



COUNTY ADMINISTRATOR'S MONTHLY REPORT

JULY 2018

August 24, 2018

This report covers activities and updates during the month of July, 2018. Items listed are in no particular order of importance and cover activities through the end of July.

INTERIM COUNTY ADMINISTRATOR: The Board of Supervisors took action at the July 10, 2018 meeting to allow Chair Michelle Flynn to negotiate a contract for Interim County Administrator. Brenda Garton was hired as Interim County Administrator while the Board conducts the search for the new County Administrator. She began work on July 12, 2018.

COUNTY ADMINISTRATOR SEARCH: The Board of Supervisors interviewed firms to be considered to conduct the search for a permanent County Administrator at its July 24 meeting. No action was taken by the Board. Further discussion and award of a contract is expected to take place in August.

DIRECTOR OF PLANNING/ZONING ADMINISTRATOR: Jim Frydl was hired as the new Director of Planning/Zoning Administrator in June, 2018 and began work on July 13.

FACILITIES MAINTENANCE: Staff is working on preparing a Request for Bids for the roof replacement needed at the Sheriff's Office Complex. Contractors are being solicited for work needed at the County Animal Shelter to bring the shelter into compliance with state regulations and standards.

VEHICLE MAINTENANCE: Though repairs on at least one privately-owned vehicle had been done at the county's vehicle maintenance shop in cooperation with a fire department, a directive was issued to make it clear that no personal vehicles can be serviced in the county's shop.

CONSOLIDATION OF AFTER-SCHOOL PROGRAMS: Due to loss of adequately certified staff, the After-School Program at the Nathanael Greene Primary School was scheduled to be closed. The program was to be consolidated with the program at Ruckersville Elementary School. Staff worked out details to make this happen, including how to transport the children from Stanardsville to Ruckersville. Further details were to be developed in August.

REASSESSMENT CONTRACT: It was confirmed that a contract with Pearson's Appraisal Service to conduct the reassessment of real property was properly executed and work will proceed on the reassessment.

BOUNDARY LINE ADJUSTMENT BETWEEN ORANGE AND GREENE COUNTIES: Due to the previously reported discovery by the Virginia Department of Elections that there is a problem with properties which straddle the boundary line between Orange and Greene Counties, staff is working on obtaining a surveyor to survey the boundary between the two counties so that a change in the boundary line can be advertised for public hearing in both Orange and Greene Counties.

FOIA REQUESTS: County Administration staff received two FOIA (Freedom of Information Act) requests this month, one of which required extensive work, and began working to provide requested information.

FOIA POLICY: County Administration staff is working on reviewing the current county FOIA (Freedom of Information Act) policy to determine if modifications need to be made to the existing policy, which is posted online on the county's website.

MEDICAID EXPANSION: Due to the expansion of Medicaid in Virginia recently approved, our local Social Services Department will receive additional funds with no local match required. The funds may be used to facilitate the implementation of the Medicaid expansion, which is effective January 1. County Administration is working with the Social Services Director to determine how to modify the existing office configuration to accommodate the additional eligibility worker which will be required.

INVOICE FROM WW ASSOCIATES: The county has been presented with two invoices from WW Associates for engineering work related to a water project contract that was subsequently voided. The Board will need to approve payment of these two invoices in August.

GREENE COMMONS PAVILION AND FARMER'S MARKET: Due to the receipt of grant funding, the Town of Stanardsville is working on construction of a Greene Commons Pavilion on county-owned property behind the county's administration building. A temporary ground lease has already been executed, and the County Administrator will present the required Utility Easement Agreement with Rappahannock Electric Cooperative at an August Board meeting. Additionally, the County Administrator will execute the required Stormwater Maintenance Agreement.

STAFF TRAINING: County Administration staff is working on scheduling training for county staff in the areas of Freedom of Information Act (FOIA), records retention, violence in the workplace, health related issues, harassment in the workplace, and other desired training.

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BOARD OF SUPERVISORS FOIA UPDATE: The Board of Supervisors will receive training on FOIA at an upcoming Board meeting from the County Attorney.

GREENE COUNTY WATER SUPPLY AND TREATMENT PROJECT (AKA WHITE RUN RESERVOIR PROJECT): The County Administrator is setting up several meetings to learn about the details associated with the Greene County Water Supply and Treatment Project. Once those meetings are held, an update will be provided to the Board, including recommendations for next steps.

LEASE WITH HUMANE SOCIETY FOR CAT SHELTER FACILITY: The County Administrator met with Dr. John Hayes to discuss the need to renew the lease between the County and the Humane Society for part of the animal shelter facility which they use as a cat shelter. Since leasing public property requires a public hearing, the proposed lease will be presented, along with the public hearing, on an upcoming Board agenda in August.

APPROVAL OF SMART SCALE APPLICATION: The Board approved a resolution at its July 24 meeting endorsing submission of a Smart Scale (HB2) Application requesting transportation funding for US 29 Access Management (North Section), US 29 Access Management (South section), and US 29 Access Management (Entire).

TOURISM STRATEGIC PLAN: At the July 24 Board meeting, the Board endorsed the Tourism Strategic Plan.

RELOCATION OF STANARDSVILLE POLLING PLACE: A public hearing was planned for the Board's August 14, 2018 meeting to amend the Greene County Code to move the Stanardsville polling place from American Legion Post #128 to Piedmont Virginia Community College – Giuseppe Center.

VIRGINIA DOMESTIC VIOLENCE VICTIM FUND GRANT: The Board passed a resolution at the July 14 Board meeting to accept \$45,000 in the Virginia Domestic Violence Victim Fund from the Department of Criminal Justice Services (DCJS).

ASSISTANCE FOR DAMAGE DUE TO FLOODING (REPEAT): Greene, Madison, Culpeper and Orange Counties have received around \$1M for agricultural damages due to flooding. The funds can be used to help cover repairs due to debris in fields and on fences, for fences that have been washed out, and for grading due to fields that have washed out. Interested citizens should contact the Farm Service Agency (FSA) Office in Orange at 540-672-1638 to obtain information about the program and to apply. The deadline is September 25.

Respectfully submitted,
Brenda G. Garton
Interim County Administrator