

January 11, 2022

County of Greene, Virginia

THE GREENE COUNTY BOARD OF SUPERVISORS MET ON TUESDAY, JANUARY 11, 2022, BEGINNING AT 5:30 P.M. IN PERSON IN THE COUNTY ADMINISTRATION BUILDING MEETING ROOM AND BY ZOOM VIDEO COMMUNICATION

Present were: Marie Durrer, Chair
Dale Herring, Vice Chair
Steve Bowman, Member
Abbey Heflin, Member
Davis Lamb, Member

Staff present: Mark B. Taylor, County Administrator
Kelley Kemp, Assistant County Attorney
Kim Morris, Deputy Clerk
Jim Frydl, Director of Planning and Zoning
Tracy Morris, Director of Finance

RE: ELECTION OF CHAIR

Upon motion by Dale Herring, second by Davis Lamb and affirmative roll call vote, the Board elected Marie Durrer as Chair for calendar year 2022.

Recorded vote:	Marie Durrer	-	Abstained
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

RE: ELECTION OF VICE CHAIR

Upon motion by Steve Bowman, second by Davis Lamb and affirmative roll call vote, the Board elected Dale Herring as Vice Chair for calendar year 2022.

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Abstained
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

RE: CLOSED MEETING

Ms. Kemp read the proposed resolution for closed meeting.

WHEREAS, the Board of Supervisors of Greene County desires to discuss in Closed Meeting the following matter(s):

- Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body concerning RSA litigation.

WHEREAS, pursuant to: §2.2-3711(A)(7) of the Code of Virginia, such discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Greene County does hereby authorize discussion of the aforesated matters in Closed Meeting.

Upon motion by Dale Herring, second by Marie Durrer and unanimous roll call vote, the Board entered into closed meeting.

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

RE: OPEN MEETING

Upon motion by Dale Herring, second by Davis Lamb and unanimous roll call vote, the Board returned to open meeting.

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

By unanimous roll call vote, members certified that only public business matters lawfully exempted from the open meeting requirement and only such matters as identified by the motion to enter into closed meeting were discussed.

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

RE: PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Chair opened the meeting with the Pledge of Allegiance followed by a moment of silence.

RE: ADOPTION OF AGENDA

Upon motion by Dale Herring, second by Davis Lamb and unanimous roll call vote, the Board approved the agenda as presented.

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

RE: UPDATE ON COVID-19

Mr. Taylor gave the Board a brief update on COVID-19. He shared the information that was updated daily on the Blue Ridge Health District's website. He said that we are seeing a large spike in cases due to the omicron variant.

Mr. Herring said that he had read that the testing timeframe has been extended due to demand. He asked Mr. Taylor if he knew whether or not they were going to ramp up the testing capabilities. Mr. Taylor was not aware, but said he would try to gather information regarding this question.

RE: MATTERS FROM THE PUBLIC

Mr. Scott Winslow was present to ask the Board to leave the transient occupancy tax at the 5% of the owner's sales amount. The State is now allowing the tax to be applied to the entire amount that the renter pays. Airbnb charges a 12% fee above the rate that the owner lists the property for. The owner does not receive any of that money. The owner should not have to pay TOT tax on the amount that they do not receive.

Mr. Joe Mitch Miller was present to speak on the health, safety and welfare impacts in Dogwood Valley regarding how the land was subdivided. The roads cannot be maintained and

have not been maintained. The deeds that provide those subdivided lots do not show that the roads are dedicated. He asked if he could meet with Abbey Heflin and Dale Herring to discuss these issues.

Ms. Gwen Baker was present via Zoom to tell the Board that her neighbor received an email from the FiberLync team that they did not receive state funding to finish their project. She also wanted to recommend that a TOT registration form be created as an online form in a searchable database. Lastly, she asked that the agenda format be changed so that public hearings be moved to the beginning of the meeting.

RE: CONSENT AGENDA

Upon motion by Dale Herring, second by Davis Lamb and unanimous roll call vote, the Board approved the minutes of the December 14, 2021 and of the December 28, 2021 meetings as presented.

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

Upon motion by Dale Herring, second by Davis Lamb and unanimous roll call vote, the Board approved the resolution to accept and appropriate \$2,100 for the VFIRS Hardware Grant as presented. (See Attachment "A")

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

Upon motion by Dale Herring, second by Davis Lamb and unanimous roll call vote, the Board approved the resolution declaring a local emergency due to winter storm Frida. (See Attachment "B")

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

RE: BYLAWS FOR CALENDAR YEAR 2022

Mr. Herring said that the Board received a suggestion from the County Attorney to include the Virginia Code Section that allows electronic meetings and remote participation.

Mr. Lamb said that some of his constituents had contacted him about modifying the agenda to move action items earlier. Mr. Herring said that he does not disagree, but if the Board were to make that change, guest speakers/presenters would have to be here much later and most of them travel to attend.

Upon motion by Steve Bowman, second by Davis Lamb and unanimous roll call vote, the Board approved the bylaws for 2022 as amended to include the language for remote participation. (See Attachment "C")

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

RE: MEETING SCHEDULE FOR 2022

Mr. Taylor shared that the regularly scheduled meeting on November 8, 2022 falls on a State holiday, Election Day. The Board's bylaws state that, should a meeting fall on a holiday, the meeting shall be held on the following Thursday. We have amended the calendar to hold that meeting on November 10, 2022. Mr. Taylor also shared that, due to light agendas during the summer months, it may be a good idea to remove one of the continued meetings, either in July or August. After discussion by the Board, and the understanding that a meeting could be scheduled as needed, the Board agreed to remove the July 26, 2022 meeting from the schedule.

Upon motion by Steve Bowman, second by Davis Lamb and unanimous roll call vote, the Board approved the 2022 meeting schedule. (See Attachment "D")

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

Upon motion by Dale Herring, second by Steve Bowman and unanimous roll call vote, the Board approved the FY 2023 Budget Schedule with workshops starting at 4:30 pm. (See Attachment "E")

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

RE: APPOINTMENTS

Upon motion by Dale Herring, second by Steve Bowman and unanimous roll call vote, the Board appointed Davis Lamb to the Agricultural and Forestal Advisory Committee for calendar year 2022. (See Attachment "F")

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

Upon motion by Davis Lamb, second by Dale Herring and unanimous roll call vote, the Board appointed Marie Durrer to the Central Virginia Regional Jail Authority for calendar year 2022. (See Attachment "G")

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

Upon motion by Davis Lamb, second by Dale Herring and unanimous roll call vote, the Board appointed Marie Durrer to the Piedmont Workforce Network Council and Steve Bowman as alternate for calendar year 2022. (See Attachment "H")

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

Upon motion by Davis Lamb, second by Marie Durrer and unanimous roll call vote, the Board appointed Dale Herring and Abbey Heflin to the Rivanna River Basin Commission for calendar year 2022. (See Attachment "I")

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

Upon motion by Dale Herring, second by Steve Bowman and unanimous roll call vote, the Board appointed Davis Lamb to the Social Services Board for calendar year 2022. (See Attachment “J”)

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

Upon motion by Davis Lamb, second by Steve Bowman and unanimous roll call vote, the Board appointed Dale Herring to the Thomas Jefferson Planning District Commission for calendar year 2022. (See Attachment “K”)

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.

Ms. Durrer shared the list of liaison appointments as follows:

Board of Zoning Appeals	-	Steve Bowman
Culpeper Soil & Water	-	Davis Lamb
Economic Development Authority	-	Abbey Heflin
Emergency Services	-	Dale Herring
Jefferson Area Board for Aging	-	Marie Durrer
Planning Commission	-	Steve Bowman
Ruckersville Advisory Committee	-	Davis Lamb
School Board	-	Steve Bowman
Stanardsville Town Council	-	Abbey Heflin

RE: TRANSIENT OCCUPANCY TAX ORDINANCE AMENDMENT AND SHORT-TERM RENTAL REGISTRY

Ms. Kelley Kemp shared information with the Board regarding an update to the transient occupancy tax ordinance and some options regarding a short-term rental registry which would be used as a means for tracking and enforcement. The transient occupancy tax was updated by the State in September of 2021. Ms. Kemp said that she made some proposed amendments to the County's ordinance to use some of the same language that the State is using. Ms. Kemp went on to explain that the State is now allowing localities to apply the TOT tax based on the total amount paid by a customer. Mr. Herring asked what other localities had implemented the updated TOT tax. Ms. Kemp said Goochland had, but was not sure of others. Mr. Lamb asked if the amount charged by all third-party booking vendors was 12%. Ms. Kemp said that she did not know how that part of the transaction worked. Ms. Heflin asked if the TOT was 2%, plus 3%. Ms. Kemp said yes. Ms. Heflin asked if that was something we have to charge or if it is up to each locality. Ms. Kemp said that the State has allowed the locality to charge that percentage. Ms. Heflin asked if it was possible to charge commercial businesses a different TOT tax rate than we would charge A1, by-right, short-term rentals. Ms. Kemp said that she did not believe that would be allowed, but that she would check. Ms. Heflin explained that she was trying to preserve agro-tourism so they would not have to be involved in the higher tax that the State is allowing. Mr. Herring said that the issue lies in the fact that the Airbnb owners are having to pay the tax on the total amount charged, which includes a fee that is not charged by or received by the owner. Mr. Herring went on to explain that what is being asked of the Board is that they not implement the updated Code changes which would result in the Airbnb owner making less money. He asked how the larger counties in the State were dealing with this issue. Ms. Kemp said that she believes that this update is trying to get the tax from the third-party rental company and not the homeowners. Ms. Kemp said that some localities will use different forms depending on the business type which could help deal with some of these issues. Mr. Herring asked if they could choose to implement the changes at any time or not at all. Ms. Kemp said yes, that we could even just update some of the terminology to match the State.

Ms. Kemp said that the Board had asked for additional information for a registry for the short-term rentals that are operating in the County. She shared examples of the ordinance, the registry and the update to the Zoning Ordinance. Mr. Bowman said that he has learned that the example from Orange County, which had prompted him to ask us to review this option, is in place because Orange County does not have a business license process. He said that we do, and the Commissioner of Revenue could provide to us, on a monthly basis, a list of all of the short-term rentals. He would like for the Board to send a formal request to the Commissioner of Revenue to provide us monthly or quarterly information on the short-term rentals that are registered with business licenses in our County. If that were the case, we would not have to institute a registry. Ms. Kemp said that just having an updated business license form could help to gather the information that is needed. Mr. Bowman said that we should ask the Commissioner of Revenue to add the requested information to the form. Mr. Herring echoed Mr. Bowmans thoughts and said that we should start with the request of the Commissioner of Revenue to update the business license

form and perhaps make it fillable and able to be paid online. Mr. Bowman added that the 911 department should have access to this database in real time in the case of an emergency.

RE: BOARD LIAISON REPORTS

Mr. Lamb said that he attended the Culpeper Soil and Water Commission meeting and found that Mr. Ratzlaff had taken a new job and that the Culpeper Soil and Water was going to be assisting the County until his position can be filled.

Mr. Herring said that the Board should expect a request for the use of some of the ARPA funds for the needs of the fire departments due to loss of funding because of Covid.

Mr. Bowman said that the School Board will meet tomorrow night.

Ms. Durrer said that the Central Virginia Regional Jail Board will meet Thursday afternoon.

Mr. Lamb said that the Ruckersville Advisory Board will meet Thursday.

RE: COUNTY ADMINISTRATOR UPDATE

Mr. Taylor said that our staff is experiencing a spike in Covid cases. He said that there are more employees out at this time than during any other time of this pandemic.

Mr. Taylor shared that RSA has submitted a request for expedited review to the Supreme Court of Virginia in which they are questioning Judge Worrell's ruling in favor of Greene County on the Plea in Bar. On January 7, 2022, the Supreme Court of Virginia issued their decision saying that they were denying RSA's petition for review. This was the 7th successive victory for Greene County. Due to illness of an attorney, the hearing that was scheduled for this afternoon, has been rescheduled to Monday, January 24th at 3:00 p.m.

RE: OTHER ITEMS FROM BOARD MEMBERS

Mr. Bowman said that RSA has cancelled their January meeting because they feel there is nothing to talk about.

Mr. Bowman shared his concern about the meeting with the public hearing concerning glamping being held in our meeting room. He is worried about the number of people that may attend. Mr. Taylor said that the glamping hearing will not be coming before the Board until the second meeting in February. Mr. Herring said that is important to point out that if the event is hosted at one of the school facilities, everyone would be required to wear masks.

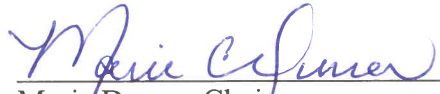
Mr. Lamb shared that an accident took place on Route 29 where a truck broadsided a vehicle coming out of Route 609. Pegasus had to land in order to transport that patient. It was a very bad accident. Mr. Bowman said that there is something very wrong at that intersection that really needs to be looked at.

RE: ADJOURN

Upon motion by Steve Bowman, second by Davis Lamb and unanimous roll call vote, the Board meeting was adjourned.

Recorded vote:	Marie Durrer	-	Yes
	Dale Herring	-	Yes
	Steve Bowman	-	Yes
	Abbey Heflin	-	Yes
	Davis Lamb	-	Yes

Motion carried.



Marie Durrer, Chair
Greene County Board of Supervisors



Mark B. Taylor, Clerk
Greene County Board of Supervisors

RESOLUTION TO ACCEPT AND APPROPRIATE TWO THOUSAND ONE HUNDRED DOLLARS FOR THE VFIRS HARDWARE GRANT

WHEREAS, the County of Greene has been awarded a grant from Department of Fire Programs for a VFIRS Hardware Grant; and

WHEREAS, the funds in the amount of two thousand one hundred dollars (\$2,100.00) will need to be appropriated to the appropriate line item in the 2021-2022 budget of the County of Greene, Virginia.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Greene, Virginia that two thousand one hundred dollars (\$2,100.00) be appropriated to the 2021-2022 budget of the County of Greene.

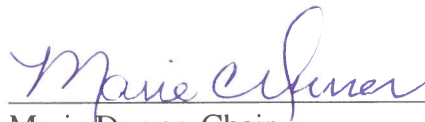
BE IT FURTHER RESOLVED that the County Administrator of the County of Greene, Virginia is authorized to make the appropriate accounting adjustments in the budget to do all things necessary to give this resolution effect.

Adopted this 11th day of January, 2022.

Motion: Dale Herring
Second: Steve Bowman

Recorded Vote:

Steve Bowman	<u>Yes</u>
Marie C. Durrer	<u>Yes</u>
Abbey Heflin	<u>Yes</u>
Dale R. Herring	<u>Yes</u>
Davis Lamb	<u>Yes</u>



Marie Durrer, Chair
Greene County Board of Supervisors

ATTEST: 

Mark B. Taylor, Clerk
Greene County Board of Supervisors

**RESOLUTION FOR THE DECLARATION
OF A
LOCAL EMERGENCY**

WHEREAS, the Board of Supervisors of the County of Greene, Virginia does hereby find that:

1. Due to the occurrence of Winter Storm Frida, the County of Greene is facing a condition of peril to the lives, safety and property of the residents of Greene County;
2. That as a result of this peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril as of 1200 hours on the 4th day of January, 2022.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED by the Board of Supervisors of the County of Greene, Virginia, that a local emergency now exists throughout the County of Greene; and

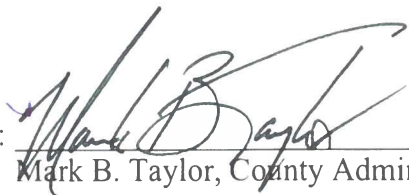
IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions and duties of the Director of Emergency Management and the Emergency Management organization and functions of the County of Greene shall be those prescribed by state law and the ordinances, resolutions and approved plans of the County of Greene in order to mitigate the effects of said emergency.

In order to carry out the effect of this resolution, a sum of money, not to exceed \$5,000, is hereby appropriated from the county's unappropriated fund balance to cover the reasonable operational cost of Emergency Management pending further report to this Board and such additional appropriations as shall be deemed necessary to cover the expected scope of this emergency.

Affirmed and adopted this 11th day of January, 2022 due to the emergency conditions caused by the Winter Storm Frida.



Marie C. Durrer, Chair
Greene County Board of Supervisors



Attest:

Mark B. Taylor, County Administrator

**RESOLUTION OF THE BOARD OF SUPERVISORS OF GREENE COUNTY,
VIRGINIA, ADOPTING THE BYLAWS
OF THE BOARD OF SUPERVISORS, AS AMENDED**

WHEREAS, at the Annual Organizational Meeting of the Board of Supervisors, conducted as part of the first meeting in January each year, the Board amends and adopts its Bylaws; and

WHEREAS, the Board has reviewed, discussed, and considered suggested amendments to its Bylaws;

NOW, THEREFORE, BE IT RESOLVED that the Greene County Board of Supervisors does hereby adopt the Bylaws of the Board of Supervisors, as amended; and

BE IT FURTHER RESOLVED that these amended Bylaws be posted on the Greene County website for public access.

ADOPTED BY THE GREENE COUNTY BOARD OF SUPERVISORS ON JANUARY 11, 2022.

Motion: Steve Bowman

Second: Davis Lamb

Votes:

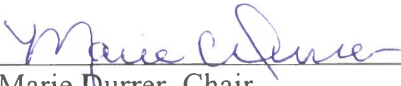
Bowman: Yes

Durrer: Yes

Herring: Yes

Lamb: Yes

Heflin: Yes



Marie Durrer, Chair

ATTEST: 

Mark B. Taylor, Clerk

Adopted January 11, 2022

GREENE COUNTY BOARD OF SUPERVISORS BYLAWS

SECTION 1 -- PURPOSE AND BASIC PRINCIPLES

Section 1-1 Purpose of Bylaws and Rules of Procedure

- A. To enable County government to transact business expeditiously and efficiently;
- B. To protect the rights of each individual;
- C. To preserve a spirit of cooperation among Board members; and
- D. To determine the pleasure of the Board on any matter.

Section 1-2 Five Basic Principles Underlying Bylaws and Rules of Procedure

- A. Only one subject may claim the attention of the Board at one time;
- B. Each item presented for consideration is entitled to full and free discussion;
- C. Every member has rights equal to every other member;
- D. The will of the majority must be carried out, and the rights of the minority must be preserved;
- E. Board members should work as a collaborative body to promote effective government.

SECTION 2 -- MEETINGS

Section 2-1 Regular Meetings

- A. There will be a regular monthly meeting on the second and fourth Tuesday of each month beginning at 5:30 p.m. The meetings will be held at the County Administration Building located at 40 Celt Road, Stanardsville, VA 22973. A yearly calendar will be developed at the annual organizational meeting.
- B. When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the following Thursday.
- C. If the Chairman, in consultation with the County Administrator, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the meeting shall be postponed and all items on the agenda shall be deferred one week to the following Tuesday. Such finding shall be communicated to the members and the press as promptly as possible and all reasonable efforts shall be made to notify the public including, but not limited to, providing such notice on the County web site or by electronic means.

- D. If the Chairman, in consultation with the County Administrator, finds and declares that more than the standard time allocated for Closed Meeting is needed for a particular meeting or that a work session is needed prior to the normal starting time for a regular meeting, the meeting start time may be adjusted to a time earlier than 5:30 p.m. Such finding shall be communicated to the members and the press as promptly as possible and all reasonable efforts shall be made to notify the public including, but not limited to, providing such notice on the County web site or by electronic means.
- E. From time to time, the Board may act in open meeting to add meetings to its approved meeting schedule for such things as joint meetings with the School Board or other entities, work sessions on various topics, or budget work sessions. Notice of such additional meetings shall be communicated to the members and the press as promptly as possible and all reasonable efforts shall be made to notify the public including, but not limited to, providing such notice on the County web site or by electronic means.

Section 2-2 Special Meetings

The Board may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. The Chairman or two (2) or more members may call a special meeting of the Board in such a manner as prescribed by Section 15.2-1418 of the Code of Virginia (1950), as amended. Only matters specified in the notice shall be considered unless all of the members of the Board are present. Where a special meeting has been called the Board shall give to the media and general public such notice of the time, place and purpose of the meeting as is feasible.

Section 2-3 Annual Organizational Meetings

- A. The first meeting held after the newly elected members of the governing body shall have qualified and the first meeting held in the corresponding month of each succeeding year shall be known as the annual meeting. The County Administrator shall preside during the election of the Chairman of the Board.
- B. The Chairman shall be elected at the annual organizational meeting, immediately following any initial closed meeting, for a term of one year, but shall continue to serve until such time as a new Chairman is elected. The Chairman may succeed himself/herself in office.
- C. Following the election of the Chairman, he/she will assume the chair and conduct the election of the Vice Chairman.
- D. Following the election of the Vice Chairman, the Board shall:
 - 1. Adopt the yearly calendar for Board meetings.
 - 2. Adopt its Bylaws.
 - 3. Vote on liaison assignments as required.

Section 2-4 Quorum and Method of Voting

- A. At any meeting, a majority of the Supervisors shall constitute a quorum. All resolutions, ordinances, and closed session certifications shall be determined by a recorded roll call voice vote. All other matters may be determined by consensus or voice vote, or a roll call vote at the discretion of the Chairman.
- B. Members abstaining shall state for the record their reason for abstaining.
- C. A tie vote fails.

Section 2-5 Board to Sit In Open Session

The Board shall sit in open session and all persons conducting themselves in an orderly manner may attend the meetings; provided, however, the Board may conduct Closed Meetings as permitted under the Virginia Freedom of Information Act.

Section 2-6 Closed Meetings

- A. Closed Meetings may only be convened in conformance with Section 2.2-3711 of the Code of Virginia (1950), as amended.
- B. No resolution, ordinance, rule, contract, regulation or motion agreed to in a Closed Meeting shall become effective until the Board reconvenes in an open session and takes a vote of the membership on such resolution, ordinance, rule, contract or regulation or motion which shall have its substance reasonably identified in the open meeting.
- C. At the conclusion of a Closed Meeting, the Board shall reconvene in open session immediately thereafter and shall take a roll call vote certifying that to the best of each members' knowledge:
 - 1. Only public business matters lawfully exempted from open session requirements were discussed; and
 - 2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.
 - 3. Any member who believes that there was a departure from the above requirements shall so state prior to the vote, indicating the substance of the departure that, in his/her judgment, has taken place.
- D. The Board may permit non-members to attend a Closed Meeting if their presence will reasonably aid the Board in its consideration of an issue.

Section 2-7 Remote Participation

- A. A member of the Board may participate in the meeting by electronic means if, on or before the day of a meeting, a member of the Board notifies the chair of the Board that:
 - 1. 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; or
 - 2. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this

section is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

- B. If participation by a member through electronic communication means is approved pursuant to section 2-7 subsection A.1, the Board shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved pursuant to section 2-7 subsection A.1, the Board shall also include in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved pursuant to section 2-7 subsection A.2, the Board shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to section 2-7 subsection A.2 is disapproved because such participation would violate the policy adopted pursuant to section D (below), such disapproval shall be recorded in the minutes with specificity.

- C. The Board, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the County of Greene has declared a local state of emergency pursuant to § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the Board or the discharge of its lawful purposes, duties, and responsibilities. When convening a meeting in accordance with this section the Board shall:

1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body; and
3. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
4. Otherwise comply with the provisions of this section chapter.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

The provisions of this section C shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17 or 44-146.21.

- D. Participation by a member of the Board in a meeting through electronic communication means pursuant to sections A and B shall be authorized only if the following conditions are met:
1. This remote participation policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
 2. A quorum of the Board must be physically assembled at one primary or central meeting location; and

3. The Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

SECTION 3 -- OFFICERS

Section 3-1 Chairman and Vice Chairman

- A. The Chairman shall preside over all meetings of the Board of Supervisors. Upon the death, resignation or other permanent disability of the Chairman to fulfill the duties of his office, the Board shall elect a new Chairman at its next regularly scheduled meeting or as soon thereafter as possible.
- B. The Vice-Chairman shall preside over all meetings of the Board of Supervisors when the Chairman is unable to attend or in absence of a Chairman due to death, resignation or permanent disability until the Board elects a new Chairman in accordance with Section 3-1.A.

Section 3-2 Clerk

The Clerk of the Board shall be the County Administrator. The County Administrator may appoint one or more members of the County staff to serve as Deputy Clerk of the Board.

Section 3-3 Parliamentarian

The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Bylaws and Rules of Procedure and Robert's Rules of Order as may be directed by the Chairman, or as required as a result of a point of order raised by any one or more Board members. If the County Attorney is unavailable, the County Administrator shall serve as the Parliamentarian.

Section 3-4 Preservation of Order

- A. At meetings of the Board, the presiding officer shall preserve order and decorum.
- B. The Board encourages citizens to work through problems at the department and/or administrative levels before coming to the Board.
- C. Board meetings should not be used as a forum for political activity or campaigning.
- D. The Board will focus on issues and avoid making public comments about individuals, staff members, fellow Board members, community residents or mediarepresentatives.

SECTION 4 - CONDUCT OF BUSINESS

Section 4-1 Public Hearings

Public hearings are held as required to receive community input and citizen comment.

1. Any person desiring to speak shall sign up prior to the meeting and write down their contact information.
2. Speakers will be allowed three (3) minutes of time or longer based on the Chairman's discretion. Speakers may not yield their time to others.

3. The Chairman will monitor time and maintain decorum.

Section 4-2 Matters From the Public

- A. The Board will set aside time for matters from the public on each meeting agenda to receive comments on any item not scheduled for a public hearing.
- B. Procedures for matters from the public are as follows:
 1. All persons wishing to speak shall sign up prior to speaking.
 2. All speakers shall speak from the microphone and state their name prior to their comments.
 3. Speakers will be allowed three (3) minutes of time or longer based on the Chairman's discretion.
 4. Speakers may not yield their time to others.
 5. The Chairman will monitor time and maintain decorum.
- C. The Board will not engage with the citizens in discussion or debate of any comment received.

Section 4-3 Consent Agenda

The Chairman and County Administrator shall style routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of any Board member present. Only one motion is necessary to adopt all recommendations and action items on the Consent Agenda.

Section 4-4 Other Matters from the Board

The Board will follow the procedure of taking no action on items introduced at the table under the category of other matters from the Board members or the County Administrator. If an item is presented for the first time during the course of business by Board members or the County Administrator, any action will be deferred until the next meeting of the Board. Exception will be made by unanimous consent of the Board.

Section 4-5 Motions

- A. A substitute motion may be made by any member to any motion properly on the floor. Once seconded, the substitute motion shall take precedence and all debate or action on the existing motion shall cease until the substitute motion is decided. Debate on a substitute motion is permissible. If the substitute motion is passed by a majority vote of the members then present, the original motion is supplanted by the substitute motion. A second substitute motion can be made only after the first substitute motion is decided by vote of the Board. No more than two substitute motions may be made on any agenda item.
- B. No Board member shall abstain from any vote unless there is a conflict of interest.
- C. In accordance with the Code of Virginia, a recorded affirmative vote of a majority of the entire Board shall be required to pass any ordinance or resolution imposing taxes, authorizing the borrowing of money, or appropriating funds in excess of \$500.00.

Section 4-6 Supplemental Appropriations

Supplemental appropriation requests of local funds will require a second reading.

Section 4-7 Amendment of Rules

These Bylaws may be amended by majority vote of the entire membership.

Section 4-8 Robert's Rules of Order

The proceedings of the Board, except as otherwise provided in the Bylaws and Rules of Procedure and by applicable State law, shall be guided by Robert's Rules of Order.

SECTION 5 - AGENDA

Section 5-1 Preparation

- A. The Chairman and the County Administrator will set the agenda for meetings. Any Board member can add an item to the agenda, coordinating with the Chairman and the County Administrator to determine when the matter will be scheduled for Board consideration.
- B. Items requested to be on the agenda must be submitted in writing eight (8) working days prior to the meeting to allow for distribution of agenda to the media and for circulation of packet to the Board members. All correspondence addressed to the Chairman and/or to Board Members, that is included in the Board packet, must provide a telephone number and a return address. Individuals and/or departments wishing to provide information to the Board after the stated deadline will be required to mail such information directly to the mailing addresses of individual Board Members with a copy to the County Administrator's Office.
- C. Persons wishing to appear before the Board are directed to contact the County Administrator or Board Clerk, to be placed on the agenda.
- D. The Clerk of the Board shall prepare or cause to be prepared extra copies of the agenda and shall make the same available to the public in the Office of the County Administrator. The Clerk shall also have copies available at each meeting. The Clerk shall post the agenda in such public places in the County as shall give the public as much notice of the agenda as is feasible.

SECTION 6 - BOARD APPOINTMENTS

Section 6-1 Board of Supervisors Liaison Appointments

- A. The Board, by majority vote, may establish Board liaison positions for departments, committees, partnerships, and other boards as required.
- B. The role of the liaison is to facilitate communication. The liaison will report on matters that may come before the Board or could have a future impact on the Board, staff and citizens of Greene. The liaison as an individual has no authority to act for the Board unless given that authority by majority vote during an established regular meeting.

Section 6-2 Citizen Appointments

All appointments of citizens, other than members of the Board of Supervisors, shall be made by a majority vote of Board members present.

SECTION 7 - GENERAL OPERATING POLICY

Section 7-1 Actions by Individual Members of the Board

- A. Board members will refrain from taking individual actions that require expenditure of public funds or significant staff time regarding matters not in furtherance of Board action.
- B. In responding to questions from the media and citizens, Board members shall not speak for the entire Board without authorization or make any comment on executive session matters as pursuant to Section 2.1-344 of the Code of Virginia. The media should be referred to the Chairman or the County Administrator regarding any official action of the Board.

**RESOLUTION OF THE BOARD OF SUPERVISORS OF GREENE COUNTY,
VIRGINIA, ADOPTING THE 2022 MEETING SCHEDULE
FOR THE BOARD OF SUPERVISORS**

WHEREAS, at the Annual Organizational Meeting of the Board of Supervisors, conducted as part of the first meeting in January each year, the Board adopts its meeting schedule for that calendar year; and

WHEREAS, the Board also desires to set the date of the first meeting in 2023, which also serves as its Annual Organizational Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Greene County Board of Supervisors does hereby adopt its 2022 Meeting Schedule with the removal of the July 26, 2022 meeting; and

BE IT FURTHER RESOLVED that the 2022 Meeting Schedule be posted on the Greene County website for public access and distributed as appropriate by the Clerk to the Board.

ADOPTED BY THE GREENE COUNTY BOARD OF SUPERVISORS ON JANUARY 11, 2022.

Motion: Dale Herring

Second: Steve Bowman

Votes:

Heflin: Yes

Durrer: Yes

Bowman: Yes

Herring: Yes

Lamb: Yes



Marie Durrer, Chair
Greene County Board of Supervisors

ATTEST:



Mark B. Taylor, Clerk
Greene County Board of Supervisors

GREENE COUNTY BOARD OF SUPERVISORS - 2022 MEETING SCHEDULE

Meeting Date

January 11, 2022	Regular Meeting
January 25, 2022	Regular Meeting
February 8, 2022	Budget Workshop - CIP Presentation - and Regular Meeting
February 22, 2022	Regular Meeting
March 1, 2022	Budget Workshop
March 8, 2022	Budget Workshop and Regular Meeting
March 10, 2022	Budget Workshop (if needed)
March 22, 2022	Regular Meeting
April 12, 2022	Regular Meeting
April 26, 2022	Regular Meeting
May 10, 2022	Regular Meeting
May 24, 2022	Regular Meeting
June 14, 2022	Regular Meeting
June 28, 2022	Regular Meeting
July 12, 2022	Regular Meeting
August 9, 2022	Regular Meeting
August 23, 2022	Regular Meeting
September 13, 2022	Regular Meeting
September 27, 2022	Regular Meeting
October 11, 2022	Regular Meeting
October 25, 2022	Regular Meeting
November 10, 2022	Regular Meeting
December 13, 2022	Regular Meeting
January 10, 2023	Organizational and Regular Meeting

**COUNTY BUDGET PROCESS/SCHEDULE
FY 2023**

December 20 th	Distribute budget preparation information
January 10 th	Deadline for budget submission
January 11 th	Review of submissions by County Administrator/Finance Director
January 25 th	Presentation from Auditors & Public Comment on Audit
January 31 st	Complete draft of County Budget
February 1 st - 4 th	Agency/Department presentations to County Administrator
February 7 th	Inclement Weather Date for Agency/Department Presentations
February 8 th - 28 th	County Administrator & Finance Director Meetings
February 8 th	CIP Presentation – 4:30 p.m.
February 23 rd	School Board adopts budget to send to Board of Supervisors
February 28 th	All Budget Information to Board of Supervisors
March 1 st	Budget Workshop – 4:30 p.m. County Administrator Budget Presentation Constitutional Officers, School Board
March 8 th	Budget Workshop – 4:30 p.m.
March 10 th	Budget Workshop – 4:30 p.m. If Needed
March 22 nd	Deadline for ad to be submitted
March 27 th	Advertise budget for public hearing
April 26 th	Public Hearing on Budget & Tax Rates, Adopt Tax Rate
May 10 th	Adopt Budget

NOTE: Yellow highlighted dates are additional meeting dates.

**RESOLUTION OF THE BOARD OF SUPERVISORS OF GREENE COUNTY,
VIRGINIA, APPOINTING A MEMBER OF THE BOARD OF SUPERVISORS
TO THE AGRICULTURAL AND FORESTAL DISTRICT ADVISORY COMMITTEE**

WHEREAS, at the Annual Organizational Meeting of the Board of Supervisors, conducted as part of the first meeting in January each year, the Board makes appointments to various entities; and

WHEREAS, the Board desires to appoint its voting member to serve on the Agricultural and Forestal District Advisory Committee;

NOW, THEREFORE, BE IT RESOLVED that the Greene County Board of Supervisors does hereby appoint Davis Lamb as its voting representative on the Agricultural and Forestal District Advisory Committee.

ADOPTED BY THE GREENE COUNTY BOARD OF SUPERVISORS ON JANUARY 11, 2022.

Motion: Dale Herring
Second: Steve Bowman

Votes:

Bowman: Yes
Durrer: Yes
Herring: Yes
Lamb: Yes
Heflin: Yes



Marie Durrer, Chair
Greene County Board of Supervisors

ATTEST: 

Mark B. Taylor, Clerk
Greene County Board of Supervisors

**RESOLUTION OF THE BOARD OF SUPERVISORS OF GREENE COUNTY,
VIRGINIA, APPOINTING A MEMBER OF THE BOARD OF SUPERVISORS
TO THE CENTRAL VIRGINIA REGIONAL JAIL AUTHORITY**

WHEREAS, at the Annual Organizational Meeting of the Board of Supervisors, conducted as part of the first meeting in January each year, the Board makes appointments to various entities; and

WHEREAS, the Board desires to appoint its voting member to serve on the Central Virginia Regional Jail Authority;

NOW, THEREFORE, BE IT RESOLVED that the Greene County Board of Supervisors does hereby appoint Marie Durrer as its voting representative on the Central Virginia Regional Jail Authority for the calendar year 2022.

ADOPTED BY THE GREENE COUNTY BOARD OF SUPERVISORS ON JANUARY 11, 2022.

Motion: Davis Lamb

Second: Dale Herring

Votes:

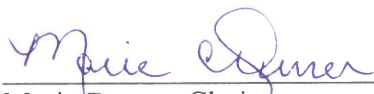
Bowman: Yes

Durrer: Yes

Herring: Yes

Lamb: Yes

Heflin: Yes



Marie Durrer, Chair
Greene County Board of Supervisors

ATTEST:



Mark B. Taylor, Clerk
Greene County Board of Supervisors

**RESOLUTION OF THE BOARD OF SUPERVISORS OF GREENE COUNTY,
VIRGINIA, APPOINTING MEMBERS OF THE BOARD OF SUPERVISORS
TO THE PIEDMONT WORKFORCE NETWORK COUNCIL**

WHEREAS, at the Annual Organizational Meeting of the Board of Supervisors, conducted as part of the first meeting in January each year, the Board makes appointments to various entities; and

WHEREAS, the Board desires to appoint its voting member and alternate to serve on the Piedmont Workforce Network Council;

NOW, THEREFORE, BE IT RESOLVED that the Greene County Board of Supervisors does hereby appoint Marie Durrer as its voting representative and Steve Bowman as its alternate on the Piedmont Workforce Network Council for the calendar year 2022.

ADOPTED BY THE GREENE COUNTY BOARD OF SUPERVISORS ON JANUARY 11, 2022.

Motion: Davis Lamb

Second: Dale Herring

Votes:

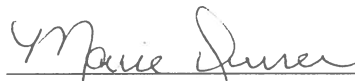
Bowman: Yes

Durrer: Yes

Herring: Yes

Lamb: Yes

Heflin: Yes



Marie Durrer, Chair

Greene County Board of Supervisors

ATTEST:



Mark B. Taylor, Clerk

Greene County Board of Supervisors

**RESOLUTION OF THE BOARD OF SUPERVISORS OF GREENE COUNTY,
VIRGINIA, APPOINTING A MEMBER OF THE BOARD OF SUPERVISORS
TO THE RIVANNA RIVER BASIN COMMISSION**

WHEREAS, at the Annual Organizational Meeting of the Board of Supervisors, conducted as part of the first meeting in January each year, the Board makes appointments to various entities; and

WHEREAS, the Board desires to appoint two members to serve on the Rivanna River Basin Commission;

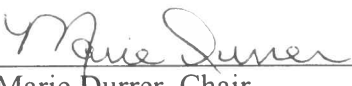
NOW, THEREFORE, BE IT RESOLVED that the Greene County Board of Supervisors does hereby appoints Dale Herring and Abbey Heflin as its voting representatives on the Rivanna River Basin Commission for the calendar year 2022.

ADOPTED BY THE GREENE COUNTY BOARD OF SUPERVISORS ON JANUARY 11, 2022.

Motion: Davis Lamb
Second: Dale Herring

Votes:

Bowman: Yes
Durrer: Yes
Herring: Yes
Lamb: Yes
Heflin: Yes



Marie Durrer, Chair
Greene County Board of Supervisors

ATTEST: 

Mark B. Taylor, Clerk
Greene County Board of Supervisors

**RESOLUTION OF THE BOARD OF SUPERVISORS OF GREENE COUNTY,
VIRGINIA, APPOINTING A MEMBER OF THE BOARD OF SUPERVISORS
TO THE GREENE COUNTY SOCIAL SERVICES BOARD**

WHEREAS, at the Annual Organizational Meeting of the Board of Supervisors, conducted as part of the first meeting in January each year, the Board makes appointments to various entities; and

WHEREAS, the Board desires to appoint its voting member to serve on the Greene County Social Services Board;

NOW, THEREFORE, BE IT RESOLVED that the Greene County Board of Supervisors does hereby appoints Davis Lamb as its voting representative on the Greene County Social Services Board for calendar year 2022.

ADOPTED BY THE GREENE COUNTY BOARD OF SUPERVISORS ON JANUARY 11, 2022.

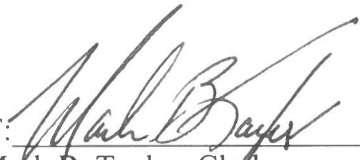
Motion: Dale Herring
Second: Steve Bowman

Votes:

Bowman: Yes
Durrer: Yes
Herring: Yes
Lamb: Yes
Heflin: Yes



Marie Durrer, Chair
Greene County Board of Supervisors

ATTEST: 

Mark B. Taylor, Clerk
Greene County Board of Supervisors

**RESOLUTION OF THE BOARD OF SUPERVISORS OF GREENE COUNTY,
VIRGINIA, APPOINTING A MEMBER OF THE BOARD OF SUPERVISORS
TO THE THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**

WHEREAS, at the Annual Organizational Meeting of the Board of Supervisors, conducted as part of the first meeting in January each year, the Board makes appointments to various entities; and

WHEREAS, the Board desires to appoint its voting member to serve on the Thomas Jefferson Planning District Commission;

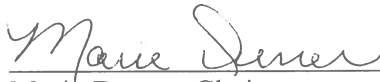
NOW, THEREFORE, BE IT RESOLVED that the Greene County Board of Supervisors does hereby appoint Dale Herring as its voting representative on the Thomas Jefferson Planning District Commission for calendar year 2022.

ADOPTED BY THE GREENE COUNTY BOARD OF SUPERVISORS ON JANUARY 11, 2022.

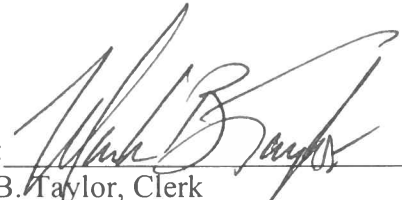
Motion: Davis Lamb
Second: Steve Bowman

Votes:

Bowman: Yes
Durrer: Yes
Herring: Yes
Lamb: Yes
Heflin: Yes



Marie Durrer, Chair
Greene County Board of Supervisors

ATTEST: 

Mark B. Taylor, Clerk
Greene County Board of Supervisors