

**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	<u>\$ 21,446.03</u>
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 monitoring and state mandates 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