

**FLUVANNA COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING AND REGULAR MEETING MINUTES
Circuit Court Room
September 7, 2016
Regular Meeting 4:00 pm**

MEMBERS PRESENT: Mike Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Donald W. Weaver, Cunningham District
Tony O'Brien, Rivanna District (*arrived at 4:45pm*)

MEMBERS ABSENT: None.

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chair Sheridan called to order the Regular Meeting of Wednesday September 7, 2016, at 4:01pm, in the Circuit Courtroom in Palmyra, Virginia. After the Pledge of Allegiance was recited, Chair Sheridan called for a moment of silence.

ADOPTION OF AGENDA

Mrs. Booker asked to add discussion about Dog Barking in the County to Unfinished Business after which the Agenda was adopted with no further discussion.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- 2016 County Staff P.R.I.D.E. In Public Service Award Recipients
 - "P.R.I.D.E. in Public Service" Award, \$500 Bonus: Deputy Patrick Wood, Sheriff's Office
 - Pride recognition runner-ups, \$250 Bonus: Cheryl Elliott, Emergency Services Coordinator, Deputy Tyler Thornton, Sheriff's Office, Florin Moldovan & John Vaughan, Building Inspections, Malinda Payne, Parks & Recreation, William Shaw, Public Works.
- Annual Employee Recognition Dinner
 - Day/Date: Thursday, October 6, 2016
 - Location: Cunningham Creek Winery
 - Time: 4:00 - 6:00 pm
 - Formal Presentations: 2016 P.R.I.D.E. In Public Service Awards, Annual Service Awards
 - Dinner Served: 4:30 - 5:30 pm
 - Award Presentations: 5:00 pm
- Recognition from Congressman Hurt: For Fluvanna County and our Library for hosting "Local Office Hours" for constituents
- Business Spotlight: Willow Hill Family Farm LLC
 - Web: <http://www.willowhillfamilyfarm.com>
 - Owners: Meredith and Bryan Aycok
 - Description: A small, pasture-based/grass-fed meat and spray-free, GMO-free produce and hop farm. We offer a seasonal *CSA membership and our products are also available on-farm and at the Fluvanna County Farmer's Market. *CSA (*Community Supported Agriculture*) is a way for consumers to buy local, seasonal food, directly from their farmer.
- Citizen Concern - Leash/Barking Dog Laws
 - Leash laws for animals at large in Lake Monticello; would like to see a similar exception to the leash laws in neighborhoods like Sycamore Square or other neighborhoods of similar population densities. Requests that regulations against EXCESSIVE barking be put in place, at least in the more densely populated areas.
- Economic Development Roundtable
 - BOS Work Session to get Board direction – Oct 19 at 4:00 pm
 - TASKS:
 1. Draft County ordinance on public utilities (Complete Mar 2017)
 2. How to handle W/S system – Authority, Department, District?
 3. Connection Fee policy options
 4. Who may/must connect
 5. Water and Sewer Master Plan
 6. Review the Hanover County option and processes
 7. Water and Sewer Construction Policies
 8. Economic Development Incentives policy options
 9. "Steps Outline" (education process) for developers, new businesses, and land owners
 10. Property Inventory (talk with ZXR owners)
 11. How many homes within 300ft? Calculate potential usage.
- Elected Officials Breakfast: Scheduled for Tuesday, Sep 20th, 8:30 am, Library, Agenda/Discussion items to Jason Smith for consolidation
- Acting County Administrator – Sep 9-18: Eric Dahl

➤ Next Meetings:

- Wed, Sep 21, 4:00 PM, Work Session, Morris Room
- Wed, Sep 21, 7:00 PM, Regular Meeting, Courtroom
- Wed, Oct 5, 4:00 PM, Regular Meeting, Courtroom
- Wed, Oct 19, 4:00 PM, Work Session, Morris Room; 7:00 PM, Regular Meeting, Courtroom
- Wed, Nov 2, 4:00 PM, Regular Meeting, Courtroom

BOARD OF SUPERVISORS UPDATE

Booker—None.

Eager—Red Rocker Candy with Congressman Hurt, Economic Roundtable, Farm Bureau Annual Dinner and Meeting, O'Brien—*absent*.

Sheridan—Dunk Tank at County Fair,

Weaver—Landfill.

PUBLIC COMMENTS #1

At 4:21pm, Chair Sheridan opened the first round of Public Comment.

There being no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:21pm.

PUBLIC HEARINGS

None.

ACTION MATTERS

FY17 Staff Pay Plan – Steve Nichols, County Administrator, brought forward a request to approve an amended FY17 Staff Pay Plan. The FY17 Budget included \$116,194 for the Staff Pay Plan, supported by \$29,000 in revenue from the State to help fund a required 2% salary increase for Social Services and Constitutional Officers staff, effective in December 2016. Mr. Nichols reminded the Board that the 2% increase from the Commonwealth was contingent upon the Commonwealth meeting specific revenue goals; however, State revenue goals were not been met and the budgeted \$29,000 in State funding is not available for FY17. Eliminating the \$29,000 from the Commonwealth, the County has \$87,194 designated in the approved FY17 budget for the Staff Pay Plan.

Following discussion,

MOTION

Mrs. Eager moved the Board of Supervisors approve a budget amendment to decrease FY17 State funding by \$29,000 and decrease the FY17 Staff Pay Plan by \$29,000 due to elimination of state-supported funding for Social Services and Constitutional Offices pay raises. Mr. Weaver offered second and the motion passed 4-0. AYE: Sheridan, Booker, Eager, and Weaver. NAY: None. ABSENT: O'Brien.

Mrs. Booker moved the Board of Supervisors approve an updated FY17 Pay Plan, Option A, with a transfer of \$13,740 in additional funding to come from FY17 BOS Contingency. With no second, the motion died.

Mrs. Eager moved the Board of Supervisors approve an updated FY17 Pay Plan, Option C, with an amount not exceed \$87,194 in budgeted funds. Mr. Weaver seconded and the motion failed 2-2. AYE: Eager and Weaver. NAY: Sheridan and Weaver. ABSENT: O'Brien.

Seeking direction from the Board, Mr. Nichols asked how the Board would like to proceed. Chair Sheridan directed the item be placed on the agenda for the September 21, 2016 Board of Supervisors meeting.

Mr. O'Brien arrived at 4:45pm.

NCT Tower Site Agreement for VFW Site—Cheryl Elliott, Emergency Services Coordinator, brought forward a request to approve a contract with National Communications Towers to build a communication tower at the VFW Scottsville Post #8169. With the construction of the new county-owned E911 radio project communications towers, only this VFW site of the six-site design will be co-located on a commercial tower, requiring an annual lease arrangement with the tower owner. NCT is willing build a 250' tower in exchange for \$18,000/year lease, saving the County the capital outlay of ~ \$375,000.

Following general discussion of the merits of building versus leasing,

MOTION

Mrs. Eager moved that the Board of Supervisors approve the "Tower Site Agreement for Communications Tower Located at VFW Scottsville Post #8169" between National Communications Towers (NCT) and Fluvanna County, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Mrs. Eager moved to waive all County-assessed fees associated with the amended SUP and construction of the Communications Tower, located at VFW Scottsville, amounting to approximately \$ 3,225. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Financial Advisor Contract—Cyndi Toler, Purchasing Officer, presented a contract for Financial Advisor. Mrs. Toler noted that on August 1, 2016, an RFP was issued seeking Financial Advisor services for the county as the previous contract had expired. The RFP closed on August 15; Raymond, James & Associates where the only firm to submit a proposal. After a review of the

proposal, the county history with this firm, and rate comparisons with other entities using this firm, it was determined that the negotiated rate is fair and reasonable.

Following general discussion,

MOTION

Mrs. Booker moved that the Board of Supervisors approve the contract between Fluvanna County and Raymond, James & Associates, Inc. to provide on-call financial advisory services as needed by the County, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney. Mrs. Eager seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Fluvanna Rescue Building Maintenance Funding—Eric Dahl, Deputy County Administrator/Finance Director, offered an update on necessary repairs and maintenance to the Palmyra Rescue Building. Outlining the extensive amount of work to be undertaken, Mr. Dahl requested the Board transfer \$50,000 from the CRM Fund budget and fund a new Capital Improvement Project, Palmyra Rescue Building Repairs.

MOTION

Mrs. Eager moved the Board of Supervisors approve an FY17 transfer of \$50,000.00 from the Capital Reserve Maintenance Fund Budget to a new FY17 Capital Improvements Project for repairs to the Palmyra Rescue Building. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

FY17 Ambulance CIP Funding—Eric Dahl, Deputy County Administrator and Finance Director, asked the Board to consider a request to approve a \$39,000 supplemental appropriation from Unassigned Fund Balance in order to purchase and repair County ambulances.

MOTION

Mrs. Booker moved the Board of Supervisors approve a supplemental appropriation of \$39,000.00 from the Unassigned Fund Balance to the FY17 Capital Improvements Budget for Ambulance replacement. Mr. O'Brien offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Ambulance Purchase and Re-Chassis—Cyndi Toler, Purchasing Officer, following the request by Mr. Dahl to fund the purchase and repair of two County ambulances, brought forth a purchase agreement to purchase one ambulance and to re-chassis a second. Mrs. Toler noted the current status of rescue vehicles:

- Ambulance #45 has been damaged and will require a re-chassis.
- Ambulance #47 has electrical issues, #48 has mechanical issues making both unreliable and mostly unusable.
- If more than (1) ambulance is needed, the county has had to borrow an ambulance from either Lake Monticello or other jurisdictions, most recently from Buckingham County.

To alleviate the stresses of being underequipped, Staff recommended the following:

- Trade #'s 47 & 48 for \$25,000 each,
- Re-chassis ambulance #45 for \$115,261.00,
- Purchase (1) new ambulance for \$218,603.00.

Mrs. Toler remarked that if approved, this plan provides the county with 3 dependable working ambulances.

With little discussion,

MOTION

Mr. O'Brien moved the Board of Supervisors approve an ambulance purchase from Northwestern Emergency Vehicles, Inc., totaling \$193,603.00, including a credit of \$25,000.00 for trade-in of Fork Union Unit #47, and further authorize the County Administrator to execute the agreement, subject to approval as to form by the County Attorney. Mr. Weaver offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

and

Mr. O'Brien moved the Board of Supervisors approve the purchase of the re-chassis of ambulance #45 from Northwestern Emergency Vehicles, Inc., totaling \$90,261.00, including a credit of \$25,000.00 for the trade-in of Kents Store Unit #48, and further authorize the County Administrator to execute the agreement, subject to approval as to form by the County Attorney. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

PRESENTATIONS

TJPDC Legislative Update—David Blount, TJPDC Legislative Liaison, gave an overview of 2016 Legislative activities. Highlights of the update included:

- Public education funding
- Equalized revenue authority
- State mandates and funding obligations
- Transportation
- Water quality
- Land use and growth management

Mr. Blount invited continued Board input and feedback, in order to facilitate discussion among elected officials.

2016 Fluvanna County Fair Results – Aaron Spitzer, Parks and Recreation Director, briefed the Board on the 2016 County Fair, noting that the County made a small profit (\$5,882.02) and attendance was comparable to 2015. Of particular note, Mr. Spitzer reported that Valley Amusements Carnival opened the rides between noon and 2:00pm on Friday, August 19 to area

youth and adults with special needs. There were approximately 50 participants, at which EW Thomas provided meals for the children and carnival staff. Wade Parrish, the Fluvanna County Public Schools, and Parks and Recreation partnered together to provide this unique experience.

CONSENT AGENDA

The following items were discussed before approval:

FY17 County Administrator Pay Increase—Gail Parrish, Human Resources Manager --DEFERRED

The following items were approved under the Consent Agenda:

Minutes of the August 17, 2016—Kelly Belanger Harris, Clerk to the Board

FY17 FCPS CTE Supplemental Appropriation—Martin Brookhart, Management Analyst

Walmart Community Grant Program—Andrea Gaines, E911 Communications Director

MOTION

Mrs. Eager moved to approve the items on the Consent Agenda for September 7, 2016. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

UNFINISHED BUSINESS

Land Use Program Policies and Procedures—Steven M. Nichols, County Administrator, requested the Board formalize support for the Land Use Valuation program currently in force by affirming the program as is, or modifying as it sees fit.

MOTION

Mrs. Eager moved to affirm and retain current Fluvanna County Land Use Program ordinances, policies, and procedures. Mr. Weaver offered second.

Before the vote was taken, Mr. O’Brien called for discussion. Mr. O’Brien then noted that he had inquired of the Commissioner of Revenue, Mr. Andrew M. Sheridan, seventeen questions related to the rules and procedures of the program, as well as the enforcement of the program in the County. Mr. O’Brien questioned the legitimacy of several Board members’ participation in the program, and asked that any supervisor currently receiving benefit from the program recuse themselves from any vote affirming the continuation of the program.

Mr. O’Brien questioned whether the fact that Chair Sheridan is the brother of the Commissioner of the Revenue, Mr. Andrew M. Sheridan, is a conflict of interest. Mr. Payne, County Attorney indicated that because Chair Sheridan and the Commissioner of the Revenue do not live in the same dwelling there is no conflict.

After discussion ended, the motion was approved 3-2. AYE: Sheridan, Eager, & Weaver. NAY: Booker & O’Brien. ABSENT: None.

NEW BUSINESS

None.

PUBLIC COMMENTS #2

At 6:14pm, Chair Sheridan opened the floor for the second round of public comments.

With no one else wishing to speak, Chair Sheridan closed the second round of public comments at 6:14pm.

ADJOURN

MOTION:

At 6:15pm, Mr. Weaver moved to adjourn the meeting of Wednesday, September 7, 2016. Mrs. Eager seconded and the motion carried with a vote of 5-0. AYE: Sheridan, Booker, Eager, & Weaver. NAY: None. ABSENT: O’Brien.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair