

COUNTY OF BATH, VIRGINIA  
BOARD OF SUPERVISORS MEETING  
BATH COUNTY COURTHOUSE, Room 115

Tuesday, December 9, 2014, 7:00 p.m. Regular Meeting

At the Regular Meeting of the Board of Supervisors of Bath County, Virginia, Bruce McWilliams, Chairman; Henry "Kevin" Fry, Vice Chairman; Claire A. Collins; Phillip "Bart" Perdue; Clifford A. Gilchrest; Lady and Gentlemen Supervisors; Michael M. Collins, County Attorney; and Ashton N. Harrison, County Administrator.

Chairman McWilliams called the meeting to order.

Upon a motion made by Mr. Perdue, with a second from Mr. Gilchrest, and adopted 5 in favor, 0 against, the Board went into closed meeting in the Upper Level Conference Room Pursuant to Code of Virginia of 1950 as amended section 2.2-3711.A.1 Personnel and section 2.2-3711.A.3 Discussion of Acquisition of Real Property for a Public Purpose.

Mr. Perdue made a motion, with a second from Mr. Gilchrest which was adopted 5-0, in favor of coming out of closed meeting and returning to the regular meeting and to certify as follows:

CERTIFICATE OF CLOSED MEETING

WHEREAS, the Bath County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Bath County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Bath County Board of Supervisors certifies that, to the best of each member's knowledge (1) Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies and (2) Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed and considered by the Bath County Board of Supervisors.

Ayes: Clifford Gilchrest, Bruce McWilliams, Claire Collins, Kevin Fry and Bart Perdue

Nays: None

The Chairman led the Pledge of Allegiance, and Mr. Perdue offered the invocation.

The Chairman asked the Board if they wished to approve or amend the agenda and the minutes from the November 11, 2014, Board of Supervisors meeting.

Ms. Collins made the motion to approve the agenda with the addition of consideration of a Code Red service agreement and additional bills list. Mr. Gilchrest seconded the motion which was adopted 5-0.

Mr. Perdue made the motion to approve the minutes of the November 11, 2014, Board of Supervisors meeting as submitted with the addition of the petition and signatures presented to the Board by Mr. Wally Robertson in opposition of staggered terms of the Board of Supervisors and School Board. Mr. Fry seconded the motion which was adopted 5-0.

### **Public Comment**

Mr. Carl Chestnut, Cedar Creek District, asked for a status update regarding the engineering study at the transfer station. Mr. Chestnut also inquired about the number of vehicles assigned to Parks and Recreation.

### **Board Member Comment**

Mr. Gilchrest wished everyone happy holidays and said the mobile food pantry at Windy Cover served 96 individuals and families.

Ms. Collins announced two upcoming holiday parades; Hot Springs Saturday, December 20th and Millboro Sunday, December 21st.

### **Public Hearing - to consider adoption of the County's updated Comprehensive Plan.**

Mrs. Sherry Ryder, County Planner and Zoning Administrator, said the Planning Commission met in September and recommended the revised and updated Comprehensive Plan to the Board of Supervisors for adoption. Mrs. Ryder said the process began in June 2012. With the help of the Central Shenandoah Planning District Commission, visioning workshops, public input and many meetings of the Planning Commission the Comprehensive for Bath County is ready for adoption. Mrs. Ryder highlighted some of the updates and changes and reminded the Board the adoption of the plan does not mean it cannot be amended through the public hearing process.

The Chairman opened the public hearing.

Mr. Roy Burns, Cedar Creek District, asked if the plan was available to the public in its entirety.

The Chairman closed the public hearing and asked for comments from the Board.

Ms. Collins thanked the Planning Commission and staff for their work and encouraged the public to read the newly update Comprehensive Plan.

Mr. Gilchrest thanked the Planning Commission, County Staff, and Central Shenandoah Planning District Commission for their due diligence in addressing the comments from the public hearing held by the Planning Commission.

Ms. Collins made the motion to adopt the 2014-2019 Comprehensive Plan for Bath County. Mr. Gilchrest seconded the motion which was adopted 5-0.

### **General Agenda**

Chairman McWilliams introduced the next agenda item which was consideration of request for proposals to update the County's personnel manual and create a performance evaluation system.

County Administrator Harrison said the County's current personnel policy was last updated in 2004, and the County does not have a formal evaluation process for employees. Mr. Harrison said the County received four responses to its request for proposals. Mr. Harrison said he along with Sherry Ryder and Janet Bryan reviewed the proposals and were unanimous in recommending Springsted Incorporated with a bid not to exceed \$14,000.

Ms. Collins made the motion to authorize the County Administrator to negotiate and execute the contract with Springsted Inc., to update the County's personnel manual and create a performance evaluation system with a cost not to exceed the budgeted amount of \$14,000. **Mr. Gilchrest seconded the motion which was adopted 5-0.**

Chairman McWilliams introduced the next agenda item which was consideration of request for proposals for an Economic Development Plan.

County Administrator Harrison said fourteen proposals were received on time and the committee was able to narrow the field to the top five. Mr. Harrison said the committee unanimously agreed to recommend RKG Associates, Inc. of Alexandria, VA, with a project cost not to exceed \$56,800. Mr. Harrison asked the Board to authorize him to negotiate and execute the contract with RKG.

Ms. Collins asked for an overview of the scope of work.

County Administrator Harrison stated the scope of work included review of background materials, documents and data, kickoff meetings, public outreach, demographic analysis, asset analysis, economic base analysis, industry cluster analysis, target market analysis, draft plan, and presentation of the final plan to the Board.

Maggie Anderson, Director of Economic Development and Tourism acknowledged Economic Development Authority Members in attendance. Mrs. Anderson thanked the committee for their help in reviewing the requests for proposals.

Ms. Collins made the motion to authorize County Administration to negotiate and award the contract for an Economic Development Plan based on the budgeted amount up to \$56,800. Mr. Perdue seconded the motion which was adopted 5-0.

Chairman McWilliams introduced the next agenda item which was consideration of revisions to the Parks and Recreation Policy Manual.

Mark Nelson, Parks and Recreation Director, said the Parks and Recreation Advisory Committee requested the ability to make changes to youth sports rules without prior Board of Supervisors approval. Mr. Nelson said to avoid confusion all changes would take effect the following season. Mr. Nelson also asked for the ability to develop selection criteria/ranking system for coaches in the event there were multiple coaches for the same position.

Mr. Fry asked if the Advisory Committee was unanimous in asking for changes.

Ms. Collins wanted to make sure volunteers and coaches were submitting applications for open positions and were subject to background checks.

Mr. Nelson responded all coaches undergo a criminal background check and attend National Youth Sports Coaches Association (NYSCA) training. Mr. Nelson said the training helps coaches learn to work with children

County Administrator Harrison said based on conversations with Mr. Nelson the Advisory Committee was unanimous in recommending changes.

Mr. Gilchrest made the motion to approve the Parks and Recreation Advisory Committee to change/update youth sports rules and develop a ranking system for choosing coaches. Mr. Fry seconded the motion which was adopted 5-0.

Chairman McWilliams introduced the next agenda item which was discussion of Boards and Commissions compensation.

County Administrator Harrison recommended the Board consider the agenda item in two motions, one for Board of Supervisors compensation and the other for Boards and Commissions compensation.

Chairman McWilliams said changes to Board of Supervisors compensation will not be effective until January 1, 2016, after the next election.

Ms. Collins said she didn't accept compensation her first year as a Board member. Ms. Collins added that Board members typically have out of pocket expenses that equal more than they are paid by the County. Ms. Collins said the current compensation does not provide an incentive to run for the Board. Ms. Collins said the Board had discussed \$500 per month per Board member at a work session but she would consider an increase.

County Administrator Harrison said considering the change would be for a future Board and compensation has not been changed for years he felt \$750 per Board member per month was a reasonable amount.

Mr. Gilchrest said he was comfortable increasing Board member compensation from \$400 per month per Board member to \$500 per month per Board member. Mr. Gilchrest made the motion to increase Board of Supervisors compensation to \$500 per month per Board member beginning January 1, 2016. Mr. Fry seconded the motion which was adopted 5-0.

County Administrator Harrison said the Boards next item for consideration was compensation for county and regional boards and commissions. Mr. Harrison said the Board could consider compensating statutory boards (Planning Commission, Board of Zoning Appeals and Building Code Board of Appeals) that are subordinate to the Board of Supervisors and reimbursing regional boards for mileage. Mr. Harrison explained regional boards and commissions could set their own policies for compensation. Mr. Harrison recommended the Board set compensation for statutory boards with each budget beginning July 1, 2015.

Chairman McWilliams said Bath County is one of the few who compensate regional boards for their service. Mr. McWilliams said this would allow regional boards and authorities can set their compensation.

Ms. Collins made the motion to provide compensation to members of the Board of Zoning Appeals, Planning Commission, and Building Code Board of Appeals for attending monthly meetings and to reimburse all other boards and commissions members for mileage if they travel outside of the county. This policy would begin July 1, 2015. Mr. Fry seconded the motion which was adopted 4 in favor, 0 against, and 1 abstention Mr. Perdue who is a member of the Bath County Service Authority.

**Actions from Closed Session** - There were no actions from closed session.

**Consent Agenda** - Mr. Gilchrest made the motion to approve the payment of invoices, additional invoices, requests for transfers and appropriations, and to accept correspondence and monthly reports as submitted. Ms. Collins seconded the motion which was adopted 5-0.

**Additional Items** - a) Consideration of Code Red Services Agreement. County Administrator Harrison recommended extending the agreement for Code Red Services the County's emergency alert system. Mr. Harrison said the enhanced services would include a subscriber weather alert and a new alert system managed by FEMA that would alert non-subscribers of events and emergencies through cell phones. The cost for the service agreement including the enhancements would be \$6,970 as opposed to \$5,000 without the enhancements.

### **Public Comment**

Mr. Keswick Phillips, Cedar Creek District, said he still had a problem with the County Administrator increasing the Animal Control Officers salary without Board approval. Mr. Phillips said the County needs to fill open positions from within the County.

Mr. Wally Robertson, Cedar Creek District, agreed with Mr. Phillips and suggested all employees ask for a salary increase.

### **Board Comment**

Mr. Fry asked everyone to take a moment and focus on those within the community who are less fortunate. Mr. Fry wished everyone Merry Christmas.

Ms. Collins announced her Cedar Creek District meeting on December 15, from 7 p.m. to 9 p.m. at the Hot Springs Fire House. Ms. Collins said Bath County has always been known for being a caring and giving community. Ms. Collins wished everyone Merry Christmas.

Mr. Perdue wished everyone safe travels and Merry Christmas.

Mr. Gilchrest thanked the Planning Commission and Economic Development Authority members for their work and for attending the meeting. Mr. Gilchrest wished everyone Merry Christmas and Happy New Year.

Chairman McWilliams said it was challenging to talk about Board compensation. Mr. McWilliams said he wanted everyone to understand it was not his intention to diminish volunteer who serve on boards and commissions and the Board of Supervisors is always open to conversations with members of boards and commissions. Mr. McWilliams said as boards and authorities become more self sufficient they will be able to set policies for compensation. Mr. McWilliams acknowledged Bonnie Ralston, News Reporter, Alleghany Mountain Radio who was covering her last Board of Supervisors meeting. Mr. McWilliams said Ms. Ralston was a wonderful presence at meetings and was a true professional in her field.

Mr. Gilchrest made the motion to adjourn the meeting. Mr. Fry seconded the motion which was adopted 5-0.

The Chairman adjourned the meeting.

Ordered that this Board do now stand adjourned until 7:00 p.m., January 13, 2015 for the regular monthly meeting of the Board of Supervisors.

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Ashton N. Harrison, Clerk

APPROVED:

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Bruce W. McWilliams, Chairman