover from the Agenda Packet.
- J. Weather – A regular meeting shall be continued to the immediately following Tuesday at the same time and place as the regular meeting if the Chair, or Vice Chair when the Chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend regular meeting. Such finding shall be communicated to the members and the public and media as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.
- K. Legal Holiday – When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the following business day unless the meeting is canceled by a majority vote of the Board.

**X. ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS**

The Page County Board of Supervisors (the Board) shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, audio, video, electronic, or other communication means where the members are not physically assembled, except as provided in Virginia Code §2.2-3708 or as provided hereafter. Nothing in this policy shall be construed to prohibit the use of interactive audio or video means to expand public participation.

- A. A Board member may participate in a meeting through electronic communication means from a remote location that is not open to the public:
  - 1. If, on or before the day of the meeting, the Board member notifies the Board Chair that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, the Board, by a majority vote, approves electronic participation by the Board member, and the Board records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

Such participation by a Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is fewer; or

2. If a Board member notifies the Board Chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, the Board, by a majority vote, approves electronic participation by the Board member, and the Board records this fact and the remote location from which the member participated in its minutes.

B. A Board member may participate in a meeting by electronic means only when:

1. A quorum of the Board is physically assembled at the primary or central meeting location; and
2. The Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

## XI ORDER OF BUSINESS

The Order of Business for the regular meeting on the third Tuesday, shall be as follows unless the County Administrator in drawing up the Agenda shall find good cause to change it:

Call to Order, Pledge of Allegiance, Invocation

Public Hearings

Presentations, Proclamations and Awards

Public Comments on Agenda Items

Action Matters

Consent Agenda

Old Business

New Business

Open Public Comments

Administrator's Report

Supervisors' Time

Closed Session (as needed)

Adjourn/Recess

## XII. CONDUCT OF BUSINESS

- A. When the question is called, the Chair shall call for the vote.
- B. Any member abstaining on a vote shall so indicate following the call for the vote.
- C. A Motion does not require a second.
- D. Exhibits before the Board shall become the property of the Board and shall be filed with the County Administrator.
- E. Citizens shall not speak at a meeting unless they are recognized. Citizens shall request recognition by addressing "Mr. Chair" or "Madam Chair" (as appropriate) and await acknowledgment.
- F. Should it be desired by the Chair, any member, or by the County Administrator, the member making a resolution shall reduce the same to writing and deliver it to the County Administrator's Office. The County Administrator shall take down verbal resolutions as accurately as possible, but when loosely worded or incomplete "whereases" precede the motion, the County Administrator should use appropriate language to accomplish the intent of the Board.
- G. Prior to initiating a public hearing, the Chair shall recount the rules under which the hearing shall be operated, but he/she may amend the rules during the hearing by giving notice of the change to those gathered.
- H.
  - 1. Only those issues as addressed in the published notice for a public hearing shall be considered by the Board at a public hearing. Any citizen appearing before the Board at a public hearing shall speak only to those matters at hand.
  - 2. Any citizen speaking before the Board, during public comment period and/or public hearings, will be allotted three (3) minutes in which to make his/her comments. The time limit will be enforced by the Chair.
  - 3. After the public hearing is closed by the Chair no citizen may speak before the Board on said public hearing unless the public hearing is reopened by a majority vote of the board.

4. Any citizen speaking before the Board at a public hearing shall address the Board and shall conduct himself/herself in an orderly manner. His or her failure to comply with these standards may result in his/her removal from said public hearing.
- I. At the beginning of the public hearing, the Chair shall call upon the County Administrator or the other staff member handling the matter at hand or shall himself/herself recount a description of the issue placed before the hearing.
  - J. Subject to revocation or extension by the majority of the Board assembled, the Chair may in all matters establish a maximum time for consideration of any matter, and/or limit the amount of time available to each speaker, including Board members, on a matter and/or limit the number of times each speaker may address the Board on a matter. Notwithstanding the foregoing statement, every Board member shall be entitled to make a statement on every matter before the Board and the call for the question shall not be entertained until all members who wish to exercise this right shall have done so at least once.
  - K. All members or citizens shall limit their comments before and to the Board. The Chair may prohibit questions from citizens until a speaker has finished his/her presentation and may, at his/her discretion, limit the amount of time available for each person based upon the number of individual speakers who wish to address the Board.
  - L. The Board of Supervisors has set forth the following rules for presentation time limits:
    1. Individual presentations placed on the Board's agenda shall be no longer than fifteen (15) minutes in duration.
    2. If time permits, a change may be made by the Chairman of the Board of Supervisors.
  - M. At such times a Board member may find himself or herself with a conflict of interest the Board member shall state the nature of the conflict of interest and shall, at their election, remove himself or herself from voting or abstention or both.
  - N. Comments should be addressed to the Chair. Derogatory comments directed at specific members or staff shall be ruled out of order. Persons may not yield their time. Persons may not speak more than once on an issue. Public Comments is a time for comments and the Board does not normally respond to questions, but may direct staff to respond at a later date.

- O. Invocation – The Invocation shall be part of the regular meeting agenda following the *Pledge of Allegiance*. Religious leaders, of various denominations, shall be invited to give the Invocation on a rotational basis.

### XIII. ORDER

- A. It shall be the duty of the Chair to maintain order and decorum at meetings. The Chair shall speak to points of order in preference to all other members.
- B. In maintaining decorum and propriety of conduct, the Chair shall not be challenged and no debate shall be allowed until after the Chair declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order, the regular business may be suspended by vote of the Board to discuss the matter.
- C. No member or citizen shall be allowed to use slanderous or abusive language directed at any member of the Board or other person, excessive noise, or speaks out of order, or in any way fails to comply with rules or procedures set by this Board, or incite persons to use such tactics. The Chair and/or the County Administrator, or County Attorney shall be the judge of such breaches, however, the Board may vote to overrule both.
- D. When a person engages in such breaches, the Chair may order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property and may, at his discretion, bring formal charges for disruption of a public meeting.
- E. A copy of the rules of order shall be made available to the public upon request.

### XIV. STANDARDS OF CONDUCT

In keeping with the County of Page's Commitment to Service, Excellence, and Integrity, the citizens and businesses of Page County, Virginia, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. This includes personal integrity, work group integrity, and organizational integrity. The effective functioning of democratic government therefore requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

XV. COMMITTEES

Ad hoc committees, being those committees appointed for a special limited purpose, may be appointed by the Chair as needed.

Members of the Planning Commission and Board of Zoning Appeals may be appointed by the Board member serving the elected district in which the appointment is made.

The elected Chairman of Board shall not have the right to make direct appointments to committees as a representative of his or her district.

Constitutional Officers may be appointed to committees.

XVI. PARLIAMENTARIAN

The Chair, with the majority of the Board, shall act as Parliamentarian to the Board.

XVI. RULES

- A. The by-laws may be suspended at anytime, for a given board meeting, by a majority vote of the Board of Supervisors.
- B. The by-laws may be altered by a majority vote of the Board of Supervisors.

XVII. OFFICIAL BOARD TRAVEL

- A. A Board member may travel officially in-state at the Board member's discretion. In-state travel shall include travel to Washington, D.C.
- B. A Board member shall obtain advance approval of the Board prior to official travel out-of-state.
- C. A report and accounting of funds shall be made for travel.

XVII. APPROVAL TO PAY PAYROLL AND ACCOUNTS PAYABLE WARRANTS

- A. Consistent with Code of Virginia paragraph 15.2-1243, the Board of Supervisors grants to the County Administrator the authority to audit and approve for payment on their behalf warrants for valid accounts payable and payroll activity.
- B. The County Administrator's approval will be documented in writing on a check transmittal that will accompany the warrants when they are forwarded to the Treasurer for signature.
- C. All warrants must be presented to the Board of Supervisors for action as a consent agenda item at their regular meeting.

## XVIII. APPROVAL OF MINUTES

- A. Minutes taken during a previous Board meeting will be distributed to the members of the Board with the Board package for review prior to the meeting of the Board at which approval is requested. Minutes of prior board meetings will be deemed to be approved as submitted, unless a correction is requested by a member of the Board and approved by the vote of a majority of Board members.
- B. It is the policy of the Board that minutes shall be concise, enumerating the following terms:
  - 1. Time, date and place of the meeting, members of the Board and key staff members in attendance. The Clerk shall record in the minutes the absence of any member of the Board from any portion of the meeting.
  - 2. A concise statement of the matter before the Board, those persons speaking on the matter and a synopsis of the statements.
  - 3. A notation of specified issues or clarifications that have salient bearing on the matter being decided.
  - 4. A notation of the memorandum and exhibits which accompany the matter before the Board which shall be filed with the clerk's records of the meeting.
  - 5. A statement of the specific request or recommendation being presented to the Board.
  - 6. The specific and full text of each motion, substitute motion, and amendment considered by the Board. The result of the vote, passage or failure, shall be noted and the vote of each member recorded.
  - 7. Such specific items, issues, comments, or votes, as requested by any Board member during a meeting but prior to approval of the minutes by the Board.
  - 8. Such other matters as the Clerk shall deem necessary to provide a complete, accurate and understandable record of the deliberations of the Board.
- C. Minutes of workshops and other meetings of the Board where no formal action is taken shall be summary in nature, indicating the time, date and place of the meeting, members of the Board in attendance, persons making presentations before the Board, and the topic or topics of the workshop or discussion.
- D. Recordings of Board meetings shall be made at all meetings. The recordings shall be retained by the Office of the County Administrator for two years from the date of the meeting.

XIX. CONSENT AGENDA

- A. The purpose of the Consent Agenda is to provide a method for the expeditious handling of items, which, in the opinion of the County Administrator and the Chair, will not require discussion and will be approved unanimously by the Board.
- B. Prior to the consideration of a motion to approve the consent agenda, the Chair shall ask if any member of the Board would like to have an item removed from the consent agenda for discussion, for further information, or in order that there might be a separate vote on the item.
- C. Any item or items which one or more members of the Board wishes to remove from consent agenda shall be removed by the Chair, and, at that point, a motion to approve the remaining consent agenda shall be in order. Items which have been removed from the consent agenda may be taken up by the Board immediately after the approval of the remaining consent agenda or may be scheduled for consideration later in the meetings by the Chair with the concurrence of the Board.



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Larry Foltz – District 4  
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**TO:** Chairman Woodward and Board of Supervisors  
**FROM:** Amity Moler, County Administrator  
**SUBJECT:** Designation of Board Meeting Dates/Times/Locations  
**DATE:** January 1, 2016

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### **SUMMARY:**

The annual meeting schedule [**Attachment 1**] is approved every year at the Board's organizational meeting in January. This sets forth the Board's meeting dates, times and locations.

### **RECOMMENDATION:**

Approval of the 2016 meeting schedule and holiday calendar is recommended.

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### **BACKGROUND:**

The Board previously designated that monthly work sessions will be held on the first Tuesday of each month, beginning at 7:00 p.m. in the Board of Supervisors Room and the regular meeting will be held on the third Tuesday of each month, beginning at 7:00 p.m. and will be rotated between Luray, Stanley and Shenandoah.

### **ISSUES:**

There are no issues to consider.

### **ALTERNATIVES:**

There are no alternatives to consider.

### **FISCAL IMPACT:**

There is no fiscal impact to consider.

### **MOTION(S):**

I move to approve the 2015 Board meeting schedule.

### **ATTACHMENTS:**

1 2015 Board Meeting Schedule

## Page County Board of Supervisors 2016 - Meeting Schedule

Notice is hereby given to all media and citizens requesting notification of the Page County Board of Supervisors meetings that their 2016 meeting schedule is set as follows:

<u>Date</u>	<u>Location</u>	<u>Time</u>	<u>Type of Meeting</u>
January 5, 2016	Board Room	7:00 p.m.	Work Session
January 19, 2016	Board Room	7:00 p.m.	Regular Meeting
February 2, 2016	Board Room	7:00 p.m.	Work Session
February 16, 2016	Board Room	7:00 p.m.	Regular Meeting/Presentation of Budget
March 1, 2016	Board Room	7:00 p.m.	Work Session
March 10, 2016	Board Room	7:00 p.m.	Budget Work Session
March 15, 2016	Stanley Elementary School	7:00 p.m.	Regular Meeting
March 24, 2016	Board Room	7:00 p.m.	Budget Work Session
March 29, 2016	Board Room	7:00 p.m.	Budget Work Session
March 31, 2016	Board Room	7:00 p.m.	Budget Work Session
April 5, 2016	Board Room	7:00 p.m.	Work Session
April 7, 2016	Board Room	7:00 p.m.	Budget Work Session
April 19, 2016	Shenandoah Elementary School	7:00 p.m.	Regular Meeting
April 21, 2016	Board Room	7:00 p.m.	Tax Levy Hearing & Adoption School Budget & Co. Budget Hearing
April 28, 2016	Board Room	7:00 p.m.	School Budget & Co. Budget Adoption
May 3, 2016	Board Room	7:00 p.m.	Work Session
May 17, 2016	Stanley Elementary School	7:00 p.m.	Regular Meeting
June 7, 2016	Board Room	7:00 p.m.	Work Session
June 21, 2016	Board Room	7:00 p.m.	Regular Meeting
July 5, 2016	Board Room	7:00 p.m.	Work Session
July 19, 2016	Shenandoah Elementary School	7:00 p.m.	Regular Meeting
August 2, 2016	Board Room	7:00 p.m.	Work Session
August 16, 2016	Board Room	7:00 p.m.	Regular Meeting
September 6, 2016	Board Room	7:00 p.m.	Work Session
September 20, 2016	Stanley Elementary School	7:00 p.m.	Regular Meeting
October 4, 2016	Board Room	7:00 p.m.	Work Session
October 18, 2016	Shenandoah Elementary School	7:00 p.m.	Regular Meeting
November 1, 2016	Board Room	7:00 p.m.	Work Session
November 15, 2016	Board Room	7:00 p.m.	Regular Meeting
December 6, 2016	Board Room	7:00 p.m.	Work Session
December 20, 2016	Board Room	7:00 p.m.	Regular Meeting

DRAFT

**MOTION TO CONVENE A CLOSED MEETING UNDER  
THE VIRGINIA FREEDOM OF INFORMATION ACT  
Board of Supervisors Meeting – January 5, 2016**

I move that the Page County Board of Supervisors convene in closed session under the Virginia Freedom of Information Act:

[ ] to discuss personnel matters relating to the assignment and promotion of a County employee and the salary of a Constitutional Officer and employees, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia.

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**MOTION TO ADJOURN CLOSED MEETING & RECONVENE IN OPEN SESSION:**

I move the closed meeting be adjourned and the Page County Board of Supervisors reconvene in open session.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

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**Certification of Closed Meeting:**

To the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711 (A) of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

Recorded Roll Call Vote:

AYE      NAY      ABSENT      ABSTAIN

D. Keith Guzy, Jr.  
David Wiatrowski  
Mark Stroupe  
Larry Foltz  
Dorothy Pendley  
Johnny Woodward