

The 2014 reorganizational meeting of the Botetourt County Board of Supervisors was held on Friday, January 3, 2014, in the Second Floor Conference Room of the Circuit Court-house in Fincastle, Virginia, beginning at 9:00 A.M.

PRESENT: Members: Mr. Billy W. Martin, Sr.  
Mr. L. W. Leffel, Jr.  
Dr. Donald L. Scothorn  
Mr. Todd L. Dodson  
Mr. John B. Williamson, III

ABSENT: Members: None

Others present at the meeting:

Mr. David Moorman, Deputy County Administrator  
Mrs. Elizabeth K. Dillon, County Attorney  
Mrs. Kathleen D. Guzi, County Administrator

Mrs. Guzi called the Board's 2014 reorganizational meeting to order.

Mrs. Guzi then assumed Chairmanship of the meeting and opened the floor for nominations for Chairman of the Board of Supervisors for 2014.

Mr. Martin noted that he considered running for Chairman but received a call from Mr. Leffel asking for his support for Chairman in 2014. He noted that the Board has not had a Chairman from the Fincastle District in over 24 years.

Mr. Martin then nominated Mr. Jack Leffel for Chairman of the Board of Supervisors in 2014.

Mr. Dodson then nominated Dr. Scothorn for Chairman in 2014.

After questioning by Mrs. Guzi, it was noted that there were no further nominations for Chairman. On motion by Mr. Williamson, and carried by the following recorded vote, the nominations for Chairman of the Board of Supervisors for calendar year 2014 were closed. (Resolution Number 14-01-01)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Martin's nomination of Mr. Leffel as Chairman of the Board in 2014 was then voted on as follows: (Resolution Number 14-01-02)

AYES: Mr. Martin, Mr. Leffel

NAYS: Mr. Williamson, Mr. Dodson, Dr. Scothorn

ABSENT: None

ABSTAINING: None

Mrs. Guzi noted that this nomination dies for lack of a majority vote.

Mr. Dodson's nomination of Dr. Donald M. Scothorn as Chairman of the Board in 2014 was then voted on as follows: (Resolution Number 14-01-03)

AYES: Mr. Williamson, Mr. Dodson, Dr. Scothorn

NAYS: Mr. Martin, Mr. Leffel

ABSENT: None

ABSTAINING: None

Mrs. Guzi congratulated Dr. Scothorn on his election as Chairman and then opened the floor for nominations for Vice-Chairman of the Board for 2014.

Dr. Scothorn then nominated Mr. Leffel as Vice-Chairman for 2014. There being no further nominations, on motion by Mr. Williamson, and carried by the following recorded vote, nominations were closed and Mr. L. W. Leffel, Jr., was elected Vice-Chairman of the Board of Supervisors for 2014. (Resolution Number 14-01-04)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Dr. Scothorn then assumed Chairmanship of the meeting and stated that he will try to fill the shoes of his predecessor in taking the gavel as Chairman.

Consideration was then held on various committee/commission/board appointments for 2014.

Discussion was held on appointments of Board members to the Roanoke Regional Partnership, Social Services Board, Parks and Recreation Commission, Planning Commission, Library Board, Transportation Safety Commission, and the TAP Board of Directors.

After questioning by Dr. Scothorn, Mrs. Guzi provided the Board with an update on the Fire and Rescue Steering Team. She noted that a study team of the Virginia Fire Services Board, which the Supervisors authorized to conduct a review of the County's Fire and Rescue Master Plan, will be visiting the County next week to conduct interviews with County administrative staff, paid and volunteer emergency services personnel, and members of the Board of Supervisors. She further noted that the public will be invited to a "town hall" meeting held by this study team next Thursday, January 9, 2014, at 6:00 P. M. at the Greenfield Education and Training Center to express their views.

Mrs. Guzi noted that the County's Fire and Rescue Master Plan was created ten years ago and was updated five years ago. She further noted that the study team will conduct the open forum meeting to allow a free exchange of ideas on the County's paid and volunteer emergency services units and the group will then provide recommendations to the County on areas where improvements are needed and areas where "we are doing it right." She further stated that County staff has also asked the study team to review the County's emergency services organizational structure to ensure that the volunteer units continue to have a strong voice in their interactions with the County's career staff. Mrs. Guzi noted that the report should be completed within 30 – 45 days.

Dr. Scothorn stated that he would like to receive the Virginia Fire Services Board's report before considering appointees from the Supervisors to serve on FARST.

After questioning by Mr. Williamson, Mrs. Guzi stated that the State's study team will be providing recommendations to the Supervisors. After further questioning by Mr. Williamson, Mrs. Guzi noted that the FARST/Board of Supervisors liaison appointment is on-going and will depend on how the County structures FARST after the Fire Services Board's report is received and reviewed by the Supervisors.

Mr. Leffel noted that he has been attending the Chiefs and Captains meetings held by Mrs. Guzi for many months and the volunteers have "some definite opinions on how things should be done" in the County's emergency services operations. Mr. Leffel stated that the volunteers want to make some changes in the County's emergency services structure. He noted that this issue has been in limbo for almost a year.

Dr. Scothorn stated that he hopes that the Fire Services Board's study will result in a stronger fire and rescue operational structure for the County.

After questioning by Mr. Dodson, Mrs. Guzi noted that FARST last met in August 2012.

After questioning by Mr. Williamson, Mrs. Guzi noted that the Rescue Squad Association has been meeting regularly but the Firefighter's Association has not. She further noted that the Captains and Chiefs meetings with herself and Emergency Services staff have been held on a regular basis and the group has been making collaborative efforts on resolving some issues.

After questioning by Mr. Dodson, Mrs. Guzi stated that she anticipates receiving the Fire Services Board's report by the Supervisors' February 2014 meeting.

Regarding Supervisors members serving on the General Fund and School budget committees, Dr. Scothorn stated that the General Fund Budget Committee previously consisted of three Supervisors members and he would like this issue to be considered further. Dr. Scothorn stated that Mr. Leffel has recently contacted him with some thoughts on this matter.

Mr. Leffel stated that he would like to have the Board as a whole appointed as the General Fund Budget Committee. Mr. Leffel noted that this would entail several additional Supervisors meetings but all five districts would equally be represented and receive expenditure and revenue information from the County staff at the same time.

Mr. Williamson then suggested that a budget committee of the whole be designated to have an open session(s) on the FY 14-15 County budget but also designate a Supervisors budget subcommittee to meet with staff and department heads in the manner of the previous General Fund Budget Committees.

After discussion, on motion by Mr. Williamson, and carried by the following recorded vote, the Board agreed to have a General Fund Budget Committee consisting of all five members of the Board of Supervisors and appointed Dr. Scothorn and Mr. Williamson to serve on a General Fund Budget Subcommittee with Mr. Williamson to serve as Chair of this subcommittee. (Resolution Number 14-01-05)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

After further discussion on various appointments, on motion by Mr. Williamson, and carried by the following recorded vote, the various committee/commission/board appointments for 2014 were approved as shown below and the Board appointed Mr. John Williamson to fill the unexpired term of Mr. Steve Clinton on the Roanoke Valley-Alleghany Regional Commission for a term to expire on June 30, 2015: (Resolution Number 14-01-06)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

**2014 Member  
Assignment**

**Position or Board**

Dr. Scothorn	Board Chairman
Mr. Leffel	Board Vice-Chairman
Dr. Scothorn	Roanoke Reg. Partnership (Chmn.)
Mr. Martin	Social Services Board
Mr. Dodson	Parks and Recreation Commission
Dr. Scothorn	Planning Commission
Mr. Leffel	Library Board of Trustees
Mr. Leffel	Transportation Safety Commission
Mr. Martin	TAP Board of Directors

VACANT	FARST/BoS Liaison
Mr. Dodson	RVARC CEDS
All Board Members	General Fund Budget Committee
Dr. Scothorn/Mr. Williamson	General Fund Budget Subcommittee
Mr. Martin/Mr. Dodson	School Budget Committee
Mrs. Guzi/Mrs. Dillon	Parliamentarians
Mrs. Guzi	Clerk to the Board
Mrs. Fain	Deputy Clerk to the Board

Consideration was then held on the Board's bylaws. Mrs. Guzi noted that the County Attorney has recommended that, when the Board is ready to do so, they adopt the bylaws by resolution. She noted that a draft resolution had been included in the Board's information packets to this effect. Mrs. Guzi stated that the bylaws designate the rules and operational structure of the Board.

She then reviewed the each section of the bylaws and noted that under Section VI. Rules of Order, the Board's deliberations are governed by "A Handbook of Parliamentary Procedure" (Publication 305-772 of the Virginia Cooperative Extension Service) "with the exception that the Chairman may make a motion and will vote on any issue, and no second is required on motions."

Mrs. Guzi noted that the Supervisors have not required a second on motions in the past but there has been some recent discussion by Board members on changing this procedure to require seconds on motions brought before the Board for consideration. She noted that, if the Board wishes to require seconds on motions, then the wording "and no second is required on motions" should be removed from Section VI of the bylaws.

She further stated that the County Attorney has suggested that Section IX. Amendments ("These bylaws may be amended by a majority vote of the Board at any time during the year of their adoption.") be revised to remove "during the year of their adoption" as it is a duplication.

After discussion, on motion by Mr. Martin, and carried by the following recorded vote, the Board of Supervisors adopted the following resolution to approve their bylaws with the following amendments:

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 14-01-07

**WHEREAS**, the Board of Supervisors has authority to promulgate rules for its operation and meetings pursuant to Botetourt County Code Section 2-21; and

**WHEREAS**, the Board of Supervisors deems it appropriate to adopt bylaws establishing certain rules for the purpose of establishing its operational structure;

**NOW, THEREFORE BE IT RESOLVED**, that the Botetourt County Board of Supervisors hereby adopts the Bylaws attached hereto as Exhibit A.

Section VI. Rules of Order, first paragraph – remove "and no second is required on motions".

Section IX. Amendments - remove "during the year of their adoption."

After questioning by Mr. Williamson, Mrs. Guzi noted that the Supervisors previously adopted the bylaws every year but it is not necessary to do so unless amendments are being proposed.

Consideration was then held on rescheduling the Board's regular December 2014 meeting.

Dr. Scothorn noted that the fourth Tuesday in December is the 23<sup>rd</sup> and he would propose rescheduling the Board's December regular meeting to Thursday the 18<sup>th</sup>.

Mrs. Guzi noted that, if any public hearings were held at 6:00 P. M. on the 23<sup>rd</sup>, it would be difficult to ask the public to attend those hearings as this would be close to the Christmas holiday.

After questioning by Mr. Williamson, Mrs. Guzi stated that there are no requirements that there be a minimum number of days between the Planning Commission and Board of Supervisors meetings.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board rescheduled the December 2014 regular meeting to Thursday, December 18, 2014. (Resolution Number 14-01-08)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mrs. Guzi then noted that the County staff had been notified by Standard and Poor's of a change in the County's bond rating. She noted that S&P has increased the County's rating from AA- to AA+ and reaffirmed the County's stable outlook and budget liquidity and also referenced the County's low overall net debt and low pension expenses.

She stated that the staff will issue a press release next week on this bond rating increase. She further stated that this is a great way to start the new year but the County will still have some financial challenges to deal with in the upcoming FY 14-15 budget development process.

After questioning by Mr. Williamson, Mrs. Guzi noted that the State of Virginia's bond rating is still AAA but the State is on the rating agencies' watch lists.

Mrs. Guzi then reminded the Board that their January 28 regular meeting will be held in the Old District Courthouse's meeting room in Fincastle due to a scheduling conflict at the Greenfield Education and Training Center. She noted that additional notifications of the meeting's relocation will be published in The Fincastle Herald prior to the meeting.

Mr. Martin then stated that he would like to discuss the possibility of rotating the Supervisors' chairmanship each year. He noted that, if this procedure is implemented, the Board members would know when their turn as Chair would occur and it would give each member an opportunity to serve as Chair.

Dr. Scothorn stated that there may be an instance when a member does not want to serve as Chair. He further stated that the Board should look at this issue and questioned whether the Virginia Association of Counties (VACo) has any statistics on how many boards of supervisors rotate their chairmanship each year or if the position is based on merit or politics.

Mrs. Guzi stated that the staff can contact VACo to obtain this information.

Mr. Leffel stated that rotating the chairmanship is a system that has worked very well for the School Board over the years. He noted that the School Board had an unwritten policy that the chairmanship would be rotated among the five members.

Mr. Leffel stated that he believes that this would be a “good job of taking politics out of the process.” He further stated that the School Board did not rotate the chairmanship every year.

Mr. Dodson stated that he believes that rotating the chairmanship would be a good idea to consider.

Mrs. Guzi noted that some localities have their chairman serve for two terms. She noted that the first year allows the new chairman “to get their feet wet” and learn how to conduct meetings and how to handle various issues that come before the board. She further noted that the Supervisors should base this decision on “what the Board thinks would be the best for Botetourt County.”

There being no further discussion, on motion by Mr. Martin, seconded by Mr. Williamson, and carried by the following recorded vote, the meeting was adjourned at 9:38 A. M. (Resolution Number 14-01-09)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None