

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Carysbrook Performing Arts Center
8880 James Madison Hwy, Fork Union, VA 23055
December 7, 2022
Regular Meeting 5:00pm**

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair (*entered meeting at 5:08pm*)
Tony O'Brien, Rivanna District, Vice Chair (*entered meeting at 5:08pm*)
Mozell Booker, Fork Union District
Patricia Eager, Palmyra District
Chris Fairchild, Cunningham District

ABSENT:

None.

ALSO PRESENT:

Eric M. Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Fred Payne, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

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

At 5:02pm, Supervisor Booker called to order the Regular Meeting of December 7, 2022. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the December 7, 2022 Regular Meeting of the Board of Supervisors, as presented.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Absent	Absent
RESULT:	3-0				

4 - COUNTY ADMINISTRATOR'S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Michael Carey, Deputy Sheriff, Sheriff's Office, Started November 21st
- Ciara Race, Communications Officer, E911 , Started November 21st
- Chad Harrison, Grounds Maintenance Supervisor , Facilities Department, Started November 28th
- Declan Hickey, Deputy Sheriff , Sheriff's Department, Started December 5th

Pleasant Grove Park's Community of Lights Celebration!

- December 15th through the 18th
- Enjoy a Holiday-Light-Drive-Through-Loop at Pleasant Grove Park from 5pm until 9pm
- Event is FREE and open to the public!
 - We are looking for businesses, organizations, groups, clubs, scout troops, churches, families or anyone who would like to set up a family friendly holiday light display.
 - To set up a family friendly holiday light display please Register Online Free: <https://fluvanna.recdesk.com>
 - *FCPR will supply electricity!*
 - Deadline to Register: Noon, December 9, 2022

Blue Ridge Health Department will be giving away free at-home COVID-19 tests (limit 4 per person), KN95 face masks, and hosting a toy drive (accepting unopened toys).

- Stop by the parking lot in front of 132 Main Street, Palmyra on Tuesday, December 13, 2022 from 3:00pm to 6:00pm

Spotlight on Business

Recent Ribbon Cuttings

- Lake Yoga & Wellness LLC, Tonya Wilson, Owner, Crofton Plaza
- Local Eats - Food Truck, Amy Myers, Owner, 74 Joshua Lane, Palmyra

Palmyra Arts Fest

- 24 Local Vendors
- Food Trucks

- Free Face Painting
- Free Make and Take Crafts
- Carolers at 11:00 am
- Santa Arrives at 12:30 pm!

Fluvanna County Small Business Office Hours

- Meet with a business advisor to discuss, business concept, marketing strategy, operational questions, funding opportunities, any concerns or challenges.
- December 15, 2022, 1-4pm, Fluvanna Chamber Of Commerce, 177 Main St, Palmyra

Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Dec 21	5:00 PM	Work Session – Non-Profit Presentations	Performing Arts Center
Wed	Dec 21	7:00 PM	Regular Meeting	Performing Arts Center
Wed	Jan 4	5:00 PM	Organizational/Regular Meeting	Performing Arts Center
Wed	Jan 4	7:00 PM	Work Session – Non-Profit Presentations	Performing Arts Center

5 - PUBLIC COMMENTS #1

At 5:09pm, Chair Sheridan opened the first round of Public Comments.

- Loretta Johnson Morgan, 18 Lake Rd, spoke in opposition to an industrial rezoning along Rte. 15, and asked that another community meeting be scheduled.
- Dr. James Kelley, 363 Manor Blvd, thanked the Board for their generous funding provided to the schools.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 5:15pm.

7 - ACTION MATTERS

County Attorney Position Description – Eric Dahl, County Administrator

County Attorney Fred Payne has notified the County of his intention to retire after 37 years of dedicated service. Discussions have been had with the Board of Supervisors on options to either hire another firm to provide County Attorney services or create a County Attorney Department with in-house County staff. A decision has been made to move forward with creating a County Attorney Department to have in-house staff assistance as the County continues to grow.

Between FY18-22, the total average annual County Attorney legal costs averaged \$292K, which includes costs for general counsel, real estate, procurement, litigation, special services and all necessary easement acquisition costs for the Zion Crossroads Water and Sewer System. For FY23 through November, County Attorney costs have averaged around \$30K per month.

In order to fully cover the County for the range of legal services needed, it is anticipated that the County Attorney Department would be made up of a staff of three (3); a County Attorney, Asst. County Attorney and Paralegal/Legal Asst.

County Attorney	\$ 146,741
Asst. County Attorney	\$ 109,502
Paralegal/Legal Asst.	\$ 58,071
Total Personnel (Salary & Benefits)	\$ 314,314

Total Operations	\$ 30,000
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GRAND TOTAL \$ 344,314

The above amounts represent a conservative estimate for FY24 annual fiscal year costs for the County Attorney Department. For the current fiscal year, there could be some overlap between services from Payne & Hodous and in-house staff as the transition occurs to fully staff the County Attorney Department. The plan is to hire the County Attorney first and then let the County Attorney hire the two other positions for the department. It is anticipated the earliest that a full transition would occur would be April 30, 2023. If the County needs some additional time during this transition, there are options with a few of the Deputy County Attorney’s from Payne and Hodous to continue to offer legal services.

MOTION:	Approve the County Attorney position description as presented.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Yes	Yes	Yes

RESULT:	5-0
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Fluvanna County Community Center Commercial Kitchen – Aaron Spitzer, Director of Parks and Recreation, and Jennifer Schmack, Director of Economic Development

The Commercial (Commissary) Kitchen is a licensed commercial space that is certified for food production. Renters can use the kitchen by the hour or day to produce food while fulfilling regulatory compliance to create food products to sell directly to a consumer, online, wholesale, or to a retail establishment.

Target users of a Commercial Kitchen:

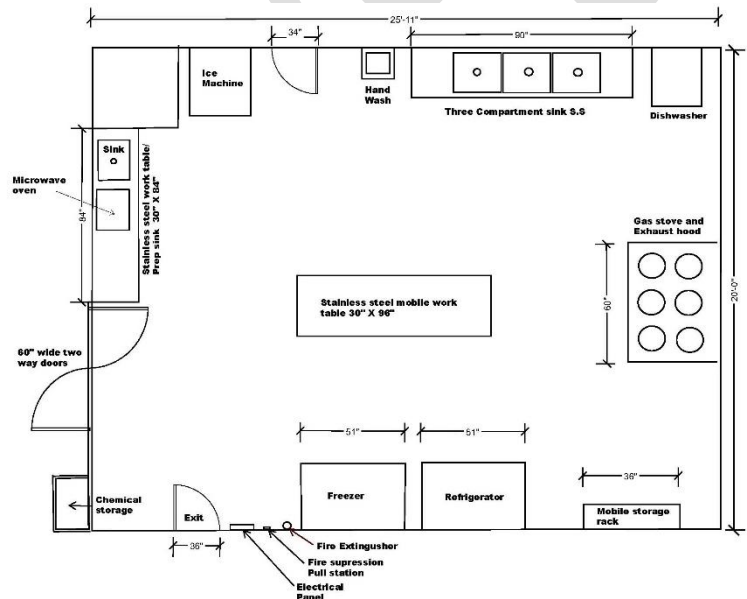
- Start-up food business in need of a permitted facility
- Home-based business that wish to legalize and grow their operations
- Established business looking to grow or reach a new market

These businesses include: caterers, food trucks, prepared meal services, meal or box delivery, pet food makers, bakers, street vendors, cake decorators and producers of specialty food items such as condiments, beverages, and candies.

Fluvanna County Community Center Commercial Kitchen Mission

- The purpose of the county’s Commercial Kitchen is to support small food-based businesses to enable them to remain in Fluvanna County.
- This kitchen benefits from the County's partnership with the Cooperative Extension, to provide educational programming.
- *Goal 2, Action 4* of the Economic Development Strategic Plan vows to “support, advocate, and promote the new community commercial kitchen.”

Fluvanna County Community Center Commercial Kitchen Layout



Proposed Fee Structure

Hours	Fees Per Hour Resident	Fees Per Hour Non-Resident
Monday through Saturday 8:00 am to 5:00 pm	\$35.00/hr.	\$40.25/hr.
Other Hours	\$50.00/hr.	\$57.50/hr.
<u>Food Truck Services</u> Potable Water Filling	\$25.00 for 15 Visits	

Cost Estimates

Revenue

Average Rental 4 hours x \$35/hour = \$140 2 hours x \$35 = \$70

Expenses

Staffing (Salary & Taxes) 4 hours x \$20/hour = \$80 2 hours x \$20 = \$40

Utilities (Propane/Electric/Water) \$25 \$13

Depreciation - Equipment/Maintenance \$ 8 \$ 4

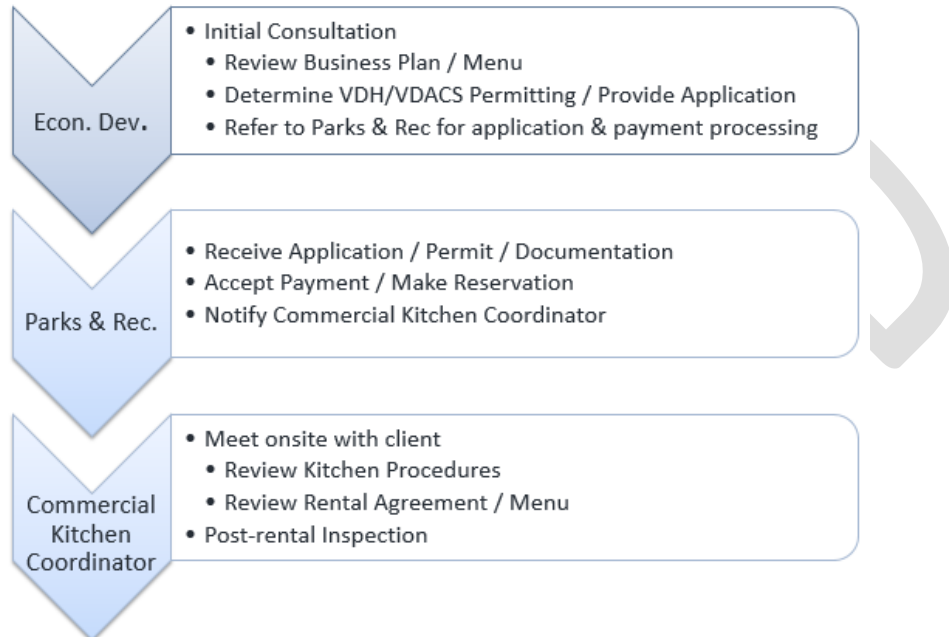
Commercial Kitchen Revenue = **\$27** **\$13**

Additional County Support Staff Requested:

Commercial Kitchen Coordinator

- ServSafe Kitchen Manager Certification.
- Kitchen oversight to ensure compliance with state and local health department food safety guidelines.
- Maintains daily kitchen logs: temperature, hold/cold, cooling, waste, cleaning, and inventory.
- Ensures all equipment and utilities are in working order.
- Orientates kitchen users on operations, safety, and maintenance.
- Manages the kitchen’s scheduling, reservation, and records systems.
- Ensures users keep the kitchen clean and organized.
- Performs pre and post inspection cleaning as needed. Occasional deep cleaning of kitchen may be required.
- Conducts reporting required by state and local regulatory entities.

Kitchen Rental Procedures



MOTION #1:	Approve the Commercial Kitchen Rental Fees as presented in the Fluvanna County Community Center Commercial Kitchen Rental Application.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second		Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION #2:	Approve the Commercial Kitchen Coordinator part-time position description as presented.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

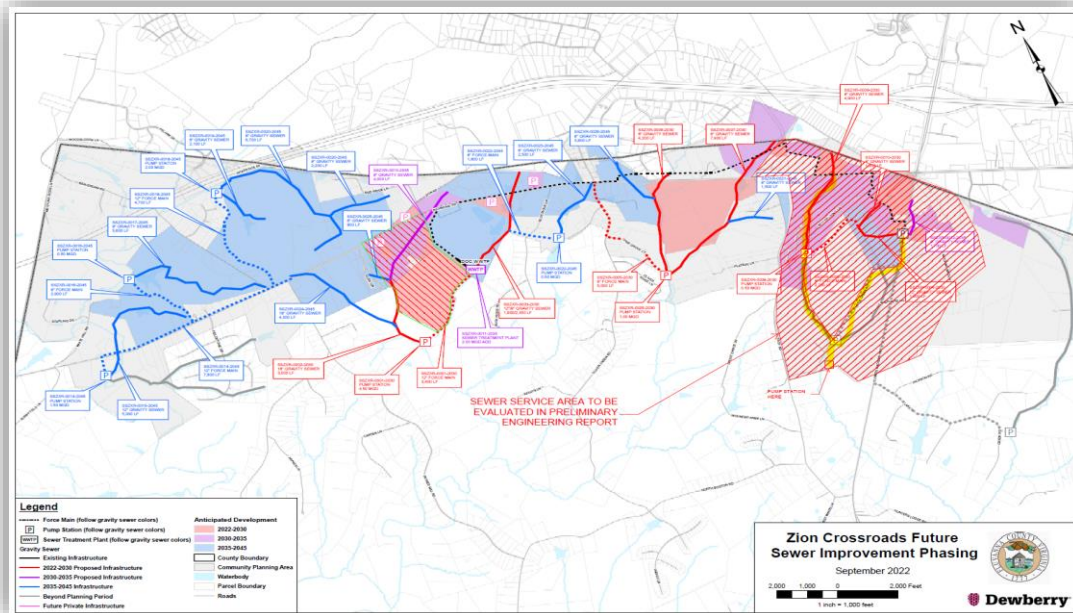
MOTION #3:	Approve the budget transfer of \$12,480 from the FY23 Parks and Recreation Department budget to a newly created FY23 Commercial Kitchen Department budget to fund the part-time position.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Dewberry Engineers Inc. – Project Agreement 17 – Tori Melton, Director of Finance

- The intent of the Route 250 / Route 15 Corridor Preliminary Engineering Report is to develop updated wastewater demand projections for the area, present a thorough conceptual layout of the backbone wastewater system necessary to serve the study area, size the backbone system facilities, and to provide a cost for the proposed wastewater collection and conveyance system expansion.
- The anticipated major components of the Route 250 / Route 15 Corridor Wastewater System include:
 - Zion Crossroads Wastewater Pump Station (WWPS) – (existing)
 - Zion Crossroads WWPS force main – (existing)

- Route 15 Wastewater Pump Station located in the southern area of the project area – (new)
- Trunk sewer(s) to collect wastewater from within the project area and convey to the existing Zion WWPS or the Route 15 WWPS – (new)
- Route 15 WWPS force main – (new)
- “Scope of Work”
 - Task 1 – Project Kickoff and Data Collection/Review
 - Task 2 – Demand Projections
 - Task 3 – Wastewater Collection and Conveyance System Evaluation
 - Task 4 – Preliminary Engineering Report
 - Task 5 – DEQ American Rescue Plan Act (ARPA) Funding Application
- Timing is of the essence – the work on Task 5 DEQ American Rescue Plan Act (ARPA) funding application must be completed prior to December 15, 2022, and the application must be submitted by the deadline of December 15, 2022.

Sewer PER Evaluation Area



- The Board of Supervisors allocated on April 20, 2022 \$4,137,070 for ARPA Revenue Loss. The current balance after additional Revenue Loss uses is \$2,330,589.
 - Decrease Unassigned Fund Balance associated with ARPA Revenue Loss - \$50,760
 - Increase ZXR Water and Sewer fund - \$50,760

MOTION #1:	Approve a supplemental appropriation of \$50,760 from Unassigned Fund Balance associated with American Rescue Plan Act (ARPA) Revenue Loss funds to the ZXR Water and Sewer fund budget for Zions Crossroads Route 250 and Route 15 Corridor Wastewater System Expansion Preliminary Engineering Report, to establish the funds necessary for Project Agreement 17.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION #2:	Approve the Project Agreement #17 for Zions Crossroads Route 250 and Route 15 Corridor Wastewater System Expansion Preliminary Engineering Report with Dewberry Engineers Inc. in the amount of \$50,760, and authorize the County Administrator to execute the Agreement, subject to approval as to form by the County Attorney.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

FY23 Social Services Salary Range Revision – Kim Mabe, Social Services Director

- A salary range revision will increase minimum salaries for all positions by 3%.
- A salary range revision of 3% will require a 3% pay increase for all employees.
- Current ranges are at the state’s minimum for local Departments of Social Services.
- A salary range revision is needed in order to be competitive with surrounding localities.

- Current minimum salaries are a barrier to recruiting for essential positions.
- Funding for a range revision requires a 68% local match and 32% federal match.
- A range revision of 3% is consistent with the County's approval of 3%-6% pay increases in August 2022. Social Services employees are included in the County's Pay Plan but are not eligible per State policy to receive pay increases based on years of service. A 3% range revision is the best alternative option to provide the same pay increase to Social Services employees that is consistent with the County's pay plan.

MOTION #1:	Approve the Social Services FY23 Salary Range Revision including a 3% pay increase for employees, with the Federal contribution being \$8,236 and the County contribution being \$17,503 and approve to accept the supplemental appropriation of \$8,236 from Federal funds.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION #2:	Approve a budget transfer of \$17,503 from the FY23 BOS Contingency budget to the FY23 Social Services budget to cover the 3% Salary Range Revision.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

13 - CLOSED MEETING

MOTION:	At 6:49pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, & A.5 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – employee termination and Prospective Industry – prospective business update.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 7:21pm, 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. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

6 - PUBLIC HEARING

Public Hearing for Chapter 8 Fire and Rescue Ordinance – Eric Dahl, County Administrator

The current Chapter 8 Fire Protection and Public Safety ordinance is being significantly revised to allow the County in the near future to establish a Fluvanna County Department of Emergency Services, which allows the County to hire employee's to provide EMS, and assist to augment the existing volunteer agencies providing EMS.

The proposed re-enactment of Chapter 8: (i) will establish the Fluvanna County Department of Emergency Services and re-establish the System; (ii) name the Director of Emergency Management ("EMD") who is Eric Dahl, County Administrator, as the EMS Chief; (iii) modifies the Chapter and the Public Safety System to accommodate the Department, changes in law and the establishment of the Department and the EMS Chief; and (iv) establishes the System Advisory Board.

The repeal of existing Chapter 8, and the repeal and re-enactment of proposed attached replacement Ordinance entitled Chapter 8 Fire Protection, Emergency Services and Public Safety of the Fluvanna County Code, in its entirety, will require that the Board adopt a resolution to re-establish Fees for Emergency Medical Services Vehicle Transports Under Fluvanna County Code Section 8-16-4. The fees proposed are the same as those previously set by the Board and made effective January 1, 2022.

Pursuant to Virginia law and prudent practice, the EMS Chief is to establish policies for the Fluvanna County Department of Emergency Services. OEMS also requires the Fluvanna County Department of Emergency Services have many of these policies for permitting purposes. The policies presented are Standard Debarment Procedures:

- SDP # 000 – Policy Definitions and Interpretations
- SDP # 001 – Vehicle Operations
- SDP # 002 – Substance Abuse Policy
- SDP # 003 – Background Check Policy
- SDP # 004 – Exposure Control Plan
- SDP # 005 – Tuberculosis Infection Control Plan
- SDP # 006 – Fleet Plan
- SDP # 007 – Personnel Reporting
- SDP # 008 – Personnel Apparel, Gear & Appearance
- SDP # 009 – Standards of Conduct
- SDP # 010 – Incident Reporting
- SDP # 011 – Patient Care Protocols
- SDP # 012 – OIG’s List of Excluded Individuals and Entities

At 7:33pm, Chair Sheridan opened the Public Hearing.

- John Lye, 311 Terrace, spoke in favor of the Chapter 8 Fire and Rescue Ordinance.

With no one else wishing to speak, Chair Sheridan closed the Public Hearing at 7:35pm.

MOTION:	Adopt an ordinance to: (i) repeal Chapter 8 Fire Protection and Public Safety of the Fluvanna County Code, in its entirety; and (ii) adopt and reenact the proposed attached replacement Ordinance entitled Chapter 8 Fire Protection, Emergency Services, and Public Safety of the Fluvanna County Code, in its entirety.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve and adopt that Resolution of Fluvanna County entitled: “Establishment of Fees for Emergency Medical Services Vehicle Transports Under Fluvanna County Code Section 8-16-4 under the Re-enacted Chapter 8 Fire Protection, Emergency Services and Public Safety.”				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Pursuant to Fluvanna County Code Chapter 8 as re-enacted, approve and adopt the attached proposed Fluvanna County Department of Emergency Services Standard Procedures SDP # 000 through and including SDP # 012.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

FY22 to FY23 Budget Carryover Requests – Tori Melton, Director of Finance

Fluvanna County Financial Policies Section 1-10 (Re-appropriation)

- Those amounts necessary for the continuation of operating projects or services may be requested by departments for re-appropriation to the budget of the next fiscal year.
- Such requests shall be for specifically-defined projects that could not reasonably be started or completed prior to June 30.
- Such requests shall be reviewed by the County Administrator and presented to the Board of Supervisors for formal approval.

Four Reasons for FY22 Carryover Requests

FY22 Budget Authority - YES

1. Initiative/Project was started in FY22, but was not able to be completed.

- Meets existing policy.

2. Initiative/project not started in FY22 due to circumstances.

- Meets existing policy.

FY22 Budget Authority - NO

3. Requesting carryover of FY22 remaining funds to cover **certain one-time special or capital projects** that are not already approved/funded.
 - **Does not meet existing policy.**
4. Requesting carryover of FY22 remaining funds for **new or unanticipated operating expenses** not included in the FY23 budget
 - i.e., Not funded in FY23, but request/need has been identified; asking for unexpended FY22 dollars to cover that request/need (rather than wait until FY24 budget).
 - **Does not meet existing policy.**

MOTION:	Approve the following carryover requests of FY22 unexpended budget lines from the listed departments to the FY23 Department Budget lines as specified and in the amounts listed:				
	Item	Department	Budget Line	Amount	Meets Policy
	A	Economic Development	Professional Services	\$10,000	Yes
	B	Economic Development	Marketing	\$6,400	Yes
	C	Economic Development	Tourism	\$4,900	Yes
		Total	\$ 21,300		
	with a total amount of \$21,300 to be re-appropriated.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

FY22 to FY23 Carryover Requests - FCPS – Dr. Peter Gretz, Schools Superintendent and Brenda Gilliam, Executive Director

Fluvanna County Financial Policies Section 1-10 (Re-appropriation)

- Those amounts necessary for the continuation of operating projects or services may be requested by departments for re-appropriation to the budget of the next fiscal year.
- Such requests shall be for specifically-defined projects that could not reasonably be started or completed prior to June 30.
- Such requests shall be reviewed by the County Administrator and presented to the Board of Supervisors for formal approval.

Four Reasons for FY22 Carryover Requests

FY22 Budget Authority - YES

1. Initiative/Project was started in FY22, but was not able to be completed.
 - **Meets existing policy.**
2. Initiative/project not started in FY22 due to circumstances.
 - **Meets existing policy.**

FY22 Budget Authority - NO

3. Requesting carryover of FY22 remaining funds to cover **certain one-time special or capital projects** that are not already approved/funded.
 - **Does not meet existing policy.**
4. Requesting carryover of FY22 remaining funds for **new or unanticipated operating expenses** not included in the FY23 budget
 - i.e., Not funded in FY23, but request/need has been identified; asking for unexpended FY22 dollars to cover that request/need (rather than wait until FY24 budget).
 - **Does not meet existing policy.**

Dr. Gretz presented carryover requests for Public Address System upgrade at the Fluvanna County High School - \$100,000, retro fit 12 buses with air conditioning - \$144,000, covering the increased fuel cost of heating oil and diesel fuel - \$250,000, and amend the FY23 Fluvanna County Public Schools bonus to match the FY22 County bonus - \$300,000.

After a lengthy discussion, Chair. Sheridan asked for a vote.

MOTION #1:	I move the Board of Supervisors approve carryover of FY22 Fluvanna County Public Schools unexpended local funds in the amount of \$300,000.00, increasing the FY23 Schools local appropriation from \$19,727,761 to \$20,027,761. - Staff Bonus \$300,000				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Motion			Second	
VOTE:	Yes	No	No	Yes	Yes
RESULT:	3-2				

MOTION #2:	I move the Board of Supervisors approve carryover of FY22 Fluvanna County Public Schools unexpended local funds in the amount of \$244,000 to the FY23 CIP Budget (Schools), for the following item: - FCHS Public Address System Upgrade \$100,000 - Retrofit 12 School Buses with AC \$144,000				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	No	Yes	Yes
RESULT:	4-1				

7A – BOARDS AND COMMISSIONS

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/REAPPT	BEGINS TERM	ENDS TERM
JAUNT Board Library Board of Trustees – At-Large	David C. Harlow		Appt	12/7/2022	6/30/2025
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second				Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION TO EXTEND

- At 8:53pm, a motion was made to extend the Board of Supervisors meeting.

MOTION:	Approve a motion to extend the December 7, 2022 Regular Board of Supervisors meeting to 10:00pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Motion			Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

8 – PRESENTATIONS

FCPS Preliminary Budget Discussion – Dr. Peter Gretz, Superintendent

Dr. Gretz gave a high level overview of the Fluvanna County Public Schools FY24 budget priorities including per pupil expenditures, enrollment data, staff compensation, teacher experience, compensation projection and unknowns.

Historic Structures Report – Calvin Hickman, Director of Public Works

- Kathleen Kilpatrick, Chair of the Courthouse Restoration Committee & Member, Board of Directors discussed the Historic Courthouse's significance for the County as well as it being considered a masterwork of architecture by General John Hartwell Cocke, a founder of UVA, trusted protégée appointed by Jefferson to help oversee construction of the Academical Village – now a World Heritage Site.

- Calvin Hickman, Director of Public Works, gave an overview of the project including
GOALS

The historic preservation goals for this building are the efficient and effective preservation of the historic fabric and the continued use of this important building and site.

TIMELINE

Restoration and repair work must be executed with urgency in the near- and medium-terms to protect this historic building.

KEY FINDINGS

The report finds a number of deficient conditions in building components critical to the integrity of the building and elements which are essential to the original design intent.

Below are the key items which will have a significant impact on the preservation the building.

The associated treatments are expected to incur the balance of both the effort and cost during a Preservation construction project:

Restoration of front columns, extensive repairs to roofing system, full window and door restoration, localized masonry repairs, refinishing exterior painted surfaces, addressing high humidity in basement, restoration and repair of interior finishes, localized structural repairs

FUNDING

A funding campaign which partners the county with the Fluvanna Historical Society is needed to raise and allocate the significant funding to complete the recommended repairs.

PRIORITY MATRIX

The following table is a summary of the recommendations for Fluvanna County Historic Courthouse. The items are listed by discipline for easy reference. More information is provided on these treatments in the condition assessment and treatment recommendations portions of the report. Refer to Appendix A for the cost estimate for these scopes of work.

- Priority 1 – within one year
 - Urgent threats to building fabric
 - Additional Investigation and testing to confirm future treatment
- Priority 2 – within three years
 - Improvements and repairs to the building’s exterior envelope
- Priority 3 – within five years
 - Interior repairs
 - Minor exterior repairs

**ORDER OF
MAGNITUDE
COST ESTIMATE**

Description	Priority #1 within 1 Year	Priority #2 within 3 Years	Priority #3 within 5 Years
ESTIMATED CONSTRUCTION COST BY PHASE	\$ 115,974	\$ 502,382	\$ 587,619
ESTIMATED ADDITIONAL PROJECT COSTS <small>(Rough Order of Magnitude Sum of Permits, Engineering Fees, Architectural Fees, Legal Services, and Administrative Costs)</small>	\$ 17,396	\$ 125,596	\$ 146,905
TOTAL PROJECT COST BY PHASE	\$ 133,370	\$ 627,978	\$ 734,524
TOTAL ESTIMATED COST FOR ALL PHASES			\$1,495,872
ALTERNATES			
ALTERNATE CONSTRUCTION COST BY PHASE	\$ -	\$ 106,144	\$ 468,563
ESTIMATED ADDITIONAL PROJECT COSTS	\$ -	\$ 26,536	\$ 117,141
ESTIMATED PROJECT COSTS OF ALTERNATES	\$ -	\$ 132,680	\$ 585,704
TOTAL ESTIMATED ADDITIONAL COST FOR ALTERNATES			\$ 718,384

- Marvin Moss, President of the Historical Society, discussed the strength of and commitment to public-private partnership and the collaboration of the County of Fluvanna and the Historical Society on the Old Stone Jail, Haden House and the Fluvanna Farm Heritage Museum and now the Historic 1830 Courthouse.

MOTION TO EXTEND

- At 9:57pm, a motion was made to extend the Board of Supervisors meeting.

MOTION:	Approve a motion to extend the December 7, 2022 Regular Board of Supervisors meeting to 11:00pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O’Brien	Mr. Sheridan
ACTION:	Motion			Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

9 - CONSENT AGENDA

The following items were approved under the Consent Agenda for December 7, 2022:

- Minutes of November 10, 2022 – Caitlin Solis, Clerk to the Board
- Minutes of November 16, 2022 – Caitlin Solis, Clerk to the Board
- Accounts Payable Report for September 2022 – Tori Melton, Director of Finance
- Accounts Payable Report for October 2022 – Tori Melton, Director of Finance
- FY23 Voluntary Contributions – Tori Melton, Director of Finance

- FY23 FCPS Grants Supplemental Appropriation – Brenda Gilliam, Executive Director for Instruction and Finance
- FY23 FCPS Grants Supplemental Appropriation – Brenda Gilliam, Executive Director for Instruction and Finance
- CRMF - FCHS Centrifugal Pump – Don Stribling, FCPS Executive Director
- CRMF - FCHS Chiller #1 – Don Stribling, FCPS Executive Director
- Dewberry Project Agreement #16 for Zions Crossroads Water & Sewer Punch List Bid – Donna Allen, Purchasing Officer
- Lake Monticello Response 5 Vehicle Purchase Agreement – Donna Allen, Purchasing Officer

MOTION:	Approve the consent agenda, for the December 7, 2022 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for September 2022, in the amount of \$4,182,536.48 and October 2022, in the amount of \$1,683,856.40.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
ACTION:	Second			Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

10 - UNFINISHED BUSINESS

None.

11 - NEW BUSINESS

Mrs. Booker mentioned serving on the Rivanna River Basin Commission (RRBC) and suggested another Board member serve on it next year. Mrs. Booker also mentioned the affordable housing tour before the VACo Conference and brought informational flyers for the other Board members.

12 - PUBLIC COMMENTS #2

At 10:17pm, Chair Sheridan opened the second round of Public Comments.

- Dr. James Kelley, 363 Manor Blvd, thanked the Board for the approval of the carryover requests. With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 10:18pm.

14 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, December 7, 2022 at 10:18pm.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. Fairchild	Mr. O'Brien	Mr. Sheridan
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



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia
RESOLUTION No. 21-2022

A RESOLUTION FOR THE ESTABLISHMENT OF FEES FOR EMERGENCY MEDICAL SERVICES VEHICLE TRANSPORTS UNDER FLUVANNA COUNTY CODE SECTION 8-16-4 UNDER THE RE-ENACTED CHAPTER 8 FIRE PROTECTION, EMERGENCY SERVICES AND PUBLIC SAFETY

WHEREAS, on December 7, 2022, the Board of Supervisors of Fluvanna County (the “Board”) repealed Chapter 8 Fire Protection and Public Safety of the Fluvanna County Code, in its entirety; and (ii) adopted and reenacted a replacement Ordinance entitled Chapter 8 Fire Protection, Emergency Services and Public Safety of the Fluvanna County Code, in its entirety;

WHEREAS, under the reenacted Fluvanna County Code Section 8-16-4, the Board by resolution shall establish fees for emergency medical services vehicle transports;

WHEREAS, prior to the adoption and reenactment of the replacement ordinance a similar section also required that the Board establish such for emergency medical services vehicle transports and the most recent fees adopted by the Board were effective January 1, 2022, and were set at:

Schedule of Fees:

Current Fees (125% of Medicare Allowable Charges):

- *Basic Life Support (BLS):* \$ 501.48
- *Advanced Life Support 1 (ALS1):* \$ 595.50
- *Advanced Life Support 2 (ALS2):* \$ 861.91
- *Mileage (All Service Levels):* \$ 15.19 per loaded mile;

WHEREAS, the Board desires to adopt fees for Emergency Medical Services Vehicle Transports Under Fluvanna County Code Section 8-16-4 consistent with those effective January 1, 2022 as set forth above;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby incorporates the recitation set forth above, and approves and adopts the above Schedule of Fees for Emergency Medical Services Vehicle Transports Under Fluvanna County Code Section 8-16-4 consistent with those previously in effect as of January 1, 2022; and

BE IT FURTHER RESOLVED that the Fluvanna County’s Board hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to implement such Schedule of Fees and to develop any specific procedures as applicable and appropriate for Fluvanna County, provided that such specific procedures are consistent with the terms and conditions of the Fluvanna County Code and the Schedule of Fees; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 7th day of December, 2022, by the following vote:

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

Attest:

 John M. Sheridan, Chair

Fluvanna County Board of Supervisors