



## COUNTY ADMINISTRATOR'S MONTHLY REPORT

December 2022

January 10, 2023

---

This report covers activities and updates during the month of December 2022. Items listed are in no particular order of importance and cover activities through the end of the month.

**COUNTY ADMINISTRATOR SEARCH:** The county reached out to citizens to ask for input on desired characteristics for the new County Administrator and information received was shared with the Board. After an initial advertisement for the County Administrator position and review of applications received, the Board of Supervisors conducted interviews of selected candidates in December. After considerable discussion and careful consideration, the Board of Supervisors decided to engage a search firm to expand their search for a new County Administrator. The simplest explanation for their decision is that they were disappointed in the size of their applicant pool. The Board members want to be careful and deliberate in their choice for the next County Administrator and to be confident that they have offered the position to the person best suited for Greene County. Baker Tilly was hired to conduct the search and the Board will meet with the lead professional in January. The position brochure will be developed and posted in January. Applicants who applied in the original process will be notified about the application process. Information about applying for the position will be posted on the County's website as soon as it becomes available.

**RSA (RAPIDAN SERVICE AUTHORITY) TRANSITION:** Throughout the month, Director of Water and Sewer Greg Lunsford continued to complete steps needed to transition all Greene County water and sewer operations from Rapidan Service Authority (RSA) to Greene County. The required certified water and sewer operator positions, a meter reading position, and most of the maintenance positions have been filled. We still seek qualified applications for several maintenance positions. All positions are posted on the county's website and are open until filled. Additionally, staff continues to maintain frequent contact with RSA, attorneys assisting the county with the transition, VRA (Virginia Resources Authority), VDH (Virginia Department of Health), and DEQ (Department of Environmental Quality) related to the outstanding items which the county needs to accomplish. County staff attended the Virginia Department of Health inspection of the water treatment plant. In December, the Board also passed a resolution to allow the Chair to execute the Virginia Resources Authority (VRA) consent agreement once it has completed legal review.

**RFP FOR COUNTY-WIDE PAY STUDY:** At the Board's December meeting, the Interim County Administrator was authorized to execute a contract with the selected firm to conduct a Compensation and Classification Study. The Interim County Administrator established a working committee to review proposals received, interview firms as required, and select a firm. Baker Tilly was selected, and a letter of agreement will be executed in January once details are established and the County Attorney has reviewed the document. The goal remains to obtain an estimate for implementation cost for any changes in salaries in time to be included in the proposed FY 23-24 budget.

**PERSONAL PROPERTY TAX ADJUSTMENT:** A public hearing on the proposed ordinance for the personal property tax adjustment will be conducted at the Board's meeting on January 10.

**PUBLIC HEARING TO AMEND FY 22-23 BUDGET:** The public hearing to amend the FY 22-23 budget, as required by Virginia State Code, was held at the December 13, 2022, Board meeting and the budget was amended. Most of the changes were related to grants received, funds which were previously budgeted and needed to be reappropriated, and the Water and Sewer Department Budget.

**ANIMAL SHELTER ROOF:** County staff continues to work with the contractor that was hired in March of 2022 to replace the animal shelter roof. After several failures to start the work as scheduled and the inability to produce required permits and licenses, the county issued a notice for the contractor to return funds advanced in March (per the original contract) to order materials. While no staff was present over the New Year's Day weekend, the contractor conducted unauthorized work to begin the roofing project. A Stop Work Order has been issued by the county until required permits and licenses are obtained. Administration continues to work closely with the County Attorney to best resolve this issue.

**RETIREMENT OF FINANCE DIRECTOR:** The County received a letter from Finance Director Tracy Morris in December announcing her plan to retire effective December 31, 2022. The position will be advertised with the goal of having a pool of applicants ready for the new County Administrator to interview and select a new Finance Director.

**BONUSES FOR COUNTY STAFF:** A public hearing on an ordinance to allow the Board to provide bonuses to county staff was held in December, as required by state code, and the bonuses were issued in December.

**RESIGNATION OF THE CLERK OF THE CIRCUIT COURT SUSAN DUCKWORTH:** Greene County Clerk of the Circuit Court Susan Duckworth submitted her resignation to Judge Worrell in December. Ashby Lamb-Gomez was appointed Interim Clerk of the Circuit Court. A special election will be held on April 4 to fill the vacancy.

County Administrator's Monthly Report  
December 2022  
January 10, 2023

**FY 23-24 BUDGET:** In December, requests for budget submissions were sent to Department Directors, Constitutional Officers, and various agencies and regional entities which receive county funding. Budget requests are due in January.

**CHRISTMAS TREE IN GREENE COMMONS:** Parks and Recreation and Buildings and Grounds Maintenance staff erected and decorated a Christmas tree in Greene Commons in December. A Christmas tree lighting was held in conjunction with the Stanardsville Parade of Lights.

**PROCUREMENT TRAINING:** The Interim County Administrator suggested that Grants Writer Terry Beigie obtain training in Virginia procurement law, and she is taking steps to sign up for training sessions toward a certification in that area. This expertise will provide additional staff capabilities in the finance area.

Respectfully submitted,  
Brenda G. Garton  
Interim County Administrator