



FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA FOR REGULAR MEETING

Circuit Courtroom, Fluvanna Courts Building

February 20, 2013, 7:00 pm

(and Budget Work Session with FCPS and for CIP)

TAB AGENDA ITEMS

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

2 - COUNTY ADMINISTRATOR'S REPORT

3 - PUBLIC COMMENTS #1 (5 minutes each)

4 - PUBLIC HEARING

None

5 - ACTION MATTERS

- U Elimination of the Economic Development Commission – Mr. Robert Popowicz, Community and Development Coordinator
 - V Replace of Animal Control Vehicle – Col Eric Hess, Sheriff's Department
 - W Contract between Town of Columbia and the County – Mrs. Pat Groot, Grants Administrator and Chair of Columbia Task Force
-

6 - PRESENTATIONS (normally not to exceed 10 minutes each)

None

7 - CONSENT AGENDA

- X Minutes of February 06, 2013 – Mary Weaver, Clerk to the Board
 - YZ Minutes of February 13, 2013 – Mary Weaver, Clerk to the Board
-

8 - ACCOUNTS PAYABLE / BUDGET REPORT

None

9 - UNFINISHED BUSINESS

None

10 - NEW BUSINESS

None

11 – BUDGET WORK SESSION

- A Budget Work Session with FCPS – Ms. Gena Keller, School Superintendent
 - B Capital Improvements Plan (CIP) – Mr. Eric Dahl, Budget Analyst
-

12 - PUBLIC COMMENTS #2 (5 minutes each)

13 - CLOSED MEETING

None

14 – ADJOURN

County Administrator Review

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

PUBLIC HEARING RULES OF PROCEDURE

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: February 6, 2013

SUBJECT:	Elimination of the Economic Development Commission
MOTION(s):	I move the Board of Supervisors eliminate the Economic Development Commission since the Commission has served their intended purpose prior to the hiring of a full-time Economic Development Director, with such elimination to be effective immediately.
STAFF CONTACT:	Mr. Steven M. Nichols, County Administrator
RECOMMENDATION:	Approve
TIMING:	Immediate
DISCUSSION:	A. Recommend eliminate the EDC function. B. The active members of the EDC will be offered an opportunity to support the formally chartered Economic Development Authority (EDA).
FISCAL IMPLICATIONS:	N/A
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	N/A
ENCLOSURES:	

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: 02/20/13

SUBJECT:	FY13 Animal Control Truck Replacement
MOTION(s):	I move the Board of Supervisors approve a budget transfer for \$30,000 from Debt Service for Patrol Vehicle's to the Capital Fund Patrol Vehicle line in the FY13 budget.
STAFF CONTACT:	Col. E. Hess or Eric Dahl
RECOMMENDATION:	Approve
TIMING:	Routine
DISCUSSION:	The FY13 Adopted Budget included \$125,000 in the Debt Service Fund for the lease payments of the eight Patrol Vehicles purchased. The actual lease payment in FY13 is \$87,326, providing a savings of \$37,674. It is recommended that the current Animal Control 2006 F-150 be replaced for a new model. The price estimate to purchase and equip the new truck would cost \$30,000. The current Animal Control vehicle is becoming costly to repair and has high mileage.
FISCAL IMPLICATIONS:	The FY13 Debt Service budget will decrease \$30,000 and the Capital Fund Patrol Vehicle budget will increase \$30,000.
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Memo regarding Animal Control vehicle.



FLUVANNA COUNTY SHERIFF'S OFFICE
SHERIFF RYANT L. WASHINGTON

P. O. BOX 113; PALMYRA, VA 22963
 PHONE (434) 589-8211 FAX (434) 589-6594



MEMORANDUM

Date: February 4, 2013
To: Sheriff
From: Col. E. Hess
Subject: Replacement of ACO Truck

Sheriff,

It is my recommendation that we replace the ACO's 2006, F -150 truck for the following reasons.

- Repairs for last 6 months have come to \$2,042.09.
- Vehicle currently has 107,184 miles
- Vehicle suspension is very poor condition.
- Vehicle is only 4X2 cannot access some areas of the County.
- Vehicle would be well suited for landfill or P&R.

The state eVA price for F-150 ext. Cab short bed 4X4 is	\$23,214.
Camper shell and bed liner	\$1,500.
Striping package	\$ 550.
Lighting Package	\$600.
Console, Siren switch box and Speaker	\$1,087.
Push Bumper	\$ 679.
Instillation of Equipment	\$ 1,900.
 Estimate total	 \$29,530.

Only vehicle price is on contract, all other prices are estimates, based on catalog prices of similar products we currently use and the cost for past equipment instillation. In my opinion these prices are +/- \$500.00.

Fluvanna County Sheriff's Office
 718 Thomas Jefferson Parkway
 Post Office Box 113; Palmyra, Virginia 22963
 Emergency: 911
 Non-Emergency: (ph) 434-589-8211; (fax) 434-589-6594
 Administration: (ph) 434-591-2013; (fax) 434-591-2012

West River Auto
3483 West River Ave
Scottsville, VA 24590-
(434) 286-2276



INVOICE

Page 1

Customer
FLUVANNA COUNTY SHERIFFS DEPT 160 COMMONS BLVD. PALMYRA, VA 22963
Home Phone: (434) 589-6594 Tax Exempt No: 123654

Vehicle
2006 FORD F-150 FI, GAS, VIN: 2
VIN: 1FTRF122X6NA19071 Odometer: 99,135 License Plate: 122 2481

Ref No: 28999	PO No:	Date: 9/18/2012 6:29 PM
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No	Mfr	Item No	Description	Qty	Unit	Core	Total
1	P	AF1615	AIR FILTER	1	\$19.14		\$19.14
2	P	5L3Z85E212*TB	R/SIDE CONVERTER	1	\$1,120.86		\$1,120.86
3	L		R/R R/SIDE CONVERTER	1.7	\$48.00		\$81.60
4	L		R/R POWER STEERING PUMP	1.5	\$48.00		\$72.00
5	P	7L3Z*3A674	POWER STEERING PUMP	1	\$168.57		\$168.57
6	P	5L3Z3A73	POWER STEERING PULLEY	1	\$41.42		\$41.42
7	P	PSF	POWER STEERING FLUID	2	\$2.49		\$4.98

ORG # 10031000 OBJECT # 403310 AMOUNT \$1,511.07

[Signature] 9/18/12

SIGNATURE DATE

PAID IN _____ SIGNATURE _____ DATE _____

TERMS: A finance charge is made on all past due accounts at the rate of 2% per month (24% per annum) on the unpaid balance. In the event this and/or other invoices are referred to an attorney or agency for collection, the undersigned agrees to pay all costs of collection, including a reasonable attorney's fee.

Total Parts:	\$1,354.97
Total Labor:	\$153.60
Total Other:	\$0.00
Supplies:	\$2.50
Har Mat:	\$0.00
Discount:	\$0.00
Sub-Total:	\$1,511.07
Sales Tax @ 0%:	\$0.00
TOTAL:	\$1,511.07

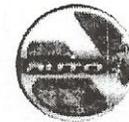
Received By: [Signature]

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Printed 9/18/2012 6:30 PM

ent. 10-2-2012

West River Auto
3483 West River Ave
Scottsville, VA 24590-
(434) 286-2276



INVOICE

Page 1

Customer

FLUVANNIA COUNTY SHERIFFS DEPT
 160 COMMONS BLVD.
 PALMYRA, VA 22963

Home Phone: (434) 589-6594
 Tax Exempt No. 123654

Vehicle

2006 FORD F-150 V6, 4.2, FI, GAS, VIN: 2

VIN: 1FTRF122X6NA39071
 Odometer: 99,135
 License Plate: 122-269L

Ref No: 29091 PO No: Date: 10/4/2012 2:16 PM

No	Mfr	Item No	Description	Qty	List	Core	Total
1		XL12*6C004*AA	CYLINDER HEAD TEMPERATURE SENSOR	1	\$26.20		\$26.20
2			R/R CHT SENSOR	0.5	\$48.00		\$24.00
3		4989	THERMOSTAT AND GASKET	1	\$17.51		\$17.51
4			R/R THERMOSTAT	0.5	\$48.00		\$24.00
5		SP504	SPARK PLUGS	6	\$6.83		\$40.98
6			REPLACED SPARK PLUGS	1	\$48.00		\$48.00



INVOICE CERTIFICATION

ORG # OBJECT # AMOUNT
10031000 403310 \$180.69

SIGNATURE _____ DATE 10/5/12
 SIGNATURE [Signature] DATE _____

PAID IN CASH

TERMS: A finance charge is made on all past due accounts at the rate of 2% per month (24% per annum) on the unpaid balance. In the event this and/or other invoices are referred to an attorney or agency for collection, the undersigned agrees to pay all costs of collection, including a reasonable attorney's fee.

Total Parts:	\$84.69
Total Labor:	\$96.00
Total Other:	\$0.00
Supplies:	\$0.00
Haz Mat:	\$0.00
Discount:	\$0.00
Sub-Total:	\$180.69
Sales Tax @ 5%:	\$0.00
TOTAL:	\$180.69

Received By: [Signature]

ENT
 10-5-2012



AUTO PARTS

600005179
CHARLOTTESVILLE AUTO PARTS INC
1240 HARRIS STREET
CHARLOTTESVILLE, VA 22903
(434) 295-0171

Time: 10:58
Date: 01/28/2013
Page: 1/1

Invoice Number 796726



2766
FLUVANNA COUNTY SHERIFFS OFFIC
PO BOX 113
PALMYRA, VA 22963-0113

Employee: 33 , BEN
Sales Rep: 10 , AVERY
Accounting Day: 28

Y
OCR
6000051797967264
Y

Part Number	Line	Description	Quantity	Price	Net	Total
UP-7916-M	UP	2006 Ford Truck F150 1/2 Ton - Pickup				
48880180	UP	Brake Pads - Rear, Ultra Premium -	1.00	87.44	45.9100	45.91
SE5410	NB	Brake Rotor Only - Front - Premium	2.00	85.24	53.2800	106.56
SE5410	CAL	Caliper w/ Hardware - Left Rear	1.00	94.90	51.9900	51.99
3595	CAL	Core Deposit	1.00	27.50	27.5000	27.50
	FIL	Fuel Filter (Gold), Fuel (Complete)	3.00	20.90	10.9800	32.94

Delivery:
Attention:
Tax Exemption: APPROVED
PO#:
Terms: NET 10TH

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE



INVOICE CERTIFICATION

Subtotal 264.90
TAXTABLE 6 5.0000% 0.00

Total 264.90
Charge Sale 264.90

ORG # OBJECT # AMOUNT

CUSTOMER COPY
~~10035000 406009 # 231.96~~ - Animal Control
~~10031000 406009 # 32.94~~ - FCSD - Ent.

SIGNATURE

DATE

SIGNATURE

DATE

78.85
ACC

1-30-2013



AUTO PARTS

STORL

600005179
CHARLOTTESVILLE AUTO PARTS INC
1240 HARRIS STREET
CHARLOTTESVILLE, VA 22903
(434) 295-0171

Time: 13:41
Date: 01/29/2013
Page: 1/1

Invoice Number 797207



2766
FLUVANNA COUNTY SHERIFFS OFFIC
PO BOX 113
PALMYRA, VA 22963-0113

Employee: 11 , EARLY
Sales Rep: 10 , AVERY
Accounting Day: 29

Y
OCR
6000051797972070
Y

SOLD TO

Part Number	Line	Description	Quantity	Price	Net	Total
48880180	NB	BRAKE ROTOR ONLY	-2.00	85.24	53.2800	106.56 CR
		This item was purchased on invoice # 796726		01/28/2013		
			-1.00	7.62	7.6200	7.62 CR D
TS-10815	TS	Core Deposit				
		This item was purchased on invoice # 795255		01/22/2013		
		2006 Ford Truck F150 1/2 Ton - Pickup 4.2 L	4.2	256 CID V6		
4N-9291	NNE	Starter - New	1.00	301.81	194.0000	194.00
48880182	NB	Brake Rotor Only - Rear - Premium	2.00	61.98	38.7400	77.48

Delivery:
Attention:
Tax Exemption: APPROVED
PO#:
Terms: NET 10TH

Subtotal 157.30
TAXTABLE 6 5.0000% 0.00

Total 157.30
Charge Sale 157.30

27748
ACO

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE



INVOICE CERTIFICATION

ORG# CUSTOMER CODE OBJECT# AMOUNT

10035000 406009 \$157.30

Animal Control

ent 1-30-2013

SIGNATURE

DATE

SIGNATURE

DATE

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: February 20, 2013

SUBJECT:	Contract between Town of Columbia and the County
MOTION(s):	I move to adopt the attached Cooperative Services Agreement between the County and the Town of Columbia in accordance with § 15.2-2218 of the Virginia Code.
STAFF CONTACT:	Pat Groot, Grants Administrator and Chair of Columbia Task Force
RECOMMENDATION:	Adopt agreement
TIMING:	Routine
DISCUSSION:	<p>The attached agreement is a product of multiple discussions held with the Columbia Task Force, Columbia Town Council, County staff, Thomas Jefferson Planning District Commission staff and the County attorney. The challenges facing the Town are complex. Solutions to those challenges are equally complex. Adopting the attached agreement is an effort to address some of those challenges.</p> <p>The agreement addresses:</p> <ul style="list-style-type: none">• Collection and enforcement of taxes and other assessments,• Planning Commission of the County to serve the Town,• Provision of planning and code enforcement services, and• Other County services provided by County officers and employees, including the County attorney. <p>The authority for the County Planning Commission to serve as the Town's Planning Commission and for County employees to jointly serve the County and the Town is found in the following sections of the Virginia Code:</p> <p><i>§ 15.2-2218. County planning commission serving as commission of town.</i></p> <p><i>The governing body of any town may designate, with the consent of the governing body of a contiguous county, by ordinance, the county planning commission as the local planning commission of the town.</i></p> <p><i>A county commission designated as a town commission shall have all the powers and duties granted under this chapter to a local planning commission.</i></p> <p><i>Any town designating a county commission as its local planning commission may contract annually to pay the county a proportionate part of the expenses properly chargeable for the planning service rendered the town, and any such payments may be appropriated to the county planning commission in addition to any funds budgeted for planning purposes.</i></p> <p><i>§ 15.2-1513. Joint local government employees permitted.</i></p> <p><i>Localities may jointly employ or share the services of any person. Persons so employed may include officers as well as other employees.</i></p>

	<p><i>§ 15.2-1514. Exercise of powers and duties.</i></p> <p><i>Every person employed under § 15.2-1513 shall exercise in each of such localities all the powers conferred and duties imposed upon such person by law or by contract.</i></p> <p><i>§ 15.2-1515. Compensation, benefits and liability insurance of such persons.</i></p> <p><i>Every person employed under § 15.2-1513, for purposes of salary, retirement, and other employee benefits, public liability insurance and bonds, when required, shall be considered the employee of one locality. The share of the costs of salary, retirement, and other employee benefits and expenses for the jointly employed person shall be paid to the primary employing locality by the other localities using the services of such person in the manner and amount agreed upon.</i></p> <p><i>Such employment may be pursuant to written or unwritten agreement between or among the employing localities containing such other terms and conditions as agreed upon.</i></p>
<p>FISCAL IMPLICATIONS:</p>	<ul style="list-style-type: none"> • The fiscal impact is estimated to be minimal as assistance will be provided as part of the daily tasks already conducted by County employees. • The time needed to assist Columbia with routine matters will be monitored and in the event the time spent rises to the level of unreasonable interference with the provision of services to the County then the parties involved will craft a solution. • According to the agreement, tasks beyond routine matters will be offered to the Town on a fee basis. The agreement stipulates the Town will be given advance notice of any costs before any work is done. • The agreement stipulates payment of an administrative fee in an amount agreed upon between the Town and the Treasurer of the County will be made for services related to the collection and enforcement of taxes and other assessments.
<p>POLICY IMPLICATIONS:</p>	<ul style="list-style-type: none"> • The agreement is intended to assist the Town of Columbia in improving living conditions, increasing tax collections, and assisting with future planning. • The Columbia Task Force has reviewed the agreement and did suggest the agreement not restrict the Board of Supervisors from exercising their discretion to waive fees charged to the Town. • The agreement includes terms for automatic renewal or termination.
<p>LEGISLATIVE HISTORY:</p>	<p>05-18-2011 Columbia Task Force Charter approved by the BOS</p> <p>08-03-2011 BOS accepted administration of the DHCD Community Development Block Grant Planning grant; and approved a \$3,000.00 donation to the Town of Columbia, to cover their contribution, as part of the DHCD Construction Grant</p> <p>10-05-2012 BOS requests the County Administrator in cooperation with the</p>

	<p>County Attorney to:</p> <ul style="list-style-type: none">• prepare the required documents for consideration of the Board to collect and enforce Town Taxation• draft an agreement with the Town of Columbia to share a Planning commission under VA code §15.2-2218• draft an ordinance and initiate the process to enable the relationship with the Planning Commission.• draft an agreement with the Town of Columbia to share services, offered by the County Planning and Community Development Department, including enforcement of selected Town Ordinances.
ENCLOSURE:	Draft Cooperative Services Agreement

COOPERATIVE SERVICES AGREEMENT

This agreement, made as of the ____ day of _____, 2013, by and between the **County of Fluvanna**, a political subdivision of the Commonwealth of Virginia, (“the County”), and the **Town of Columbia**, a municipal corporation and political subdivision of the Commonwealth of Virginia (“the Town”),

WITNESSETH:

WHEREAS the Town is a municipal corporation located within the limits of the County;
and

WHEREAS the Town desires to provide to its citizens certain services in an efficient and economical manner; and

WHEREAS the Town and the County believe that such services can best be provided through cooperation between the Town and the County for the provision of such services; and

WHEREAS the Town and the County recognize that the law authorizes such cooperation, including, but not necessarily limited to, Virginia Code Sections 15.2-1513, *ff.*, and 15.2-2218;

NOW THEREFORE, for and in consideration of the premises, the Town and the County hereby agree as follows:

1. **Collection and enforcement of taxes and other assessments:** The County agrees to make available to the Town services for the collection and enforcement of Town taxes, including printing and mailing of bills; deposit and accounting for receipts; and reporting to the Town with respect to the same. The County agrees to remit to the Town all tax payments received, after the payment of an administrative fee in an amount to be agreed upon between the Town and the Treasurer of the County. The Town agrees to provide to the County the names, addresses, property descriptions, assessment data, tax rates and all other information reasonably necessary to the County for purposes of collection, including supplementing such information from time to time and as required by the County. It is understood by the parties that such tax collection will be performed primarily by the Treasurer of the County and that such collection will be continued at the discretion of the Treasurer. The County further agrees that Town taxes will be treated similarly to the County taxes for purposes of collection by the County’s tax collection attorney.

2. **Planning commission of County to serve Town:** The County agrees that the planning commission of the County shall serve also as the planning commission of the Town in accordance with the provisions of Virginia Code Section 15.2-2218. The foregoing shall be subject to the approval by both the Town and the County of an appropriate ordinance, after due notice and public hearing, to authorize the same. To the extent that any member of the commission shall be entitled to remuneration or reimbursement for expenses incurred on behalf of the Town, the Town agrees to reimburse the County for the same.

3. **Provision of planning and code enforcement services:** The County agrees to share with the Town the services of the director of planning and development and of the building official in accordance with the provisions of Virginia Code Section 15.2-1513, *ff.* It is understood and agreed that the director of planning and development and the building official may employ the

services of such other employees of the County as may be appropriate to ensure efficient service to the citizens of the Town as well as the County, provided that the same may be provided to the Town without unreasonably interfering with the provision of services to the County. In so acting, all such County employees shall have all rights, powers and duties as may be provided by law, including, but not limited to, the provisions of Virginia Code Section 15.2-1514. All such County employees shall continue to be considered County employees for purposes of Virginia Code Section 15.2-1515. Nothing herein shall be deemed to alter the job description of any such employee except to the extent that the duties set forth in each such description shall be deemed to apply to the Town as well as to the County.

4. **Other County services to the Town:** The County agrees to share with Town the services of other County officers and employees, including the County attorney, not otherwise already required by law, as may be needed by the Town. The provision of such services shall be subject to the approval of the County, from time to time, and the Town shall reimburse the County for all fees and other expenses which shall be incurred by the County on account of such services. Nothing herein shall be construed to require the County to hire additional personnel or to acquire, at the County's expense, any additional equipment or materials.

5. **Expenses:** The Town shall be solely responsible for the payment of any and all out of pocket expenses incurred on account of the provision of such services, including, but not necessarily limited to, court costs, consultant fees, mileage and the like. Except as may be provided in the County's generally applicable policies, including, but not limited to, the payment of mileage for members of the planning commission and the terms of the County's contract with the county attorney, the County agrees to provide an estimate of all potential charges for which the Town will be billed prior to the provision of such services.

6. **Term of Agreement:** This agreement shall have effect the date first above written and shall continue in effect for one year thereafter, whereupon the term of this agreement shall be automatically renewed for additional successive periods of one year unless either shall notify the other, in writing, not less than 60 days prior to the end of the then current term.

In witness whereof, the Town and the County have caused this agreement to be signed by their respective duly authorized agents.

TOWN OF COLUMBIA

COUNTY OF FLUVANNA

BY _____
Mayor

BY _____
Chairman of the Board of Supervisors

Date: _____

Date: _____

APPROVED AS TO FORM:

County attorney

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: February 20, 2013

SUBJECT:	Adoption of the Fluvanna County Board of Supervisors regular meeting minutes.
MOTION(s):	I move the regular meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, February 6, 2013 be adopted.
STAFF CONTACT:	Mary L. Weaver, Clerk to the Board of Supervisors
RECOMMENDATION:	Approval
TIMING:	Routine
DISCUSSION:	None
FISCAL IMPLICATIONS:	N/A
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Draft minutes for February 6, 2013

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
February 6, 2013, 2:00 p.m. Regular Meeting
6:00 p.m. Work Session**

MEMBERS PRESENT: Shaun V. Kenney, Chairman
Bob Ullenbruch, Vice-Chairman
Donald W. Weaver
Mozell H. Booker
Joe Chesser

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Mary Weaver, Clerk to the Board of Supervisors

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chairman Kenney called the meeting of Wednesday, February 6, 2013, to order at 2:00 p.m., in the Circuit Courtroom in Palmyra, Virginia; and the Pledge of Allegiance was recited, after which, Chairman Kenney called for a moment of silence.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Budget Development went very well this year. Special thanks to Mrs. Barbara Horlacher, Finance Director, Mr. Eric Dahl, Budget Analyst, and Ms. Gail Parrish, Human Resource Manager for all their hard work and dedication.
- Emergency Services Coordinator has been hired. Mr. Robert Truoccolo will start February 19, 2013.
- Columbia Task Force preparing for Department of Housing and Community Development (DHCD) construction grant application. Two public hearings will be held:
 - February 19th at 7:00 pm in Columbia Town Hall, sponsored by Columbia Town Council
 - March 6, 2013 at 2:00 pm in the Circuit Courtroom, sponsored by Board of Supervisors
- Purchasing Procedures are being finalized.
- MUNIS Personnel & Timekeeping Transition is underway.
- Water Infrastructure, ongoing meetings.
- Revenue Recovery Options, pending new ESC hire.
- Last Fluvanna High School Boys Varsity basketball game before the conference tournament is this evening.

PUBLIC COMMENTS #1

Chairman Kenney opened the floor for the first round of public comments.

With no one wishing to speak, Chairman Kenney closed the first round of public comments.

PUBLIC HEARING

None

ACTION MATTERS

Contract Award and Construction Agreement for combined Pleasant Grove House Renovation & Western Trailhead Project - Mr. Wayne Stephens, Public Works Director and Mr. Joe Rodish, Purchasing Officer, addressed this request to award a contract for the Pleasant Grove House renovation and Western Trailhead combined project to Daniel & Company, Inc.

MOTION:

Mr. Ullenbruch moved to accept the low bid for the subject project from Daniels & Company, Inc. in the amount of \$948,000 and to authorize the County Administrator to issue a Notice of Award to that firm. Further moved to authorize the County Administrator to execute, subject to approval by the County Attorney as to form and VDOT approval of the bid, any and all agreements, certificates and other documents required on behalf of the County of Fluvanna to carry out the terms of the award. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None.

Mr. Nichols recognized Mrs. Patricia Groot, Grants Administrator, Mr. Marvin Moss, and the Fluvanna County Historical Society for all their long hard work on this project. Special thanks to the Fluvanna Historical Society for their efforts in supporting this project, achieving Historic Landmark status for the Pleasant Grove House, and for the fund raising efforts led by Mr. Marvin Moss.

Appointment/Youth Advisory Council, Student Representative Position –**MOTION:**

Mrs. Booker moved to appoint Mr. Von Hill, Jr. to the Youth Advisory Council, Student Representative Position, with a term to begin January 15, 2013 and to terminate June 14, 2015. Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Booker, Weaver and Chesser. NAYS: None. ABSENT: None.

Appointment/Parks and Recreation Advisory Board, At-Large Position –**MOTION:**

Mr. Chesser moved to appoint Mr. Scott Scudamore to the Parks and Recreation Advisory Board, At-Large Position, with a term to begin immediately and to terminate June 30, 2013. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Booker, Weaver and Chesser. NAYS: None. ABSENT: None.

PRESENTATIONS

2012 Planning Development Activity Report (DAR) – Mr. Steve Tugwell, Senior Planner, reviewed with the Board an overview of development activity during 2012.

Mr. Kenney mentioned having a joint work session with the Planning Commission to discuss the Zion Crossroads development sometime in the future.

FY14 Budget and Capital Improvements Plan (CIP) – Mr. Steven M. Nichols, County Administrator, reviewed with the Board the proposed FY14 Budget. Mr. Nichols' priorities developing this budget were to:

- Perform a rigorous review of all budget areas.
- Target improvements in Service, Efficiency, and Effectiveness (SEE).
- Review and update staff pay and benefits.
- Support staff training and development.

The proposed budget totals \$64,881,434 is balanced on a less than equalized real property tax rate of \$0.79 per \$100 of assessed value. Mr. Nichols explained in detail his pay adjustment proposal that would allow for a Cost of Living Allowance (COLA) increase and adjust salaries that are below comparables for the area. Mr. Nichols also discussed a proposed health insurance plan that would moderate cost increases in the budget with the expected large increases in the future for health costs.

Mr. Ullenbruch discussed the effects of raising the personal property tax rate two years ago.

The Board **directed staff** to get the statistics of the loss of Personal Property Tax revenue in the past two years.

Mr. Nichols reviewed with the Board the proposed FY14-18 Capital Improvements Plan (CIP) and the projects that are included.

The Board discussed the proposed FY14 Budget and FY14-18 CIP.

A work session will be held on February 13, 2013 at 7:00pm in the Circuit Court room to discuss the Revenue/Expenditures & hear Agency presentations.

CONSENT AGENDA

The following items were approved under the consent agenda:

MOTION:

Mrs. Booker moved to approve the consent agenda, which consisted of:

- Minutes from January 16, 2013.
- Fire Services Grant Award.

Mr. Chesser seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None.

ACCOUNTS PAYABLE AND BUDGET REPORT

Ms. Barbara Horlacher, Finance Director addressed the Board regarding the Accounts Payable Report and the 1st and 2nd Quarter of FY13 Budget Report.

MOTION:

Mr. Weaver moved the Accounts Payable and Payroll be ratified for the period December 15, 2012 through January 25, 2012 in the amount of \$1,527,656.36. Mr. Ullenbruch

seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker Ullenbruch, Weaver and Chesser. NAYS: None. ABSENT: None.

General Fund	\$ 927,922.22
Federal Grants	\$ 1,203.75
Capital Improvements	\$ 99,364.84
Debt Service	\$ 4,000.00
Sewer	\$ 6,973.87
Fork Union Sanitary District	\$ 21,446.03
Total Expenditures by Fund	\$1,060,910.71

Payroll – December \$ 466,745.65

Total Payables & Payroll **\$1,527,656.36**

Mr. Weaver requested a listing of the legal requirements for the closing of the landfill.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Ullenbruch questioned the fees charged for facility and equipment rental.

The Board **directed staff** to present a rental fee structure for Pleasant Grove and other amenities for Fluvanna County at the March 6, 2013 meeting.

Mrs. Booker attended her first meeting on the Board of Directors for VACO, it was very interesting.

PUBLIC COMMENTS #2

Chairman Kenney opened the floor for the second round of public comments.

With no one wishing to speak, Chairman Kenney closed the second round of public comments.

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING:

At 3:51 p.m., Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed session, pursuant to the Virginia Code Section 2.2-3711-A-1 and 2.23711-A-7 for discussion of Personnel Matters and Legal Matters. Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION:

At 5:14 p.m., Mr. Weaver moved the closed meeting be adjourned and the Fluvanna County Board of Supervisors reconvene again in open session. Mr. Chesser seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

MOTION:

At 5:15 p.m., the following resolution was adopted by the Fluvanna County Board of Supervisors, following a closed meeting held Wednesday, February 6, 2013, on motion of Mr. Weaver, seconded by Mr. Chesser, and carried by the following vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

“BE IT RESOLVED to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) 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.”

MOTION:

Mr. Chesser moved to authorize the County Administrator to enter into an agreement with the Thomas Jefferson Planning District Commission for development of an updated Return on Investment (ROI) Study for the Zion Crossroads area, with the cost of the study update not to exceed \$10,000. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Booker, Weaver and Chesser. NAYS: None. ABSENT: None.

BOARD RECESSED AT 5:16 p.m. for Dinner

BOARD RECONVENED AT 6:00 p.m. for a Work Session with the County and School Information Technology Directors

County and School Information Technology Update – Mr. Jonathan McMahon, Director of Information Technology for Fluvanna County and Mr. Josh Gifford, Director of Technology for Fluvanna County Public Schools, presented an overview of the County and Schools Internet Connection set up, staffing, support areas, networking equipment, supported users and devices, supported applications and current technology initiatives and issues. Mr. Gifford discussed needs for a better server room and what would be involved in moving the current server room from the Abrahams Building to a different location, the cost would be approximately one million dollars.

The Board discussed briefly what items are considered CIP items.

Mr. McMahon and Mr. Gifford collaboration efforts are increasing service, effectiveness and efficiency for the benefit of Fluvanna County.

ADJOURN

MOTION:

At 7:07 p.m., Mr. Chesser moved to adjourn the meeting of Wednesday, February 6, 2013. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Chesser, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Mary L. Weaver, Clerk

Shaun V. Kenney, Chairman

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: February 20, 2013

SUBJECT:	Adoption of the Fluvanna County Board of Supervisors work session meeting minutes.
MOTION(s):	I move the work session meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, February 13, 2013 be adopted.
STAFF CONTACT:	Mary L. Weaver, Clerk to the Board of Supervisors
RECOMMENDATION:	Approval
TIMING:	Routine
DISCUSSION:	None
FISCAL IMPLICATIONS:	N/A
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Draft minutes for February 13, 2013

**FLUVANNA COUNTY BOARD OF SUPERVISORS
WORK SESSION MINUTES
Circuit Court Room
February 13, 2013, 7:00 p.m.
(Agency Presentations and Review of Budget Revenues/Expenditures)**

MEMBERS PRESENT: Shaun V. Kenney, Chairman
Bob Ullenbruch, Vice-Chairman
Donald W. Weaver
Mozell H. Booker
Joe Chesser

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney (Arrived at 8:00 pm)
Mary Weaver, Clerk to the Board of Supervisors

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chairman Kenney called the meeting of Wednesday, February 13, 2013, to order at 7:00 p.m., in the Circuit Courtroom in Palmyra, Virginia; and the Pledge of Allegiance was recited, after which, Chairman Kenney called for a moment of silence.

COUNTY ADMINISTRATOR’S REPORT

Mr. Nichols reported on the following topics:

- Reviewed agenda format for upcoming regular meetings and work sessions.
- Reviewed the plan for three Fluvanna County Community Meetings in March 2013 to give residents a chance to hear about and comment on Pleasant Grove Park planning, Parks and Recreation activities, economic development activities and the County’s new website.
- Reported on the improvement in the fire service rating for the Lake Monticello Fire Department that may result in decreased property insurance costs for those served by Lake Monticello Fire.

Board requested to have additional budget work sessions on March 13 and March 27, 2013 at 7:00pm in the Morris Room.

PRESENTATIONS

Registrar and Electoral Board – Ms. Joyce Pace, Fluvanna County Registrar, reviewed with the Board past and current voting process and equipment. Ms. Pace explained the proposed voting process and equipment along with the costs and the process that would be followed to update the equipment. Ms. Pace requested the funding for her temporary part time staff remain the same as FY13.

Social Services – Mrs. Susan Muir, Social Services Director, was unavailable to attend so Mr. Steven M. Nichols, County Administrator, reviewed with the Board Mrs. Muir’s presentation. Mr. Len Gardner, Social Services Board member also spoke in support of the DSS budget request. The Board would like Mrs. Muir to be available at a future Board meeting to address the needs of Social Services.

Members of the other agencies were present and available to answer any questions if requested. Chief Mike Brent, Fluvanna County Fire Department, and Mr. John Lye, Assistant Chief for Operations at Lake Monticello Rescue, spoke to the Board in regards to the ambulance replacement request for Lake Monticello Rescue.

The Board also discussed the budget process, the FY14 budget proposal, and what the future budget needs may be.

FY 14 Budget Revenues and Expenditures – Mrs. Barbara Horlacher, Finance Director, reviewed with the Board:

- Five largest revenues for the County
- Proposed Real Property Tax
- Real Estate Tax Rate History and Comparison
- Public Service Corporation Tax
- Proposed Personal Property Tax and Rate Comparison
- Delinquent Taxes and Collection Rate History
- Commonwealth of Virginia Revenue
- Sales Tax History
- Total Debt and Debt Service History
- Fund Balance

Mr. Mel Sheridan, Commissioner of Revenue, spoke in regards to the Land Use rates. The Board would like to see what the median impact was for taxpayers in past years. Mr. Ullenbruch discussed the loss of Personal Property Tax Revenue since the rate was increased in 2011.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING:

At 9:21 p.m., Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed session, pursuant to the Virginia Code Section 2.2-3711-A-1, 2.2-3711-A-6 and 2.23711-A-7 for discussion of Personnel, Investment of Funds and Legal Matters. Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION:

At 11:15 p.m., Mr. Weaver moved the closed meeting be adjourned and the Fluvanna County Board of Supervisors reconvene again in open session. Mr. Ullenbruch

seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

MOTION:

At 11:16 p.m., the following resolution was adopted by the Fluvanna County Board of Supervisors, following a closed meeting held Wednesday, February 13, 2013, on motion of Mr. Weaver, seconded by Mr. Ullenbruch, and carried by the following vote of 5-0. AYES: Kenney, Ullenbruch, Weaver, Booker and Chesser. NAYS: None. ABSENT: None.

“BE IT RESOLVED to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) 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.”

EXTEND MEETING

MOTION:

Mr. Weaver moved to ratify the extension of the Board of Supervisors meeting to 12:00am. Mr. Chesser seconded. The motion carried with a vote of 5-0. AYES: Kenney, Ullenbruch, Chesser, Booker and Weaver. NAYS: None. ABSENT: None.

ADJOURN

MOTION:

At 11:17 p.m., Mr. Weaver moved to adjourn the meeting of Wednesday, February 13, 2013. Mr. Chesser seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Chesser, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Mary L. Weaver, Clerk

Shaun V. Kenney, Chairman

TAB A

Budget Work Session with FCPS

Information is forthcoming and
will be available night of
meeting

TAB B

Capital Improvements Plan
(CIP)

Information is forthcoming and
will be available night of
meeting



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540, Palmyra, VA 22963 · (434) 591-1910 · FAX (434) 591-1911 · www.co.fluvanna.va.us

MEMORANDUM

TO: Board of Supervisors
FROM: Eric Dahl, Budget Analyst
SUBJECT: Contingency Balance
DATE: February 13, 2013

The balance for the BOS Contingency line for FY13 is as follows:

Board of Supervisors Contingency:

Beginning Budget:	\$100,000.00
LESS: Robinson, Farmer, Cox and Assoc. - Schools Efficiency Review 8.1.12	-\$20,249.80
Available:	\$79,750.20

EMS Contract Services:

Beginning Budget:	\$150,000.00
LESS: Emergency Management Services Dept. 1.2.13	-\$110,000.00
Available:	\$40,000.00

Total Available Budget: Board of Supervisors Contingency Line

\$ 119,750.20



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MEMORANDUM

TO: Board of Supervisors
FROM: Eric Dahl, Budget Analyst
SUBJECT: Capital Reserve Balance
DATE: February 13, 2013

The balance for the Capital Reserve for County and Schools in FY13 is as follows:

County Capital Reserve:

Beginning Budget:	\$156,026.00
LESS: Carysbrook Performing Arts Center Roof Replacement 11.7.12	-\$40,000.00
LESS: Public Safety Building Battery Replacement in Static UPS 1.2.13	-\$30,000.00
Available:	\$86,026.00

Schools Capital Reserve:

Beginning Budget:	\$169,748.00
LESS: Abrams School Handicap Ramp 11.7.12	-\$2,483.00
LESS: Fuel Site Computer System Replacement 11.20.12	-\$20,403.00
LESS: Replace Tube Bundle Heat Exchange Unit at Central Elementary 11.20.12	-\$5,180.00
LESS: Refurbish Original Lockers at Fluvanna Middle School 11.20.12	-\$7,400.00
LESS: Un-interruptible Power Supplies 12.19.12	-\$14,869.00
Available:	\$119,413.00