

AGENDA

Tuesday, January 14, 2020
5:00 PM

5:00 CALL MEETING TO OPEN SESSION (Lisa Richardson, Assistant County Administrator)

Invocation and Pledge of Allegiance

ADOPTION OF AGENDA

Adopt the agenda and the additional agenda as presented

ELECTION OF OFFICERS:

Calendar year 2020

Chairman

Vice Chairman

Clerk

Deputy Clerk

Adopt Meeting Schedule

*Currently meetings are held on the second Tuesday of each month at 4:00 P.M., with continued meetings as needed.

Adopt Rules of Procedures

Adopt holiday schedule as approved by the Governor and as may be amended throughout the year

MINUTES OF PREVIOUS MEETINGS

Request adoption of the December 10th, 2019 meeting minutes.

FINANCIAL STATUS

Lisa Richardson – Inform the Board of the County's financial status

PAYMENT OF INVOICES

Consideration of appropriations and accounts payable as listed on the additional agenda

5:15 CITIZENS TIME

5:30 Jeff Richardson-Board of Equalization and Land Use

NEW BUSINESS

***Back of the Dragon Update-Kelly Woods**

***Budget Transfer Requests-Kelly Woods**

***BZA Appointments-Lisa Richardson**

***Attorney Services Discussion-Lisa Richardson**

***FY20-21 Budget Submittal Deadline-Kelly Woods**

***Statement of Economic Interest Filing-Lisa Richardson**

***County Administrator Position Advertisement-Lisa Richardson**

Supervisor Comment Time

**SMYTH COUNTY
BOARD OF SUPERVISORS**



**RULES OF PROCEDURES
ADOPTED SEPTEMBER 9, 2003**

Amended January 9, 2018

SMYTH COUNTY BOARD OF SUPERVISORS - RULES OF PROCEDURE

Be It Resolved, the Smyth County Board of Supervisors does hereby accept and adopt these Rules of Procedure in order to facilitate its powers and duties in accordance with the provisions of Title 15.2, Code of Virginia 1950, as amended. The official title of the governing body is "Smyth County Board of Supervisors" (Board).

ARTICLE 1 - Members

1.1 Members. The Smyth County Board of Supervisors consists of seven (7) members, one elected from each of the seven (7) election districts. Each member is elected for a term of four (4) years. Terms of office of the members run concurrently with the calendar year.

2.1 Chairperson. A Chairperson of the Board shall be elected from its members, by a plurality vote, at the first meeting of each calendar year. The Chairperson shall preside over all meetings, represent the Board at official functions and ceremonial events, and make such appointments as are not required by law to be made by the Board as a body.

2.2 Vice Chairperson. A Vice Chairperson of the Board shall be elected from its members, by a plurality vote, at the first meeting of each calendar year. The Vice Chairperson shall preside in the absence of the Chairperson, and perform such other duties as may be assigned by the Board.

2.3 Chairperson Pro-Tem. A Chairperson Pro-Tem may be appointed by the Chairperson or Vice Chairperson in the absence of both, before he/she leaves the room. In the event no Chairperson Pro-Tem has been appointed, one shall be selected by the members remaining. This person shall preside in the absence of the Chairperson and Vice Chairperson.

2.4 Term of Office. The Chairperson and Vice Chairperson shall each be elected for a one (1) year term. Either, or both, may be re-elected for one or more additional one year terms.

2.5 Clerk and Deputy Clerks. The County Administrator shall serve as Clerk to the Board. The Board may, at its first meeting of each calendar year, or as needed, designate one or more deputy clerks, who shall serve at the pleasure of the Board. Their duties shall be those set forth in Section 15.2-1538 and 15.2-1539, Title 15.2, Code of Virginia 1950, as amended, and by resolution of the Board adopted from time to time.

ARTICLE III - Meetings

3.1 Annual Meeting. The first meeting held after the newly elected members of the Board have qualified, and the first meeting held of each succeeding year shall be known as the annual meeting. At such annual meeting, the Board shall establish the days, times, and places for the regular meeting of the Board for the next twelve months. (§15.2-1416, Code of Virginia of 1950)

3.2 Regular Meetings. The Board shall meet in regular session at least once each month upon such day or days as have been established. The Board may subsequently establish different days, times, or places for such regular meetings by passing a resolution to that effect and providing the notice required by § 15.2-1416. However, when the day established as a regular meeting day falls on a legal holiday, the meeting shall be held on the next following regular business day, without action of any kind by the Board. (Section 15.2-1416, Code of Virginia 1950, as amended)

3.3 Special Meetings. A special meeting of the Board may be called by the Chairperson, and shall be called at the request of two or more members, which request shall be in writing addressed to the Clerk of the Board, specifying the time and place of the proposed special meeting and the matter to be discussed. Upon receipt of the request, the Clerk shall immediately notify in writing each member of the Board, the County Administrator, the Sheriff, and the County Attorney to

attend the special meeting at the given time and place and for the given purpose. Such notice shall be sent by first class or served by the Sheriff, or both, at least five (5) days before the date of the special meeting, except in a declared emergency, in which instance the notice may conform to the necessity of the emergency. No matter other than those specified in the notice shall be considered at such meeting unless all members are present and agree to such action by unanimous vote. (Sections 15.2-1417 and 15.2-1418, et al, of the Code of Virginia of 1950, as amended.)

3.4 Notices to Public. The Clerk shall notify the general news media of the time and place of all such meetings, and the matters to be considered.

3.5 Public Hearings. Public hearings shall be held after proper notice has been given. (§ 15.2-2204, § 15.2-2506, etc., or special provisions or the Code of Virginia of 1950, as amended)

3.6 Adjourned Meetings. Any regular or special meeting may be adjourned by a majority of the members of the Board present to a date and time certain prior to the next meeting.

3.7 Place of Meetings. All meetings shall be held in the Smyth County Board of Supervisors' Board Room, 121 Bagley Circle, Suite 100, Marion, Virginia, unless a different meeting place shall have been established and notice given and published as required by the Code of Virginia of 1950, as amended.

3.8 Open Meetings. All meetings shall be open to the public, provided that the Board may, for the purpose provided for in the Virginia Freedom of Information Act, upon motion made, seconded, and duly adopted, meet in executive session. No resolution, ordinance, rule, contract, regulation, or motion adopted, passed, or agreed to in executive or closed meeting shall become effective unless following such meeting the Board reconvenes in open meeting and, by affirmative vote of the members, such action, ordinance, rule, contract, regulation, or motion is approved in open session.

ARTICLE IV - Quorum and Actions

4.1 Quorum. A majority of all the members of the Board shall constitute a quorum. The Chairperson shall be included and counted in determining the presence or absence of a quorum.

4.2 Required Absence. No action shall be taken by the Board unless there shall be present at least a quorum, provided, however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations of the discussion of matters submitted to the Board. The Clerk, County Administrator, or Deputy Clerk, shall suggest the absence of a quorum prior to taking of any action by the Board. Failure of the Clerk, County Administrator, or Deputy Clerk, or any other member to suggest the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any action.

4.3 Actions of the Board. Actions of the Board shall be taken in one of the following ways:

1) Ordinances. Where required by law, action shall be by the adoption of ordinances. Ordinances shall be proposed for adoption, notice given, and adoption accomplished as provided for by general law.

2) Resolutions. Where it is not required by law, or it is desired by the Board to act without the adoption of an ordinance, action may be taken by the adoption of a resolution.

3) Contracts. In certain instances, action may be required by contracts. Contracts shall be proposed in writing and a copy shall be delivered to the Clerk and all members of the Board, or a duly appointed committee of the Board, prior to proposing adoption by the Board. The County Attorney shall advise the Board on the legality of each contract prior to approval by the Board.

4) Motions. Where action of the Board is required on a matter simply stated, action may be taken by oral motion only.

4.4 Voting. Votes shall be taken on all motions made and seconded. However, a vote shall be taken if the question is called, unless a member objects, even if a motion to call the question has not been seconded.

4.5 Roll Call Vote. A voice roll call vote shall be taken at the request of any two or more members when such a request is made prior to the taking up of any other business, on any ordinance, or when required by law. A roll call vote by the recorded hand count of each member shall be taken on all other votes and contracts. *

**This section amended on March 8, 2016 regular Board of Supervisors meeting.*

4.6 Restating the Question; Amending the Motion. If requested by one or more Board members, the Chairperson shall restate the question prior to the taking of a vote, provided, however, that the Chairperson may request that another member restate the question if in his or her opinion that will expedite the decision thereof. Upon the second of a motion, a member may move for an amendment or substitution of the motion for either clarification or substantive change of the motion. A vote shall be taken on the amended or substituted motion. The approved motion shall then be put up for a vote.*

**This section amended on April 14, 2015 at the Annual Board of Supervisors Meeting.*

4.7 Unanimous Consent. Where no formal action is required, and no objection is heard, a request of a member shall be deemed a request of the Board without further action, when such a request is made at a meeting with a quorum present, and the Chairperson states that such a request shall be deemed a request of the Board.

4.8 Tie Votes. When a tie vote occurs:

- 1) If one or more Supervisors are absent, the question shall be passed by until the next meeting, regular or special, at which time it must be put to a vote again (even though all members

may not be present). If the tie remains unbroken, the Clerk must record the vote and the question shall be recorded as failing to carry.

2) If all Supervisors are present when the tie vote first occurs, even if a Supervisor abstains, the Clerk must record the vote and the question shall be recorded as failing to carry.

4.9 Reconsideration. If all members are present for a meeting, action may be reconsidered only upon a motion of a member voting with the prevailing side on the original vote, which motion must be made on the same or immediate subsequent regular meeting. A motion to reconsider may be seconded by any member. If a member was absent for the entire meeting when such action was taken, the absent member may make a motion to reconsider at the immediate subsequent regular meeting or a continuation of the present meeting, whichever next occurs. Action on a question pending reconsideration at the next meeting shall be taken only following notice to all members of the Board given prior to the action being reconsidered, unless such action is taken at the same meeting as the original action. In instances involving the reconsideration of the adoption of an ordinance, notice of the proposed option of a new ordinance shall be given in accordance with law prior to action on the reconsidered question.

4.10 Request for funds not budgeted: Request for funds not budgeted must be submitted in writing by filing the appropriate form, completely explaining the request for funds. This form can be obtained in the County Administrator's Office and is to be submitted to the County Administrator for review. The County Administrator will then forward the request to the Budget Committee which will make a recommendation to the Board.*

** This section amended June 26, 2008, continued Board of Supervisors meeting.*

** This section amended April 14, 2015 at the Annual Board of Supervisors meeting.*

ARTICLE V - Order of Business

5.1 Commencement of Meeting. At 4:00 p.m. to hold closed session and return to open session at 5:00 p.m. for public meeting and at the specified hour for continued or special meetings,

the presiding officer shall call the meeting to order, provide for the invocation, and direct the Clerk to note the presence or absence of members. A Quorum shall be required to commence the meeting at the appointed hour.*

**This section amended January 10, 2012, regular Board of Supervisors meeting.*

5.2 Agenda. The Chairperson, with the County Administrator, shall prepare an agenda for each meeting. Any member having matters he or she desires to have considered at the next meeting shall submit these items to the County Administrator for inclusion in the agenda. After the invocation, the first order of business shall be the adoption by the Board of the agenda for the meeting. Any member may request an item added to the agenda, but if two members object to consideration at the meeting it shall be retained on the agenda until the next meeting of the Board.

The agenda may contain matters carried over from previous meetings, under continued Board matters. These items shall be considered at the conclusion of the agenda for the particular meeting day, except at the direction of the Chairman, or at the request of two members.

5.3 Citizens' Time. There shall be an agenda item known as "Citizens' Time", which shall be scheduled from 5:15 p.m. to 5:30 p.m. to allow citizens to address the Board regarding any matter that is not an agenda item previously considered in an advertised public hearing. This shall consist of a fifteen (15) minute period and shall be divided among the citizens who desire to speak.

**This section amended January 10, 2012, regular Board of Supervisors meeting.*

**This section amended April 14, 2015 at the Annual Board of Supervisors meeting.*

5.4 Order on Agenda. After adoption of the agenda for the meeting, without requirement of suspension of the Rules or motion, the Chairperson may call items in the order of business in a different order than the order of business set forth on the agenda, provided that the Board may by adopted motion overrule such a decision by the Chairperson. The Chairperson shall make every reasonable effort not to change the designated time for citizen's time as set forth on the agenda. All public hearings shall be held at the designed time as provided in required notices, or as soon thereafter as may be heard. *

**This section amended October 11, 2011, regular Board of Supervisor meeting.*

5.5 Minutes. The Clerk shall keep the minutes of the meetings of the Board. At the request of any member, made at the time of said presentation of discussion, the minutes shall include a summary of the substance of the presentation or debate. The Clerk may also maintain one recording by means of an electronic device of the proceedings of all Board meetings except for Executive Sessions. A copy of the minutes of the transcribed proceedings shall be kept on file in the County Administrator's Office for the general public. Copies of documents or discs of recordings may be purchased under Smyth County's fee schedule pertaining to the Freedom of Information Act.*

** This section amended on April 14, 2015 at the Annual Board of Supervisors meeting.*

5.6 Approval of Minutes. The Clerk or Deputy Clerk shall promptly transcribe the minutes following completion of the meeting and shall submit copies to the County Administrator for distribution on or before the Friday preceding the meeting at which their approval will be on the agenda. Approval of the minutes shall be the next item on each agenda following the invocation and approval of the agenda, and shall be approved, or corrected and approved without reading.

5.7 Matters having to do with Agencies. Matters involving agencies which are not under the administrative supervision of the County Administrator shall not be placed on the agenda or considered by the Board until the affected agency shall have been given a reasonable opportunity to furnish the members of the Board with background information or data on issues which involve these agencies. Such information shall be delivered to the Clerk at least seven (7) days prior to a regular, special, or continued meeting date.

ARTICLE VI - Order in Conduct of Business

6.1 Persons Addressing the Board. These persons shall limit their presentation to the

time allotted by the Chairperson on the agenda, unless the Board, by majority consent, shall extend such time. The Chairperson, in fixing such time, shall take into account the complexity of the matter, its importance in relation to other business of the Board, and time available on the meeting date sought. Insofar as is practicable, persons addressing the Board shall furnish the Clerk and members of the Board with a written copy of their remarks.

6.2 Public Hearings. In instances in which persons address the Board, through the Chairperson, without having first been allotted a specific time on the agenda, they shall limit their remarks as follows, except in extraordinary circumstances:

- 1) Person speaking for himself or his immediate neighborhood - three (3) minutes.
- 2) Person speaking for an organization whose membership is representative of an entire district - five (5) minutes.
- 3) Person speaking for an organization whose membership is representative of the entire county - ten (10) minutes.
- 4) Except in emergency circumstances, no action shall be taken by the Board following a public hearing, and the issue shall be continued until the next regular meeting.

6.3 Recognition. Recognition shall be given only by the presiding officer. No person shall address the Board without having first been recognized. When all public testimony has concluded, and the Board is considering and discussing the matter, no person shall thereafter be recognized to address the Board.

6.4 Cumulative or Repetitive Testimony. Cumulative or repetitive testimony shall not be permitted on any matter, and persons of the same position as a previous speaker shall state their name and the positions with which they agree.

6.5 Questions. Questions by Board Members shall be reserved, insofar as possible, for the end of a presentation to avoid interrupting the speaker, disrupting the timekeeping process, and duplicating ground the speaker may cover.

6.6 Oaths and Affirmations. Oaths and Affirmations may be administered and taken by the Chairperson or person presiding in his stead, when a majority of the Board deems it appropriate to take sworn testimony. Such action may be taken by the adoption of a motion to place a specific individual under oath, or to place all of those who will speak to a given item of business under oath. The Chair may place an individual under oath at any time before or during his presentation. Any such person shall be deemed to remain under oath as to the matter with respect to which he was sworn, for the remainder of the duration of the meeting.

6.7 Discussion and Debate by the Board. Except at the conclusion of a public hearing, discussion and debate by the Board shall be conducted following the presentation of testimony on the item of business pending. Members shall not speak to the item until recognized by the Chair. A member who has spoken to the item shall not again be recognized until each other member desiring to speak shall have an opportunity to speak. Except in matters considered at a public hearing, after the Board shall have acted, any member shall have the right to state a protest against the action, and his reasons therefore, for a time not to exceed two (2) minutes.

ARTICLE VII - Decorum

7.1 By Board Members. Decorum shall be maintained in order to expedite disposition of the business before the Board. Questions and remarks shall be limited to those relevant to the pending business. Members shall not converse with other members or with other persons in any manner having a disturbing effect on the conduct of business. Members shall address all remarks to the Chairperson as presiding officer.

7.2 By Other Persons. Decorum shall be maintained by the Chair, who may request such assistance as to the Chairperson appears necessary.

1) Persons addressing the Board shall limit their remarks to those relevant to the pending items, and to answering questions. They shall address the Board as a whole, unless answering an individual member's questions. The presiding officer shall call the speaker to order, if out-of-order remarks, or other indecorous conduct persists, the presiding officer shall order the speaker from the lectern. The order with gavel, if not heeded, will then cause the Sheriff or his designee to carry out the order.

2) Persons whose allotted time to speak has expired shall be warned by the presiding officer to conclude in one minute, after which such person shall leave the lectern, unless he is asked by Chairperson to remain to answer questions from the Board.

3) No persons in attendance shall be allowed to voice remarks except as recognized by the presiding officer after audibly stating their name and who they represent. Groups in the audience creating an atmosphere detrimental or disturbing the conduct of the meeting will be asked to leave by the presiding officer.

4) No person shall bring into the Board Room any firearm, sign, banner, or other such item; provided, that models, photos, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person shall be permitted.

ARTICLE VIII - Miscellaneous

8.1 Roberts Rules of Order. The newly revised Roberts Rules of Order shall govern the conduct of all meetings of the Board to the extent that they are not inconsistent with these rules and the laws of the Commonwealth of Virginia. The Clerk shall make available at all meetings a copy of the newly revised Roberts Rules of Order. The failure of the Board to strictly comply with Roberts Rules of Order shall not invalidate any action of the Board.*

**Amended on April 14, 2015 at the Annual Board of Supervisors meeting.*

8.2 Amendment of the Rules. An amendment of the Rules may be accomplished by a majority vote of the entire membership, provided that such amendment may not be voted upon at any meeting unless the text of the proposed amendment has been presented to at least one previous meeting to which the date for a vote has also been established. Any proposed amendment shall be subject to further amendment at the meeting at which the vote is taken.

8.3 Suspension of the Rules. Suspension of the Rules may occur whenever the Board shall by a majority vote adopt a motion to suspend the rules. In such event, the rules shall be deemed suspended only with respect to the specific matter of question not then in accordance with the rules.

8.4 Electronic Participation. The Board of Supervisors of Smyth County hereby adopts the following policy to govern when Board of Supervisors members may electronically participate in a Board of Supervisors meeting remotely:

1. An emergency or personal matter:

a. On or before the day of a meeting, the Member shall notify the Chair of the Board of Supervisors that such Member is unable to attend the meeting due to an emergency or personal matter. The Member must identify with specificity the nature of the emergency or personal matter. A Member may also notify the Chair of the Board of Supervisors that such Member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the Member's physical attendance.

2. A temporary or permanent disability:

b. On or before the day of a meeting, the Member shall notify the Chair of the Board of Supervisors that such Member is unable to attend the meeting due a temporary or permanent disability or other medical condition that prevents the Member's physical presence.

3. A quorum of the Board of Supervisors must be physically assembled at the primary or central meeting location. The Board of Supervisors members physically present must approve the absent Member's participation by a majority vote. The decision shall be made based solely on the criteria in this Resolution, without regard to the identity of the Member or the matters which will be considered or voted on during the meeting.
4. The Clerk shall record in the Board of Supervisors' minutes the specific nature of the emergency, personal matter, or disability; and the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes.
5. Participation by the absent member due to an emergency, personal matter, or disability shall be limited in each calendar year to two (2) meetings or twenty-five (25) percent of the meetings of the Board of Supervisors, whichever is fewer.
6. For any remote participation, the Board of Supervisors shall make arrangements for the voice of the remote participant(s) to be heard by all persons in attendance at the primary or central meeting location.
7. If any provision of this Policy is deemed inconsistent with the provisions of Section 2.2-3708.1 of the Code of Virginia, 1950, as amended, or other applicable law, that provision shall be deemed stricken and the provisions of Section 2.2-3708.1 of the Code of Virginia, 1950, as amended, or other applicable law shall apply.

BE IT RESOLVED BY THE SMYTH COUNTY BOARD OF SUPERVISORS:

That the Rules of Procedure for the County of Smyth, Virginia, adopted by Resolution on September 9, 2003, is and are hereby amended and adopted as set forth in this resolution. These amendments shall be effective immediately.

Presented on January, 9, 2018 amendments were duly considered and adopted by the Smyth County Board of Supervisors on January 9, 2018 the members voting:

AYES:	7
NAYS:	0
ABSENT:	0

Commonwealth of Virginia 2020 Pay and Holiday Calendar

State Holidays

January 1
New Year's Day
January 17
Lee-Jackson Day
January 20
Martin Luther King, Jr. Day
February 17
George Washington Day
May 25
Memorial Day
July 3
Independence Day
September 7
Labor Day
October 12
Columbus Day & Yorktown Victory Day
November 11
Veterans Day
November 25
4 hours additional holiday time
November 26
Thanksgiving
November 27
Day After Thanksgiving
December 24
8 hours additional holiday time
December 25
Christmas

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday ☐

Denotes Holiday ☐

Denotes Additional Time Off ☐ 8 hrs ☐ 4 hrs

Denotes Payday on Holiday or Time Off ☐ ☐

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January

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Chairman, Park District Supervisor M. Todd Dishner called the meeting to order and welcomed everyone.

PRESENT: Chairman, Park District Supervisor M. Todd Dishner; Vice Chairman, Rye Valley District Supervisor Rick K. Blevins; Saltville District Supervisor Roscoe D Call; North Fork District Supervisor Phil Stevenson; Atkins District Supervisor Charles Atkins; and Royal Oak District Supervisor Judy Wyant (6)

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr (1)

STAFF: County Administrator Michael Carter; Assistant County Administrator Lisa Richardson; Administrative Assistant Kelly Woods (3)

OTHERS: Smyth County News and Messenger and several citizens.

Please note these minutes do not contain a time stamp due to the location of the meeting, and recording software not being available

A motion was made by Rye Valley District Supervisor Rick K. Blevins to enter into closed session under Code of Virginia, Section 2.2-3711 — **A.1; Personnel Matters**; Discussion, consideration, or interviews of prospective candidates for employment and contracts. North Fork District Supervisor Phil Stevenson seconded the motion.

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

Sheriff Chip Shuler gave the invocation and Michael Carter, County Administrator led the Pledge of Allegiance.

It was moved by Rye Valley District Supervisor Rick K. Blevins, seconded by North Fork District Supervisor Phil Stevenson, to adopt the following resolution certifying the business conducted in closed session as follows:

RESOLUTION

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Smyth County Board of Supervisors has convened in a closed session 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 2.2-3712 of the Code of Virginia requires a certification by the Smyth County Board of Supervisors that such a meeting was conducted in conformity with Virginia law;

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

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

A motion was made by North Fork District Supervisor Phil Stevenson, seconded by Rye Valley District Supervisor Rick K. Blevins to adopt the agenda and additional agenda as presented, with the addition of Closed Session to be added to the end of the meeting.

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,

Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

Chairman, Park District Supervisor M. Todd Dishner opened Citizens Time:

Sheriff Chip Shuler spoke in support of Smyth County becoming a Second Amendment Sanctuary, and read a letter of support previously submitted to Michael Carter for the record.

Jeff Campbell, County Attorney, also spoke in support of Smyth County becoming a Second Amendment Sanctuary County.

Case Dawson, Brian Karriker, Steve Hill, Armando Socarras, Karl Kalber and Brady Holcomb, all citizens of Smyth County spoke in support of Smyth County becoming a Second Amendment Sanctuary County.

Michael Carter, County Administrator presented the following resolution, and read for the record.

RESOLUTION

WHEREAS, the Second Amendment of the United States Constitution reads: "A well-regulated Militia, being necessary to the security of a free state, the right of the people to keep and bear Arms, shall not be infringed." and

WHEREAS, Article 1, Section 13, of the Constitution of Virginia provides "that a well-regulated militia, composed of the body of the people, trained to arms, is the proper, natural, and safe defense of a free state, therefore, the right of the people to keep and bear arms shall not be infringed; that standing armies, in the time of peace, should be avoided as dangerous to liberty; and that in all cases the military should be under strict subordination to, and governed by, the civil power." and

WHEREAS, the Smyth County Board of Supervisors is concerned about the passage of any bill containing language which could be interpreted as infringing the rights of citizens of Smyth County to keep and bear arms or could begin a slippery slope of restrictions on the Second Amendment rights of the citizens of Smyth County; and

WHEREAS, the Smyth County Board of Supervisors wishes to express its deep commitment to the rights of all citizens of Smyth County to keep and bear arms; and

WHEREAS, the Smyth County Board of Supervisors wishes to express opposition to any law that would unconstitutionally restrict the rights under the Second Amendment of the citizens of Smyth County to bear arms; and

WHEREAS, the Smyth County Board of Supervisors wishes to express its intent to stand as a Sanctuary County for Second Amendment rights and to oppose, within the limits of the Constitutions of the United States and the Commonwealth of Virginia, any efforts to unconstitutionally restrict such rights, and to use such legal means at its disposal to protect the right of the citizens to keep and bear arms, including through legal action, the power of appropriation of public funds, and the right to petition for redress of grievances.

NOW, THEREFORE, BE IT RESOLVED, the Smyth County Board of Supervisors hereby expresses its intent to uphold the Second Amendment rights of citizens of Smyth County and its intent that public funds of the County not be used to restrict Second Amendment rights to aid in the unnecessary and unconstitutional restriction of the rights under the Second Amendment of the citizens of Smyth County to bear arms; and

The Board of Supervisors hereby declares its intent to oppose unconstitutional restrictions on the right to keep and bear arms through such legal means as may be expedient, including without limitation court action; and

The Board of Supervisors hereby declares Smyth County, Virginia, as a “Second Amendment Sanctuary.”

Approved this the 10th day of December, 2019

North Fork District Supervisor Phil Stevenson made a motion to adopt the Resolution as presented.
Atkins District Supervisor Charles Atkins seconded the motion.

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

With no one else wishing to speak, Chairman, Park District Supervisor M. Todd Dishner closed Citizens Time.

Chairman, Park District Supervisor M. Todd Dishner called for a ten (10) minute recess.

Chairman, Park District Supervisor M. Todd Dishner called the meeting back to order from recess.

Saltville District Supervisor Roscoe D. Call made a motion to approve the minutes of the November 13th, 2019 meeting. Atkins District Supervisor Charles Atkins seconded the motion.

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

Emily Viers, with Robinson, Farmer and Cox Accounting Firm presented the Audit for the County for the Fiscal Year ending June 30, 2019. Ms. Viers highlighted a few items including an increase in the unrestricted fund balance for the fifth year in a row. The audit, federal programs and procurement process has an unqualified opinion, which means there were no material weaknesses found within the audit. Ms. Viers asked for the Board Members to review the document in full and notify their firm should they have any questions.

Lisa Richardson, Assistant County Administrator presented the Board with information on the current FY2019-2020 Budget and a current month analysis for appropriations.

It was moved by Saltville District Supervisor Roscoe D. Call, seconded by Rye Valley District Supervisor Rick K. Blevins to appropriate \$1,615,000.00 from the General Fund. The following is an explanation of the appropriations approved:

General County

Accounts Payable Listing:	\$840,738.89
Payroll:	\$714,463.13
Auto Draft Rural Development:	\$8,974.00
AEP/Century Link Bills:	\$25,000.00
County Administration Fund:	\$5,000.00
Minus Beginning Appropriation:	\$(184,481.39)
New Carryover:	\$122,878.68
Total County Appropriation:	\$1,615,000.00

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and

Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

It was moved by Atkins District Supervisor Charles Atkins, seconded by Saltville District Supervisor Roscoe D. Call to appropriate \$425,000.00 from the General Fund for the Department of Social Services. The following is an explanation of the appropriations approved:

Social Services

(December 11-December 31, 2019)	\$ 365,000.00
(January 1-January 14,2020)	\$ 60,00.00
Total Social Services:	\$ 425,00.00

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

It was moved by Saltville District Supervisor Roscoe D. Call, seconded by Rye Valley District Supervisor Rick K. Blevins to appropriate \$4,180,000.00 from the General Fund for the Smyth County School Board Operating Fund. The following is an explanation of the appropriations approved:

Schools-Operating Fund

Instruction	\$ 2,950,000.00
Administration, Attendance, & Health	\$ 120,000.00
Transportation	\$ 210,000.00
Facilities	\$ 250,000.00
School Food Service	\$ 565,000.00
Technology	\$ 85,000.00
Total School Operating Fund:	\$ 4,180,000.00

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

It was moved by Saltville District Supervisor Roscoe D. Call, seconded by Atkins District Supervisor Charles Atkins to appropriate \$2,000.00 from the General Fund for Smyth County School Board Debt Service.

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

It was moved by Atkins District Supervisor Charles Atkins seconded by Saltville District Supervisor Roscoe D. Call to appropriate \$1,201.20 from the Sheriff's Fund 748 for open invoices.

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

It was moved by Saltville District Supervisor Roscoe D. Call, seconded by Atkins District Supervisor Charles Atkins to appropriate \$120.91 from the Recovery Court Fund 749 for open invoices.

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

Lisa Richardson, Assistant County Administrator presented the following Resolution for consideration and read aloud for the record.

**RESOLUTION OF SUPPORT
TRAFFIC INCIDENT MANAGEMENT LEGISLATION**

WHEREAS, on November 14, 2018 the Metropolitan Washington Council of Governments released a report titled “Traffic Incident Management in the National Capital Region” which provided seven priority recommendations to improve the quick and safe resolution of traffic incidents region wide; and

WHEREAS, during the 2019 General Assembly Session, legislation was introduced that would have allowed traffic incident management (“TIM”) vehicles owned or operated by the Virginia Department of Transportation to be equipped with flashing lights and sirens; and

WHEREAS, this legislation would ensure our current transportation infrastructure is utilized in the most safe and efficient manner, and would benefit citizens across the Commonwealth-especially congested regions such as Northern Virginia, Hampton Roads and the I-81 corridor; and

WHEREAS, the prompt arrival of TIM professionals has been shown in other states to significantly alleviate traffic congestion, and improve safety by mitigating secondary crashes; and

WHEREAS, the smooth flow of traffic improves public safety and decreases safety challenges and costs for the commuters and, ultimately, the economy.

NOW, THEREFORE, BE IT RESOLVED, the Smyth County Board of Supervisors hereby supports, and encourages other local governments to support legislation in the 2020 General Assembly Session that would allow traffic incident management vehicles along Statewide Safety Service Patrol Routes to be equipped with flashing lights and sirens.

Approved this the 10th day of December, 2019

Saltville District Supervisor Roscoe D. Call made a motion to adopt the Resolution as presented. Royal Oak District Supervisor Judy Wyant seconded the motion.

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

Chairman, Park District Supervisor M. Todd Dishner informed the Board and the County there is a Broadband meeting scheduled for January 13th, 2020 at 6:00 PM.

A motion was made by Rye Valley District Supervisor Rick K. Blevins to enter into closed session under Code of Virginia, Section 2.2-3711 — **A.1; Personnel Matters**; Discussion, consideration, or interviews of prospective candidates for employment and contracts. North Fork District Supervisor Phil Stevenson seconded the motion.

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and
Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

It was moved by Rye Valley District Supervisor Rick K. Blevins, seconded by North Fork District Supervisor Phil Stevenson, to adopt the following resolution certifying the business conducted in closed session as follows:

RESOLUTION

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Smyth County Board of Supervisors has convened in a closed session 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 2.2-3712 of the Code of Virginia requires a certification by the Smyth County Board of Supervisors that such a meeting was conducted in conformity with Virginia law;

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

After consideration, the motion PASSED by the following vote:

AYES: Chairman, Park District Supervisor M. Todd Dishner,
Vice Chairman, Rye Valley District Supervisor Rick K. Blevins,
Saltville District Supervisor Roscoe D. Call,
North Fork District Supervisor Phil Stevenson,
Atkins District Supervisor Charles Atkins and

Royal Oak District Supervisor Judy Wyant.

NAYS: None.

ABSTAINERS: None.

ABSENT: Chilhowie District Supervisor Wade H. Blevins Jr.

Supervisor Comment Time:

Rye Valley District Supervisor Rick K. Blevins thanked Michael Carter, Jeff Campbell, and staff for Smyth County for all of their hard work. Mr. Blevins also thanked the citizens of the Rye Valley District for their support, and also thanked the School Board and current and former Board Members he has had the pleasure of serving with. Mr. Blevins ended with thanking his family and wife for their continued support.

Royal Oak District Supervisor Judy Wyant excused herself from the meeting.

North Fork District Supervisor Phil Stevenson thanked Rick Blevins for everything he had accomplished to continue to move Smyth County forward. Mr. Stevenson stated it was a dark day for Smyth County with the resignation of Mr. Michael Carter and Mr. Jeff Campbell, stating this was a big loss for the County.

Atkins District Supervisor Charles Atkins stated the new year was going to be tough for Smyth County.

Saltville District Supervisor Roscoe D. Call stated he was going to miss working with Mr. Dishner and Mr. Rick Blevins. Mr. Call stated he felt the County would suffer due to the resignation of Mr. Michael Carter, and stated the tension amongst Board Members was unacceptable and everyone just needs to move forward.

Park District Supervisor M. Todd Dishner thanked everyone for their support over the years, and also stated it was a sad day for Smyth County. Mr. Dishner stated Mr. Michael Carter had built a good team and his leaving will have a long-term effect on Smyth County. Mr. Dishner presented Michael Carter with a plaque, thanking him for his 25 years of service to Smyth County.

Michael Carter, County Administrator spoke and thanked most of the Board for their support over his career with Smyth County. Mr. Carter presented Mr. Dishner and Mr. Rick Blevins with a plaque for their service to Smyth County.

Meeting adjourned.



Sheriff's Office of Smyth County

819 MATSON DRIVE • MARION, VIRGINIA 24354
PHONE (276) 782-4056 • FAX (276) 782-4058

B.C. "Chip" SHULER
Sheriff

January 3, 2018

Lisa Richardson
Assistant County Administrator
Smyth County Board of Supervisors
121 Bagley Circle, Suite 100
Marion, VA 24354

Dear Lisa:

I am requesting to transfer \$700.00 from #744-010000-9005 (Sheriff's Office Renovations) to be placed in #001-021070-5103 (Water)

Thank you for your attention in this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "B.C. Shuler", written over a horizontal line.

B. C. Shuler

BCS/km



Sheriff's Office of Smyth County

819 MATSON DRIVE • MARION, VIRGINIA 24354
PHONE (276) 782-4056 • FAX (276) 782-4058

B.C. "Chip" SHULER
Sheriff

January 3, 2019

Lisa Richardson, Assistant County Administrator
Smyth County Board of Supervisors
121 Bagley Circle, Suite 100
Marion, Virginia 24354

Dear Lisa,

Our office has \$4,169.25 in our Compensation Board budget for office expenses. (See Available Savings). We are allowed to spend this sum for various things, including vehicle expenses/maintenance. I can only request reimbursement from the Board as I incur the expenses.

I am requesting the Board of Supervisors transfer the total sum of \$4,169.25 out of line item #001-021070-1001 into the Sheriff's Office Fund 001, into line item #021070-5408.

I will pull down money for the vehicle expenses to have it reimbursed to the county as we incur these expenses.

Sincerely,

A handwritten signature in black ink, appearing to read "BC Shuler", written over a horizontal line.

B.C. Shuler

BCS/km

Attachment

MCRO-A

COIN REIMBURSEMENT PROCESSING

12/26/2019 14:02

V.07122018 CY: 2019 MO: 12 LOC: 173 OFF: 307 SMYTH COUNTY

MONTHLY TURNOVER/VACANCY SAVINGS

	VACANCY SAVINGS		VACANCY SAVINGS	
	USED		USED	
JULY:	0.00	1,035.50	JANUARY:	0.00
AUGUST:	0.00	755.66	FEBRUARY:	0.00
SEPTEMBER:	0.04	0.00	MARCH:	0.00
OCTOBER:	0.04	0.00	APRIL:	0.00
NOVEMBER:	4,169.17	0.00	MAY:	0.00
DECEMBER:	0.00	0.00	JUNE:	0.00

	CURRENT MONTH	ANNUAL
BUDGETED SALARY AMOUNT:	135,739.41	1,628,873.00
CURRENT SALARY AMOUNT:	135,739.41	1,628,873.00
AVAILABLE TURNOVER:	-0.01	-0.12
TOTAL VACANCY SAVINGS:		5,960.41
PENDING FUND TRANSFERS:		0.00
APPROVED FUND TRANSFERS:		1,791.16
AVAILABLE VACANCY SAVINGS		4,169.25

F1=HELP F2=AUTH BDGT F3=MENU F9=RATES F10=TRNOVR/POS F11=VACSAV/POS F12=MAIN

SMYTH COUNTY ANIMAL CONTROL

287 FOX VALLEY ROAD
121 BAGLEY CIRCLE, SUITE 100
MARION, VA 24354
TELEPHONE 276-646-2222 FAX 276-646-5148

December 31, 2019

Attention: Michael Carter
Lisa Richardson

Smyth County Budget Committee
121 Bagley Circle, Suite 100
Marion, VA 24354

IN RE: BUDGET-LINE ITEM TRANSFER

Please transfer funds from line item 035010-5420-(Animal Control Supplies & Equipment) to the following line item.

035010-9001-(Shelter Upgrades)- \$ 500.00

Re: Mason Company Bill (Isolation Kennel Panels Purchase Order)

Chief ACO

C.C. Bennett



Smyth County Building and Zoning Department

121 Bagley Circle, Suite 120, Marion, VA 24354
Phone (276) 706-8317 Fax (276) 783-9314
buildingandzoning@smythcounty.org

Zoning Ordinance
Floodplain Ordinance
Subdivision Ordinance
Erosion Control Ordinance
Manufactured Home Ordinance
Virginia Uniform Statewide Building Code

To: Michael Carter, County Administrator
Kelly Woods, Administrative Assistant

From: Clegg Williams *CW*

Date: December 9, 2019

Re: BZA Appointments

With January's organizational meeting approaching, I was reminded of the issues with the membership of the Board of Zoning Appeals. In March 2019, I compiled a list indicating the status of each member. In addition to that information, I sent a memo to you indicating two of the members resigned. If any of these issues were addressed by the Board of Supervisors or the appointment committee, I did not receive notification. I would appreciate you forwarding that information. If nothing has been resolved, I would appreciate this matter being brought to the Board of Supervisors' attention.

In addition to the resignations, Newell Johnson's term expires in January. We contacted Mr. Johnson and he is willing to serve an additional term. Regarding the remaining members, I requested Mr. Campbell offer his opinion on how best to bring their membership into compliance. From a conversation with him, he indicated it would be best if they were reappointed and sworn in again. We contacted them as well, and they all are willing to continue to serve.

Clegg Williams
Department Administrator

Danny Wilson
Building Inspector

Sarah Parris
Administrative Assistant

Emily Price
Administrative Assistant

Kelly Woods

From: esundberg@dls.virginia.gov on behalf of Ethics Council
Sent: Wednesday, December 04, 2019 4:35 PM
Subject: PERTINENT INFORMATION - 2020 Annual Conflict of Interest Filing - Local Clerks
Attachments: SL SOEI _Fillable_FINAL_2019.pdf; 2017 2.0 FDS FINAL-1.pdf; Disclosure of Real Estate Holdings.pdf; SOEI FAQs.pdf; FDS FAQs.pdf; Local Clerks FAQs.pdf; 2020 Local Clerks_Conflict of Interest Filing Season.pdf

It is time to begin preparations for the 2020 Conflict of Interest filing period which runs from January 1 – February 3. **This year only**, the filing deadline is Monday, February 3 for all forms. Since the statutory February 1 deadline falls on a Saturday, the deadline moves to the next business day which is February 3, 2020. You are responsible for the following:

- Provide the appropriate form(s) to your required filers no later than 20 days before the filing deadline. See the chart below to determine which form(s) to send.
- Filings submitted using a previous version of the forms are not valid and do not satisfy the 2020 filing requirement. **If you fail to provide the appropriate forms to filers until after the deadline, you will be fined \$250.**
- Instruct all of your filers to complete and sign their required disclosure form and return it to you **no later than Monday, February 3, 2019.**
- The disclosure forms must be retained as a public record in the Clerk's office for five (5) years.

December Activity:

- Determine which officers and employees need to file and which form needs to be submitted to you. **No filer should complete all three forms.** The three forms are:
 - Statement of Economic Interests (SOEI)
 - Financial Disclosure Statement (FDS)
 - Disclosure of Real Estate Holdings
- **Do not accept any forms prior to January 1. Any form received prior to January 1 will not fulfill a filer's 2020 filing requirement.**

Local Official	Form
Constitutional Officers	See note below*
Board of Supervisors members	SOEI
City Council members	SOEI
Town Council members if the town population exceeds 3,500	SOEI
School Board members	SOEI
Persons holding positions of trust appointed or employed by the governing body <u>if the governing body has passed an ordinance requiring them to file</u>	SOEI
Persons holding positions of trust appointed or employed by school board <u>if the school board has adopted a policy requiring them to file</u>	SOEI
Members of the governing body of any entity established in a county or city with the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year <u>if the governing body of the appointing jurisdiction has required them to submit this form</u>	SOEI
Members of the governing body of any authority established in any county or city, or part or combination thereof, and having the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year <u>unless required to file the SOEI by the governing body of the appointing jurisdiction</u>	FDS
Non-salaried citizen members of local boards, commissions, and councils <u>if the governing body has designated them to file.</u>	FDS

Planning commission members	Real Estate Disclosure
Board of zoning appeals members	Real Estate Disclosure
Real estate assessors	Real Estate Disclosure
County, city or town managers	Real Estate Disclosure
Executive officers	Real Estate Disclosure

***Constitutional officers are required to file electronically using the Council's online system. You shall not provide any forms to them, nor shall you accept any forms from them.**

January Activities

- If you have not already released the forms, you should do so immediately. Filers must receive their form(s) no later than 20 days before the filing deadline.
- You may now begin accepting 2020 forms.
- Monitor your filers for compliance.
 - The filing deadline is Monday, February 3 for Statements of Economic Interests, Financial Disclosure statements and Disclosure of Real Estate Holdings.
 - The filing period covers the prior calendar year of January 1, 2019 – December 31, 2019
- We suggest that you track receipt of the disclosures and send reminders to your filers that the forms must be received by you no later than February 1.
- There is a \$250 late filing penalty for Statements of Economic Interest received after the February 3 deadline. (Note: there is not a monetary penalty for failing to file Financial Disclosures and Disclosure of Real Estate Holdings by February 3).

February Activity

- If you have any late filers of the SOEI form, it is your responsibility to provide a listing of those filers to your Commonwealth's Attorney. That office is responsible for assessing the \$250 late filing penalty for failure to file before the February 3 deadline. Neither your requirement to compile and send the list of late filers nor the Commonwealth's Attorney's requirement to assess and collect the fines is discretionary.
- Filing deadline extensions are provided under very limited circumstances. In order for an extension to be granted, a Deadline Extension Request form must be submitted to the Council. Full details can be found on our website here: <http://ethics.dls.virginia.gov/deadline-extension.asp>

Other Points of Interest

- We are including FAQs to assist you during the process as well as FAQ's for filers. Please feel free to share the applicable FAQ's with your required filers.
- Once again the Council is providing all of the disclosure forms in a fillable-PDF format. Filers can use Adobe Acrobat to type on their forms as opposed to hand writing all necessary information. If they prefer, they may still print the blank form and complete it by hand. Please note that filers **MAY NOT** electronically sign their form(s). They still need to provide their handwritten signature on their form for it to be deemed complete.

If you have any questions, including clarification regarding the filing requirements of your localities' officers and employees, please contact Council staff at 804.698.1810 or via email at ethics@dls.virginia.gov.

We appreciate your cooperation and thank you for your assistance.

Virginia Conflict of Interest and Ethics Advisory Council
 900 E. Main St., 8th Floor
 Richmond, VA 23219
 (804) 698-1810
 Email: ethics@dls.virginia.gov
 Website: www.ethics.dls.virginia.gov