

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
February 05, 2014, 4:00 pm**

MEMBERS PRESENT: Mozell Booker, Chairperson
Bob Ullenbruch, Vice-Chairperson
Mike Sheridan
Donald W. Weaver
Tony O'Brien

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

Chairperson Booker called the meeting of Wednesday, February 05, 2014, to order at 4:00 p.m., in the Circuit Courtroom in Palmyra, Virginia; and the Pledge of Allegiance was recited, after which, Chairperson Booker called for a moment of silence.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Habitat for Humanity dedicated another house in Fluvanna County on January 25, 2014
- Public Works Department staff has done a great job keeping the roads, parking lots and sidewalks well maintained during the snow and icy conditions.
- Sheriff's Department conducted a successful 'Active Shooter' Training Class at the former Cunningham elementary School.
- Fluvanna County Social Services' Virginia Initiative for Employment Not Welfare (VIEW) program was ranked 5th in the state during the last monthly rating period.
- Daddy and Daughter Valentines Dance is Saturday, February 8, 2014, at the Carysbrook Gym.
- Senior Valentine's Day Dance is Wednesday, February 12, 2014, at the Carysbrook Gym.
- Joint Work Session with Planning Commission scheduled for Wednesday, March 5, 2014, at 7:00 pm. Discussion will be PUDs, UDAs and review of Planning and Zoning issues for Zion Crossroads development.
- New Senior Program Support Assistant in Planning, Kelly Belanger-Harris, started on Tuesday, January 28, 2014.
- Provided Pleasant Grove Diesel Storage Tank procedures update.
- Reviewed upcoming meetings and work sessions for the month of February.

PUBLIC COMMENTS #1

Chairperson Booker opened the floor for the first round of public comments.

- Gerald Bare, Property on 250 – Encouraged the Board to continue with putting water and sewer to the Zion Crossroads area.

With no one else wishing to speak, Chairperson Booker closed the first round of public comments.

PUBLIC HEARING

None

ACTION MATTERS

Grant Application for FY15 School Resource Officers – This request was deferred to the February 19, 2014 meeting.

County Driver DMV Checks Policy – Mr. Wayne Stephens, Public Works Director, addressed this request to make the following updates and amendments to the Motor Vehicle Use Policy:

1. Clarify various existing procedures, requirements & responsibilities.
2. Specify a 5-year frequency for DMV driving record checks.
3. Centralize responsibility for initiating DMV driving record checks.
4. Add a requirement for annual verification of valid license.
5. Clarify accident reporting and investigation procedures.
6. Update and clarify the Authorized Drivers section of the policy.

MOTION:

Mr. Ullenbruch moved to adopt and approve the revised Fluvanna County Motor Vehicle Use Policy effective February 5, 2014. Mr. Weaver seconded. The motion carried, with a vote of 5-0. AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

Appointment/Fork Union Sanitary District Advisory Committee (FUSD) –**MOTION:**

Mr. Weaver moved to appoint Mr. Gerard Zink to the Fork Union Sanitary District Advisory Committee (FUSD), with a term to begin immediately and to terminate December 31, 2017.

Mr. O'Brien seconded. The motion carried, with a vote of 5-0. AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

Appointment/Youth Advisory Council (YAC), BOS Representative Position –**MOTION:**

Mr. Ullenbruch moved to appoint Mrs. Mozell Booker to the Youth Advisory Council (YAC), BOS Representative Position, with a term to begin immediately and to terminate December 31, 2015. Mr. Weaver seconded. The motion carried, with a vote of 5-0.

AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

ZMP 13:02, Cowboys, LLC – Applicant requested this item be deferred from the February 19th, 2014 meeting to the March 19th, 2014 meeting.

MOTION:

Mr. Ullenbruch moved to defer ZMP 13:02, a request to amend the Fluvanna County Zoning Map with respect to 2.631 acres of Tax map 30, Section A, Parcel 84B, to conditionally rezone the same from A-1, Agricultural, General, to B-1, Business, General, subject to the submitted proffer. Mr. O'Brien seconded. The motion carried, with a vote of 5-0. AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

PRESENTATIONS

VDOT Report – Mr. Joel DeNunzio, Charlottesville Residency Administrator, gave all the Board members a binder containing current VDOT contact information, FY13-19 Six-Year Plan, and current work projects. Mr. DeNunzio reviewed the monthly report and the projects currently being worked on. Mr. DeNunzio also met recently with the school transportation team to address winter weather concerns. Mr. Weaver mentioned some road signs down on Briar Creek Road and Rolling Road South. Green street signs are the county responsibility. Sherriff's Office will be notified. All other signs are VDOT's responsibility.

FY15 Operating 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.
- Continue improvements in Service, Efficiency, and Effectiveness (SEE).
- Provide for adequate maintenance of County facilities and recreation areas
- Plan for the cost of new or upgraded Capital Improvements Plan (CIP) infrastructure project requirements in future budget years.
- Support staff with adequate pay and benefit plans.

The proposed budget totals \$77,486,022 is balanced on a real property tax rate of \$0.85 per \$100 of assessed value. Mr. Nichols explained in detail the \$11.1 million increase to revenues and expenditures. Mr. Nichols also discussed two pay plan proposals, expected employee health insurance costs and additional county staff needs to maintain efficiency while managing increasing staff workloads. Mr. Nichols reviewed a variety of other revenue sources that could be implemented to bring in additional revenue.

FY15 Revenues/Expenditures - Mrs. Barbara Horlacher, Finance Director, reviewed with the Board:

- Five largest revenues for the County
- Proposed Real Property Tax
- Real Estate Tax Rate History and Comparison
- Public Service Corporation Tax
- Proposed Personal Property Tax and Rate Comparison
- Delinquent Taxes and Collection Rate History
- Commonwealth of Virginia Revenue
- Sales Tax History
- Total Debt and Debt Service History
- Fund Balance
- Impact of Tax Rate Changes and 2014 Reassessment

CONSENT AGENDA

The following items were approved under the consent agenda:

MOTION:

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

- Minutes of January 8, 2014, as amended.
- Minutes of January 15, 2014.
- Accounts Payable Report in the amount of \$3,173,579.81.
- FY14 Cunningham and Columbia School Appraisals

Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Booker is attending the 2014 Virginia County Board Chairpersons' Institute from February 6-9, 2014, in Richmond, VA.

PUBLIC COMMENTS #2

Chairperson Booker opened the floor for the second round of public comments.

With no one wishing to speak, Chairperson Booker closed the second round of public comments.

RECESS at 6:13pm**MOTION:**

Mr. O'Brien moved to recess the meeting for dinner break and reconvene at 7:00pm.

Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

RECONVENED at 7:00pm**FY15 Agency Budget Request Presentations:**

Fire and Rescue – Chief Scott Carpenter, Chairman of the Fire and Rescue Association, addressed the Board in regards to Fire and Rescue FY15 budget requests. Please reconsider reallocating the funds for parking lot lighting and drainage repair for the Lake Monticello Fire and Rescue Buildings.

Health Department – Dr. Lilian Peake, Director of Health Department, reviewed with the Board the mission, to have Healthy People and Healthy Communities, and three major goals of the Health Department;

1. Control Communicable Diseases
2. Improve the Health of Women and Children.
3. Work collaboratively to improve Community Health Services.

Library – Ms. Cyndi Hoffman, Library Director, gave an overview to the Board of the participation and use of the library. Ms. Hoffman discussed the requests for more bandwidth to improve the internet service and five additional staff hours per week.

Department of Social Services – Mrs. Susan Muir, Social Services Director, reviewed with the Board the mission of Social Services, to fundamentally promote the well-being and quality of life for the citizens of this county, along with their FY15 budget request. Mrs. Muir requested the Board to consider funding for one more staff position and some staff transition coverage money. The Board discussed the funding requirements for the Social Services Department from the State.

Cooperative Extension Office and Registrar/Electoral Board – Mr. Steve Nichols, County Administrator, addressed the Cooperative Extension Office and Registrar/Electoral Board's FY15 funding requests.

Chairman Booker discussed with the Board the procedure in communicating with the Fluvanna County School Board and School Superintendent.

EXTEND MEETING**MOTION:**

Mr. Weaver moved to extend the Board of Supervisors meeting to 12:00 a.m. Mr. O'Brien seconded. The motion carried with a vote of 5-0. AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

CLOSED SESSION**MOTION TO ENTER INTO A CLOSED MEETING:**

At 7:50 p.m., Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed session, pursuant to the Virginia Code Section 2.2-3711A.3, 2.2-3711A.5, 2.2-3711A.6 and 2.2-3711A.7 for discussion of Disposition of Real Estate, Prospective Industry, Investment of Funds and Legal Matters. Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION:

At 9:51 p.m., Mr. Weaver moved the closed meeting be adjourned and the Fluvanna County Board of Supervisors reconvene again in open session. Mr. O'Brien seconded. The motion carried, with a vote of 5-0. AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

MOTION:

At 9:52 p.m., the following resolution was adopted by the Fluvanna County Board of Supervisors, following a closed meeting held Wednesday, February 5, 2014, on motion of Mr. Weaver, seconded by Mr. Sheridan and carried by the following vote of 5-0. AYES: Booker, Sheridan, Weaver, Ullenbruch and O'Brien. 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."

ADJOURN**MOTION:**

At 9:53 p.m., Mr. O'Brien moved to adjourn the meeting of Wednesday, February 5, 2014. Mr. Sheridan seconded. The motion carried, with a vote of 5-0. AYES: Booker, Sheridan, O'Brien, Ullenbruch and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Mary L. Weaver, Clerk

Mozell Booker, Chairperson