

BOARD OF SUPERVISORS ORGANIZATIONAL MEETING OF JANUARY 18, 2016

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.
Voting no: None.

At this time, Chairman McCready presided over the remainder of the meeting.

B. Recognition of Service of Joe Sheffey

On a motion by Mr. Pratt, seconded by Mr. Bopp and carried, the Board adopted the resolution recognizing Mr. Joseph L. Sheffey for his leadership as Chair of the Board of Supervisors for 20 (twenty) years, Vice – Chair for 4 (four) years and as a Board member for 28 (twenty – eight) years.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.
Voting no: None.

**RESOLUTION OF APPRECIATION
JOSEPH L. SHEFFEY**

WHEREAS, Joseph L. Sheffey has served the citizens of Pulaski County as a member of the Pulaski County Board of Supervisors from January 1, 1988, to December 31, 2015, serving as its Vice-Chairman from January 1992 to December 1995, and Chairman from January 1996 to December 2015, after being elected seven times by the voters of the Cloyd Election District as their representative on the county's governing body; and

WHEREAS, Joseph L. Sheffey has served with the best interest of the whole county at heart, consistently demonstrating **VISION** in seeking long-term solutions to various challenges and opportunities; and

WHEREAS, Joseph L. Sheffey has given countless hours in unselfish, caring service to the citizens of Pulaski County, consistently demonstrating **EXCELLENCE** in his leadership of Pulaski as the longest serving Chair in the history of the Pulaski County Board of Supervisors; and

WHEREAS, Joseph L. Sheffey demonstrated **PRIDE** in doing the right thing without bias as he sought to serve the citizens of Pulaski County; and

WHEREAS, Joseph L. Sheffey governed with class; caring deeply for citizens, employees and others through numerous thoughtful acts of recognition and kindness; and

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WHEREAS, Joseph L. Sheffey's accomplishments as member and Chair of the Pulaski County Board are both numerous and significant. Highlights include:

- Encouraging sound planning through the adoption and update of the Comprehensive Plan, adoption of county-wide zoning, and creation of a long-term plan for school building improvement; and
- Improving educational options and facilities by renovating and expanding Snowville, Critzer and Dublin Elementary Schools, constructing Pulaski and Riverlawn Elementary schools and improving the HVAC system and road access at Pulaski County High School;
- Improving recreation throughout the county through the acquisition and improvement of DeHaven Park, the restoration of the Draper Mountain Overlook, the construction of Randolph Park and the acquisition and improvement of Loving Field;
- Restoration of the Historic Old Courthouse following the tragic fire of 1989, as well as renovation, expansion and modernization of the court facilities as well as jail facilities; and
- Fostering economic development by acquiring and/or expanding three county industrial parks, extending strong support to existing business and industry, and the construction or acquisition of several industrial buildings; and

WHEREAS, Joseph L. Sheffey ably represented Pulaski County on the regional level through his leadership in the formation and development of the New River Valley Economic Development Alliance, the Peppers Ferry Regional Wastewater Treatment Authority, the New River Regional Jail Authority, the New River Resource Authority; and

WHEREAS, Joseph L. Sheffey represented Pulaski County as an active participant on the Virginia Association of Counties Education Committee and the Rural Caucus; and

WHEREAS, the leadership provided by Joseph L. Sheffey 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 sincere appreciation for the service of Joseph L. Sheffey to the county and its citizens; and

BE IT FURTHER RESOLVED, that this Board of Supervisors does extend to Joseph L. Sheffey its best wishes for health and happiness in the future years; and

At an organizational meeting of the Pulaski County Board of Supervisors held on Monday, January 18, 2016, at 7:00 p.m. at the Pulaski County Administration Building, Board Room, 143 Third Street, N.W., in the Town of Pulaski, Virginia, the following members present included: Andy McCready; Ranny O'Dell; Joseph Guthrie; Charles Bopp and Dean Pratt. Staff members present included: County Administrator, Peter M. Huber; Acting County Attorney, Tim Kirtner; Assistant County Administrator, Management Services, Karen Thompson and Clerk, Ashley D. Edmonds.

1. Welcome and Call to Order

Mr. Kirtner welcomed and called the meeting to order at 7:02p.m. He advised he would serve as parliamentarian until a chairman was elected. The pledge of allegiance, led by Mr. O'Dell was followed by the invocation by Mr. Huber.

A. Swearing In

A group photo was taken by the County Administrator and media before the swearing in. The Honorable Maetta Crewe, Clerk of the Circuit Court of Pulaski County, Virginia, was called forward and administered the oath to the Board members for their term ending December 31, 2019.

2. Organizational Items

A. Election of Chairman, Vice – Chairman and Designation of Term of Office

Mr. Kirtner asked for nominations for Chairman of the Board of Supervisors.

On a motion by Mr. Bopp and carried, the Board elected Mr. McCready as Chairman.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.

Voting no: None.

Mr. Kirtner congratulated Mr. McCready and advised him to take charge of the gavel. Mr. McCready expressed appreciation to Mr. Kirtner for handling the meeting up to this point, thanked his fellow board members for choosing him to serve as their chair and stated he plans to work the very best he can to handle and discharge the duties as Chairman of the Board of Supervisors.

Election of Vice – Chairman

On a motion by Mr. Pratt, and carried, the Board elected Mr. Bopp as Vice – Chairman.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.
Voting no: None.

Mr. McCready congratulated Mr. Bopp. Mr. Bopp thanked everyone and reiterated the previous remarks of Mr. McCready that he would see that the duties are performed and to attend all functions possible as a part of his job as Vice – Chairman.

Mr. McCready announced a procedural error had been noted by a Board member during the election of Chair and Vice – Chair.

On a motion by Mr. O'Dell, seconded by Mr. Bopp and carried, the Board reconsidered the election of Chairman of the Board of Supervisors.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt
Voting no: None.

Due to concerns posed by members of the Board regarding full – time employment status held by the Chair and Vice – Chair, Mr. Pratt suggested two year terms for Chair and Vice – Chair.

On a motion by Mr. Pratt, seconded by Mr. Guthrie and carried, the Board changed the terms held by the Chair to two years with Mr. McCready serving as Chair.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.
Voting no: None.

On a motion by Mr. O'Dell, seconded by Mr. Pratt and carried, the Board reconsidered the election of Vice – Chairman to the Board of Supervisors.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt
Voting no: None.

On a motion by Mr. Guthrie, seconded by Mr. O'Dell and carried, the Board changed the terms held by the Vice – Chair to two years with Mr. Bopp serving as Vice – Chair.

BE IT FURTHER RESOLVED, that the text of this resolution be spread upon the minutes of the Board of Supervisors on this 18th day of January 2016, in permanent testimony for its appreciation of the service provided by Joseph L. Sheffey.

Additionally, Mr. Sheffey was presented with the following commemorative items by the Board: framed courthouse print, resolution and article in *The Southwest Times*; Pulaski County lapel pin; golf shirt with County logo; Raymond Ratcliffe Memorial Museum brick; gavel/plaque and nameplate. Photos of the presentation were taken by staff and media.

Mr. Sheffey expressed thanks for the resolution and gifts, advised Mr. McCready not to use the gavel too often and spoke of his appreciation of the wonderful time spent on the board, the board members he served with, the county staff and county attorneys. He also spoke to the press, specifically, The Patriot and The Southwest Times and thanked them for their fair reporting. Mr. McCready thanked Mr. Sheffey for being there this evening and for his leadership during his tenure on the Board.

C. Designation of Seating Arrangement in Board Room

Mr. McCready suggested staying with previous Board seating arrangement with him and Mr. Guthrie switching seats beginning at the next regular Board meeting on January 25, 2016.

Mr. Guthrie suggested rotating the voting sequence every month, so that the same individuals would not vote first or last. Mr. McCready expressed openness to trying the approach if everyone else was amenable.

By consensus, the Board approved the seating arrangement designations and voting sequence.

D. Establishment of Regular Meeting Date, Place and Time

Mr. McCready discussed continuing with the current meeting date of the fourth Monday of each month at the County Administration Building with Closed Session beginning at 5:30 p.m. and the regular meeting at 7:00 p.m. He also introduced a suggestion from a Board member to change the meeting date to Tuesday evenings.

Mr. Bopp felt the meeting date should be left on Monday evenings and Mr. O'Dell concurred. Mr. Guthrie would not be able to make the meetings until 7

p.m. due to his class schedule on 8 (eight) of the Mondays however, he could make it on Tuesdays without any problems.

On the motion of Mr. Bopp, seconded by O'Dell and carried, the Board of Supervisors approved continuing to meet on the fourth Monday of each month at the County Administration Building and beginning the closed session portion of the meeting at 5:30 p.m., with the regular meeting to begin at 7:00 p.m. with the exception of May and December, where the Board will meet on the third Monday due to the Memorial and Christmas holidays.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Bopp, Mr. Pratt.

Voting no: Mr. Guthrie.

E. Establishment of Alternate Date Due to Continuation for Hazardous Weather or Other Conditions

On the motion of Mr. Pratt, seconded by Bopp and carried, the Board of Supervisors approved the alternate date for meetings due to hazardous weather, or other conditions, to be the Monday following the regular meeting date at the same time and location.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Bopp, Mr. Pratt.

Voting no: Mr. Guthrie.

F. Review of By-Laws

On a motion by Mr. O'Dell, seconded by Mr. Pratt and carried, the Board reviewed, accepted and approved the Board of Supervisors By-laws as presented.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.

Voting no: None.

G. Acknowledgment of Receipt of Freedom of Information and Conflict of Interest Acts

Each Board of Supervisor member affirmed receipt of the current Freedom of Information Act and Conflict of Interest Act as well as a summary of local official disclosure requirements, travel waiver forms and requirements and a form to be used in declaring a personal conflict.

3. Appointments:

A. Board Appointments

1. Tie-Breaker

Mr. McCready discussed the change in rules allowing members who are traveling to use teleconferencing to vote on action items.

On a motion by Mr. Bopp, seconded by Mr. Pratt and carried, the Board took no action to establish a tie-breaker member. Therefore, no tie-breaker will be used and any tied vote will result in a failed motion.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.

Voting no: None.

2. Clerk

On a motion by Mr. O'Dell, seconded by Mr. Pratt and carried, the Board appointed Ashley Edmonds as Clerk and Karen Thompson as Deputy Clerk per staff recommendation.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.

Voting no: None.

3. County Attorney

Mr. McCready advised a Request for Proposals (RFP) is being prepared to advertise and send out to bid for County Attorney. Mr. Huber clarified the Request for Proposals was due to the passing of the previous County Attorney, Mr. Thomas McCarthy, and is no way a comment on Mr. Tim Kirtner's performance.

On a motion by Mr. Guthrie, seconded by Mr. Bopp and carried, the Board approved to employ the legal services of Tim Kirtner until bids are reviewed and an appointment for County Attorney made.

Voting yes: Mr. McCready, Mr. Bopp, Mr. Guthrie, Mr. O'Dell,

Voting no: None.

4. County Administrator

Mr. McCready noted the guidelines provided by State code which will not allow the previous board to legally obligate the next board thus making it necessary for the Board to confirm the current appointment of the County Administrator with the option to revise the current contract at the time of expiration, which is June 30, 2016. Mr. Guthrie requested clarification on the expiration date and the actions to be taken if Mr. Huber is not reappointed.

On a motion by Mr. Pratt, seconded by Mr. Bopp and carried, the Board approved Peter Huber continuing to serve as County Administrator until June 30, 2016.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.
Voting no: None.

5. Director of Emergency Management

Mr. McCready explained a requirement of State code was for each locality to have a Director of Emergency Management. Mr. Huber clarified Josh Tolbert's title as Emergency Management Coordinator.

On a motion by Mr. Guthrie, seconded by Mr. O'Dell and carried, the Board approved the continuation of Peter Huber's services as Director of Emergency Management in conjunction with duties as County Administrator.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.
Voting no: None.

Mr. Pratt asked for Board Members and staff to speak into the microphones. Mr. Huber reminded the Board of the plans to replace the chairs at the dais.

B. Board Assignments:

On a motion by Mr. Bopp, seconded by Mr. Pratt and carried, the Board approved the following appointments to the various boards, commissions and authorities for which appointees are designated by the Pulaski County Board of Supervisors.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.
Voting no: None.

1. Pulaski County Educational Foundation

The Board appointed Mr. Guthrie to serve on the Pulaski County Educational Foundation, filling the vacancy created by Joseph Sheffey.

2. Planning Commission

The Board approved the continuation of Mr. Pratt to serve on the Planning Commission. Mr. Pratt advised the Board he was rotated off as Chairman of the Planning Commission.

3. New River Valley Regional Commission

The Board approved Mr. Bopp continuing to serve on the New River Valley Regional Commission (previously known as the New River Valley Planning District Commission).

4. Board of Social Services

The Board appointed Mr. Bopp to continue to serve on the Board of Social Services.

5. Pulaski Encouraging Progress Steering Committee

Mr. McCready expressed an interest in returning to the Pulaski Encouraging Progress Steering Committee as did Mr. Bopp. The Board appointed both Mr. McCready and Mr. Bopp to the Pulaski Encouraging Progress Steering Committee.

6. Virginia Association of Counties (VACo)

Mr. McCready remarked there was no official action to be taken, however everyone should have received a request from the Virginia Association of Counties regarding participation on their various committees. Mr. McCready requested returning to the State Finance, Mr. Pratt requested to serve on Environment and Agriculture and Mr. Guthrie selected the Education committee.

7. Fairview Home Board

Mr. Pratt previously served on the Fairview Home Board and asked if Mr. Bopp would be willing to serve. Mr. Huber advised there were two boards at the Fairview Home; one, the Ownership Board on which Mr. Pratt

previously served and the Operating Board that Mr. Huber has been serving. Mr. Huber recommended Karen Thompson to serve on the Operating Board as she has experience in this area. Mr. McCready asked if the Boards met jointly. Mr. Huber advised there were quarterly joint meetings of the Ownership and Operating Boards with the Operating Board meeting monthly. The Board appointed Mr. Bopp to the Ownership Board and Karen Thompson to the Operating Board of the Fairview Home.

8. New River Valley Economic Development Alliance

Currently, Mr. Bopp and Michael Solomon serve on the Economic Development Alliance. The Board made no changes.

9. New River Resource Authority and Recycling Committee

There are currently no openings on New River Resource Authority and Recycling Committee. Frank Conner's term expires on December 31, 2016, and Joe Sheffey's term expires on June 30, 2017.

10. Pepper's Ferry Regional Wastewater Treatment Authority

Clarke Wallcraft completed research to correct a long standing error in the sequence of appointments from Pulaski County onto the Pepper's Ferry Regional Wastewater Treatment Authority. Joseph Sheffey, represents the PSA through December 31, 2017, and Ron Coake, represents the Sewerage Authority through December 31, 2016.

11. Virginia's First Regional Industrial Facilities Authority

Mr. McCready and Mike Solomon will continue to serve until their term expiration of June 30, 2016.

12. Regional Jail Authority

The Board approved the continued service of Frank Conner on the Regional Jail Authority Board, with Mr. McCready serving as alternate.

13. Local Emergency Planning Committee

The Board approved the continued service of Andy McCready and Peter Huber to the Local Emergency Planning Committee.

14. Joint Services Board

The Board approved the service of Mr. McCready and Mr. Pratt to the Joint Services Board.

15. Regional Emergency Medical Services Incorporated (REMSI) Board

The Board approved the continued service of Mr. McCready, with Bill Webb serving as an alternate.

16. New River Valley Fair Board

Mr. Pratt will continue to serve on the New River Valley Fair Board. Mr. Huber clarified this is an independent board which selects its own members.

17. New River/Mount Rogers Workforce Investment Area Consortium Board

The Board approved the continued service of Mr. McCready as the member until December 31, 2016, and Mr. Guthrie will serve as the alternate until December 31, 2016.

18. Emergency Dispatch Board

The Board approved the continued service of Mr. McCready and Mr. Pratt with Josh Tolbert and Mr. Huber providing staff support.

19. CDBG Housing Management Team

The Board approved Mr. Pratt to remain on the Board until the Baskerville Project is completed.

20. New River Valley Metropolitan Planning Committee

Mr. Huber suggested Danny Wilson and Jared Linkous serve on the Technical Advisory Committee with Mr. Guthrie and Mr. Huber serving on the Policy Board. The Board agreed and approved the appointments.

21. Friends of Claytor Lake (FOCL)

Mr. Guthrie expressed an interest in serving on the Friends of Claytor Lake Board as he has been attending the Friends of Claytor Lake (FOCL)

meetings and is working with PCHS students to begin a rowing team. Mr. O'Dell (Board member) and Mr. Huber (administration) will serve on FOCL as well.

22. Friends of Peak Creek

The Board approved Mr. O'Dell to serve on Friends of Peak.

23. Library Board

The Library Board has representation from every magisterial district as well and the Superintendent of Schools serves as an ex – officio member.

24. Virginia Tech Extension Leadership Council

Mr. McCready requested staff get more information regarding meeting times and dates for the Council and to add this item to the next meeting agenda (January 25, 2016) under appointments further discussion.

25. Town of Pulaski Economic Development

The Board approved the continued service of Mr. Pratt to the Board. Mr. Huber suggested the addition of Michael Solomon, Economic Development Director, County of Pulaski, to serve as well and the Board agreed.

26. Town of Pulaski Transportation Museum

The Board approved the continued service of Mr. Bopp to the Board.

27. School Safety Advisory Committee

The Board approved the continued service of Mr. Pratt to the Board.

28. Virginia Tech Institute for Policy and Governance

The Board asked staff to inquire about the existence of this Board and provide additional details at the January 25, 2016, regular Board meeting.

Fiscal Agent Commitments

Mr. Huber reported Pulaski County's commitments as fiscal agent for the following and described the process for the acceptance of money and expenditure on behalf of the regional boards:

1. Joint Comprehensive Services Act
2. New River Pre-Trial Services
3. Regional Emergency Medical Services, Incorporated (REMSI)
4. Workforce Investment Board

On a motion by Mr. Bopp, seconded by Mr. Pratt and carried, the Board acknowledged and confirmed the following commitments to agencies where Pulaski County serves as fiscal agent:

1. Joint Comprehensive Services Act
2. New River Pre-Trial Services
3. Regional Emergency Medical Services, Incorporated (REMSI)
4. Workforce Investment Board

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.

Voting no: None.

5. Scheduling of Goal Setting and Facility Tour

Mr. Huber suggested beginning in March the Board review the current list of goals from the previous Board and work to revise and determine new goals. Mr. McCready asked about the scheduling of a Joint Boards meeting (Board of Supervisors and School Board) and Mr. Huber stated he would work with Dr. Brewster to set a date in February/March as it would be a good idea to review the goals with both Boards. Mr. McCready expressed appreciation for the receipt of weekly updates from School Board Administration (Dr. Brewster) which helps to keep Board members informed of activities, capital improvement needs, etc. of the schools.

6. Other Matters

A. Citizen Comments

E.W. Harless, Draper, congratulated the members on their election to Board. He asked for their continued vigilance in monitoring the County's finances. Additionally, he inquired about a rumor regarding the Board members giving themselves health insurance through the County. Mr. McCready responded,

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"No, not at this time.". Mr. Harless stressed he did not feel elected officials should have health insurance through the County and efforts should be taken to cut spending.

B. Comments from Board Members

Mr. McCready thanked the Board members for their support in electing him Chairman for the next two years and the voters for electing him for another term.

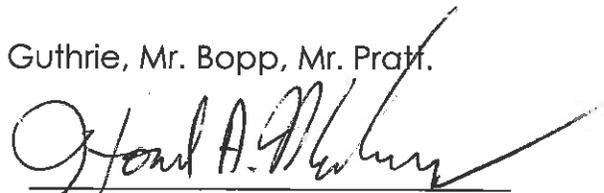
C. Board Photograph

Mr. Huber officially introduced Ashley Edmonds as Clerk of the Board of Supervisors prior to taking photos of the Board.

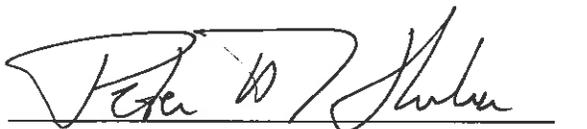
7. Adjournment

On a motion by Mr. O'Dell, seconded by Mr. Bopp and carried, the Board moved to adjourn its organizational meeting. The next regularly scheduled meeting is to be held on Monday, January 25, 2016, beginning with a Closed Session at 6:00 p.m. and the regular meeting at 7:00 p.m., with said meeting to be held at the County Administration Building, 143 Third Street, N.W., Board Room, in the Town of Pulaski, Virginia.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Guthrie, Mr. Bopp, Mr. Pratt.
Voting no: None.



Howard A. McCready, Chairman



Peter M. Huber, County Administrator