

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
October 4, 2017
Regular Meeting 4:00pm

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair
 Mozell Booker, Fork Union District, Vice Chair
 Patricia Eager, Palmyra District
 Tony O'Brien, Rivanna District (*Arrived at 4:02pm*)
 Donald W. Weaver, Cunningham District

ALSO PRESENT:

Steven M. Nichols, County Administrator
 Fred Payne, County Attorney
 Kelly Belanger Harris, Clerk for the Board of Supervisors

1 - CALL TO ORDER

At 4:00pm Chair Sheridan, called to order the Regular Meeting of Wednesday, October 4, 2017. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA**MOTION**

Mr. Weaver moved to accept the Agenda with addition of a New Business item covering FY17 Year End Balance Estimates, for the October 4, 2017 Regular Meeting of the Board of Supervisors. Mrs. Eager seconded and the Agenda was adopted by a vote of 4-0. AYES: Sheridan, Booker, Eager, and Weaver. NAYS: None. ABSENT: O'Brien.

Mr. O'Brien arrived at 4:02pm.

SPECIAL PRESENTATION

Certificate of Appreciation – Gary Ellis. Mr. Nichols invited Mr. Ellis, accompanied by his wife Elizabeth, to come forward to receive a Certificate of Appreciation for more than twenty-five years of service to Fluvanna County.

Virginia Association of Counties Certificate of Appreciation – 10 Years of Service – Mozell H. Booker. Mr. Nichols presented Mrs. Booker a Certificate of Appreciation from the Virginia Association of Counties, in honor of ten years of service as an elected official.

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Community & County Staff Recognitions
 - New Food Bank Building in place
 - 2nd Annual Quad County Business Summit (Oct 4) - Co-hosted by the Central Virginia Small Business Development Center and Greene, Orange, Louisa and Fluvanna Counties; Chaired by Jason Smith this year; Keynote Speaker: Stephen Moret, President & CEO of the Virginia Economic Development Partnership (VEDP)
- Spotlight on Business – Fruit Hill Orchard, Terry and Barbara Lintecum
- Next Meetings:

Day	Date	Time	Purpose	Location
Wed	Oct 18	5:30 PM 7:00 PM	Cooperative Extension Annual Dinner Regular Meeting	Morris Room Courtroom
Wed	Nov 1	4:00 PM	Regular Meeting	Courtroom
Wed	Nov 15	7:00 PM	Regular Meeting	Courtroom
Wed	Dec 6	4:00 PM	Regular Meeting & BOS Preliminary Budget Discussion	Courtroom

5 - PUBLIC COMMENTS #1

At 4:09pm Chair Sheridan opened the first round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:09pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

Ratify Advertisement of the Proposed Sale of County Real Property Formerly Known As the Columbia Elementary School—Eric Dahl, Deputy County Administrator & Finance Director, brought forward a request to ratify an advertisement for a Public Hearing to be held on October 18, 2017 regarding the proposed sale of the former Columbia Elementary School.

With no discussion,

MOTION

Mrs. Eager moved the Board of Supervisors ratify advertisement of a Public Hearing to be held on October 18, 2017, for the proposed sale of the County’s real property known by current street numbering as 563 Wilmington Road, Palmyra, VA and also known as the former Columbia Elementary School to Rivanna K-9 Services, LLC, a Virginia limited liability company, for a purchase price of \$85,000 pursuant to their proposal to purchase the property dated June 12, 2017 as modified by negotiations made in response to the County’s Request for Proposals 2016-02 “Sale of County Property Columbia Elementary School (former) 563 Wilmington Road, Palmyra, VA 22963”, as amended. Mr. Weaver gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

Ratification of Advertisement of Temp Ordinance Change to Move the Central Absentee Precinct Location—Fred Payne, County Attorney presented a request to ratify an advertisement to hold a Public Hearing on October 18, 2017 regarding the temporary designation of the Weaver Building as the Central Absentee Precinct owing to the unavailability of the Historic Courthouse during the General Election.

With no discussion,

MOTION

Mrs. Booker moved to ratify advertisement of a Public Hearing to be held on October 18, 2017, concerning an ordinance revision, entitled, “AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE 2, SEC. 2-2-3(B) OF THE FLUVANNA COUNTY CODE TO DESIGNATE AS THE CENTRAL ABSENTEE VOTING PRECINCT THE WEAVER BUILDING, PALMYRA, VIRGINIA, IN PLACE OF THE HISTORIC COURTHOUSE FOR ANY ELECTION FROM NOVEMBER 1, 2017, UNTIL DECEMBER 31, 2017.” Mrs. Eager offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

FY18 Social Service Request to Add New Human Services Assistant III Position—Kim Mabe, Director of Social Services, presented a request to add a permanent Social Services Human Services Assistant III.

The new position will assist Family Services staff in the completion of a number of administrative tasks to:

- Alleviate service workers time spent on administrative tasks so that they can focus more on the services related tasks of their jobs (ensuring safety of vulnerable citizens).
- Assist service workers with meeting State and Federal mandates.
- Assist with CSA paperwork, purchase orders/invoices, monitoring and scheduling to remain in compliance with OCS (Office of Children’s Services) requirements to avoid fiscal ramifications of non-compliance.

FY18 Budget:

Annual Salary	Salary for 7 months (Dec-Jun)	Benefits for 7 months (Dec-Jun)	Total Salary and Benefits for 7 months	Federal Match (34%)	Local Match (66%)
\$30,000	\$17,500	\$6,654	\$24,154	\$8,212	\$15,942

- The \$15,942 will come from the existing Social Services FY18 Budget.

FY19 Budget:

Annual Salary	Benefits	Total Salary and Benefits	State Match	Federal Match (34%)	Local Match (66%)
\$30,000	\$11,400	\$41,400	\$12,361	\$9,873	\$19,166

- Social Services requests \$19,166 local funds for FY19.

Following general discussion regarding the amount of paperwork required of Family Services Staff, Mrs. Booker indicated she supports this position. Mrs. Eager concurred.

MOTION

Mrs. Eager moved the Board of Supervisors approve the addition of a permanent Human Services Assistant III position for Social Services, with the \$15,492 in FY18 local match funds to come from existing FY18 Social Services Personnel Budget vacancy savings. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O’Brien, & Weaver. NAY: None. ABSENT: None.

FY17 Year End Budget Transfer Convenience Center—Wayne Stephens, Director of Public Works and County Engineer & Mary Anna Twisdale, Management Analyst requested a budget transfer to cover Convenience Center Budget overages.

The Convenience Center is currently over budget \$18,675 for FY17. The overage is a result of an unusually large amount of refrigerant reclamation, an increase in unit-price for Allied Disposal, and more than normal repair costs to the scale. Personnel lines were over budget due to Facilities and Fork Union Sanitary District staff covering the convenience center during unexpected staff leave. The request is for \$18,675 be transferred from the FY17 General Services budget to the FY17 Convenience Center budget. The General Services budget currently has a year-end balance of \$84,995.

There was brief general discussion regarding strategies for reclaiming some fees for which the County currently bears responsibility. Additionally, discussion focused on disposal of refrigerant.

MOTION

Mr. Weaver moved the Board of Supervisors approve a FY17 budget transfer of \$18,675.00 from the General Services Budget to the Convenience Center Budget to cover overages in personnel costs, contract services and storage building replacement. Mrs. Eager seconded and the motioned passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

8 – PRESENTATIONS

None.

9 - CONSENT AGENDA

The following items were discussed before approval:

CRMF Request - FCHS Baseball Bleacher Replacement—Don Stribling, FCPS Executive Director for Student Services, Operations, and Human Resources

CRMF Request - FCHS Tennis Court Repairs—Don Stribling, FCPS Executive Director for Student Services, Operations, and Human Resources

The following items were approved under the Consent Agenda for October 4, 2017:

Minutes of September 20, 2017—Kelly Belanger Harris, Clerk to the Board

Domestic Violence Awareness Month Proclamation—Kelly Belanger Harris, Clerk to the Board

Open Space Contract Application – Albertson—Andrew M. Sheridan, Commissioner of the Revenue

Open Space Contract Application – Carter & Hughes—Andrew M. Sheridan, Commissioner of the Revenue

Open Space Contract Application – Ward Revocable Trust—Andrew M. Sheridan, Commissioner of the Revenue

Open Space Contract Application – Ward—Andrew M. Sheridan, Commissioner of the Revenue

Open Space Contract Application – Wilson—Andrew M. Sheridan, Commissioner of the Revenue

Department of Health Agreement—Cyndi Toler, Purchasing Officer

Staff Implementation Bonus – Grandstaff—Sheriff Eric B. Hess

CRMF Request - Division Maintenance of Fire Extinguishers—Don Stribling, FCPS Executive Director for Student Services, Operations, and Human Resources

CRMF Request - FCHS Baseball Bleacher Replacement—Don Stribling, FCPS Executive Director for Student Services, Operations, and Human Resources

CRMF Request - FCHS Tennis Court Repairs—Don Stribling, FCPS Executive Director for Student Services, Operations, and Human Resources

CRMF Request - Transportation Bus 1 Motor—Don Stribling, FCPS Executive Director for Student Services, Operations, and Human Resources

MOTION

Mrs. Booker moved to approved the consent agenda, for the October 4, 2017 Board of Supervisors meeting. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

10 - UNFINISHED BUSINESS

Mr. Payne provided update on the Poplar Ridge Conservation Easement progress, noting that it will be recorded in the near future.

11 - NEW BUSINESS

FY17 Year-End Balance Estimates – Eric Dahl, DCA / Finance Director, presented the preliminary revenue and expenditure balance estimates for FY17.

FY17 PRELIMINARY SUMMARY

Current Unassigned Fund Balance: \$4,491,873 (Unaudited)

. Revenues	\$609,562
. Expenditures	<u>\$1,246,931</u>
. COUNTY BALANCE	\$1,856,493
. Schools (Estimate)	<u>\$1,200,000</u>
. OVERALL BALANCE	\$3,056,493 + CSA

12 - PUBLIC COMMENTS #2

At 4:59pm, Chair Sheridan opened the second round of Public Comments.

- Brian Chambers, local surveyor, spoke regarding restrictions on family subdivisions. Mr. Payne indicated that Mr. Chambers’ questions are hypothetical, and advised that Mr. Chambers should follow the appropriate procedure required by the Planning Department. If necessary, an appeal to the Board would be made following the Planning Administrator’s determination.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 5:03pm.

14 - ADJOURN

MOTION:

At 5:05pm Mr. Weaver moved to adjourn the regular meeting of Wednesday, October 4, 2017. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair

APPROVED