

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

**AGENDA  
JUNE 6, 2023  
7:30 PM**

---

**A. GENERAL**

7:30 Call Meeting to Order

**B. PRESENTATIONS**

7:31 Rural Community Development Initiative (RCDI)  
Update from RCDI Representatives

Chris Swecker  
Update on VTC Grant

**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. **Transient Occupancy Tax Ordinance**  
Review proposed update to Ordinance

Item 2. **PHI Cares**  
Review service agreement renewal proposal

Item 3. **July 4<sup>th</sup> Holiday**  
Review recommendation from Circuit Court Judge for adding July 3 as a holiday

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

- Item 4. **FY 23 Close-Out Meeting and Budget Amendment**  
Schedule a date and time for the yearly close-out meeting and budget amendment
- Item 5. **Highland County Volunteer Fire Department**  
Review a request from HCVFD for a loan from the county's Revolving Loan fund for \$125,000 to complete the purchase of a new pumper tanker
- Item 6. **Old Business**  
a. Hayfield Farm Acquisition  
Update on DEQ Environmental Impact Report
- Item 7. **New Business**
- Item 8. **County Administrator's Reports, Requests and Recommendations**
- Item 9. **Board Comments**
- Item 10. **Consent Agenda**  
a. Warrants - Accounts Payable for May 2023  
b. Adopt a Resolution to set the appropriations for the General Fund for June 2023
- Item 11. **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 12. **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 13. **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 contact exemption at § 2.2-3711 (A) (29) of the Code of Virginia.

\*\*\*\*\*

### 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

---

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

Monthly Work Session  
June 21, 2023 (Wednesday)  
7:30 p.m.  
Highland Modular Conference Center

### **BOARDS AND COMMISSIONS:**

The following boards / commissions have current vacancies:

#### **RECREATION COMMISSION**

One (1) vacancy                      Term expired December 31, 2021

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

None

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

One (1) vacancy                      Term expired June 30, 2020  
One (1) vacancy                      Term expired June 30, 2021  
One (1) vacancy                      Term expires June 30, 2023

#### **ECONOMIC DEVELOPMENT AUTHORITY**

None

#### **PLANNING COMMISSION**

None

## TABLED / UNDER ADVISEMENT

---

---

### **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. 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

---

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

(from prior meetings)

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