

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
May 18, 2016
Regular Meeting 7:00 pm

MEMBERS PRESENT:

John M. (Mike) Sheridan, Columbia District, Chair (*Arrived at 8:37pm*)
 Mozell Booker, Fork Union District, Vice Chair
 Patricia Eager, Palmyra District
 Tony O'Brien, Rivanna District (*Arrived at 7:34pm*)
 Donald W. Weaver, Cunningham District

ALSO PRESENT:

Steven M. Nichols, County Administrator
 Fred Payne, County Attorney
 Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER

At 7:01 pm, Vice Chair Booker called the Regular Meeting of May 18, 2016 to order.
 After the recitation of the Pledge of Allegiance, a moment of silence was observed.

ADOPTION OF AGENDA

At the request of Mr. Nichols, the Presentation: *Fluvanna County Sheriff's Office Recognition of Commendation* by Sheriff Eric Hess & Captain Von Hill was moved ahead of the County Administrator's Report.

MOTION

Mr. Weaver moved to accept the Agenda, as amended, for the May 18, 2016 Regular Meeting of the Board of Supervisors, with changes. Mrs. Eager seconded and the Agenda was adopted by a vote of 3-0. AYES: Booker, Eager, and Weaver. NAYS: None. ABSENT: Sheridan & O'Brien.

PRESENTATIONS

Fluvanna County Sheriff's Office Recognition of Commendation—Sheriff Eric Hess & Captain Von Hill, recognized Deputy Patrick Wood and Deputy Tyler Thornton, on each of whom was bestowed the Legion of Mercy Award for lifesaving efforts.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- National Police Week, May 15-21
- National EMS Week, May 15-21
- Congratulations to Steve Hester, Grounds Supervisor, and Kelly Belanger Harris, Clerk to the Board--Master Gardener Graduates!
- State Veterinarian's Facility Inspection at FSPCA: Unannounced Inspection. All NSF - No significant findings. Inspector was thoroughly impressed with the improvements. Inspector said if the inspection forms had a general comments section, she would have commented "OMG!"
- DEQ Inspection of Fluvanna's Closed Landfill: "No Deficiencies" during the April inspection, Kudos to William Opie, Waverly Thomas, Russell Morton, Willis Thomas, Roger Smith, Robert Bryant, Steve Hester, Greg Sawyer, and Anthony Tanner for their recent hard work in helping us reach our goal.
- Reminder: Community Business Forum, May 19, 2016 at Saints Peter and Paul Catholic Church
- JRWA Bond Pricing held on May 11th: Further reduction in debt service requirements based on final interest rate (~3.37%); Maximum annual debt service over the loan period is \$470,287.50 (Fluvanna share - \$235,143.75)
- FY17 Blue Ridge Juvenile Detention Cost Savings
- Extension Commercial Kitchen Update:
 - *Cooperative Extension Impacts:* SNAP Ed, Faye Anderson; Cooking Classes with Food Stamp Recipients; Cooking Classes with seniors in the JABA senior center, utilizing food grown in newly installed raised beds at FCC; Classes held in conjunction with Families Learning Together (Fluvanna-based program); Kim Mayo, 4-H Agent; 4-H Day Camps, such as Food Preservation, Kids in the Kitchen, whatever she can dream up. They did a cake and cookie making/decorating day camp last year! Ian Pasquarelli and Crysti Hopkins, Area FCS Agents; ServSafe, Cooking for Crowds, and Food Handling for Farmers (GAP Certification); John Thompson, Agriculture Agent; Farmers Market focused management training; Master Gardener-led, safe food handling from the garden to the plate
 - *Fluvanna County Health Department Impacts:* Allows provision of nutrition education to our WIC clients; Conduct innovative programming around nutrition concepts for pregnant women and children up to age 5; Provide Serv-Safe classes for Fluvanna Food Service operators; Serv-Safe provides education in proper food handling with the goal of reducing foodborne disease; Provide community education on healthy eating, meal preparation, and proper nutrition to community members and groups.
 - *Extension efforts to date:* Kitchen Design (~\$3,000 value) by Master's Degree Student Alexandria Hubbard; Received JABA equipment donation (begun by Mozell Booker); Commercial double sided refrigerator; Double sided commercial freezer; Under counter commercial refrigerator; Completed Community Survey to demonstrate need and usage; Research on related business projects around the state, with synopsis of rates and locations presented to BOS May 2015.

- Dr. Denise Bonds, Health District Director, reports FY16 Health Dept. staff vacancy savings ~\$20,000; Requests to return these funds to Fluvanna County: For use in finishing the commercial kitchen build out; Total Kitchen Completion Cost - ~\$35,000;
- BOS DIRECTION? Carryover and Transfer funds for Kitchen Equipment? County Contribution? Blue Ridge savings?
- Proposed Work Session on June 15, 2016, 4:00 pm
 - Revenue Enhancement Options; Ordinance and Policy Updates to support infrastructure and economic development.
- County Administrator on Vacation, May 21-28; Finance Director Eric Dahl will serve as Acting
- UPCOMING MEETINGS:
 - Wed, June 1, 4:00PM Regular Meeting, Courtroom
 - Wed, June 15, 4:00PM, Work Session, Morris Room; 7:00PM Regular Meeting Courtroom
 - Wed, July 6, 4:00 PM & 7:00PM, Dual Regular Meeting Courtroom
 - Wed, Aug 3, 4:00 PM Regular Meeting Courtroom

BOARD OF SUPERVISORS UPDATES

Sheridan— Absent.

Booker—Eagle Scout Court, van der Linde Recycling, memorial for Deputy Bishop's relative, JABA Resource Fair, Fluvanna-Louisa Housing, Intergenerational Council Meeting.

Eager—Eagle Scout Court, van der Linde Recycling.

Weaver—Old Farm Day, CVRJ Board.

O'Brien- Absent.

PUBLIC COMMENTS #1

At 7:28pm Chair Sheridan opened the first round of Public Comments.

With no one else wishing to speak, Vice Chair Booker closed the first round of Public Comments at 7:28pm.

PUBLIC HEARING

VDOT SSYP and Construction Priority List—Joel DeNunzio, VDOT Charlottesville Residency Engineer & Greg Banks, VDOT Program Management Analyst, presented the Secondary Six Year Plan for Fluvanna. Mr. Banks highlighted certain projects, gave an overview of funding, and solicited questions and concerns from the Board.

At 7:40pm, Vice Chair opened the public hearing.

There being no one wishing to speak, Vice Chair closed the public hearing at 7:40pm.

Vice Chair Booker opened discussion among Supervisors. Mrs. Eager inquired if the roads indicted in the draft plan are the only roads under consideration for the SSYP. Mr. DeNunzio explained briefly the process by which roads are included in the SSYP.

MOTION:

Mr. O'Brien moved to accept the Resolution for the VDOT Secondary Six-Year Plan (2016/17 through 2020/21) and VDOT Construction Priority List (2016/17) as required by sections 33.1-23 and 33.1-23.4 of the 1950 Code of Virginia. Mrs. Eager seconded and the motion passed 4-0. AYE: Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: Sheridan.

SUP 16:04- Antioch Brewing Company LLC—Raymond and Chrystan Bunch—James Newman, Planner, brought forward a request for a special use permit to operate a small home industry with respect to 2.04 acres of Tax Map 27, Section 10, Parcel 4. The affected property is located on the south side of Branch Road (Route 761), approximately one-third of a mile northeast of its intersection with Rolling Road South. Also on the property is an existing child care operation, separated from the proposed brewery by a structure and fencing. The property is located in the Cunningham Election District and is within the Rural Preservation Planning Area. At its meeting on April 27, 2016, the Planning Commission recommended approval (5-0-0.)

Vice Chair Booker invited the applicant forward to speak.

Alan Crummette, representative for Antioch Brewing Company, LLC, gave a brief overview of the production process and plans for future growth.

At 7:54, Vice Chair Booker opened the Public Hearing.

Joe Taylor, 116 South Boston Rd., inquired about the safeguards in place to protect the children in the existing child care business also on the property. Chrystan Bunch, owner, indicated on the map displayed on the presentation screen, the area of the entrance to the child care, the play yard, and the entrance to the brewery buildings. Mrs. Bunch indicated that the child care areas are segregated from the proposed brewery by fencing and distance.

With no one else wishing to speak, Vice Chair Booker closed the Public Hearing at 7:55pm.

MOTION

Mr. Weaver moved that the Board of Supervisors approve SUP 16:04, a request to allow for a small home industry with respect to 2.04 acres of Tax Map 27, Section 10, Parcel 4, subject to the six (6) conditions listed in the staff report. Mrs. Eager seconded and the motion passed 4-0. AYE: Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: Sheridan.

Staff Conditions:

1. The Board of Supervisors, or representative, reserves the right to inspect the business for compliance with these conditions at any time.
2. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.
3. The site must meet all requirements set forth by the Virginia Department of Health.

4. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
5. That hours of operation be limited to 9am – 6pm Monday-Friday,
6. Deliveries to and pick-ups from the brewery shall be permitted only between the hours of 9:00 a.m. and 6:00 pm, Monday – Saturday.

ACTION MATTERS

JRWA Debt Service Reserve Fund Payment – Eric Dahl, Finance Director, brought forward a request for a supplemental appropriation in the amount of \$235,143.75, for the James River Water Authority (JRWA) in order to establish a debt service reserve fund as required by the Virginia Resource Authority financing.

MOTION:

Mrs. Eager moved the Board of Supervisors approve a supplemental appropriation for the James River Water Authority (JRWA) in the amount of \$235,143.75 for a debt service reserve fund in connection with the Virginia Resource Authority (VRA) debt issuance, with funding to come from Uncommitted Fund Balance. Mr. O'Brien seconded and the motion passed 4-0. AYE: Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: Sheridan.

Sheriff's Office Position Realignment – Gail Parrish, Human Resources Manager, presented an overview of the review process by which the Sheriff's Office determined that a realignment of staff was necessary. Following the retirement of Captain Brennan, a reassessment of staffing needs concluded that a realignment in the Court divisions and the investigative division would result in a net decrease of \$6-10K/year overall in the personnel budget.

MOTION

Mrs. Eager moved that the Board of Supervisors approve conversion of a Deputy Sheriff- Investigator position, Pay Band 14, to a Deputy Sheriff - Sergeant of Investigations, Pay Band 15, effective immediately, at a cost of approximately \$2,291, with such funds to come from FY16 Sheriff's Office Personnel Funds. Mr. Weaver seconded and the motion passed 4-0. AYE: Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: Sheridan.

Appointment to the Economic Development and Tourism Advisory Council (EDTAC) – Jason Smith, Director of Community & Economic Development. With little discussion,

MOTION

Mr. Weaver moved to appoint Patricia Eager as the Board of Supervisor's Liaison to the Economic Development and Tourism Advisory Council (EDTAC), effective immediately. Mr. O'Brien seconded and the motion carried 4-0. AYE: Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: Sheridan.

Creation of Revised/Updated Position Description for Deputy County Administrator – Gail Parrish, HR Manager, presented a request to update the position description and highlighted the need for a Deputy County Administrator. Ms. Parrish noted that while the cost for hiring a Deputy County Administrator would be around \$120,000/year, the recommendation is to revise the position to Deputy County Administrator/Finance Director with a cost increase of \$12,000/year. Mr. Weaver expressed concern about the amount of the increase, and suggested approving a \$6,000 increase with a review in 6 months. Following general discussion regarding County pay increases,

MOTION

Mrs. Eager moved to approve the creation a new "Deputy County Administrator/ Finance Director" position, Classification 1191, Pay Band 24, effective June 26, 2016, for a total payroll increase of \$12,045, with such funds to come from FY17 Personnel Contingency. Mr. O'Brien seconded and the motion carried 3-1. AYE: Booker, Eager, O'Brien. NAY: Weaver. ABSENT: Sheridan.

Sheriff's Department Server Upgrade and IT Support—Cyndi Toler, Purchasing Officer, brought forward a request to approve a contract between NWG and the County to install and maintain an IT server at the Sheriff's Department. Following general discussion regarding IT services and products,

MOTION

Mrs. Eager move to approve the contract between NWG and the County to install a server upgrade at a cost of \$62,502.66 and provide as needed IT services to the Sheriff's Department, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney. Mr. Weaver seconded and the motion passed 4-0. AYE: Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: Sheridan.

CONSENT AGENDA

The following items were discussed before approval:

The following items were approved under the Consent Agenda for February 17, 2016:

Minutes of May 4, 2016—Kelly Belanger Harris, Clerk to the Board

Selection of Bond Counsel – Eric Dahl, Finance Director

Accounts Payable Report, April—Eric Dahl, Finance Director

MOTION

Mr. Weaver moved to approve the items on the Consent Agenda for May 18, 2016, and ratifying Accounts Payable and Payroll for April 2016, in the amount of \$1,931,410.08. Mr. O'Brien seconded and the motion passed 4-0. AYE: Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: Sheridan.

Chair Sheridan arrived at 8:37pm and assumed Chair.



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION No. 13-2016

**A RESOLUTION TO APPROVE VDOT SECONDARY SIX-YEAR PLAN
(2016/17 through 2021/22) and
VDOT CONSTRUCTION PRIORITY LIST (2016/17)**

At a regular monthly meeting of the Fluvanna County Board of Supervisors held at 7:00 p.m. on Wednesday, May 18, 2016 in Palmyra, Virginia, the following action was taken:

WHEREAS, Sections 33.2-331 of the 1950 Code of Virginia as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan; and

WHEREAS, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2016/17 through 2021/22) as well as the Construction Priority List (2016/17) on May 18, 2016 after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and

WHEREAS, Greg Banks, Secondary Programming Coordinator, Virginia Department of Transportation, appeared before the Board and recommended approval of the Six-Year Plan for Secondary Roads (2016/17 through 2021/22) AND Construction Priority List (2016/17) for Fluvanna County.

NOW, THEREFORE, BE IT RESOLVED that since said Plan appears to be in the best interest of the Secondary Road System in Fluvanna County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (2016/17 through 2021/22) and Construction Priority List (2016/17) are hereby approved as presented at the public hearing.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a meeting of the Board held on the 18th day of May, 216, on a motion by O'Brien, seconded by Eager, and by the following vote:

AYES: Booker, Eager, O'Brien, Weaver.

NAY: None.

ABSENT: Sheridan.

Adopted this 18th Day of May

by the Fluvanna County Board of Supervisors

ATTEST:

Mozell H. Booker, Vice Chair

Fluvanna County

Board of Supervisors