

**HIGHLAND COUNTY BOARD OF SUPERVISORS  
HIGHLAND MODULAR CONFERENCE CENTER  
SPRUCE STREET / HIGHLAND CENTER DRIVE  
MONTEREY, VIRGINIA**

**AGENDA  
DECEMBER 7, 2021  
7:30 PM**

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**A. GENERAL**

7:30 Call Meeting to Order

**B. PRESENTATION**

7:31 Matt Ratcliffe  
Bolar Volunteer Rescue Squad

**C. PUBLIC COMMENTS:**

*Public Comments on the following Agenda Items for Action, Discussion, Review or Information*

**D. ITEMS FOR ACTION, DISCUSSION, REVIEW OR INFORMATION**

Item 1. **Highland County Public Schools**  
Review a request from the Highland County School Board to transfer \$80,674.79 SFSP FY 2020-2021 Cafeteria Funds to the School Capital Improvement Fund

Item 2. **Transient Occupancy Tax Ordinance**  
Discuss scheduling a public hearing for the January regular meeting to amend the Ordinance to comply with State Code

Item 3. **Voting Polling Places**  
Discuss options for Wilson's Mill and Head Waters

Item 4. **Old Business**  
a. Dominion Pipeline Easements – Update  
b. Wireless Telecommunications Tower Facilities – Discuss Resolution  
c. CARES Funding

Item 5. **New Business**

**D. ITEMS FOR ACTION, DISCUSSION, REVIEW OR INFORMATION-continued**

Item 6. **County Administrator's Reports, Requests and Recommendations**

Item 7. **Board Comments**

Item 8. **Consent Agenda**

- a. Warrants - Accounts Payable for November 2021
- b. Adopt a Resolution to set the appropriations for the General Fund for December 2021

Item 9. **Open Public Comments**

*The public comment period is an opportunity for citizens to address comments to the Board concerning the services, policies and affairs of the County. There is a five (5) minute time limit per speaker.*

Item 10. **Closed Meeting** (See Next Page)

- 2.2-3711 (A) (1) Personnel (as needed)
- 2.2-3711 (A) (3) Property (as needed)
- 2.2-3711 (A) (5) Prospective Business (as needed)
- 2.2-3711 (A) (7) Legal – (as needed)
- 2.2-3711 (A) (8) Legal Advice – (as needed)
- 2.2-3711 (A) (29) Contract – (as needed)

Item 11. **Adjourn / Recess**

## BOARD INFORMATION

### MOTION TO GO INTO CLOSED MEETING:

#### Personnel:

I move that the Board of Supervisors convene in closed meeting to discuss (*select one of the following – assignment, duties, promotion, performance, discipline, dismissal or resignation*) of a specific employee pursuant to the personnel exemption at § 2.2-3711 (A) (1) of the Code of Virginia.

#### Prospective Business:

I move that the Board of Supervisors convene in closed session to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community pursuant to the prospective business exemption at § 2.2-3711 (A) (5) of the Code of Virginia.

#### Legal:

I move that the Board of Supervisors convene in closed session to meet with legal counsel about probable (*or actual*) litigation pursuant to the consultation with legal counsel exemption at § 2.2-3711 (A) (7) of the Code of Virginia.

OR

I move that the Board of Supervisors convene in closed session to meet with legal counsel about specific legal matters requiring legal advice by such counsel pursuant to the consultation with legal counsel exemption at § 2.2-3711 (A) (8) of the Code of Virginia.

#### Contract:

I move that the Board of Supervisors convene in closed session to discuss the award of a public contract involving the expenditure of public funds including discussion of the terms or scope of such contract, where such discussion in open session would adversely affect the bargaining position or negotiating strategy of the public body pursuant to the contract exemption at § 2.2-3711 (A) (29) of the Code of Virginia.

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### MOTION TO COME OUT OF CLOSED MEETING:

***(Chairman reconvenes in an open meeting and the following motion is made:)***

I move that the Board certify that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements,  
and
2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board of Supervisors.

***(Motion is seconded by a Board member)***

**Roll Call Vote**

## **REMINDERS**

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### **NEXT MEETING(S):**

Monthly Work Session  
December 15, 2021 (Wednesday)  
7:30 p.m.  
Highland Modular Conference Center

### **BOARDS AND COMMISSIONS:**

The following boards / commissions have current vacancies:

#### **RECREATION COMMISSION**

None

#### **BOARD OF BUILDING CODE APPEALS**

None

#### **BOARD OF ZONING APPEALS**

One (1) vacancy                      Term expired June 30, 2020

#### **ECONOMIC DEVELOPMENT AUTHORITY**

None

#### **PLANNING COMMISSION**

None

## TABLED / UNDER ADVISEMENT

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### **ITEMS CURRENTLY TABLED OR UNDER ADVISEMENT:** (from prior meetings)

1. Planning Commission Proposed Amendment to the Zoning Ordinance  
Proposal to add a new §713 to address oil and gas mining and  
transmission lines in the County  
Adopted by the Planning Commission: February 12, 2015
  
2. Central Shenandoah EMS Council  
Request for appointment of an individual to represent Highland County  
on the CSEMS Council Board of Directors  
Tabled July 3, 2018
  
3. Robinson, Farmer, Cox  
Conflict of interest policies  
Action – County Attorney reviewing  
Tabled August 21, 2019
  
4. Comprehensive Plan – Transportation Section  
Review information from the Highland County Planning Commission  
(along with the Central Shenandoah Planning District Commission and  
VDOT) in regard to updating the Transportation Section of the  
Comprehensive Plan Tabled May 4, 2021
  
5. Central Shenandoah Hazard Mitigation Plan  
Request from CSPDC for adoption of a resolution approving the plan  
Tabled June 1, 2021 for review by County Attorney
  
6. Highland County Emergency Medical Services Ordinance  
Tabled June 16, 2021
  
7. Highland County Volunteer Rescue Squad  
Request from HCVRS to retitle all vehicles in the name of HCVRS  
only and remove all vehicles from the county's insurance policy  
Tabled June 29, 2021

## PENDING

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### **ACTION NEEDED – PENDING – INFORMATION:**

(from prior meetings)

1. PENDING:
  - a. Personnel Policy
  - b. Capital Improvement Plan – Develop