

ITEM  
(Follow-up Action)

1. \*Invocation
2. Organizational Items
  - a. -Election of Chairman, Vice Chairman and Designation of Term of Office  
(Supervisor White elected Chairman and Supervisor Sheffey elected Vice-Chairman - Notify appropriate interested parties - Change signatory - Schedule re-election January 1993) Ms. Hanks/Ms. Burchett
  - b. -Designation of Seating Arrangement in Board Room  
(Left to right - Ingles, Draper, Robinson, Massie, and Cloyd)
  - c. -Establishment of Regular Meeting Date, Place and Time  
(7:00 p.m., fourth Monday, County Administration Building with May meeting to be Monday, June 1st due to Memorial Day)
  - d. -Review of By-Laws  
(Adopted with changes - Distribute copies of changes with January agenda) Ms. Hanks
  - e. -Acknowledgment of Receipt of Freedom of Information Act and Conflict of Interest Act  
(Acknowledged)
3. Joint Meeting with School Board
  - a. -Budget Calendar  
(Adopted with change of tentative approval on May 4th and public hearing on May 18th - Distribute to agencies funded) Ms. Burchett/Ms. Hanks
  - b. -Review of Surplus School Property  
(School system plans to complete review in spring 1992 - Review parcels A, B, & C which schools believe already transferred) Mr. Morgan
  - c. -School Board Concerns
  - d. -Other Matters  
(Schedule a joint meeting in February or March prior to final budget presentation - Set date at January Supervisors meeting) Ms. Hanks

4. Appointments:
  - a. -Tie-Breaker  
(No tie-breaker to be used)
  - b. -Board Assignments Ms. Hanks (unless noted otherwise)
    - New River Valley Planning District Comm. (Supervisor Vaughan to continue to serve - Notify PDC)
    - Welfare Board  
(Supervisor Sheffey to continue to serve)
    - New River Resource Authority Alternate  
(Supervisor Crawford appointed as alternate to Mr. Holycross)
    - Planning Commission  
(Supervisor Fariss to be Board's representative)
    - PEP Steering Committee  
(Chairman White to assume PEP Vice-Chairmanship - Supervisor Vaughan to remain on PEP Steering Committee)
  - c. -Staff Assignments
    - Director of Emergency Services  
(County Administrator to be appointed director with assistant county administrator to serve as deputy director)
  - d. -Citizens Appointments of High Priority
    1. Board of Equalization  
(Richard Jones, Richard Guthrie, and Thomas "Bud" Walsh to be nominated for appointment by Circuit Court) Mr. McCarthy
    2. Public Service Authority  
(Former Supervisor David Merrill to be requested to serve) Mr. Morgan
    3. Library Board  
(Lillian Clark reappointed)
    4. Board of Social Services  
(Reverend Maynard Powell to be asked to serve)
    5. Pepper's Ferry Regional Waste Water Treatment Authority Board  
(PSA to be requested to appoint Supervisor Crawford)
  - e. -Other Citizen Appointments Now Due
    - New River Valley Juvenile Detention Home  
(Harry Dehaven reappointed to New River)

Valley Juvenile Detention Home - Former  
Sheriff Conner to be requested to serve)

New River Community Action  
(William Dawson reappointed)

Industrial Development Authority  
(Dix Miller & William Elmore reappointed)

New River Valley Airport Commission  
(Assistant County Administrator reappointed  
with County Administrator as alternate)

f. -Other Citizen Appointments Due in 1992  
(Place on January Supervisors agenda)

5. Facility Tour & Goal Setting  
(Recommend dates to tour solid waste disposal  
sites and schools at January Board meeting) Mr. Morgan/Ms. Hanks
6. Resolution of Appreciation for Service of  
Supervisor V. E. "Jack" Vaughn  
(Approved - Arrange appreciation dinner) Ms. Burchett/Ms. Hanks
7. Other Matters  
(Determine whether reassessment hearing is  
necessary - Submit analysis of reassessment  
impact by January 27th) Mr. Morgan  
  
(Director of Management Services to represent  
county at General Assembly Budget Hearing  
on January 9th) Ms. Burchett
8. Executive Session - 2.1-344(A) (1) (2) & (6)
  - a. -Legal Matters
  - b. -Land Acquisition or Disposition
  - c. -Personnel Matters
9. Adjournment  
(Reconvene Monday, January 20th at 6:00 p.m.  
at Fairlawn Fire Department to meet with  
Community Services Board representatives  
and 7:30 p.m. at Pepper's Ferry Conference  
Room to meet with Radford and Montgomery  
County representatives - Confirm meeting  
times and places) Ms. Hanks

December 24, 1991

TO: Board of Supervisors  
FROM: Joseph N. Morgan, County Administrator  
SUBJECT: Joint Meeting with School Board

Two items for discussion at the joint meeting with the School Board are:

- a. Budget Calendar - See enclosed proposal.
- b. Review of Surplus School Property - A listing will be available prior to January 6th. I recommend the School Board be asked to declare excess property surplus, so it may be returned to taxable status or other public use.

JNM/gh

December 24, 1991

TO: Board of Supervisors  
FROM: Joseph N. Morgan, County Administrator  
SUBJECT: Organizational Items

- a. Election of Chairman, Vice Chairman and Designation of Term of Office - The Board must elect one member as chairman. It may also elect a vice-chairman, although there is no statutory requirement to do so. The chairman performs duties such as:
  1. Presiding at board meetings;
  2. Administering oaths when persons testify before the Board;
  3. Countersigning all county general fund checks;

4. Signing all Board meeting minutes;
5. Executing documents on behalf of county;
6. Representing the Board at ceremonial occasions; and
7. Executing County Administrator's personnel documents.

The chairman's compensation is \$125 per month more than the \$400 per month paid to other members.

The terms of both the chairman and the vice-chairman may be from one to four years at the discretion of the board.

As clerk to the Board, I am available to preside until a chairman is elected.

- b. Designation of Seating Arrangement in Board Room - We have arranged seating for the January 6th meeting according to the district arrangement in effect on December 31, 1991. This is from left to right facing the Board's dais: Ingles, Draper, Massie, Robinson, and Cloyd.

After a chairman and vice-chairman are elected, I suggest permanent seating arrangements be agreed upon. It is recommended the chairman be seated in the center. We will be happy to respond to any adjustments to the seating arrangements the Board deems appropriate.

- c. Establishment of Regular Meeting Date, Place and Time - At its organizational meeting, the Board should establish a regular meeting date, place and time. The Board may select any time or date it chooses. Since invoices are currently paid the fourth week of each month, I suggest the Board continue to meet during the fourth week. Of course, if another week suits the Board's schedule better, vendors can be notified accordingly. If the regular Board meeting date falls on a holiday, I suggest the Board set the meeting date for that month one week before or after. For example, Memorial Day falls on Monday, May 25, 1992. The meeting for May could be changed to Monday, May 18th or Monday, June 1.

- d. Review of By-Laws - Enclosed is a recommended copy of by-laws. The recommendation includes changes adopted in 1988, as well as modifications to conform with the general practice of the Board in recent years. It is appropriate for the Board to confirm these by-laws or direct changes or areas of study for changes.

- e. Acknowledgment of Receipt of Freedom of Information Act and Conflict of Interest Act - Enclosed is a copy of both acts. Permission is requested that the minutes

confirm each member has received a copy of these statutes.

JNM/gh

December 24, 1991

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Facility Tour and Goal Setting

It may be useful for the Board to tour county facilities. Tours can be arranged wither as a group or individually for all or selected facilities. Potential tour sites are: Water Treatment Plant, Ingles Mountain Landfill, Cloyds Mountain Landfill, Proposed Matson Property Landfill Site, County Garage Complex, Belspring Community Center, Former Hiwassee School Building and O'Dell Memorial Park, New River Valley Airport, Fairgrounds, and New River. In addition, a school facility tour might be informative. If the Board will indicate when and if it would like to tour the facilities, we will make the necessary arrangements.

In anticipation that the Board may desire to establish goals early on in its term, a goal setting meeting may be helpful. There may be other strategic planning needs for a meeting outside of the regular monthly meeting scheduled. I suggest the Board consider a meeting in January or early February for that purpose.

December 24, 1991

TO: Board of Supervisors  
FROM: Joseph N. Morgan, County Administrator  
SUBJECT: Executive Session Request at January 6th Meeting

Land Acquisition or Disposition - Chairman Vaughan has received an invitation from Alliance Chairman Skip Griggs and Radford Mayor Tom Starnes to meet with representatives of the county on the evening on January 20th at Pepper's Ferry Plant to discuss a regional industrial park on the AT&T site. Mr. Griggs believes AT&T would be willing to discount the purchase price for local governments.

Personnel - Supervisor Fariss has suggested a meeting with county Community Services Board appointees (Jim Wallis, Karen Clymer, and David Shumate) to discuss concerns over the effectiveness of the organization. Mondays, January 13th or 20th for an evening meeting are possibilities.

JNM/gh

December 24, 1991

TO: Board of Supervisors  
FROM: Joseph N. Morgan, County Administrator

SUBJECT: Appointments

The appointments listed below are now due for consideration by the Board. The Board may wish to discuss these items as personnel matters in executive session. If so, I suggest you defer action until an executive session can be held near the end of the meeting.

a. Tie-Breaker - The Board may choose an individual to serve as tie-breaker, it may call for the election of a tie-breaker, or it may allow the Circuit Court to appoint a tie-breaker. A tie-breaker votes only should a tie occur on an issue before the Board. For the tie-breaker to exercise his or her voting power, the tie must remain in effect after all members of the Board have an opportunity to be present and vote.

With a five member Board, ties will most likely occur if a member is absent over a prolonged period or when a member abstains.

If the Board decides not to appoint a tie-breaker, a tie vote will result in an issue being defeated.

Once a tie-breaker is selected, he or she serves a four year term of office.

For the tie-breaker's term to coincide with the term of the Board, it is recommended the decision on a tie-breaker be made at the first organizational meeting of the new Board.

It has been my experience that tie-breakers are rarely as well informed on issues they are forced to decide as regular Board members. It has also been my experience that delays in decision making due to scheduling the appearance of a tie-breaker are cumbersome.

b. Board Assignments

1. New River Valley Planning District Commission - Supervisor Vaughan currently represents the Board on the commission. The term of the Board's appointee runs with the Board's term of office.

2. Board of Social Services - Supervisor Sheffey is serving a term, ending June 30, 1994. Only one Supervisor may serve on this Board.

3. New River Resource Authority Alternate - Former Supervisor Vaughn has served as alternate to Pulaski Town Manager Don Holycross.

4. Planning Commission - Supervisor Vaughan has served as Supervisors liaison with the commission. The term runs with the Supervisors term.

c. Staff Assignments

Director and Deputy Director of Emergency Services - The county administrator has served as the director of emergency services. This appointment has been made in the past for an indefinite period. Some localities appoint the Chairman of the Board of Supervisors to this position. The primary responsibility is determining when to declare an emergency in cases where waiting for a meeting of the entire Board of Supervisors is impractical.

d. Citizen Appointments of High Priority - The Board is urged to fill the following appointments at its earliest convenience, due to the responsibility the appointees have for ongoing financial operations:

1. Board of Equalization - The following citizens have agreed to be nominated by the Supervisors for consideration for appointment by the Circuit Court as members of the 1992 Board of Equalization: Richard Jones; Richard Guthrie; and Thomas C. "Bud" Walsh. I have asked the County Attorney contact the Circuit Court to advise that these gentlemen are being considered for nomination.

2. Public Service Authority - The unexpired term of former PSA Chairman Robert Love is vacant. That term ends January 31, 1993.

3. Library Board - Three appointments are due: Ms. Norman Clark is eligible for reappointment; Ms. Deloris Smith wishes not to be reappointed; and Mr. Gary Hancock is ineligible for reappointment.

4. Board of Social Services - A vacancy exists due to former member Hugh W. Huff, III being ineligible for reappointment.

e. Other Citizen Appointments Now Due - The following appointments have been described in information previously submitted to the Board. These appointments are now due and should be considered as the Board deems appropriate. In the interim, we have advised present appointees they should continue serving until they are reappointed or a replacement is named.

1. Pulaski County Office on Youth - A vacancy exists for the position formally

- held by Ms. Cheryl Likens.
2. New River Valley Juvenile Detention Home - A vacancy exists due to Mr. Dale Conrad wishing not to be reappointed. Mr. Harry DeHaven is eligible for reappointment.
3. New River Valley Airport Commission - The Assistant County Administrator has served as the Board's representative, with the County Administrator serving as an alternate.
4. New River Community Action - Former Supervisor William Dawson is serving in this capacity and is eligible for reappointment.
5. Industrial Development Authority - Authority Chairman James Dix Miller and Treasurer William H. Elmore have terms expiring January 15, 1992. Both are eligible for reappointment.
6. Highway Safety Commission - Reorganization of the commission has previously been authorized by the Board. In addition to the current six members, representatives of Emergency Medical Services providers were authorized for addition to the commission.

f. Other Citizen Appointments Due in 1992

1. New River Community College
2. Office on Youth
3. Pepper's Ferry Regional Waste Water Treatment Authority
4. New River Resource Authority
5. Library Board
6. Board of Social Services
7. Board of Zoning Appeals
8. Southwest Virginia Farmers Market
9. School Board
10. County-wide Recreation Commission
11. New River Criminal Justice Training Center
12. PEP
13. New River Highlands Resource Conservation Council
14. Building Appeals Committee
15. Agency on Aging

Enclosed is a listing of all appointees of the Board and detailed information on their addresses and length of term.

JNM/gh