



Franklin County

A Natural Setting for Opportunity

AGENDA FRANKLIN COUNTY BOARD OF SUPERVISORS ORGANIZATIONAL MEETING JANUARY 2, 2020 @ 4:00 PM

- 4:00 Call to Order, Interim County Administrator (Board Room)
- 4:01 Invocation, Supervisor Mike Carter
- 4:02 Pledge of Allegiance, Supervisor Tim Tatum
- 4:05 County Attorney
REF: 1. Open Floor for Nominations for Chairman-2020
- 4:10 Chairman, Franklin County Board of Supervisors
REF: 1. Open Floor for Nominations for Vice-Chairman 2020
- 4:15 Chairman
REF: 1. Setting of Meeting Dates and Times for 2020 **(Attachment #1)**
2. Setting of 2020 County Employee Holidays **(Attachment #2)**
3. Adoption of the Board's Rules and Procedures **(Attachment #3)**
4. Appointments **(Attachment #4)**
5. Other matters and upcoming events
- 4:40 Request for Closed Meeting in Accordance with 2.2-3711, (A)(1), Discussion of appointments to County Boards, Commissions, etc.; (A)(5), Discussion of Prospective New Business or Industry or Expansion or Retention of an Existing One as related to Summit View Business Park, of the Code of Virginia, as Amended.
- Certification of Closed Meeting in Accordance with
2.2-3712 (d), of the Code of Virginia, as Amended.
- 5:20 Certification of Closed Meeting
- Recess until 5:30 PM*
- 5:30 Joint Dinner Meeting with the Farm Bureau on Site
- Adjournment thereafter*

PROPOSED MEETING DATES FOR 2020

***(schedule mirrors previous meeting dates and times)**

All County residents are hereby encouraged to attend public meetings of the Franklin County Board of Supervisors. To facilitate this public participation, the Board will meet on the following dates and times in **2020**.

Tuesday, January 21, 2020 @ 1:30 P.M.
Tuesday, February 18, 2020 @ 1:30 P.M.
Tuesday, March 17, 2020 @ 1:30 P.M.
Tuesday, April 21, 2020 @ 1:30 P.M.
Tuesday, May 19, 2020 @ 1:30 P.M.
Tuesday, June 16, 2020 @ 1:30 P.M.
Tuesday, July 21, 2020 @ 1:30 P.M.
Tuesday, August 18, 2020 @ 1:30 P.M.
Tuesday, September 15, 2020 @ 1:30 P.M.
Tuesday, October 20, 2020 @ 1:30 P.M.
Tuesday, November 17, 2020 @ 1:30 P.M.
Tuesday, December 15, 2020 @ 1:30 P.M.

All meetings will be held in the Board Room at the Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia unless otherwise duly noticed. All public hearings will be held at 6:00 P.M. for the convenience of the public. All interested parties are encouraged to attend. Any person with a disability who needs accommodations to fully participate in these public hearings should notify Madeline L. Sefcik, Clerk, by calling (540) 483-3032 at least 7 days prior to the meetings.

PROPOSED HOLIDAYS FOR 2020

Friday, January 17, 2020	Lee Jackson Day
Monday, January 20, 2020	Martin Luther King, Jr. Day
Monday, February 17, 2020	Presidents' Day
Monday, May 25, 2020	Memorial Day
Friday, July 3, 2020	Independence Day
Monday, September 7, 2020	Labor Day
Monday, October 12, 2020	Columbus Day
Wednesday, November 11, 2020	Veterans Day
Wednesday, November 25, 2020	½ day Holiday
Thursday, November 26, 2020	Thanksgiving Day
Friday, November 27, 2020	Thanksgiving Friday
Thursday, December 24, 2020	Christmas Eve
Friday, December 25, 2020	Christmas Day
Friday, January 1, 2021	New Year's Day

The Board will adopt 2020 State of Virginia's legal holidays plus any changes made by the Governor during the year for State employees. The following list is found in the Code of Virginia Section 2.2-3300.

BOARD RULES OF PROCEDURE

FRANKLIN COUNTY BOARD OF SUPERVISORS RULES OF PROCEDURE

The following Rules of Procedure are adopted by the Franklin County Board of Supervisors to enable the Board to discharge its duties and responsibilities effectively and efficiently and to facilitate the exercise of its authority and powers in the Code of Virginia. It is the Board's intent to generally follow Robert's Rules of Order (Newly Revised, 11th Edition) unless superseded by state law or *written* Board practice. **(Amended /Resolution #06-01-2012)**

1. ORGANIZATIONAL MEETING

The Board shall elect a chairman and vice chairman at the Board's Organizational Meeting to be held on the first business day of January. Terms for chairman and vice chairman shall be for a one (1) year term.

In the event the Board is unable to hold its organizational meeting, or at the organizational meeting the Board is unable to elect a chairman or vice-chairman, the sitting chairman or vice-chairman will carry over in their position until the board is able to elect a chairman or vice-chairman. The Board shall attempt to elect a chairman or vice-chairman at each successive meeting until it elects a chairman or vice-chairman to serve for the calendar year. **(Amended /Resolution #22-01-2019)**

2. REGULAR MEETINGS

The Board of Supervisors shall adopt a schedule of the times, dates, and places of its regular meetings, for each calendar year, at its organizational meeting. Should the Board's regular meeting day fall on a County holiday, the meeting will be held on the next business day following the holiday. At its annual meeting the governing body may fix the day or days to which a regular meeting shall be continued if the chairman or vice-chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required. (Per State Code 15.2-1416)

3. SPECIAL MEETINGS

The Board may hold special meetings by establishing a special meeting date, time, place and an agenda for said meeting at a regular meeting. The Clerk shall post and publish notice of the special meeting in accordance with the Virginia Freedom of Information Act, §2.2-3707 VA Code Ann., not less than three (3) days prior to the day of the special meeting.

A Called Meeting may be convened when called by the chairman or requested by two or more of the members of the board of supervisors. The call or request shall

be made to the clerk, and shall specify the matters to be considered at the meeting. Upon receipt of such call or request, the clerk of the governing body, after consultation with the chairman, shall immediately notify each member of the governing body and the attorney for the county in writing delivered in person or to his place of residence or business to attend such meeting at the time and place stated in the notice. Such notice shall specify the matters to be considered at the meeting. No matter not specified in the notice shall be considered at such meeting, unless all members are present. The notice may be waived if all members of the governing body attend the special meeting or sign a waiver.

4. VOTING

Motions properly made cannot die for lack of a second and shall be voted on as though they had been seconded.

Motions by the Chair will be considered without the need to hand the gavel to the Vice Chair. (*Adopted 1-5-2015/Resolution*)

5. REQUEST FOR FUNDS OUTSIDE OF NORMAL BUDGET CYCLE

Whenever any delegation or individual shall make a request or appeal for County funds for the benefit of an outside or non-County agency or program, the following guidelines shall be followed.

A. Budget Preparation Calendar.

Whenever possible, the request shall be submitted in accordance with the budget preparation calendar.

B. Explanation and Background.

Any such request shall be accompanied by a brief narrative explanation of the request and background as needed.

C. Carry-over of Requests.

If it is not possible to utilize the annual budget preparation calendar, the request shall be carried over to the next regular meeting following introduction to the Board.

D. Waiver of Carry-over.

Waiver of the carry-over period shall be granted if the request is considered an emergency by the majority of the Board, or for any reason if approved unanimously by all Board members.

E. Emergency.

Emergency is defined as an unforeseen circumstance or combination of circumstances that calls for immediate action to secure and protect the health, safety and general welfare of the inhabitants of Franklin County.

6. CITIZEN COMMENT PERIOD

Any citizen or property owner of the County that wishes to address the Board on any topic may do so by calling the Board Clerk's Office one (1) week in advance of the Board's regular monthly meeting and request that their name and topic be added to the agenda. The citizen will be granted 3 minutes to present their issue and if the Board wishes to schedule further time, may direct staff to place the subject on the next available agenda. Only one person per side (position), per topic will be allowed to speak under the 1:30 P.M. Citizen Comment Period per Meeting and a total time of 15 minutes will be observed. Public Comments will be received by the Board during the 3rd Tuesday meeting at 1:30 P.M., and following the last item on the Board's agenda, such time generally being after all evening public hearings. The same guidance for the evening public comment period (as outlined in the 1:30 p.m. afternoon comment period) shall be observed with the exception of the 15 minute total time limit. The Chairman retains the ability, or at the request of a majority of the Board, to waive any of the public comment provisions where appropriate. *(Amended/Resolution # 21-06-2006 & # 07-01-2007 & -01-2015)*

7. MOTIONS TO RECONSIDER

Motions to reconsider an action by the Board must be made by a member of the Board who previously voted with the prevailing side when the reconsidered motion was originally voted on. Since a second is not required, any member may second the motion to reconsider and the motion shall be decided by a majority vote of the members present.

8. PLACING OF AGENDA ITEMS

The County Administrator, based on input from the Board, shall develop the agenda for each meeting.

Individual Board members who wish to address the Board on a topic may do so under "Other Matters from Supervisors". If the Board wishes to investigate a topic further, it can direct staff to place the topic on a future agenda, bring back a staff report with the appropriate research, or take action as it see fit. *(Amended/Resolution #07-01-2007)*

9. PUBLIC HEARINGS

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views at public hearings and to treat all speakers equally and with courtesy. While it is often necessary to have a presentation by

an applicant or staff, it is the desire of the Board to hear from the public, and therefore, the applicant and staff presentations shall be as brief as possible.

Each speaker shall be limited to three minutes unless speaking for a larger group in which case, 5 minutes shall be allotted.

Speakers shall direct their presentations/comments/questions to the Board and not the audience.

10. APPOINTMENTS TO BOARDS AND COMMISSIONS

County staff shall maintain an up to date listing of available vacancies on Boards and Commissions and shall publish such list to the County's web site and make available in the Office of the County Administrator. 60 days in advance of scheduled vacancies, staff shall make the Board aware of upcoming vacancies and shall advertise such vacancies throughout the County. All candidates shall be required to complete a County application to serve on a Board or Commission and applications shall be distributed to the Board as soon as is practical.

APPLICATION PROCESS FOR APPOINTMENTS TO BOARDS & COMMISSIONS

(Amended/Resolution #07/1/2013)

- ❖ *Require all interested persons to complete applications as provided by the Clerk's office.*
- ❖ *Clerk then forwards applications for any open positions to the BOS for review.*
- ❖ *Position vacancies and potential candidates are then discussed as a closed session item under personnel.*
- ❖ *Subject to clean background checks, appointments are then made in open session.*
- ❖ *Address only new appointees going forward (i.e. sitting members are grandfathered and will not have to go through the full process of completing another application or background check)*

11. REMOTE PARTICIPATION (Amended/Resolution #22-05-2015)

As authorized by Section 2.2-3708.1 of the Code of Virginia, 1950, as amended, the Franklin County Board of Supervisors shall allow the participation of members of the Board in a meeting through electronic communication means from a remote location that is not open to the public subject to complying with all parts of the following written policy:

1. On or before the day of a meeting (no less than 1 hour prior to the start of the meeting), the Board member shall notify the County Administrator who will then notify the Chairman of the Board and the Board Clerk, that the Board member is unable to attend the meeting due to an emergency or a personal matter and the Board member shall identify with specificity the nature of the emergency or personal matter, or the Board member shall notify the County Administrator that the Board member is unable

to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the Board member's physical attendance. The Board shall record the specific nature of the emergency, personal matter, or fact of temporary or permanent disability, and the remote location from which the absent Board member participated, in its minutes.

2. If the absent Board member's remote participation is disapproved because such participation would violate the strict and uniform application of this written policy, such disapproval shall be recorded in the Board's minutes.
3. Such participation by the absent Board member shall be limited in each calendar year to two (2) meetings, or 25 percent (25%) of the meetings of the Board, whichever is fewer.
4. A quorum of the Board shall be physically assembled at the primary or central meeting location.
5. The Board shall make arrangements for the voice of the absent Board member to be heard by all persons in attendance at the primary or central meeting location.
6. Any votes taken during such a meeting where there is a remote participant shall be by roll call vote so as to accurately record all votes taken.

**BOARD OF SUPERVISORS
APPOINTED POSITIONS**

1/1/2020

NAME OF COMMISSION	CURRENT HOLDING POSITION	DISTRICT	TERMS EXPIRES
BROADBAND AUTHORITY	Supervisor Supervisor Supervisor Supervisor Supervisor Supervisor Supervisor	BLACKWATER GILLS CREEK BLUE RIDGE UNION HALL ROCKY MOUNT BOONE SNOW CREEK	
ROANOKE VALLEY ALLEGHANY REGIONAL COMMISSION	Bob Camicia *Ronnie Thompson *Mike Carter	BOARD MEMBER BOARD MEMBER BOARD MEMBER	6/30/2022 6/30/2022 6/30/2022
SOCIAL SERVICES BOARD	Tommy Cundiff	BOARD MEMBER	12/31/2019
TLAC	Bob Camicia	BOARD MEMBER	1/31/2019

*Board members' appointments will not expire until 6/30/2022

Below are the list of appointments made at the 12/17/2019 Board of Supervisors Meeting

WEST PEIDMONT PLANNING DISTRICT COMMISSION	Tim Tatum Leland Mitchell	BOARD MEMBER BOARD MEMBER	12/31/2020 12/31/2020
WESTERN VIRGINIA REGIONAL JAIL AUTHORITY	Ronnie Thompson Tim Tatum	BOARD MEMBER BOARD MEMBER BOARD MEMBER	12/31/2020 12/31/2020 12/31/2020

The below are positions held by the Board of Supervisors Chairman:

CHIEF LOCAL ELECTED OFFICIALS (Virginia Career Works)		CHAIRMAN	12/31/2020
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ROANOKE REGIONAL PARTNERSHIP		CHAIRMAN	12/31/2020
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