

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
June 5, 2013, 2:00 pm, Regular Meeting
6:00pm, 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, June 5, 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:

- Employee Health Fair held on May 22nd was very successful. It was sponsored by First Financial Group of America and organized by Parks & Recreation Director and Human Resources Manager.
- 2012 District and State VCE Programming Excellence Award Winners were John Thompson, Kim May and Faye Anderson.
- Faye Anderson won the Award for Outstanding Performance in Food and Nutrition Education.
- Second Zion Crossroads Public meeting will be held today, June 5, 2013, at 4:00 to 7:00pm in the Circuit Court Lobby.
- The first Fire & EMS Memorial Week, June 2-8, 2013, to honor all those who have made the ultimate sacrifice.
- Fluvanna Fun Days Carnival will be held June 5-8, 2013 at Pleasant Grove Park.
- The Cooperative Extension Office has proposed a plan to purchase a Safe for 4-H shooting sports firearms. Plan has been reviewed by Sheriff, County Administrator and the County Attorney.
- Emergency Services Coordinator, Cheryl Wilkins, was hired and started Tuesday, May 28, 2013.
- Assistant Public Works Director/Project Manager, Will Shaw, was hired and will start Monday, June 17, 2013.
- Re-arranging offices in Finance to create a safer, more secure IT Server Room.
- BOS Directives and Requests Status Report will be included in packet on a monthly basis.
- County Administrator will be on vacation from June 7 – 15, 2013. Mr. Bobby Popowicz will serve as acting administrator.
- Reviewed ongoing projects.

Mr. Chesser inquired about fire safety in rural areas. The sheriff's office is researching this concern.

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

Re-classify Grants Administrator Position – Mr. Steven Nichols addressed the Board regarding the upcoming vacancy of the Grants Administrator position. Mr. Nichols would like to request to re-classify the current Budget Analyst position, with a Pay Band of 14, to a Management Analyst position with a Pay Band of 17 and add additional duties to the Purchasing Officer position with a 3% increase in salary. Review the duty adjustments in 6 months and determine the best use of the open Grants Administrator position. The Board concurred with this request.

MOTION:

Mr. Chesser moved approved re-classification of the current position titled Budget Analyst; classification number 1380, Pay Band 14, to the position titled Management

Analyst; classification number 1385, Pay Band 17 effective July 1, 2013.
Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None.

Recommendation of Appointment to the Board of Zoning Appeals, At-Large Position – The Board deferred this appointment to the June 19, 2013 meeting, to allow for interested candidates to apply.

Appointment/Reappointment to the Parks and Recreation Advisory Board, 5 At-Large Positions – The Board deferred these appointments to the June 19, 2013 meeting, to allow for some discussion with the Parks and Recreation Advisory Board.

Appointment to the Library Board of Trustees, At-Large Position - Mr. Steve Nichols addressed the Board regarding this request to fill the At-Large Position for the Library Board of Trustees.

MOTION:

Mr. Ullenbruch moved to reappointed Ms. Angela Bergeron to the Library Board of Trustees, At-Large Position, with a term to begin July 1, 2013 and to terminate June 30, 2107. Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None

PRESENTATIONS

Volunteer Contributions Plan Update – Mr. Steven Nichols, County Administrator, reviewed with the Board the how different counties collect voluntary contributions. Mr. Nichols expressed that a strong policy will need to be written to include; the authorized uses or exclusions, policy for rejecting donations, provide a specific list of departments/agencies/functions, requirement of a separate check and the effect on renters. Discussed the various options to get the information out, required County Code changes and timing for implementation. Staff will try to get this implement by December 2013. Supervisor Ullenbruch requested to follow up with staff on this request and bring to the Board in complete form. Mr. Fred Payne, County Attorney, expressed it was very important to be clear that these contributions are not tax payments and contributions and tax payments can't be paid together.

Local Youth Football Team (7th Grade level)) Update – Mr. Jason Smith, Parks & Recreation Director reviewed with the Board the progress of the Local Youth Football Team. Mr. Smith discussed the benefits of a local youth football and the startup fees for a team of 40 members. Supervisor Ullenbruch suggested deferring this for a year and do fund raising for the falling fall season. The Board discussed helping with the startup fee with the following years will be self-sufficient. The Board **directed staff** to bring a formal motion on the Local Youth Football Team (7th Grade Level) at the June19th meeting.

CONSENT AGENDA

Mr. Weaver requested a detail motion on the Capital Reserve Maintenance Fund Request and asked some questions on the accounts payable report.

The following items were approved under the consent agenda:

MOTION:

Mr. Weaver moved to approve the consent agenda, which consisted of:

- Minutes from May 15, 2013.
- ACCOUNTS Payable Report.
- Accept Byrne Justice Assistance Grant for the Sheriff's Office.
- Capital Reserve Maintenance Fund Request for Electrical and Lighting Upgrades to Carysbrook and Central Elementary.

Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None.

UNFINISHED BUSINESS

None

NEW BUSINESS

Code Compliance Officer Position – Supervisor Ullenbruch would like to see the Code Compliance Officer Position go from part-time to full-time. The Board discussed the need to track new business and compliance with ordinary and specific requirements of Special Use Permits.

The Board **directed staff** to do a need analysis on changing the Code Compliance Officer Position from part-time to full-time.

Cellular Phone Stipend Policy – Mr. Steven Nichols, County Administrator, requested the Board to consider cellular phone stipends for staff members that are required to have a county phone instead of supplying a county phone. Mr. Fred Payne, County Attorney, addressed his concerns with a cellular phone stipend. Mr. Nichols requested stipends for the Commissioner of Revenue and the Emergency Services Coordinator be implemented retroactive to a policy being implemented. The Board **directed staff** to pursue a cell phone stipend policy.

PUBLIC COMMENTS #2

Chairman Kenney opened the floor for the second round of public comments.

- Mel Sheridan, Columbia District – addressed the Board in support of the Cellular Phone Stipend Policy.

With no one else wishing to speak, Chairman Kenney closed the second round of public comments.

CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING:

At 4:13 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, 2.2-3711-A-3, 2.23711 A.6 and 2.2-3711-A-7 for discussion of Personnel Matters, Real Estate, Investment of Funds 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 5:59 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 6:00 p.m., the following resolution was adopted by the Fluvanna County Board of Supervisors, following a closed meeting held Wednesday, June 5, 2013, on motion of Mr. Weaver, seconded by Mrs. Booker, 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.”

Work Session with Social Services Board – The Board met with the Social Services Board to discuss the intent of the Social Services Board implementing a pay increase for the Social Services staff. Mr. Nichols asked for direction if the Board of Supervisors is required to approve a salary base increase to the Social Services Department. The Board discussed looking into the amending the local ordinance to reflect that the Social Services Board follow the County pay plan or the State pay plan, one source not both.

CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING:

At 6:53 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, 2.2-3711-A-3, 2.23711 A.6 and 2.2-3711-A-7 for discussion of Personnel Matters, Real Estate, Investment of Funds and Legal Matters. Mr. Chesser 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 8:18 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 8:19 p.m., the following resolution was adopted by the Fluvanna County Board of Supervisors, following a closed meeting held Wednesday, June 5, 2013, on motion of

Mr. Weaver, seconded by Mrs. Booker, 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. Ullenbruch moved to allow Joyce Engineering to proceed with an Analysis and Appraisal of the equipment, wells, water storage tank, and land at the Carysbrook facility formerly known as the Thomasville plant for a cost not to exceed \$5,575.00.

Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYES: Kenney, Booker, Ullenbruch, Chesser and Weaver. NAYS: None. ABSENT: None

ADJOURN

MOTION:

At 8:20 p.m., Mrs. Booker moved to adjourn the meeting of Wednesday, June 5, 2013.

Mr. Chesser 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

