

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Courtroom, Fluvanna Courts Building
72 Main Street, Palmyra, VA 22963
November 6, 2024
Regular Meeting 5:00pm**

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
John M. (Mike) Sheridan, Columbia District, Vice Chair
Mike Goad, Fork Union District
Timothy M. Hodge, Palmyra District
Tony O’Brien, Rivanna District (*entered the meeting at 5:04pm*)

ABSENT: None.

ALSO PRESENT: Eric M. Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Dan Whitten, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

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

At 5:03pm, Chair Fairchild called to order the Regular Meeting of November 6, 2024. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

- Mr. Dahl requested the addition of Elected Officials Breakfast Agenda Items to be added to New Business.

MOTION:	Accept the Agenda, for the November 6, 2024 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion		Second
VOTE:	Yes	Yes	Yes	Absent	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Margaret Bamford, Planning Department, Administrative Specialist, Started November 4th
- Demetrice Payne, Public Works Department, Building Worker I, Started November 4th

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Nov 20	4:00 PM	IAC Dinner	Morris Room
Wed	Nov 20	6:00 PM	Regular Meeting	Circuit Court
Thu	Nov 21	8:30 AM	Elected Officials Breakfast	Library
Wed	Dec 4	5:00 PM	Regular Meeting	Circuit Court
Wed	Dec 4	7:00 PM	Budget Work Session	Morris Room

5 - PUBLIC COMMENTS #1

At 5:06pm, Chair Fairchild opened the first round of Public Comments.

- Mike Sheridan, 445 Covered Bridge Rd, thanked the groups involved in organizing the Lafayette Trail event on November 3, 2024.

With no one else wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:08pm.

6 – BOARDS AND COMMISSIONS

None.

7 – PRESENTATIONS

Comprehensive Plan Timeline Update – Todd Fortune, Director of Planning

Mr. Fortune presented an update on the process for updating the Fluvanna County Comprehensive Plan. A full update of the Plan is needed to bring the entire Comprehensive Plan up to date and is expected to take 12 to 18 months to complete.

At the October 8, 2024 meeting, the Planning Commission decided to keep the existing Comprehensive Plan format for the update. The Commission was agreeable to holding community meetings first, then disseminating citizen surveys.

- Hold five (5) community meetings, one for each district, after the first of the year.
- The format will consist of a mapping exercise and a P.A.R.K. (Preserve, Add, Remove, Keep Out) exercise. The next steps are for Staff to work on logistics of the community meetings (date/time/location, etc.); and begin work on parts of the Plan that are data intensive and don't rely on public input.

Undeveloped Parcels Map – Eric Dahl, County Administrator

As part of the adopted 2024 Board of Supervisors Work Plan, under Rural Preservation E2, the Board requested staff to “Provide a report on undeveloped parcels in the County in size categories such as greater than 1000 acres, 500-1000 acres, 200-500 acres, etc.”

A couple of items to note:

- When you view the map legend, you will note the County does not have any undeveloped parcels in the County greater than 1,000 acres.
 - We also decided to limit parcels to anything greater than 10 acres.
 - When you view the map legend, there is a number in parentheses, which indicates the number of parcels in that acreage category size.
 - You can also see in the map that some large undeveloped parcels are in Conservation Easements (hash marks), so they cannot be developed.
 - If we included undeveloped parcel sizes less than 10 acres, the number of parcels in that category was around 2,800 parcels.
- *After some discussion, the Board requested a new map that includes parcels that are more than 50 acres with a single dwelling.*

Employee Survey Update – Eric Dahl, County Administrator

Mr. Dahl presented an overview and options for the next employee survey including the benefits of an external survey; and available platforms from companies that specialize in performing surveys.

- Though no formal action is needed at this time, the Board agreed having an outside company conduct the employee survey will be beneficial. Staff will bring back a more formal agenda item at a future meeting.

8 - ACTION MATTERS

2025 TJPDC Legislative Program – David Blount, TJPDC Deputy Director/Director of Legislative Services

David Blount presented the Thomas Jefferson Planning District Commission Draft Legislative Priorities for 2025 including, public education funding, budgets and funding, and Land Use and Growth Management.

- Mr. Hodge asked to have the CSA protective funding rates updated to account for inflation, and have unutilized funds from localities shifted to localities that have used up their funding.
- Mr. O’Brien suggested that were the Department of Education to be disbanded, the 12 percent federal funding we usually receive would become a tax increase and would need to be considered.

MOTION:	Approve the 2025 Thomas Jefferson Planning District Legislative Program as amended.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:				Second	Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

Job Description updates and re-classifications for the Treasurer’s Office – Treasurer, Debbie Rittenhouse, and Director of Human Resources, Donna Snow

The job descriptions for the Treasurer’s office have been updated to reflect the essential summary and the functions of each position. The changes are aimed at better aligning the roles with the County’s evolving needs and overall organizational goals.

The request for a new hire, upgrades and realignments for the following positions and to update position descriptions for:

- A current Deputy Treasurer II will move to the recently vacated deputy Treasurer III position;
- A current Deputy Treasurer III will move to Deputy Treasurer IV.
- A current Deputy Treasurer II will remain in the position.
- The current Chief Deputy Treasurer I will move to Chief Deputy Treasurer II;

These updates and requests are driven by the roles and responsibilities within the office.

These requests do not change the amount of staff for the office, rather it changes the skill level of the positions in the office (see the below chart)

Current	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Treasurer	Total
	0	2	2	0	1	0	1	6
Request	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Treasurer	Total
	0	2	1	1	0	1	1	6

MOTION:	Approve the position upgrade of a Full-time Deputy Treasurer II, to a Full-time Deputy Treasurer III in the Treasurer’s office and further approve the amended position description.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve the position upgrade of a Full-time Deputy Treasurer III, to a Full-time Deputy Treasurer IV in the Treasurer’s office for FY25 at a cost of \$5,399.00 for salary and benefits, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve the position upgrade of a Full-time Chief Deputy Treasurer I, to a Full-time Chief Deputy Treasurer II in the Treasurer’s office for FY25 at a cost of \$3,462.00 for salary and benefits, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Approve the position realignment for the Full-time Deputy Treasurer II due to compression in the Treasurer’s office for FY25 at a cost of \$4,215.00, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

9 - PUBLIC HEARING

None.

10 - CONSENT AGENDA

The following items were approved under the Consent Agenda for November 6, 2024:

- *Minutes of October 16, 2024* – Caitlin Solis, Clerk to the Board
- *Accounts Payable Report for September 2025* – Teresa McAllister, Management Analyst
- *2024 VATI MOU Between TJPDC, Firefly & Fluvanna* – Eric Dahl, County Administrator
- *Four-for-Life Supplemental Appropriation* – Theresa McAllister, Management Analyst
- *Approval of Open Space Agreement for CTD Corp.* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Robert B. Hellinger* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Adam Conrad Proffitt & Melissa Sue Proffitt* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Approval of Open Space Agreement for Robert E. Rigsby* – Andrew M. Sheridan, Jr., Commissioner of the Revenue
- *Road Name Assignment - Still Waters Lane* – Todd Fortune, Director of Planning and Zoning
- *CRMF - CEN - Chiller Fan Motors* – Don Stribling, FCPS Executive Director

MOTION:	Approve the consent agenda, for the November 6, 2024 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for September 2024 in the amount of \$3,516,631.95				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion			Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

11 - UNFINISHED BUSINESS

None.

12 - NEW BUSINESS

Elected Officials Breakfast Agenda Items – Eric Dahl, County Administrator

Mr. Dahl asked the Board if they had any topics they want to include on the Elected Officials Breakfast agenda.

The Board offered the following topics:

- Reduction of Early Voting from 45 days.
- SB 567 Siting of energy facilities; approval by the State Corporation Commission
- JLARC K-12 funding shortages
- Volunteer incentive voucher system

13 - PUBLIC COMMENTS #2

At 6:31pm, Chair Fairchild opened the second round of Public Comments. With no one wishing to speak, Chair Fairchild closed the second round of Public Comments at 6:31pm.

14 - CLOSED MEETING

MOTION:	At 6:31pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.5, A.7, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Employees of the Department of Emergency Services, Real Estate – Disposition of County-owned property in the Fork Union District; Prospective Industry – prospective business update in the Columbia District; Litigation – Gate Plaza LLC v. Fluvanna County Board of Supervisors, Legal Matters – Contract user grants under the water and sewer ordinance in Zion Crossroads; and insurance proceeds related to Kents Store Fire building.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	At 8:00 pm, 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:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

15 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, November 6, 2024 at 8:00pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	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

Christopher S. Fairchild
Chair

APPROVED



BOARD OF SUPERVISORS
 County of Fluvanna
 Palmyra, Virginia
RESOLUTION No. 27-2024A

A RESOLUTION TO ASSIGN A ROAD NAME: Still Waters Lane

WHEREAS, the E911 emergency system requires the assignment of names to all streets and roads in the County, the assignment of building numbers to all buildings having telephones and/or occupancies, and the erection of appropriate street signs at intersections; and,

WHEREAS, a fourth address has been assigned to the private road located on the north side of Thomas Jefferson Parkway one half mile east of its intersection with Ruritan lake Road which requires that a road name be assigned; and,

WHEREAS, the Board of Supervisors is empowered to name streets, roads and alleys within the County in accordance with Section 18-2 of the Code of the County of Fluvanna;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Fluvanna County pursuant to Section 18-2 of the Code of the County of Fluvanna that the private road located off of Thomas Jefferson Parkway one half mile east of its intersection with Ruritan Lake Road be named Still Waters Lane.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors on this 6th day of November 2024.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Chris Fairchild, Cunningham District	X					
John M. Sheridan, Columbia District	X				X	
Mike Goad, Fork Union District	X					X
Timothy Hodge, Palmyra District	X					
Anthony P. O'Brien, Rivanna District	X					

Attest:

 Christopher S. Fairchild, Chair
 Fluvanna County Board of Supervisors