

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Fluvanna County Library, 214 Commons Blvd.
Palmyra, VA 22963
January 20, 2021
Work Session 4:00pm
Regular Meeting 7:00pm**

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

ABSENT: None.

ALSO PRESENT: Eric M. Dahl, County Administrator
Fred Payne, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

**Due to health concerns, Mrs. Eager and Mr. O'Brien are attending the meeting virtually/by telephone*
- Patricia Eager, (Calling from 1107 Mechunk Creek Drive)
- Tony O'Brien, (Calling from 30 Chatham Lane)

WORK SESSION – CALL TO ORDER

At 4:02pm, Chair Sheridan called to order the Budget Work Session of January 20, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

NON-PROFIT ORGANIZATION PRESENTATIONS

- Central Virginia Partnership for Economic Development
- Virginia Career Works – Piedmont Region
- Piedmont Housing Alliance
- PVCC - Piedmont Virginia Community College
- Region Ten
- Rivanna Conservation Alliance
- SARA – Sexual Assault Resource Agency
- Shelter for Help in Emergency
- Southeast Rural Community Assistance Project (SERCAP)
- Thomas Jefferson Soil & Water Conservation District
- Thomas Jefferson EMS Council
- TJPDC – Thomas Jefferson Planning District Commission
- JAUNT

RECESS FOR DINNER AND CLOSED SESSION

13 - CLOSED MEETING

MOTION:	At 5:33pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds and Legal Matters.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:03pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and "BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member's 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."				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion

VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

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

At 7:05pm, Chair Sheridan called to order the Regular Meeting of January 20, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the January 20, 2021 Regular Meeting of the Board of Supervisors.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Dahl reported on the following topics:

Fluvanna County Pandemic Metrics: 1/18/2021

January 4, 2021

- Cumulative Cases: 810
- 7-day rolling sum (12/28-1/4): 83 cases
- Percent Positivity, rolling 7-day average: 14.7%

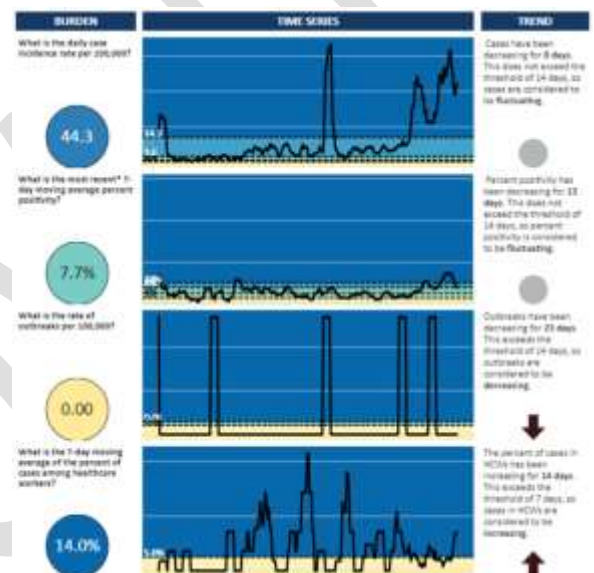
January 11, 2021

- Cumulative Cases: 926
- 7-day rolling sum (1/4-1/11): 116 cases
- Percent Positivity, rolling 7-day average: 11.7%

January 18, 2021

- Cumulative Cases: 1,009
- 7-day rolling sum (1/11-1/18): 83 cases
- Percent Positivity, rolling 7-day average: 7.7%*

*This Metric is from January 14, 2021



Vaccination Clinics

Phase 1B: Officials Needed To Maintain Continuity of Government

- Elected Officials
- Administrators
- Department Heads
- Public Works
- Public Utilities
- IT
- Forward facing employees who provide direct services that can't be delivered remotely
- Election Officials

Survey of Employees Who Would Like to Receive the Vaccine

- Survey sent to 133 employees
- As of noon today, 75 employees have responded
Yes – 71 No - 4

Collaboration with FCPS

- Vaccination clinics for Phase 1B – Schools and County Staff
- Utilizing school facilities
- Potentially a long-term, weekly vaccination clinic site

NEW Employees

- Alethia Kitt
 - Benefit Programs Specialist I
 - Social Services
 - Started January 4th
- Jon-Mikel Whalen
 - Planner/GIS Technician
 - Planning and Zoning
 - Started January 4th
- Donna Snow
 - HR Manager
 - Human Resources
 - Started January 11th

Announcements and Updates

On June 17, 2020, the Board approved A Resolution Supporting the Submission of SmartScale Applications Requesting Transportation Funding

- Rte 53 at Turkeysag Trail
 - Convert a 3-leg un-signalized intersection into a roundabout with crosswalks, sidewalks and shared use paths.
- South Boston Rd (Rte 600) at Monticello Rd (Rte 618)
 - Adding a left turn lane to Northbound Rte. 600 approach to the intersection
- Troy Rd (631) and Rte 250 Roundabout
 - Project will convert the existing 2-way stop controlled intersection to a roundabout
 - This project was recommended funding for 2025
 - The US 250 and Troy Road Roundabout (SR 631) project is to construct a new roundabout with an estimated cost of \$9.4 million.



BOS Guidance

- Board of Supervisors Leadership Retreat
 - 2021 Priorities Only
 - 4-5 hours
 - Proposed Dates:
 - Wednesday, January 27, 2021
 - 4pm – 8 or 9pm
 - Saturday, January 30, 2021
 - 9am – 1 or 2pm
 - 2021 Priorities
 - Strategic Initiatives
 - Redistricting
- After a brief discussion, the Board of Supervisors agreed to hold the leadership retreat on Saturday, January 30, 2021 at 9:00am.

Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Feb 3	4:00 PM	Regular Meeting	Library
Wed	Feb 3	7:00 PM	Work Session – County Administrator’s FY22 Budget Proposal and Revenue Expenditure Brief	Library
Wed	Feb 10	7:00 PM	BOS Budget Work Session – Constitutional Officer’s Briefs	Library
Wed	Feb 17	4:00 PM	BOS Budget Work Session – FCPS FY22 Adopted Budget Presentation	Library
Wed	Feb 17	7:00 PM	Regular Meeting	Library

5 - PUBLIC COMMENTS #1

At 7:22pm Chair Sheridan opened the first round of Public Comments.

- Curtis Putnam, 16408 James Madison Hwy, spoke in favor of the Fork Union Business Park.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:23pm.

6 - PUBLIC HEARING

None.

7 - ACTION MATTERS

CRA Project Agreement # 5 - Fork Union Fire Training Building – Design – Cyndi Toler, Purchasing Officer Burn Building IFB

- IFB from September 2020
- The low bid came in at \$987,721.00
- The total amount of the grant is \$480,000
 - \$450,000 for construction
 - \$30,000 for A&E
- Leaving \$537,721 in funding needed from the County

- This does not include a contingency fund, Special Inspections, Construction Administration, electric and water hookups.

Burn Building New Design

- The Board decided at that time to reissue the IFB with no changes and hope for better results.
- The Burn Building Committee has since been made aware of a building completed in Harrisonburg using the same grant.
- The final cost on this building was approximately \$650,000.
- Part of the Committee took a tour of the facility and was able to see how it functioned during a training activity.
- While the design is different from the one provided by Fire Programs, it still meets all the strict specifications of the grant.
- In an effort to save money in the overall construction cost, the Committee would like to change the design to the more economic version as done by Harrisonburg.

Cost to the County

- To date, the County has spent \$44,860 on this project. This includes Soil Testing, Site Plans, and the original Design.
- \$30,000 of this cost is covered under the grant.
- Changing the design at this point will mean the County will come out of pocket an additional \$22,460 for this design cost.

MOTION #1:	Approve a supplemental appropriation of \$22,460 from the BOS Contingency to the CIP project budget for the Fire and Rescue Burn Building, to increase the funds necessary for Project Agreement 5.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION #2:	Approve Project Agreement # 5 between Fluvanna County and Crabtree, Rohrbaugh & Associates, Inc. to complete the Fork Union Fire Training Building - Design totaling \$22,460.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Draper Aden Project Agreement # 8 - Fork Union Property Site Development – Cyndi Toler, Purchasing Officer; Bryan Rothamel, Economic Development Coordinator

Fork Union Property

- 5743 James Madison Hwy, Fork Union, VA 23055
- Five parcels, totaling 133.793 acres:
 - 51 A 129A: 90 acres
 - Zoned I-1
 - Includes Fork Union Vol. Fire Department
 - 51 A 129: 10 acres
 - Zoned I-1
 - Includes Fluvanna Community Center and future Fire Training Center
 - 51 A 130: 8.793 acres
 - Zoned A-1
 - Undeveloped
 - 51 A 138: 15 acres
 - Zoned A-1
 - Undeveloped and under contract
 - 51 A 139: 10 acres
 - Zoned A-1
 - Undeveloped and under contract



Why invest in the Fork Union Property?

- Water
 - FUSD has 20,000 gpd excess capacity now. Could increase to 100,000 gpd with planned maintenance.
- Land
 - Few sites in Virginia are publicly controlled with 100 acres. Industrial land in Fluvanna is assessed \$3,000 to \$10,000.
- Roads
 - US Route 15 and VA Route 6 serve the property.
- Fiber
 - Firefly Fiber is connected at the Fluvanna Community Center.

The Fork Union Property can be an affordable site in Central Virginia for a user wanting to be more secluded.

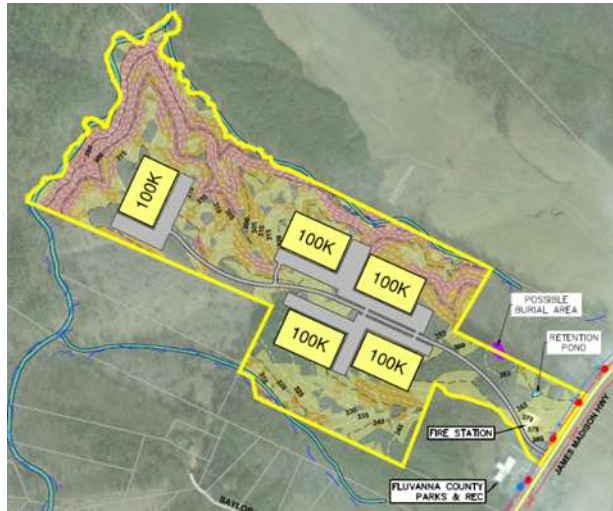
- Selling it without studies completed will be very difficult.
- Buyers (including YAE Wellness) need information Tier 3 studies would provide to reduce risk and fine tune estimates/options.
- Moving the property to Tier 3 will make it more attractive to prospective companies.
- In the future, the property could be developed to Tier 4 for quicker movement.
- There may be money available from outside sources to move to Tier 4 in the future.
- This would create a true business park and give us inventory to market.

Virginia Business Ready Sites Tier Ratings



2019 Site Characterization Preliminary Review

- 500,000 sq ft projected buildout
- 20,000 gpd water available
- 12.9 MVA of electric available
- Did not include three additional properties Fluvanna purchased/under contract on.
- Was a preliminary review that requires additional study.



What would a 100,000 sq ft building bring?

- One single 100,000 sq ft building with conservative estimates:
 - \$10 million building (\$100/sq ft)
 - 10 acres, \$50,000 assessed value (\$5,000/acre)
 - \$1 million of machinery and tools
 - \$100,000 of business personal property
- Taxes to be paid on the above:
 - Real Estate: \$92,500 + \$462.50: \$92,962.50
 - Machinery and Tools: \$4,750.00
 - Business Personal Property: \$725

Total per year: \$98,437.50
Five buildings could bring \$492,187.50

Draper Aden Proposal

- The Items below have been proposed in Project Agreement 8 to accomplish getting the property to Phase 3

- Preliminary geotechnical exploration:	\$ 9,960
- Boundary survey	\$ 8,500
- Topographic survey	\$ 18,800
- Phase I Environmental Site Assessment (ESA I)	\$ 7,900
- Waters of the US Delineation Determination	\$ 14,800
- Cultural Resources Review	\$ 3,500
- Threatened & Endangered Species Review	\$ 3,900
- Preliminary Engineering Report (PER)	\$ 19,700
- Master Plan Development	\$ 13,100
- Rezoning Assistance*	\$ 4,600
- <u>Traffic Impact Analysis (TIA)</u>	<u>\$ 6,600</u>
Total:	\$111,360
- The timeline for completion of all tasks is 3-5 months

MOTION #1:	Approve a supplemental appropriation of \$111,360.00 from the Unassigned Fund Balance to the project budget for the Fork Union Site Development, to increase the funds necessary for Project Agreement 8.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION #2:	Approve Project Agreement # 8 between Fluvanna County and Draper Aden to complete the Fork Union Property Site Development totaling \$111,360.00, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

A Resolution Amending Temporary Emergency Personnel Policy to Address Covid-19 and Cares Act Sick Leave – Donna Snow, Human Resources Manager and Eric Dahl, County Administrator

- The Families First Coronavirus Response Act (“FFCRA”) provisions which required certain sick and family leave benefits for certain COVID-19 related reasons expired on December 31, 2020 and the County is not required to provide the same under the FFCRA after December 31, 2020

- The Board of Supervisors of Fluvanna County wishes to extend the use of the one-time allotment of 80 hours of paid sick leave provided for under FFCRA through March 31, 2021 for Fluvanna County employees
- The 80-hour sick leave allotment created for eligible employees under FFCRA has not been refreshed, but merely the County is granting an extension for its use through March 31, 2021.
- Thus, if an employee has already exhausted his or her sick leave allotment in 2020, no additional time is granted.
- All the same requirements of the FFCRA for sick leave eligibility and use apply and documentation from the employee supporting the need for leave is required.

MOTION:	Approve the Resolution, "A Resolution Amending Temporary Emergency Personnel Policy To Address Covid-19 And Cares Act Sick Leave", as presented.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

7A – BOARDS AND COMMISSIONS

None.

8 - PRESENTATIONS

None.

9 - CONSENT AGENDA

The following items were discussed before approval:

D - Minutes of January 6, 2021 – Caitlin Solis, Clerk to the Board

The following items were approved under the Consent Agenda for January 20, 2021:

- *Minutes of January 6, 2021* – Caitlin Solis, Clerk to the Board
- *Accounts Payable Report for December 2020* – Mary Anna Twisdale, Finance Director
- *Freedom of Information Act (FOIA) Policy Updates* – Eric Dahl, County Administrator
- *Personnel Policy Updates* – Eric Dahl, County Administrator
- *Procurement Policy Updates* – Eric Dahl, County Administrator

MOTION:	Approve the consent agenda, for the January 20, 2021 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for December 2020, in the amount of \$2,771,497.00.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

Local Allocations for Federal CARES Coronavirus Relief Funds – Eric Dahl, County Administrator

COVID Vaccine Mailer

- Direct Mail to all Fluvanna Households
 - Vaccine registration instructions
 - Similar to COVIDWISE mailer
 - Approximately \$4,000 to reach over 12,000 addresses
 - Not all residents receive FAN Mail (for information)
 - Not all residents have access to the internet (for access to registration survey link)
- The BOS agreed to send out a mailer to communicate COVID Vaccine information.

Mrs. Booker commented on the many compliments received from non-profits that work with Bryan Rothamel and praised the economic development department on the community

Mrs. Booker suggested circulating a statement denouncing the white pride flyers being circulated.

- After a brief discussion, the Board of Supervisors directed staff to draft and circulate a statement denouncing hate speech.

Mr. Sheridan proposed reinstating the staff raise that was withdrawn due to the COVID-19 pandemic.

- The Board suggested addressing the staff raise in the upcoming budget cycle

11 - NEW BUSINESS

None.

12 - PUBLIC COMMENTS #2

At 8:03pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:03pm.

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, January 20, 2021 at 8:03pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

John M. Sheridan
Chair

APPROVED



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia

RESOLUTION No. 02-2021

A RESOLUTION AMENDING TEMPORARY EMERGENCY PERSONNEL POLICY TO ADDRESS COVID-19 AND CARES ACT SICK LEAVE

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic;

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic;

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19;

WHEREAS, on March 18, 2020, the Board of Supervisors of Fluvanna County (the “Board”) found that COVID-19 constitutes a “public health Emergency”;

WHEREAS, the Families First Coronavirus Response Act (“FFCRA”) provisions which required certain sick and family leave benefits for certain COVID-19 related reasons sunset on December 31, 2020 and the County is not required to provide the same under the FFCRA after December 31, 2020;

WHEREAS, the Board of Supervisors of Fluvanna County wishes to extend the use of the one-time allotment of 80 hours of paid sick leave provided for under FFCRA through March 31, 2021 for Fluvanna County employees; and

WHEREAS, the Board of Supervisors of Fluvanna wishes to clarify that the 80-hour sick leave allotment created for eligible employees under FFCRA has not been refreshed, but merely the County is granting an extension for its use through March 31, 2021. Thus, if an employee has already exhausted his or her sick leave allotment in 2020, no additional time is granted hereby. All the same requirements of the FFCRA for sick leave eligibility and use apply and documentation from the employee supporting the need for leave is required.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board that:

- (1) All recitals set forth herein above are hereby incorporated as a part of this Resolution;
- (2) The Board declares that it shall be the temporary emergency personnel policy of the County of Fluvanna that the use by eligible Fluvanna County employees of that one-time allotment of 80 hours of paid sick leave provided for under FFCRA is extended through March 31, 2021. Eligibility shall be determined as required under the FFCRA. The 80-hour sick leave allotment created for eligible employees under FFCRA has not been refreshed, but merely the County’s policy is granting an extension through March 31, 2021 for the use of such 80-hours of sick leave. Thus, if an employee has already exhausted his or her sick leave allotment in 2020, no additional time is granted hereby. All the same requirements of the FFCRA for sick leave apply and documentation from the employee supporting the need for leave is required and must be approved by the County Administrator, or his designee; and
- (3) The County Administrator is hereby authorized and directed to take and authorize the taking of such actions, and to execute such documents, on behalf of Fluvanna County and/or the Board as may be necessary or appropriate to accomplish this temporary emergency personnel policy consistent with applicable law, the FFCRA and subject to review and approval as to form by the County Attorney.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors a Regular Meeting of the Board held on the 20th day of January 2021

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					X
Patricia B. Eager, Palmyra District	X				X	
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X					

Attest:

 John M. Sheridan, Chair

Fluvanna County Board of Supervisors

Dear Mr. Dahl:

Our NAACP Branch has received messages from members of the branch and members of the community at large regarding attempts to spread hatred in our community. Specifically, we have been asked to advocate with county leadership to issue a message denouncing these activities.

In keeping with one of the primary objectives of the Fluvanna County NAACP Branch, that is, keeping the public aware of the adverse effects of discrimination, we propose that the BOS consider issuing the following statement:

Last week, citizens of Fluvanna community woke up to discover messages of evil and hate distributed by one or more individual under the shadow of night. The Fluvanna Board of Supervisors stands firmly alongside the Fluvanna County Sheriff's Office to denounce clearly and decisively the bigotry contained in these messages and to let those who attempt to sow seeds of hate and intimidation in Fluvanna know that we stand united against the vile rhetoric that they promote.

In Fluvanna, we are better than this. We stand to denounce hate, watch one another's back, and carry out our lives as neighbors in love and unity - the Fluvanna Way.

If you have any information on the person or group responsible for distributing flyers in Fluvanna and neighboring jurisdictions, please contact the Fluvanna Sheriff at (434-589-8211) as we seek to eliminate hate speech and intimidation in Fluvanna County.

We appreciate your attention to this matter.

Sincerely,

Ben Hudson

President, Fluvanna County NAACP Branch