

RICHMOND COUNTY BOARD OF SUPERVISORS

January 9, 2014

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 9th day of January 2014 thereof in the Public Meeting Room of the County Office Building.

Present:

F. Lee Sanders, Chairman
Richard E. Thomas, Vice-Chairman
Jean C. Harper, Member
John L. Haynes, Jr., Member
Robert B. Pemberton, Member

Also Present:

R. Morgan Quicke, County Administrator
Jennifer L. Clark, Finance Officer
Rosa S. Forrester, Clerk, Circuit Court
Douglas A. Bryant, Sheriff
Jennifer W. Delano, Commissioner of the Revenue
Claudette C. Henderson, Director, Department of Social Services
T. Richard English, Code Compliance Officer
D. Barry Sanders, Code Administrator
Mitchell Paulette, Captain, EMS
Dr. Greg Smith, Superintendent, Richmond County Public Schools
David Brown, VDOT

WELCOME AND CALL TO ORDER – R. MORGAN QUICKE, COUNTY ADMINISTRATOR

Mr. R. Morgan Quicke, County Administrator, called the meeting to order at 9:00 a.m.

After Mr. Quicke called the meeting to order, Ms. Rosa S. Forrester, Clerk, Circuit Court, presided over the swearing in ceremony for Supervisor Richard E. Thomas (Election District 1); Supervisor Robert B. Pemberton (Election District 4) and R. Morgan Quicke, County Administrator.

ANNUAL ORGANIZATIONAL MATTERS

Mr. Morgan Quicke opened the floor for nominations for the Chairman of the Board of Supervisors for the calendar year 2014.

***“On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders, abstain, Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. - aye; Robert B. Pemberton – aye: to elect F. Lee Sanders as Chairman of the Richmond County Board of Supervisors for the calendar year 2014.*”**

Chairman Sanders gave the invocation and led everyone in the Pledge of Allegiance.

Chairman Sanders asked for nominations for the Vice-Chairman of the Board of Supervisors for the calendar year 2014.

“On a motion made by Jean C. Harper, the Board voted: F. Lee Sanders – nay; Richard E. Thomas – nay; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – nay: to elect John L. Haynes, Jr. as Vice-Chairman of the Board of Supervisors for the calendar year 2014.”

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – nay; John L. Haynes, Jr. – nay; Robert B. Pemberton – aye: to elect Richard E. Thomas as Vice-Chairman of the Board of Supervisors for the calendar year 2014.”

Chairman Sanders asked for re-adoption of the Richmond County Board of Supervisors By-Laws and Public Hearing Procedures.

Chairman Sanders asked if the Board had any discussion regarding the By-Laws and Procedures before voting on them.

Supervisor Haynes proposed one change to the By-Laws and Procedures, which is under the “Order of Business and Agenda” section as it relates to the Public Comment section of the agenda. Mr. Haynes proposes to allow only property owners and citizens of the County to speak during the Public Comment portion of the meeting.

By consensus, the Board tabled the proposed change to amend the “Order of Business and Agenda” section of the By-Laws and Procedures until the February 13, 2014 meeting.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to set the calendar year 2014 Board of Supervisors meetings for the 2nd Thursday of each month, with the meeting to begin at 9:00 a.m. and with all advertised public hearings to be held at 7:00 p.m. on the same day; hold all meetings in the Richmond County Public Meeting Room, with the alternate site to be the General District Courtroom should the Public Meeting Room be unavailable for any reason. In the case of inclement weather or other weather emergencies or holidays that prohibit holding the meeting on the regular scheduled day, the Board meeting is automatically rescheduled to the Wednesday after the 2nd Thursday.”

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to authorize Chairman or Vice-Chairman, Treasurer and County Administrator as authorized signatures on County checks.”

APPOINTMENTS

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert Pemberton – aye: to appoint

F. Lee Sanders; Richard E. Thomas; John L. Haynes, Jr. and Richard Gouldin (citizen member) to the Northern Neck Planning District Commission for the calendar year 2014.”

“On a motion made by Robert Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to appoint F. Lee Sanders to the Northern Neck Planning District Commission Executive Committee with Richard E. Thomas as the alternate member to the NNPDC Executive Committee.”

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to appoint Jean C. Harper to the Richmond County Department of Social Services Board.”

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – abstain; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to appoint F. Lee Sanders to the Northern Neck Regional Jail.”

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to appoint Robert B. Pemberton to the Rappahannock River Basin Commission with Richard E. Thomas to serve as the alternate.”

“On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to appoint F. Lee Sanders as Director of the Richmond County Emergency Services.”

“On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to appoint R. Morgan Quicke as the Richmond County Emergency Services Deputy Director.”

“On a motion made by Jean C. Harper, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to appoint Greg A. Baker as Richmond County Emergency Services Coordinator.”

“On a motion made by Robert Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to appoint R. Morgan Quicke as Richmond County Emergency Services Deputy Coordinator.”

RICHMOND COUNTY PUBLIC SCHOOLS – DR. GREG SMITH, SUPERINTENDENT

Dr. Smith congratulated Mr. Pemberton and Mr. Thomas on being elected to the Richmond County Board of Supervisors.

Dr. Smith gave a brief overview of the following: Construction Update; Legislation (Grading Policy); 460 Main Street property – request the Board to accept Resolution Passed by the Richmond County Public Schools Declaring the Property Revert Back to the County.

Supervisor Haynes noted that the Virginia Department of Education website grading policies criteria is listed on the VDOE website.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to accept the Property Located at 460 Main Street, Warsaw, Virginia as surplus from the Richmond County Public Schools.”

VIRGINIA DEPARTMENT OF TRANSPORTATION – DAVID BROWN

Mr. David Brown, Residency Administrator, VDOT, gave an update on the routine maintenance on Richmond County roads. The Maintenance Department has replaced a pipe on Route 652 (Waterview Road). They have also been doing normal maintenance of potholes and citizens can call 1-800-4ROAD to report potholes, etc. VDOT has also been performing the ditching operation throughout the county. They will begin work on Beaverdam Road and Cat Point Creek Bridge in the next coming month.

Supervisor Thomas noted that the guardrails on Route 360 (Richmond Road just past Recycling Road) needs some repair.

SHERIFF

Sheriff Douglas A. Bryant stated that his office has dispatched 529 calls for service since December 12th (police, fire & rescue). There are 8 designated 911 lines and 4 administrative lines. The total calls for 2013 is 7937 and there have been 143 calls as of January 9, 2014.

The Northern Neck Regional Jail population for Richmond County for this week is 26.

The total delinquent fines and costs collected for the month of December 2013 is \$118.80 making the delinquent fines and costs collected since April 2007 total \$123,637.03.

Deputy Dan Kurdziel completed his recertification with his drug K-9, Quency, yesterday and the K-9 program is progressing well.

Ms. Shelia Anderson, the field representative from the Department of Criminal Justice for the School Resource Officer grants visited the Richmond County Elementary School and Rappahannock High School on Monday for the yearly site visit. Ms. Anderson was very pleased with the progress and commended the deputies and the schools on their work.

Sheriff Bryant stated he was pleased to announce that the School Resource Officer continuation grants have been completed for the upcoming year and they were mailed out on Wednesday, January 8th. Sheriff Bryant stated that unless something unusual occurs he sees no problem with the grants continuing. Sheriff Bryant explained that this seed money is for 4 years to give the locality time to decide how to proceed with the program. There will be a 10% decrease in funding after the initial four years.

The Board of Supervisors and Sheriff Bryant stated they had gotten positive feedback since implementing the School Resource Office program at the schools.

Supervisor Haynes stated the funding issue for this program needs to be worked through during the upcoming budget process. He stated that the two positions total a cost of \$70,000.00. The grant totals \$35,984 and 10% could be put in the Capital Improvement Plan (\$32,388).

Mr. Quicke thanked the Richmond County Volunteer Fire Department, Richmond County Department of Emergency Services and the Sheriff's Department for the water rescue that occurred a few weeks ago.

TREASURER

Mr. R. Morgan Quicke presented the monthly Trial Balance Report for the month of December 2013. Mr. Quicke noted the Assigned Fund Balance – School Construction Project Fund with a balance of \$332,602.73. Mr. Quicke also told the Board that another assigned fund balance has been set up for the purpose of the Ag. Extension Renovation, which has a balance of \$50,000.00.

Mr. Quicke told the Board of Supervisors that the Revenue Anticipation Note was paid in December 2013 with an amount of \$3,009,875.00.

COMMISSIONER OF THE REVENUE

Mrs. Jennifer W. Delano, Commissioner of the Revenue, presented the following information at the meeting:

- The Personal Property data is ready to be submitted to the printers for the mailing of the 2014 Personal Property forms. Mrs. Delano stated she is waiting on a final approval of the proof.
- Pearson's Appraisal has begun doing some field and desk work for the 2015 General Reassessment. They started the last week in December and have been moving right along, especially in the Newland area. The field workers have their proper identification as well as magnets on their vehicles in case there are any concerns with suspicious vehicles in the area.
- Mrs. Delano presented a copy of the email from Fred Pearson of Pearson's Appraisal Services regarding the adjusted bid price per parcel for the general reassessment, which is now \$17.00/parcel.

CHIEF OF EMERGENCY SERVICES

Captain Mitchell Paulette, Richmond County Department of Emergency Services, presented the following activities for the month of December 2013:

- 103 – 911 calls in Richmond County
 - 1 – call for mutual aide to bordering counties for ALS provider
 - 1 – call to bordering counties for mutual aide
 - 0 – mutual aide calls into Richmond County
 - 0 – calls in Richmond County, which were handled by off-duty personnel and VFD
 - 2 – fly-outs

A verbal agreement was reached with Warden Allen for Haynesville Correctional to provide meals up to 72 hours after a shelter opening in the County, if needed. A written Mutual of Understanding is being worked on at this time.

Richmond County EMS had a meeting with VDEM and will be starting the process of their 5 year EOP update. The Department of EMS is looking to change the existing EOP to conform to the new state Emergency Service Function groups to better communicate requests for assistance and deliver the request to the Department in a faster manner. The update process will be lengthy and will be presented for the Board to adopt in the near future.

PUBLIC COMMENT

Chairman Sanders opened the public comment portion of the meeting. There being no one to speak during this portion of the meeting, Chairman Sanders closed this portion of the meeting.

CODE COMPLIANCE – T. RICHARD ENGLISH

Mr. Richard English, Code Compliance Officer, presented the following activities for the month of December 2013: 2 Erosion & Sediment Plans were submitted for review (currently still under review); 33 active land disturbing projects; 4 land disturbing projects were completed; 1 new land disturbing permit was issued; 31 Erosion & Sediment site inspections; there was a Wetlands Hearing held in December 2013, but there is not one scheduled for January 2014.

STORMWATER PRESENTATION – T. RICHARD ENGLISH

Mr. English presented a brief [PowerPoint presentation](#) to the Board regarding the new Stormwater Regulations that the County must have adopted and implemented before July 1, 2014. Mr. English and the Planning Commission, as well as the NNSWCD and the Northern Neck PDC, have been working with the State on the new regulations that are being passed down. As with any Ordinance, it will be required to go through the Public Hearing process. The Planning Commission will hold their Public Hearing on this either in February or March and their recommendations will be forwarded to the Board of Supervisors for their separate Public Hearing. Hopefully the Board of Supervisors will adopt the Stormwater Regulations no later than June 13, 2014.

Supervisor Thomas stated he felt that it was imperative for the citizens to have time to ask questions or make comments before the workshop.

VDOT VIDEO – R. MORGAN QUICKE

Mr. Quicke presented a safety video which was taped on October 8th on the Bypass between Scott Town Road and Belleville Road.

DISTRICT 4 APPOINTMENTS (PLANNING COMMISSION/IDA)

Mr. Quicke informed the Board of several appointments/reappointments that needed to be made. There are as follows: District 4 Planning Commission member, which is currently Martha Hall; Industrial

Development Authority members (currently Stan Terhune & John Heaggans). All terms will be 4-year terms.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to reappoint Martha Hall to the Richmond County Planning Commission with term to expire December 31, 2017.”

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to reappoint John Heaggans and Stan Terhune with their term ending December 31, 2017.”

FY 2015 BUDGET SCHEDULE

Mr. Quicke presented the [FY 2015 Budget Schedule](#) for the Board’s review. This schedule is for planning purposes only and can be changed accordingly. This schedule is framed much like last year’s schedule. Dr. Smith has asked if the Board would prefer hearing from the School Board on a separate night, as done in the past, or if the Board would be alright with them presenting their School Board approved budget on Thursday, March 13th, during the time that other departments and organizations have the chance to speak to the Board about their requests.

By consensus, the Board of Supervisors agreed to hear the Richmond County Public School budget presentation on Thursday, March 13, 2014 and take Monday, March 17, 2014 off of the budget schedule.

RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES – SUPPLEMENTAL APPROPRIATION

Ms. Claudette C. Henderson, Director, Richmond County Department of Social Services, presented a summary of the projected fiscal needs for Richmond County DSS for the remainder of FY2013-2014. In fiscal year 2012-2013, the County allocation was as follows: \$923,275.00, Operational Expenses and \$614,388, Payroll Expenses. In fiscal year 2013-2014, the current budget year, the County allocation was as follows: \$895,275, Operational Expenses and \$600,000, Payroll Expenses.

Increased costs in fiscal year 2013-2014:

- Four percent Board-authorized payroll increase, which includes an increase in salaries and fringe benefits. This increase is \$60,989 over the \$600,000 allocated ([Payroll Expenses Spreadsheet](#)).
- Agency incurred legal costs, as of October 31, 2013 - \$6,688. Costs are expected to be at least \$15,000.
- Increase in rent costs over FY 2012-2013 - \$19,561.

The above additional administrative costs totaling \$95,550.00 came about as a result of Board action or by Board approval. However, Ms. Henderson is requesting the liquidity of an additional \$121,425 (\$62,495.00 in Program costs and \$58,930.00 in Administrative Costs), which has a fiscal impact to the County of \$25,121 ([Mid-Year Finance Review Spreadsheet](#)).

Supervisor Harper stated the employee salary increase were approved at 4% during the FY13-14 budget and the build out for the addition/renovation of the office space was taken out of the budget and only the rent was allocated for the office space.

Supervisor Haynes asked Ms. Henderson about the cost of legal fees and what the legal fees entailed. Ms. Henderson stated they had to have legal representation for adoption, human resources issues, etc. Supervisor Haynes asked Ms. Henderson if legal council gave help on grievances from employees. Ms. Henderson stated the legal costs do include advice on grievances.

Supervisor Haynes stated he understood that the increase in rent was due to the square footage of the office space. Mrs. Harper suggested tabling this request until the February 13, 2014 meeting. The Department of Social Services Board is scheduled to meet next week.

DIRECTOR – DEPARTMENT OF SOCIAL SERVICES

Ms. Henderson presented the [Benefit Programs Activity & Service Activity](#) for November & December 2013.

MONTHLY APPROPRIATIONS

“On a motion made by John L. Haynes, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to approve the following appropriation for the Richmond County Department of Social Services for the month of February 2014: \$75,000.00.”

“On a motion made by Jean C. Harper, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to approve the following appropriation for the Richmond County Public Schools for the month of February 2014: \$1,214,300.00.”

APPROVAL OF MINUTES – DECEMBER 12, 2013

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to approve the Minutes of the December 12, 2013 meeting.”

OTHER BUSINESS

Mr. Quicke told the Board that the Richmond County Planning Commission has recommended approval of the Capital Improvement Plan and requested the Board of Supervisors schedule a public hearing for February 13, 2014 at 7:00 p.m.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: to hold a public hearing on the Capital Improvement Plan for February 13, 2014 at 7:00 p.m. in the Public Meeting Room.”

Mr. Quicke told the Board that the Planning Commission will be holding a public hearing on February 10, 2014 at 7:00 p.m. for an Ordinance Amendment on pier length.

Supervisor Haynes noted this would impact the Rappahannock Cliffs project.

Mr. Quicke told the Board of Supervisors that the Virginia Association of Counties Legislative Day will be held on February 6, 2014 at 11:00 a.m. if the Board would like to attend.

Mr. Quicke told the Board that Kelly Liddington has invited the Board to a luncheon after the February 13, 2014 meeting.

Mr. Quicke gave an update on the former School Board Office and the renovations being overseen by Barry Sanders and Motley Norris.

Mr. Quicke gave an update on the Verizon building as they plan to vacate the IDA building at the end of the current lease. The employees will be relocated to the Main Street Office.

Mr. Quicke told the Board he had been working with Keith Whelan of Whelan's Marina to hopefully come to an agreement with the community by requesting a variance from the Board of Zoning Appeals.

Mr. Quicke read a note of appreciation from Courtney M. Sisson for the plant and her time of service to the County.

There being no further business, Chairman Sanders adjourned the meeting at 11:15 a.m.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors