

Minutes  
Board of Supervisors  
Regular Meeting  
October 16, 2023

Members Present: Larry Foltz, District 4, Vice Chair  
Allen Louderback, District 2  
Mark Stroupe, District 3  
Jeff Vaughan, District 5

Members Absent: Keith Weakley, Chairman At-Large  
D. Keith Guzy, Jr., District 1

Staff Present: Amity Moler, County Administrator  
Regina Harner, Assistant County Administrator  
Tyler Olsen, Finance Director  
Josh Hahn, Planning Director  
Kimberly Donohoe, Executive Assistant  
Caleb Routhier, County Attorney

**Call to Order:**

Vice Chairman Larry Foltz called to order the regular meeting of the Page County Board of Supervisors on Monday, October 16, 2023, at 7:06 p.m., in the Board of Supervisors Room located in the Page County Government Center, 103 South Court Street, Luray, VA. The Call to Order was followed by an Invocation given by Pastor Alan Jones and the *Pledge of Allegiance*.

**Adoption of Agenda:**

**Motion:** Supervisor Stroupe moved that the Board adopt the agenda, as presented. Supervisor Louderback seconded and the motion carried by a vote of 4-0. Aye: Louderback, Stroupe, Foltz, Vaughan. Nay: None. Absent: Weakley, Guzy.

**Presentations, Proclamations & Awards**

**School Resource Officer Funding Appreciation:**

Chief of Police for the Town of Stanley, Ryan "Beaver" Dean, shared his appreciation to the Board for the financial assistance that enables him to employ a school resource officer (SRO). Chief Dean noted that the assistance allows him to stay under budget. Chief Dean offered to provide updates as often as the Board requests and noted issues with communication to the SRO and false reports of the SRO missing school traffic.

Supervisor Stroupe thanked Chief Dean for the job he and his team does.

Chief Dean also recognized Mrs. Amity Moler, County Administrator, for all her help and responsiveness to any issue.

**Public Comments on Agenda Items:**

There were no speakers during Public Comments on Agenda Items.

**Action Matters**

**Special Entertainment Permit – Page One of Page County Sip and Savor at Wisteria:**

Mrs. Amity Moler, County Administrator, presented the Special Entertainment Permit Application for Page One of Page County Sip and Savor at Wisteria for Board approval. The event is scheduled for Sunday, October 22, 2023, from 3:00 p.m. to 7:00 p.m. at Wisteria Farm and Vineyard.

**Motion:** Supervisor Vaughan moved to approve the Special Entertainment Permit for the Page One of Page County event, Sip and Savor at Wisteria, held October 22, 2023, from 3:00 p.m. to 7:00 p.m. Supervisor Stroupe seconded and the motion carried by a vote of 4-0. Aye: Stroupe, Foltz, Vaughan, Louderback. Nay: None. Absent: Weakly, Guzy.

**Budget Changes:**

Mr. Tyler Olsen, Finance Director, presented the budget changes as follows: The County's ECC Department has received a grant of \$35,000 from the VDEM PSAP Staffing Recognition Bonuses program. These State funds will be used to provide a bonus of \$2,500 to each full-time employee and \$1,250 to each eligible part-time employee. The County will pay \$2,678 of employer FICA taxes on these bonuses. Therefore, it is requested that \$35,000 of State funds and \$2,678 of the General Fund Balance are appropriated for these bonuses.

The GIS Department has received \$3,000 of State funds from the VDEM Enterprise GIS Software Grant. There is no local match other than what has already been budgeted. It is requested that these funds are appropriated for the Department's software expenses.

The Sheriff's Office has received \$888 from the US Department of Justice's Drug Enforcement Administration (DEA). These Federal funds are a reimbursement for overtime pay related to the County's DEA taskforce. It is requested that these funds are appropriated to the Investigations Division's overtime expenses.

As of the end of FY 2023, the Sheriff's Office had \$7,511 of Federal asset forfeiture funds remaining in the General Fund Balance. It is requested that these funds are carried over to FY 2024.

During the budget adoption process and at the July Board meeting, the Sheriff's Office has made multiple appropriation requests for various capital project expenses. In July, the Board decided to reconsider the requests once an accurate amount of budgetary savings for the Sheriff's Office could be provided for FY 2023. Although the audit for FY 2023 is ongoing, year-end adjustments have been made, and the Sheriff's Office was about \$80,000 underbudget. Now, the Sheriff's Office is requesting \$115,700 from the General Fund Balance for a body scanner.

Mr. Olsen also stated that throughout the past few months, alternative capital projects for the Sheriff’s Office have been identified. These projects include replacing the outdated cameras in the jail and courthouse, installing air conditioning in the upstairs patrol offices, installing a new front door for the administrative office, purchasing three computers and a copier for the jail, and purchasing ten mobile data terminals for the patrol vehicles. All of these items would boost security and improve working conditions.

Lastly, Mr. Olsen noted that he body scanner quote provided by the Sheriff’s Office is outdated, and the final cost could be higher. The Sheriff’s Office is currently working on obtaining another quote.

Mr. Louderback asked Mr. Olsen if the \$80,000 the Sheriff’s Office had unencumbered in their FY 2023 budget was solely from consolidating the inmate lodging. Mr. Olsen responded that the consolidation of inmate lodging accounted for a part of the \$80,000, but there were also other areas of savings.

Mr. Foltz noted that he would like to see the body scanner removed from consideration. Mr. Olsen explained that the \$115,000 requested by the Sheriff’s Office for the body scanner does not include installation costs or the purchase of a warranty.

**Motion:** Supervisor Stroupe moved to approve revenue from state funds in the amount of \$38,000, from federal funds in the amount of \$888, and \$90,189 from the General Fund Balance, and expenditures to the General Fund in the amount of \$49,077 and to the County Capital Projects Fund in the amount of \$80,000. Supervisor Louderback seconded and the motion carried by a vote of 4-0. Aye: Foltz, Vaughan, Louderback, Stroupe. Nay: None. Absent: Weakley, Guzy.

<b>SUPPLEMENTAL APPROPRIATIONS REQUESTS:</b>				
Department	Description	Revenue Source	Expenditure	Requested Amount
ECC	VDEM PSAP Staffing Recognition Bonuses	PSAP Grant 101-0000-324-04-56	Bonuses 101-3240-432-59-06	\$35,000
ECC	FICA Taxes for Bonuses	General Fund Balance 101-0000-341-04-07	FICA Taxes 101-3240-432-20-01	\$2,678
GIS	VDEM Enterprise GIS Software Grant	VDEM GIS Grant 101-0000-324-04-60	Software 101-1235-412-59-40	\$3,000
Sheriff’s Office	DEA Overtime Reimbursement	DEA 101-0000-333-01-20	Overtime 101-3121-431-11-06	\$888

Sheriff's Office	Federal Asset Forfeitures Carryover	General Fund Balance 101-0000-341-04-07	Fed. Asset Forfeitures 101-3121-431-58-10	\$7,511
Sheriff's Office	Capital Projects	General Fund Balance 101-0000-341-04-07	Capital Projects 301-9420-541-80-80	\$80,000
TOTAL REQUESTS:				\$129,077

**Board & Commission Appointments:**

Mrs. Regina Harner, Assistant County Administrator, reviewed the Board and Commission appointments as follows:

Shenandoah Area Agency on Aging:

Mrs. Harner informed the Board that Martha Watkins term expired on September 30, 2023, and that she would like to serve another four-year term and the agency has recommended her for reappointment.

**Motion:** Supervisor Louderback moved to reappoint Ms. Martha Watkins to the Shenandoah Area Agency on Aging, term to begin September 30, 2023, and expiring September 30, 2027. Supervisor Vaughan seconded and the motion carried by a vote of 4-0. Aye: Foltz, Vaughan, Louderback, Stroupe. Nay: None. Absent: Weakley, Guzy.

Massanutten Regional Library Board of Directors:

Mrs. Harner informed the Board that the Massanutten Regional Library Board approved a bylaw amendment that adds an additional seat representing Page County. Hon. Ken Alger is interested in serving on the board and Mrs. Harner recommends his appointment.

**Motion:** Supervisor Vaughan moved to appoint Hon. Ken Alger to the Massanutten Regional Library Board of Directors, term to begin immediately and expiring September 30, 2027. Supervisor Stroupe seconded and the motion carried by a vote of 4-0. Aye: Stroupe, Foltz, Vaughan, Louderback. Nay: None. Absent: Weakley, Guzy.

**Consent Agenda:**

**Motion:** Supervisor Vaughan moved to approve the Consent Agenda as follows:

- Financial reports for the period of September 1-30, 2023;
- Accounts payable checks, payroll checks, payroll direct deposits, and payroll tax related electronic fund transfers totaling \$4,044,882.24 for the month of September 2023;
- Minutes of September 05, 2023, and September 18, 2023; and
- Eleven coyote claims totaling \$550.

Supervisor Stroupe seconded and the motion carried by a vote of 4-0. Aye: Vaughan, Louderback, Stroupe, Foltz. Nay: None. Absent: Weakley, Guzy.

Mr. Louderback requested that the time killed be noted on the coyote claim application.

**Old Business**

No old business to discuss.

**New Business**

**Review of Amendments to the Campground Ordinance:**

Mr. Josh Hahn, Planning Director, informed the Board that the Planning Commission set up a subcommittee to work on proposed revisions to the campground ordinance which consisted of the following people: Catherine Grech (District 1), Isaac Smelser (District 4), Chris Adams (District 2), Yvonne Berezoski (former campground owner), Jeremy Baldwin (current campground owner), Paul Otto (former Planning Commissioner), Chris Anderson (Alliance with the Shenandoah Valley) and county staff. The subcommittee meetings were productive, and all members of the committee provided valuable feedback bringing different perspectives to the table. As a result of those meetings, a proposed draft with amendments was brought back to the full commission for review. The full commission made minor recommended changes to the proposed draft and the public hearing was scheduled for August 22, 2023. After receiving feedback from the public at the public hearing, the item was tabled pending discussion at subsequent meetings. On September 26, 2023, the Planning Commission unanimously approved a recommendation of the ordinance amendments to the Board of Supervisors.

Mr. Hahn requested the Board hold a public hearing on the proposed revisions to the campground ordinance at the November 20, 2023, regular meeting, and direct staff to provide adequate notice of such hearing in accordance with Section 15.2-2204 of the Code of Virginia.

**Motion:** Supervisor Stroupe moved that the Page County Board of Supervisors hold a public hearing on the proposed ordinance amendments at the November 20, 2023, regular meeting, and directs staff to provide adequate notice of such hearing in accordance with Section 15.2-2204 of the Code of Virginia. Supervisor Vaughan seconded and the motion carried by a vote of 4-0. Aye: Louderback, Stroupe, Foltz, Vaughan.

**Open Public Comments:**

There were no speakers during Open Public Comments.

**Administrator's Report**

Mrs. Amity Moler reminded the Board that the employee-sponsored Trunk-or-Treat is scheduled for Thursday, October 26, 2023, from 5:30 p.m. to 7:00 p.m. This is the first year that the Department of Social Services and the Page County office of Virginia Cooperative Extension will be participating.

Mrs. Moler noted that there is a special meeting of the Board of Supervisors scheduled for Monday, October 30, 2023, at 6:00 p.m.

**Supervisors Time**

The Supervisors thanked everyone for coming to the meeting and participating.

Mr. Louderback thanked everyone for attending the meeting and he expressed his thanks to staff and to the Planning Commission for their work in updating the ordinances.

Mr. Stroupe shared his new cell phone number.

**Adjourn:** 7:33 p.m.

With no further business to discuss, Vice Chairman Foltz adjourned the meeting.

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Larry Foltz, Vice Chairman

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Amity Moler, County Administrator