



COUNTY ADMINISTRATOR'S MONTHLY REPORT

May 2023

June 10, 2023

This report covers activities and updates during the month of May 2023. Items listed are in no particular order of importance and cover activities through the end of the month.

COUNTY ADMINISTRATOR SEARCH: Following final interviews, the Board approved an employment contract for Cathy Schafrik as the new County Administrator. Ms. Schafrik will begin in Greene on Monday, June 26. County Administration staff is working to set up meetings and schedules for Ms. Schafrik and otherwise make preparations for her arrival.

INTERIM COUNTY ADMINISTRATOR CONTRACT: The Board approved the termination of the Interim County Administrator's Contract to be effective on July 14, 2023. This date allows for a reasonable overlap period with the new County Administrator and completion of final paperwork, such as annual performance reviews for direct reports to the County Administrator.

RSA (RAPIDAN SERVICE AUTHORITY) TRANSITION: Comments from Greene, Orange, and Madison Counties and from RSA were sent to the SCC (State Corporation Commission) prior to the June 2 deadline set by the SCC. The County is awaiting formal SCC approval, and following receipt of that approval, requests to transfer the permit for the water and wastewater plants will be submitted to the Virginia Department of Health (VDH) and the Virginia Department of Environmental Quality (VDEQ) respectively. A date for transition will be established upon agreement between RSA and Greene County after these last steps have been accomplished, and customers will be notified accordingly.

DIRECTOR OF WATER AND SEWER: After review of applications received and appropriate interviewing, Alan Harrison was hired as the Director of Water and Sewer for Greene County. He will begin in Greene County on June 12. Mr. Harrison has over 25 years of experience in water and wastewater operations and management. Ms. Schafrik participated in the interview process for this position.

COMPENSATION AND CLASSIFICATION (PAY) STUDY: Initial results from the salary survey and proposed pay grades are expected in early June. The Interim County Administrator and the Human Resources Director will review the pay scales and position placement for discussion with representatives from Baker Tilly.

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FINANCE DIRECTOR: The Finance Director position remains advertised. The position will remain open until filled and applications are being reviewed as received. It is anticipated that the new County Administrator will interview candidates and fill this position.

FY 23-24 BUDGET: With the FY 23-24 Budget having been adopted in May, the Board is scheduled to appropriate funds during one of the June Board meetings. *Information on the budget can be found on the county's website:*

<https://www.greencountyva.gov/government/depts/finance/budget>

ANIMAL SHELTER ROOF: Buildings and Grounds Maintenance Supervisor Mike Taylor has requested and received approval to install a new shingle (not metal) roof on the Animal Shelter. The work is expected to be completed soon. The contract to install the new roof is less than the remaining half of the original roofing contract.

COUNTY POSITIONS: Information on open county positions, including the Director of Finance and the Director of Water and Sewer positions mentioned above, can be found on the Greene County website at the link below:

<https://www.greencountyva.gov/government/depts/administration/employment>

Respectfully submitted,
Brenda G. Garton
Interim County Administrator