

Minutes
Board of Supervisors
Regular Meeting
January 17, 2023

Members Present: Keith Weakley, Chairman At-Large
D. Keith Guzy, Jr., District 1
Allen Louderback, District 2
Mark Stroupe, District 3
Jeff Vaughan, District 5

Members Absent: Larry Foltz, District 4

Staff Present: Amity Moler, County Administrator
Regina Harner, Assistant County Administrator
Becky Smith, Commissioner of the Revenue
Michael Helm, County Attorney

Call to Order:

Chairman Keith Weakley called to order the regular meeting of the Page County Board of Supervisors on Tuesday, January 17, 2023, at 7:00 p.m., in the Board of Supervisors Room located in the Page County Government Center, 103 South Court Street, Luray, VA. The Call to Order was followed by the Invocation given by Pastor Andy Seastrom and the *Pledge of Allegiance*.

Adoption of Agenda:

Motion: Supervisor Guzy moved that the Board adopt the agenda, and to move the CAMRA Software/Vision Government Solutions discussion under the Public Hearing for the Budget Amendment. Supervisor Vaughan seconded and the motion carried by a vote of 5-0. Aye: Weakley, Guzy, Louderback, Stroupe, Vaughan. Nay: None. Absent: Foltz.

Public Hearings

Budget Amendment:

The Budget Amendment was advertised as follows:

NOTICE OF PUBLIC HEARING
BUDGET AMENDMENT
PAGE COUNTY BOARD OF SUPERVISORS

On January 17, 2023 at 7:00 p.m., the Page County Board of Supervisors will conduct a public hearing at the Page County Government Center, 103 South Court St., Luray, VA 22835, for the purpose of considering an amendment to the fiscal year 2023 budget. The aggregate amount of the amendments exceeds one percent of the fiscal year 2023 budget and the public hearing is required by Section 15.2-2507 of the Code of Virginia.

REVENUE:	Local Funds	\$ 5,290
	State Funds	80,354
	Federal Funds	52,240
	General Fund Balance	1,248,999
	Capital Projects Fund Balance	50,116
	Airport Hangar Fund Balance	127
EXPENDITURE:	General Fund	\$ 38,140
	Capital Projects Fund	120,000
	Page County Public Schools	1,278,859
	Airport Hangar Fund	127

Chairman Weakley opened the public hearing on the Budget Amendment at 7:02 p.m.

Tyler Olsen, Director of Finance, reviewed the budget amendment and explained in FY 2022, the Animal Shelter was given the Direct Animal Award, totaling \$10,000. He said \$5,290 of this remains to be received and spent. It is requested that these local funds be appropriated for veterinary services and various supplies.

The Page County Sheriff's Office has received \$9,950 from the State Compensation Board, as the jail's nurse position will be partially funded by the State. It is requested that these State funds be appropriated for the jail's nurse position. The Sheriff's Office has purchased a vehicle using the County's funds that were originally earmarked for this position.

The School Board has received \$70,404 from a State security grant and \$52,240 from a Federal health workforce grant. The security grant will be used to purchase security equipment for three schools, whereas the health workforce grant will be used to build the School Board's health workforce. It is requested that these funds be appropriated.

In December, the County was notified that Stonewall Technologies, the vendor that has provided CAMA software for the Commissioner of the Revenue, has merged with Vision Government Solutions. Consequently, the Commissioner will need to purchase software from Vision or another company. Vision provides many useful updates and is cheaper than other options. It is requested that \$120,000 is appropriated from the County's General Fund Balance for the implementation of this software. The annual subscription and maintenance cost for Vision's CAMRA Software is \$28,000, which is \$22,900 more than Stonewall's cost. It is requested that \$22,900 be appropriated from the General Fund Balance for this expenditure increase.

The School Board would like to request a carryover of \$1,106,099 from the General Fund Balance and \$50,116 from the County CIP Fund Balance. Earlier this year, the State provided funds to give bonuses to SOQ positions. He noted that \$265,110 of this carryover would be used to provide bonuses to employees in non-SOQ positions. Full-

time employees will receive \$1,000, and part-time employees will receive \$500. The remaining portion of the carryover, \$891,105 would be spent on capital projects, which include a facilities study to help the School Board identify and prioritize their capital expenditures. This study will cost \$72,080.

When posting adjustments for the FY 2022 financial statements, it was discovered that there is \$127 remaining in the Airport Hangar Fund Balance. Since the Airport Authority no longer uses the County to collect rental fees and pay bills, it is requested that \$127 is returned to the Airport Authority.

The three Towns' police departments and the School Board requested additional equipment related to the County's Next Generation 9-1-1 project. Based on calculations provided by the project manager, the police departments' additional equipment cost is \$275,022, and the School Board's cost is \$235,138. The police departments will be reimbursing the County for their portions, and it was discussed with the School Board's prior administration that their additional equipment cost would come from their budgetary savings.

Instead of carrying over all of the School Board's unspent funds from FY 2022, the Board may want to retain \$235,138 to compensate for the additional equipment expenses.

He recommended the appropriation of all requests, except a portion of the School Board's carryover. Instead, he recommended that the County appropriates \$265,110 for the bonuses and \$72,080 for the facilities study. Once the study is complete, the County can meet with the School Board to discuss the funding of future capital expenditures. Doing so will allow the County and School Board to have a better understanding of the all-encompassing cost and recommended timeline of repairing and maintaining the School Board's facilities.

Supervisor Louderback asked how many healthcare workers does the school system currently have. Mr. Olsen was not sure. Supervisor Louderback expressed concern that while grants sound like a good idea when the funding runs out then you either have to eliminate the personnel or maintain the position with no grant funding. He said if there is currently no need for the positions now then he does not support accepting the grant. His questions were: How will the healthcare workforce be built? What healthcare personnel do they have now? How many years is the grant for? How many positions will it involve? Will those positions be eliminated when the grant ends?

Supervisor Guzy questioned the funding request for a facilities study. Mr. Olsen said the study will provide a report indicating everything that needs to be repaired with a timeline of how the facilities are maintained. It was clarified that the company only performs the study they do not perform the actual work.

Next, Becky Smith, Commissioner of the Revenue, explained that the County has been with Stonewall Technology since 1989 for the CAMA software. They were recently notified that Stonewall Technology partnered with Vision Government Solutions. The

existing software will need to be upgraded, which will cost \$120,000. If the County was to purchase new software, it would cost \$250,000. Vision will give a timeframe to switch to the package before they eliminate what we currently use. They would like the contract signed so they know the County will use them, but she asked to delay it for one year and she does not want to interfere with the current transfer process. Currently, there are no other vendor options. Mrs. Smith said they had performed a test and everything worked well.

Supervisor Vaughan expressed concern about security and Supervisor Guzy was concerned about continued support and maintenance.

Public Comments on the Public Hearing.

There were no speakers during the public hearing. Chairman Weakley closed the public hearing at 7:27 p.m.

After discussion, the Board agreed to hold back approval of the health workforce grant and the school CIP fund less the radio cost.

Motion: Supervisor Guzy moved to approve the requests, except the School Health Workforce Grant and all of the School CIP, less the radio costs. Supervisor Vaughan seconded and the motion passed by a vote of 5-0. Aye: Guzy, Louderback, Stroupe, Vaughan, Weakley. Nay: None. Absent: Foltz.

Supplemental Appropriations Requests:

Department	Description	Revenue Source	Expenditure	Amount
Animal Shelter	Direct Animal Award Carryover	Direct Animal Award 101-0000-318-02-37	Veterinary Services 101-3510-435-59-31	\$5,290
Sheriff's Office	Compensation Board Increase for Jail Nurse Position	Compensation Board 101-0000-323-02-01	Jail Salaries 101-3310-433-11-05	9,950
School Board	State Security Grant	Security Grant	School Security	70,404
Commissioner of the Revenue	CAMA Software Annual Maintenance and Subscription	General Fund Balance 101-0000-341-04-07	Contractual Services 101-1231-412-30-40	22,900
Capital Projects	CAMA Software Implementation for Commissioner of the Revenue	General Fund Balance 101-0000-341-04-07	COR CAMA Software	120,000
School Board	Carryover Request	General Fund Balance 101-0000-341-04-07	School CIP	72,080
School Board	Carryover Request	General fund Balance 101-0000-341-04-07	Bonuses	265,110

Airport Authority	Hangar Fund Balance Payout	Hangar Fund Balance 728-0000-341-04- 07	Airport Authority 728-8161-481-50- 72 & 73	127
Total				\$565,861

Presentations, Proclamations and Awards

FY2022 Audit:

James Kelly, Robinson, Farmer, Cox Associates, Certified Public Accountants, PLLC, presented the FY2022 audit. Mr. Kelly stated that the County received the Certificate of Achievement for Excellence in Financial Report from the Government Finance Officers Association for its Annual Comprehensive Financial Report for FY 2021 and this is the fifth year in a row the County has received this award. As a result of the audit, they issued an unmodified opinion, which is the highest level of assurance that their profession allows them to give. He then reviewed that audit objectives are the expression of opinions as to whether the basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. In their opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented components units, each major fund and the aggregate remaining fund information of the County of Page, Virginia, as of June 30, 2022, and the respective changes in financial position, and, where applicable cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the U. S. Regarding the reports on internal control and compliance, they had one finding related to the School Board COVID-19 ESSER grant. He outlined that the County ended the year with \$21 million in the Unassigned Fund Balance along with \$28 million in cash and cash equivalents. He noted that revenues exceeded expenditures by \$1.6 million. The County has a fund balance policy, that states the unassigned fund balance must equal 15% of annual general budgeted expenditures. As of 2021 and 2022, that has been nearly 47.5%, which is about three times what the County's policy requires. Next, he outlined that the actual revenues exceeded the budget by \$1,451,655 for the year. A large increase of this has to do with the assessed value of property taxes and collections of the taxes, which increased. Mr. Kelly reviewed that in 2018 the net change in fund balances was a negative \$105,491 and in 2022 it reflects a positive variance of \$2,408,956, which shows how the fund balance increased. The tax levies and collections increased during the year, which increased about \$2.5 million. In 2018, the debt per capita was \$2,397 and in 2022 it was \$2,402, but the percentage of personal income in 2018 was 3.79% and in 2022 is 5.09%. Mr. Kelly explained that the county has received significant funding from ARPA to be expended before December 21, 2024. It is imperative that amounts expended be appropriately documented and accounted for on a departmental basis. These funds will be subject to audit in accordance with the Uniform Guidance in FY2022 through 2024. He went over the eligible uses and restrictions on these funds. In conclusion, he noted there were very few journal entries this year. A management memorandum was issued with recommendations on some landfill billing procedures and the bonding with the schools and federal funding. A Governance letter was also issued and there were no issues.

Public Comments on Agenda Items:

There were no speakers.

Action Matters:

Boards & Commission Appointments:

Mrs. Harner reviewed the Board and Commission appointments as follows:

Economic Development Authority:

The term of Sara Levinson (District 3) expires January 31. She is interested in serving another four -year term. If reappointed, the new term would run from February 1, 2023 through January 31, 2027.

Motion: Supervisor Stroupe moved to reappoint Sara Levinson (District 3) to the Economic Development Authority for a four-year term from February 1, 2023 through January 31, 2027. Supervisor Vaughan seconded and the motion carried by a vote of 5-0. Aye: Louderback, Stroupe, Vaughan, Weakley, Guzy. Nay: None. Absent: Foltz.

Northwestern Community Services Board:

A vacancy exists on the Board. Another individual will need to be appointed to serve a three-year term from January 1, 2023 through December 31, 2025. The NWSCB meetings are held on the third Wednesday of each month at 6:30 p.m., at their offices in Front Royal.

Social Services Board:

A vacancy exists on the Social Services Board for the District 5 seat. An appointment is needed to fill a term that will expire June 30, 2026. The Board meets the third Tuesday of every other month at the Department of Social Services, in Stanley.

Northwestern Community Services Board and Social Services Board appointments were deferred until the February meeting.

Consent Agenda:

Mrs. Moler informed the Board that on page 4, line 4, of the December 5, 2022 minutes, an edit needs to be made in comments made by Chris Anderson from 118 to 418.

Motion: Supervisor Guzy moved to approve the Consent Agenda as follows:

- Financial reports for the period of November 1-30, 2022 and December 1-31, 2022;
- Accounts payable checks, payroll checks, payroll direct deposits, and payroll tax related electronic fund transfers totaling \$3,743,979.08 for the month of November 2022 and \$5,354,301.03 for the month of December 2022;
- Minutes of November 7, 2022, November 21, 2022, December 5, 2022 (as amended); and
- Three coyote claims totaling \$150.

Supervisor Stroupe seconded and the motion carried by a vote of 5-0. Aye: Stroupe, Vaughan, Weakley, Guzy, Louderback. Nay: None. Absent: Foltz.

Old Business:

There was no Old Business to discuss.

New Business:

Viewpoint Proposal:

Mrs. Moler informed the Board that she had spoken with a representative from the television program Viewpoint with Dennis Quaid. Page County has been selected as well as eight other localities to participate in advertising during the program to showcase the County. This program runs nationwide and has a cost of \$25,500, if we are selected. Mrs. Moler said a follow up call for more details is planned, if the Board wishes to pursue this opportunity.

It was consensus of the Board to proceed and suggested using TOT funds to cover the cost.

Open Public Comments:

Cathy Herbert thanked the Board for seeing that the minutes for the Tourism Council were posted on the website. The public is interested in how the TOT funds are being spent. She said the minutes should be posted for all Boards.

Teresa McAlister stated that her son is incarcerated and she would like to see our inmates be able to stay here in Page County. Her son is currently in Orange County and this poses a problem for visitation, not just for her but for other people in our county whose loved ones have been placed outside the county. Some of the inmates are not bad people or drug users, they have just made poor choices. We need mental health counselling and rehabilitation programs in the county, especially for repeat offenders.

Administrator's Report:

Mrs. Moler reminded the Board of the upcoming joint meeting with the School Board on February 16, at 6 pm at Page Middle School. Lastly, she reported that the cutover for the new radio system will occur on January 18, 2023, at 9 am. She was excited that the new system will provide 95% coverage inside and 98% coverage outside the County.

Supervisors Times:

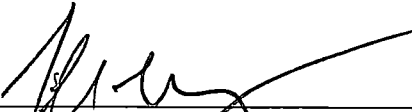
All Supervisors thanked the Finance Department for their hard work on the audit and thanked everyone for attending.

Supervisors Louderback and Vaughan both expressed their concern over the jail situation and let the public know that the Board hears their concerns. The State requires a lot of conditions and tell you how to build the jail, this needs to be changed so localities can move forward.

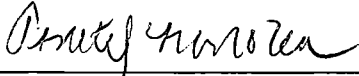
Michael Helm, County Attorney, introduced his associate Caleb Routhier noting that he will be attending some Board meetings and filling in for when he has to be in another meeting.

Adjourn: 8:28 p.m.

With no further business to discuss, Chairman Weakley adjourned the meeting.



Keith Weakley, Chairman



Amity Moler, County Administrator