

At an organizational meeting of the Pulaski County Board of Supervisors held on Monday, January 6, 1992, in the Board of Supervisors meeting room of the County Administration Building, 143 Third Street, N. W. in the Town of Pulaski, the following members were present: Mason A. Vaughan, Sr.; Ira S. "Pete" Crawford; Bruce L. Fariss; Joseph L. Sheffey; and Jerry D. White.

1. Invocation

The meeting was opened by the County Administrator who gave the invocation.

2. Organizational Items

a. Election of Chairman, Vice-Chairman, and Designation of Term of Office

RE: Election of Chairman

It was moved by Dr. Fariss, seconded by Mr. Crawford and carried, that Supervisor Jerry D. White be elected Chairman of the Board of Supervisors.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

Following his election, Chairman White thanked the Board for its support and praised the service of former Chairman Mason A. Vaughan, Sr. during the past twelve years.

RE: Designation of Term of Office

It was moved by Dr. Fariss, seconded by Mr. Sheffey and carried, that the term of office of the Chairman and the Vice-Chairman be one year.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

RE: Election of Vice-Chairman

It was moved by Mr. Vaughan, seconded by Dr. Fariss and carried, that Supervisor Sheffey be elected Vice-Chairman.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

b. Designation of Seating Arrangements in Board Room

It was moved by Dr. Fariss, seconded by Mr. Crawford and carried, that the seating arrangements in the Board Room from left to right facing the dais, be as follows: Ingles District; Draper District; Robinson District; Massie District; and Cloyd District.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

c. Establishment of Regular Meeting Date, Place and Time

It was moved by Dr. Fariss, seconded by Mr. Sheffey and carried, that the regular meeting of the Board of Supervisors be the fourth Monday of each month, beginning at 7:00 p.m. in the Board of Supervisors Meeting Room of the County Administration Building; and that due to the Memorial Day Holiday falling on the fourth Monday in May of 1992, the regular May meeting of the Board of Supervisors be scheduled for Monday, June 1, 1992 at 7:00 p.m. in the Board of Supervisors Meeting Room of the County Administration Building.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

d. Review of By-Laws

It as moved by Mr. Vaughan, seconded by Dr. Fariss and carried, that the Board adopt revised by-laws as follows:

BY-LAWS
PULASKI COUNTY BOARD OF SUPERVISORS
ARTICLE I - PURPOSE

These by-laws are promulgated with the intent of establishing a format for orderly meetings and the creation of an atmosphere for constructive public debate of issues considered by the Pulaski County Board of Supervisors.

ARTICLE II - RELATIONSHIP TO VIRGINIA
LAW AND ROBERT'S RULES

Section I: Code of Virginia:

The Pulaski County Board of Supervisors shall strictly adhere to requirements of the Code of Virginia, as amended, concerning meetings, rules of order, and powers and duties of the Board. Requirements of the Code of Virginia, as amended, shall in all cases prevail over the by-laws and Robert's Rules of Order.

Section II: Virginia County Supervisors' Manual

The Pulaski County Board of Supervisors shall use the Virginia County Supervisors' Manual, published by the Virginia Association of Counties and the Center for Public Service, University of Virginia, as a guideline for interpreting the Code of Virginia concerning meetings, rules of order, and powers and duties of the Board.

Section III: By-laws and Code:

The Pulaski County Board of Supervisors shall adhere to these by-laws in cases where the Code of Virginia, as amended, and its interpretation in the Virginia County Supervisors' Manual, is silent.

Section IV: Robert's Rules of Order:

These by-laws hereby embrace Robert's Rules of Order and specify said rules of order as the procedural determinant in cases where both the Code of Virginia, as amended, and these by-laws are silent.

ARTICLE III - MEETINGS

Section I: Attendance:

Members who are unable to attend a scheduled meeting of the Board, whether regular or special, shall notify either the Chairman or the county administrator prior to the meeting.

Section II: Procedure in Absence of Chairman:

Regular, adjourned, and special meetings of the Board shall begin at the times previously agreed by the Board or in accordance with the notice given for special meetings. In the absence of the Chairman, the Vice-Chairman shall preside until the arrival of the Chairman. In the event that both the Chairman and the Vice-Chairman are absent, the county administrator shall preside until a temporary Chairman is elected who shall preside until the arrival of the Chairman or the Vice-Chairman.

Section III: Agenda - Order of Business:

A. It shall be the duty of the county administrator to prepare the agenda. Agenda and supporting documentation shall be distributed by the County Administrator seven (7) days before meetings of the Board.

B. The order of business shall generally be:

- Invocation
- Public Hearings
- Highway Matters
- Citizen Comments
- Treasurer's Report
- Scheduled Appointments
- Report from County Administrator & Staff
- Items of Consent
- Citizens Comments
- Other Matters From Supervisors
- Executive Session

C. Other Matters from Supervisors allow Board members an opportunity to bring additional items of discussion or action to the agenda by consensus or majority vote.

D. Citizens, other individuals, groups, or agencies appearing before the Board shall be assigned specific time on the Board's agenda. The time shall be assigned by the county administrator such that said individuals or agencies appearing before the Board shall be heard prior to the consideration of matters not requiring the presence of a spokesman. This stipulation is made with the intent of conveniencing individuals appearing before the Board.

E. The county administrator shall assign a number to other agenda items delineating the order in which each item shall be considered by the Board. The Board may, by consensus or majority vote, alter the order of consideration.

F. Reports from the county administrator and staff shall be considered for the purpose of allowing the county administrator to brief the Board on any ongoing projects or to discuss emergency items that matured after the preparation of the agenda.

G. The items of consent will include approval of minutes of previous meetings, supplemental appropriations, allowance of claims, acceptance of reports, submission of staff recommendations and approval of other items of a routine nature. A Board member wishing to discuss items listed on the consent agenda may ask that they be removed for discussion and voted on as separate items of business.

H. Highway matters will include a standing appointment with the VDOT Resident Engineer. Items will include highway concerns brought to the attention of the resident engineer or county staff, as well as concerns of Board members and citizens in attendance.

- I. Individuals, groups, or agencies wishing appointments with the Board or items placed on the Board's agenda, shall submit these items to the county administrator or a member of the Board ten (10) days prior to the scheduled meeting. Appointments will usually be scheduled in intervals of no longer than fifteen (15) minutes. Items of business not received seven days in advance of the meeting will be deferred until the next meeting of the Board unless the county administrator deems it expedient to deal with the matter sooner. Any such additions to the agenda, must be accepted by consensus of the Board or majority vote. When the county administrator deems it necessary, individuals appearing before the Board shall provide a written explanation of the nature of their business with the Board.
- J. If time does not permit the consideration of all items on the agenda, the Board shall carry such remaining items over for consideration at the next regular meeting or to a meeting agreed upon by the Board.
- K. The following heading shall appear on the agenda of each monthly Board meeting:

THE BOARD OF SUPERVISORS WELCOMES CITIZEN PARTICIPATION IN ITS MEETINGS:

- * Citizens comments are included on each regular monthly meeting agenda. No prior appointment is necessary to speak during the citizen comments times.
- * To speak on a particular agenda item, advise the attendant at the door.
- * To place an item on the Board's agenda, please notify the County Administrator's Office at least ten days prior to the Board meeting.
- * Any citizen concern can be communicated to the County Administrator by calling 980-7705 or 639-9665 from 8:00 a.m. to 5:00 p.m. weekdays. All citizen complaints are recorded and responded to as soon as possible.

WHEN SPEAKING BEFORE THE BOARD, PLEASE COME TO THE PODIUM AND GIVE YOUR NAME.

Section IV: Rules of Order:

- A. The county administrator shall station a representative in the Board Room prior to each meeting to identify any citizens who desires to address the Board on an issue before it. Citizens desiring to address the Board shall provide their name, address and telephone number. The county administrator shall communicate the name(s) of person(s) present desiring to address the Board to the Chairman along with the number of the agenda item to be discussed. In order for members of the Board or the public to speak on an issue consideration, it shall be necessary to secure recognition from the Chairman. This should be done by saying "Mr. Chairman" and awaiting the Chairman's recognition.
- B. The Chairman or Board may establish a maximum time for debate on issues under consideration by the Board. However, such maximum time shall not prohibit each member of the Board from addressing an issue. The Chairman may also establish a limit on the number of times an individual may address the Board.
- C. The Board of Supervisors, by majority vote, may suspend the powers granted by sub-paragraph (B) above to the Chairman.
- D. It shall not be necessary to have a motion on the floor to discuss an item on the agenda. The call of the Chairman shall be sufficient.
- E. The vote of each member of the Board shall be recorded on each issue before the Board by indicating a yes, no, abstention, or not present vote. The county administrator shall call for the vote on each Board member beginning with the member seated on the end of the left side of the Board table as

determined from the audience.

- F. Conflicts of Interest shall be handled in accordance with the State and Local Government Conflict of Interest Act, as found in Chapter 40.1, Title 2.1 of the Code of Virginia, 1950, as amended, or in accordance with succeeding legislation.
- G. The Chairman or Board may request that a member making a motion reduce the same to writing and submit said written motion to the county administrator for entry into the Board's minutes.
- H. Verbal resolutions shall be recorded by the county administrator as accurately as possible; however, the county administrator shall frame loosely worded motions in language appropriate to accomplish the Board's intent.
- I. The Board shall receive written copies of the minutes of all meetings at least seven (7) days prior to the approval of such minutes by the Board.
- J. Members of the Board and public addressing a meeting, shall confine their remarks to the issue before the Board.
- K. No member of the Board or public shall use abusive language, profanity, or otherwise engage in behavior not conducive to the orderly conduct of business. Individuals engaging in such behavior shall be removed from the Board chamber by the Sheriff or his deputy. The Chairman shall be responsible for judging when this rule has been breached.
- L. While the Board is in session, members and others present shall refrain from standing, talking, or leaving their seats unnecessarily.

ARTICLE IV - GENERAL RULES

Section I: Parliamentarian:

The county attorney shall serve as Parliamentarian for the Board. In the absence of the county attorney, the county administrator shall serve as Parliamentarian.

Section II: Session:

A session of the Board of Supervisors shall include the regular monthly meeting of the Board as established by resolution at the organizational meeting, and all meetings held by the Board prior to the next regular monthly meeting.

Section III: Suspension and Amendment by By-Laws:

The by-laws may be suspended or amended by a majority vote of the Board of Supervisors.

Section IV: Clerk of the Board of Supervisors and Committees:

The county administrator shall be clerk to the Board and all standing and special committees.

Section V: Committees

Committees, either ad hoc or standing, may be appointed by the Board to consider any issue of responsibility or interest to the Board.

Section VI: Minutes of All Agencies, Boards and Commissions

All agencies, boards, and commission having appointees thereon made by the Board of Supervisors shall be required to provide a copy of the minutes of all meetings of such agencies, boards or commissions to the Board of Supervisors as soon as those minutes are prepared, for review by the Board and approval where appropriate.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

e. Acknowledgment of Receipt of Freedom of Information Act and Conflict of Interest Act

It was moved by Mr. Sheffey, seconded by Mr. Crawford and carried, that the minutes reflect that each member of the Board of Supervisors has received a current copy of the Virginia Freedom of Information Act and the Local Government Conflict of Interest Act.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

3. Joint Meeting with School Board

The Board meeting was recessed to arrange for a joint meeting with the Pulaski County School Board. Upon reconvening, the joint meeting was opened. The following School Board members were present: Irene Kegley, Chairman; Ron Chaffin, Vice-Chairman; Nathaniel Tuck; Rhea Saltz; Lewis Pratt; and Carolyn Brown. Also present were School Superintendent William Asbury and School Board Clerk Jean Cox, along with other members of the school administration.

a. Budget Calendar

It was moved by Mr. Vaughn, seconded by Dr. Fariss and carried, that the following budget calendar be approved:

DATE	ACTIVITY
Friday, January 31st	Distribution of budget preparation instructions
Monday, February 24th	Initial revenue estimates presented to the Board of Supervisors Board of Supervisors approval of tax rate adjustment public notice following reassessment
Monday, March 9th	Budget requests to be submitted to county administrator
Monday, March 16th	Public hearing on real estate tax rate adjustment following reassessment
Monday, March 23rd	Budget recommendation presented to Board by county administrator 1993 Real Estate Tax Rate Adjustment for Reassessment
Monday evenings from March 16th to May 4th and other dates as needed	Budget work sessions, including agency/department presentations School Board budget presentation
Monday, May 4th	Tentative approval of budget by Board for public hearing purposes
Monday, May 18th	Public hearing on budget

Monday, June 1st

Board adopts budget

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.

Voting no: none.

b. Review of Surplus School Property

The County Administrator advised of a search of records indicating a significant amount of surplus school property currently unused. The School Superintendent indicated that a study by the school administrative staff was ongoing to clarify property owned by the School Board and develop a plan for utilizing needed property and declaring unneeded property surplus. The plan should be completed by the spring of 1992.

c. School Board Concerns

School Board Vice-Chairman Ron Chaffin reviewed recent School Board policy decisions and finances. Both Mr. Chaffin and Dr. Asbury shared information regarding salary changes for instructional personnel, as well as the ranking of those salaries from Pulaski with other localities statewide. Supervisor White requested a comparison of salary for instructional personnel for southwest Virginia local governments. Supervisor Fariss requested a copy of the State Department of Education statistical summary "Facing Up". The school administration advised of immediate capital needs of approximately \$700,000, as well as hopes of obtaining an additional \$300,000 to \$700,000 in state funding for the upcoming fiscal year. Supervisor Fariss requested details be sent to the Board of Supervisors on needed school capital improvements. The school superintendent agreed to provide information to the Board of Supervisors outlining the local share of school programs, particularly those that are optional. The school superintendent also shared a summary of school employee downsizing, both administrative and instructional, along with an explanation of continuing decreasing enrollment in the schools.

It was the consensus of the two boards that a joint meeting be held in February or March prior to final adoption of the recommended school budget by the School Board. This matter is to be placed on the January 27th Supervisors agenda for further action.

d. Other Matters

There being no other matters of discussion, the joint meeting was adjourned.

4. Appointments

Action on appointments was deferred until following an executive session.

5. Facility Tour and Goal Setting

The county administrator was requested to suggest, at the January 27th Supervisors meeting, alternatives for a schedule and itinerary for a tour of solid waste disposal facilities and school facilities.

6. Resolution of Appreciation of Supervisor V. E. "Jack" Vaughn

It was moved by Dr. Fariss, seconded by Mr. Sheffey and carried, that the following resolution be adopted:

WHEREAS, V. E. "Jack" Vaughn has served the citizens of Pulaski County as a member of the Pulaski County Board of Supervisors from January 1, 1984 to December 31, 1991; and

WHEREAS, V. E. "Jack" Vaughn was twice elected by the voters of Draper Election

District as their representative on the county's governing body; and

WHEREAS, V. E. "Jack" Vaughn has also served as a member of the Virginia Association of Counties Legislative Committees, the New River Valley Recreation Association Board of Directors and as an alternate on the New River Resource Authority Board of Directors;

WHEREAS, V. E. "Jack" Vaughn has given countless hours in service and sound fiscal guidance to the citizens of Pulaski County; and

WHEREAS, the leadership provided by V. E. "Jack" Vaughn has benefited not only present and past citizens of Pulaski County but will enhance the quality of life of its future citizens;

NOW, THEREFORE BE IT RESOLVED, that the Pulaski County Board of Supervisors does hereby commend and express its appreciation for the service of V. E. "Jack" Vaughn to the county and its citizens; and

BE IT FURTHER RESOLVED, that this Board of Supervisors does extend to V. E. "Jack" Vaughn its best wishes for health and happiness in the future years; and

BE IT FURTHER RESOLVED, that the text of this resolution be spread on the minutes of the Board of Supervisors in testimony of its appreciation to the service provided by V. E. "Jack" Vaughn.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

7. Other Matters

Supervisor Crawford expressed concern over the perception of high values in the current reassessment of real estate.

Mr. E. W. Harless commented on the need for repairs to school buildings, particularly Dublin Middle School.

8. Executive Session - 2.1-344(A)

It was moved by Mr. Vaughan, seconded by Mr. Sheffey and carried, that the Board enter executive session pursuant to Section 2.1-344(A) of the 1950 Code of Virginia, as amended.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

It was moved by Mr. Vaughan, seconded by Mr. Sheffey and carried, that the Board return to regular session.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

RE: Certification of Conformance with Virginia Freedom of Information Act

It was moved by Mr. Sheffey, seconded by Mr. Vaughan and carried, that the Board adopt the following resolution certifying conformance with the Virginia Freedom of Information Act:

WHEREAS, the Board of Supervisors of Pulaski County, Virginia, has convened an executive 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 2.1-344.1 of the Code of Virginia requires a certification by

this Board of Supervisors that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Pulaski County, Virginia, 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 executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board of Supervisors.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.
Voting no: none.

RE: Appointments

It was moved by Dr. Fariss, seconded by Mr. Crawford and carried, that the following appointments be made:

- a. The Board determined that no tie-breaker would be used during the 1992 through 1995 term of the Board of Supervisors, hence any tie vote will result in defeat of the motion in question.

- b. Board Assignments

Supervisor Vaughan was assigned to serve on the New River Valley Planning District Commission for a term ending December 31, 1995.

Supervisor Sheffey was assigned to continue service on the Board of Social Services.

Supervisor Crawford was assigned to serve as an alternate to Mr. Don Holycross on the New River Resource Authority.

Supervisor Fariss was appointed to serve on the County Planning Commission for a term ending December 31, 1995.

Supervisor White was assigned a Vice-Chairman of Pulaski Encouraging Progress, concurrent with his tenure as Chairman of the Board of Supervisors. Supervisor Vaughan was assigned to continue as a member of the Pulaski Encouraging Progress Steering Committee.

- c. Staff Assignments

The county administrator was reappointed as the Director of Emergency Services and the assistant county administrator was designated Deputy Director of Emergency Services, with terms to expire December 31, 1995.

- d. Citizen Appointments of High Priority

1. Board of Equalization

Richard Guthrie, Richard Jones and Thomas C. "Bud" Walsh were nominated for appointment by the Circuit Court to the Board of Equalization.

2. Public Service Authority

The county administrator was requested to seek a potential Public Service Authority member.

3. Library Board

Ms. Lillian Clark was reappointed for the Public County Library Board for a term ending December 31, 1995.

4. Board of Social Services

The county administrator was requested to seek a nominee to fill the vacancy on the Board of Social Services.

e. Other Citizen Appointments Now Due

1. New River Valley Juvenile Detention Home

Mr. Harry DeHaven was reappointed to the New River Valley Juvenile Detention Home for a term ending December 31, 1995.

2. New River Valley Airport Commission

Assistant county administrator Peter Huber was reappointed to the Airport Commission for a term ending December 31, 1995, with county administrator Joseph Morgan reappointed as his alternate.

3. New River Community Action

Dr. William Dawson was reappointed to the New River Community Action Board with said term ending December 31, 1992.

4. Industrial Development Authority

Mr. J. Dix Miller and Mr. William Elmore were reappointed to the Industrial Development Authority with said term ending January 31, 1996.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.

Voting no: none.

The county administrator was requested to seek a nominee for the vacancy on the New River Valley Juvenile Detention Home Board.

f. Other Citizen Appointments Due in 1992

No other action on appointments was taken.

Supervisor Sheffey requested the county staff represent the Board at the January 9th public hearing in Wytheville by the General Assembly Finance and Appropriations Committees regarding the proposed FY 93 state budget. The director of management services was selected to represent the Board at that event.

9. Adjournment

It was moved by Mr. Vaughan, seconded by Mr. Sheffey and carried, that the meeting be adjourned to reconvene on Monday, January 20, 1992, at 6:00 p.m. at the Fairlawn Volunteer Fire Department Station.

Voting yes: Dr. Fariss, Mr. Crawford, Mr. White, Mr. Vaughan, Mr. Sheffey.

Voting no: none.

Jerry D. White, Chairman

ATTEST:

Joseph N. Morgan, Clerk