

RICHMOND COUNTY BOARD OF SUPERVISORS

March 14, 2013

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 14th day of March 2013 thereof in the Public Meeting Room of the County Office Building.

Present:

F. Lee Sanders, Chairman
Courtney M. Sisson, Vice-Chairman
Richard E. Thomas, Member
Jean C. Harper, Member
John L. Haynes, Jr., Member

Also Present:

R. Morgan Quicke, County Administrator
Jennifer L. Clark, Finance Officer
Edith Anne Sanders, Treasurer
Jennifer W. Delano, Commissioner of the Revenue
Douglas A. Bryant, Sheriff
Greg Baker, Chief, EMS
Randy Passagaluppi, Chief, RCVFD
Dr. Greg Smith, Superintendent, Richmond County Public Schools
Susan H. Johns, Clerk, Richmond County Public Schools
T. Richard English, Code Compliance Officer
David Brown, VDOT, Residency Administrator
Pat Pugh, Warsaw-Mainstreet Program
Chris Sanders, Coggin Furniture
Danny Maupin, Pastor, Totuskey Baptist Church, National Day of Prayer
Dave Metts, Pastor, Warsaw Church of God, National Day of Prayer
Diane Siason, Northern Neck News

CALL TO ORDER; INVOCATION AND PLEDGE OF ALLEGIANCE – CHAIRMAN SANDERS

Chairman Sanders called the meeting to order at 9:00 a.m. He then welcomed everyone, gave the invocation and led everyone in the Pledge of Allegiance.

SHERIFF'S REPORT

The Sheriff's Office has dispatched 580 calls for service since February 14, 2013. The total calls for service for the year 2013 is 1477.

The Northern Neck Regional Jail population for Richmond County this week is 33.

The total delinquent fines and cost collected for the month of February 2013 is \$118.85. The total collected since April 2007 is \$120,821.47.

Deputy Dan Kurdziel will begin Drug K-9 School on Monday, March 18, 2013 and attend through June 7, 2013. The Department of Corrections is providing a passive lab and covering the costs of the training.

The Sheriff's Office received numerous calls about a prowler/Peeping Tom this past month in the County Bridge and Menokin Road areas. Patrols were increased and on one weekend part-time deputies were utilized and staged in those areas. A suspect was developed and interviewed; however, there was not enough evidence to place any charges. We have not received any recent calls in those areas, but increased patrols are still on-going.

The Sheriff's Office coordinated with Emergency Services for the statewide tornado drill. County Offices and Schools participated in the drill and it was considered a success.

RICHMOND COUNTY PUBLIC SCHOOLS – DR. GREG SMITH, SUPERINENDENT

Dr. Greg Smith, Superintendent of Schools, complimented Sheriff Bryant on the patrol of the schools.

Dr. Smith discussed the sinkhole adjacent to the varsity field. The sinkhole is approximately 20 x 8 deep in dimension and growing quickly. The problem is that it is in close proximity to 1st base and a light pole. Dr. Smith has contacted the School's property insurance company and Virginia Department of Transportation to seek advice on how to proceed with the sinkhole. One issue is that there is no clear knowledge of who owns the pipe. The pipe dates back to the late 1970's or 1980's. Dr. Smith is meeting with Quinton Elliott of VDOT later this week and hopefully will be able to come to a solution. A 70 foot radius has been quarantined off and the field will not be utilized.

Supervisor Thomas asked if installing some riprap on the embankment could serve as a temporary fix. Dr. Smith stated once they heard from the insurance representative this afternoon, they would proceed with disconnecting electric from the pole. Dr. Smith said cleaning the rock and filling the hole to stabilize the sinkhole would only be a temporary fix. Supervisor Thomas asked if the pole between 3rd base and home plate was a straight line. Dr. Smith described a problematic situation by saying if it drops in the drain, he's not sure what will happen when the pole is pulled out.

Supervisor Haynes agreed this was an emergency and measures need to be taken to prevent further damage. He wants to make sure the site is safe. Dr. Smith stated the repair and the ultimate fix is a cost to the School System.

Dr. Smith invited the Board of Supervisors to the opening ceremony for the new Rappahannock High School Softball Field on Tuesday, March 19, 2013 beginning at 4:30 (this was a reschedule from March 12th).

Dr. Smith gave an update on the school construction project and presented several dates of interest on the project.

Supervisor Haynes asked if the square footage of the original plan had been changed. Dr. Smith replied that the square footage was consistent to the point.

VIRGINIA DEPARTMENT OF TRANSPORTATION

Mr. David Brown, Residency Administrator, VDOT, gave an update on maintenance issues. Currently VDOT staff is removing vegetation and repairing potholes. VDOT is preparing the report on the speed study and Mr. Brown will have the report at the April 11, 2013 meeting. VDOT is also working with the Schools on a resolution on the sinkhole; however, the problem is that it is outside of state-maintained property. Mr. Brown stated that he is following up with the District Administrator.

Chairman Sanders asked Mr. Brown if he could get an up-date on the Smith Lane project. Mr. Brown said the project is moving forward and the residents on that road should see some construction work beginning at the start of the spring season.

Supervisor Thomas noted there was a pothole on Canal Road approximately ½ mile before Canal Hill. Mr. Brown took note and said he would add it to the maintenance list.

PRESENTATION ON THE 5-WAY INTERSECTION AT COURT CIRCLE AND 360

Mr. David Brown, VDOT, presented an overview of plans to change Court Circle, on the county administration side, to a one-way street in order to facilitate pedestrian crossings along Route 360 and Main Street.

Mr. Brown stated that now there is a sidewalk on one side of the intersection but there is no real means for pedestrian movement. Mr. Brown revealed plans that would have crosswalks, pedestrian signal heads and handicapped ramps at all intersections. The detailed plan showed not only a section of Court Circle becoming a one-way street, but also the parking area that is often used as a farm stand being cordoned off and no longer accessible to the public.

Mr. Chris Sanders, owner of Coggin Furniture, stated it could mean the demise of his business. Mr. Sanders stated that he has talked with other businesses and they don't want a one-way street coming through their area and neither does he. Mr. Sanders suggested an easier solution which showed people walking across streets safely to eliminate all the right turns on red. Then, Mr. Sanders stated that when the lights change people can cross the street, which at a very minimum now occurs; everything will be stopped and no traffic will be moving.

Mr. Sanders continued stating that Court Circle finally has all the businesses occupied and that he didn't want to see anything deter that.

Chairman Sanders noted that he would be more comfortable if the businesses and offices along Court Circle held a joint meeting with VDOT officials to discuss their needs and opinions regarding the issue.

Supervisor Haynes agreed with the plans “in theory” and Supervisor Thomas agreed with both Chairman Sanders and Chris Sanders (owner – Coggin Furniture).

Supervisor Thomas stated that “The Knob” just became occupied and certainly no one wants to start depleting it.

Mr. Brown, VDOT, agreed to contact all parties and set up a meeting in order to find a way to facilitate both businesses and pedestrian needs.

TREASURER

Mrs. Edith Anne Sanders, Treasurer, presented the monthly Trial Balance Report for the month of February 2013.

Mrs. Sanders noted that Department of Motor Vehicle stops have gone into effect for non-payment of personal property taxes. Also, Mr. Hutt (attorney for Land Sales) is working on land sales which is scheduled for March or April 2013.

COMMISSIONER OF THE REVENUE

Mrs. Jennifer W. Delano, Commissioner of the Revenue, gave the following report on the work of her staff as follows:

As far as Real Estate: We are still working on the 2012 Real Estate Transfers as well as the New Construction Permits in order to compile the 2013 Land Book to turn over to the Treasurer.

For Personal Property: Office staff will be incorporating the current DMV files into the county system so that staff can begin to process and assess all personal property items. The personal property forms are still coming in and are due back no later than May 1st.

As Far as State Income: Virginia State Tax Returns are steadily coming in, mainly refunds, and are also due no later than May 1st.

ANIMAL CONTROL

Ms. Kim Lindberg, Animal Control Officer, presented the following activity for the month of February 2013: 31 – dog calls; 31 – dogs taken to the shelter; 19 – owner surrenders; 1 – possible abandonment (cleared); 2 – cat calls; 1 – livestock call (cows out); 2 – wildlife calls (skunk & squirrel). The total calls for the month of February 2013 – 36.

CODE COMPLIANCE OFFICER

Mr. Richard English, Code Compliance Officer, reviewed the activities of his office for the month of February 2013: 1 site plan was reviewed regarding E&S and Stormwater Management (it was found deficient regarding stormwater management and has not been approved; there are 28 active land disturbing projects in the county; 0 – land disturbing projects were completed; 4 – new land disturbing

permits were issued; made a total of 21 E&S site inspections; there was not a wetlands hearing held in January 2013 and there are no wetlands hearings scheduled for March 2013.

Mr. English stated, "I am actively working with the Planning Commission regarding the mandated stormwater management program and have been working on a draft stormwater management ordinance as well as the draft staffing and funding plan that is required to be submitted to DCR for review by the end of this month. Drafted and extension request letter which will be submitted along with those documents. The request is for a one-year extension for further analysis of funding the program and developing the necessary components for operating a compliant program. June 1, 2014 will be the date for adoption and implementation of this new program. Most likely, Richmond County will be granted this extension. The draft stormwater ordinance has been provided to our attorney, Ms. Ann Crosby with Sands Anderson for review and comment. The cost of her services for review and assistance in developing this ordinance is covered under the recent grant monies that have been awarded to the Northern Neck Planning District Commission for developing this program in each of the four localities of the district."

DIRECTOR OF PLANNING & ZONING

Mr. Morgan Quicke, County Administrator, gave an update on the activities for the month of February 2013. Mr. Quicke discussed the stormwater regulations.

CODE ADMINISTRATOR

Mr. Morgan Quicke, County Administrator, presented the monthly Building Permit Report for the month of February 2013. There were 12 new projects with a construction cost of \$648,642.00. Building permit fees collected for the month were \$1,325.75.

CHIEF OF EMERGENCY SERVICES

Chief Greg Baker, Department of Emergency Services, presented the following activities for the month of February 2013: 74 – 911 calls in Richmond County; 3 – calls for mutual aide to bordering counties for ALS provider; 2 – calls to bordering counties for mutual aide; 0 – mutual aide calls into Richmond County; 3 – calls into Richmond County which were handled by off-duty personnel and VFD; 0 – fly-outs.

Chief Baker stated he was sad to say that Captain David Lankford has accepted another position in a nearby County and will be leaving the organization on April 1, 2013.

Chief Baker stated with Captain Lankford leaving, there is now a vacancy in the department and requested permission to fill that vacancy. Also, Chief Baker said he foresees another full-time opening in April and requested permission to fill that vacancy also.

"On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: authorized Chief Baker to fill the two vacancies within the Department of Emergency Services Department."

Chief Baker stated that after a lot of research and watching the department's overtime budget, he requested the Board to allow him to make some departmental staffing changes. The Department is forced to either hire approximately 10 or more part-time providers or cut back on the department's part-time staff and hire more full time providers. A majority of this is due to the new health care plan that the President has implemented on all businesses that employ more than 15 people. This plan only allows the employee to work as many as 29 hours per week. Anything over that the County would have to offer the employee county funded health insurance. Chief Baker proposed the following as a solution to our constant drain on the department's overtime budget, and to resolve other issues:

1. Hire two (2) fulltime employees at no additional funds added to the budget; shift funds from the part time line item in the budget to full time.
2. Reduce the response vehicles from three to one. The Captain that fills in for Chief Baker (in his absence) will keep the newest vehicle and the other cars will be surplus. The Captain has had a County vehicle for over two years before the EMS Department started the off duty response plan and added the other two vehicles.

This plan would increase the coverage on two of the three shifts, making three 24-hour positions instead of two, which would cover the second calls in the County and all mutual aide calls after 8:00 p.m. without depleting the County services. The EMS Department will still have one shift that would not be covered after 8:00 p.m. and would ask the Board of Supervisors to fund that position in either this year's budget or watch the impact of the other shifts increasing staffing and consider funding the third position in the FY 2014-2015 budget. Chief Baker stated he saw the need to limit the County's dependency on the part time staff due to their lack of loyalty, undependability and that they are never available on nights, weekends or holidays. Most part time people call in sick on an average of 35% of their scheduled days to work, in conjunction with the new Obama Care, it pushes the County to go in a new direction.

Supervisor Haynes stated he thought it was an excellent plan to make the County safer with no additional revenue needed and supported the concept.

"On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to authorize Chief Baker to implement his proposal for a one-year trial basis."

RICHMOND COUNTY VOUNTEER FIRE DEPARTMENT

Chief Randy Passagaluppi, RCVFD, provided the following report for the month of February 2013 as follows: Company 1 – 13 calls (2 EMS assist); Company 2 – 3 calls (1 EMS assist); Company 3 – 4 calls (1 EMS assist). The total calls for the month of February 2013 was 20 (4 EMS assist).

Chief Passagaluppi thanked the Board for approving Chief Baker's proposal for staffing stating that he thought it was a good proposal and will help the response time be in a timelier manner.

PUBLIC COMMENT

Chairman Sanders opened the meeting up for the public comment period.

Hallie Berger, Rachel Berger and Brandi Mulvena, Rappahannock High School Varsity Softball team, thanked the Board of Supervisors for the new softball field and invited the Board members to the opening game on Tuesday, March 19, 2013.

There being no further comments from the public Chairman Sanders closed the public comment period.

WARSAW-RICHMOND COUNTY MAIN STREET REPRESENTATIVES

Ms. Pat Pugh, Warsaw-Richmond County Main Street Program, gave an overview of some of the major strives of the program such as the Farmers Market which will begin on May 11, 2013; Flower Box Project; Friends of the Rappahannock (Clean Streets in Warsaw); Friends of the Library; Christmas Parade (tentatively scheduled for December 1, 2013); Holiday Market; Playground in Town Park which will be sponsored by the Warsaw-Richmond County Chamber of Commerce, Richmond County YMCA, Richmond County Rotary Club and the Main Street Program; Picnic tables donated by the Northern Neck Tourism Council. The art work for the Main Street Program logo was provided by Sally Clements.

Ms. Pugh provided brochures for the Board of Supervisors highlighting the activities of the Main Street Program. Ms. Pugh also noted that a life-time membership in the Main Street Program is \$15.00.

REPRESENTATIVES FROM NATIONAL DAY OF PRAYER

Pastor Danny Maupin (Totuskey Baptist Church) and Pastor Dave Metts (Warsaw Church of Christ) told the Board that May 2nd is National Day of Prayer and would like to have the service around the flagpole at the Courthouse Complex and requested permission for use of the facility.

By consensus, the Board granted permission of use of the facility for the National Day of Prayer.

Pastor Maupin told the Board that after the service, everyone was invited to have lunch at The Daily for fellowship. Pastor Metts asked if one of the Board members would participate in saying a prayer at the service. Pastor Metts also complimented the Board on including the invocation at the beginning of their meetings.

YMCA SOCCER FIELDS

Mr. Morgan Quicke, County Administrator, presented the concept drawing that was done by Resource International (engineers) which shows a better idea of what soccer fields may look like at the Community Park/Commerce Park and what type of space they may take up if built. Since the February 14, 2013 meeting, Mr. Quicke has had considerable interest in the remainder of the Commerce Park property and have been asked that the Board hold off on any decisions relating to the placement of the soccer fields. Mr. Quicke will be meeting with one of the interested groups on Thursday, March 21st to get a better idea of what type of interest they may have in the property.

By consensus, the Board tabled discussions on the soccer fields until the April 11, 2013 meeting.

MILEAGE RATES

At the February 14, 2013 meeting, Mr. Quicke told the Board that staff has requested the county mileage rate of \$0.51.5 be adjusted to the IRS rate of \$0.56.5.

Mr. Quicke provided a breakdown of miles driven so far this fiscal year (staff using personal vehicles for county business). The total miles driven was 21,743 at a rate of \$0.51.5 and the total cost paid of \$11,197.95. With the IRS rate of \$0.56.5 that total cost would have been \$12,284, an increase of about \$1,087.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to amend the travel policy (effective July 1, 2013) to change the mileage rate to be consistent with the IRS rate.”

COMMUNITY SERVICES BOARD APPOINTMENT

Mr. Quicke told the Board that there was a vacancy on the Community Services Board (Martha Hall recently rotated off). After speaking with Chuck Walsh, CSB Director, Sheriff Bryant mentioned that they were lacking representation from law enforcement on the board. Sheriff Bryant is willing to serve on this board if the Board wishes to appoint him.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to appoint Sheriff Douglas A. Bryant to the Middle Peninsula-Northern Neck Community Services Board for term ending December 13, 2016 at which time he will be eligible for reappointment.

SURPLUS COUNTY VAN

Mr. Quicke told the Board that he would like to surplus the county van and advertise it for public sale by sealed bid and reserve. The van has approximately 150,000 miles on it and is no longer being used as it was in the past. Mr. Quicke stated that he would like to be able to replace the van with a vehicle that will be more useful and economical to the county.

Supervisor Thomas asked if there was a need for use of the van in any of the county departments. After some discussion of use of the county van, the following motion was made:

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – nay; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to surplus the county van and advertise it for public sale by sealed bid with reserve.”

COURTHOUSE RFP – PAINTING AND CAULKING

Mr. Quicke reviewed the Request for Proposal that was put out for the work to be done to the Courthouse. Proposals are due Friday, March 22, 2013. The proposals along with a recommendation will be brought to the Board at the April 11, 2013 meeting for approval.

Mr. Quicke also noted that the Trial Balance Report shows \$34,365.62 assigned to the Courthouse Maintenance Fund that can be used toward this project.

COURTHOUSE SIDEWALK

Mr. Quicke told the Board that the courthouse sidewalk is cracking and needs to be repaired. An estimate on the one 4 x 4 section is \$1,000.00 compared to \$2,000.00 to replace the entire sidewalk.

DIRECTOR OF PLANNING AND ZONING POSITION

Mr. Quicke told the Board that the County is currently without a Director of Planning and Zoning. Mr. Quicke noted there is no immediate rush to get the job filled but requested the Board's approval to advertise and get the process started.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to authorize the County Administrator to advertise for the position of Director of Planning and Zoning/Assistant County Administrator following the previous guidelines.”

MONTHLY APPROPRIATIONS

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the following monthly appropriations for the month of April 2013: Richmond County Department of Social Services - \$85,000.00; Richmond County Public Schools - \$1,140,200.00.”

APPROVAL OF MINUTES – FEBRUARY 14, 2013

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the Minutes of the February 14, 2013 meeting as submitted.”

OTHER BUSINESS

Supervisor Thomas stated he had noticed some culverts broken causing potential problems, such as drainage. Mr. Quicke suggested making a list of problem areas for VDOT officials to address.

Supervisor Thomas stressed the need to hire local residents for County positions whenever possible.

Chairman Sanders read a note of appreciation for the dish garden from the Family of Audrey Thomas.

Mr. Quicke reminded the Board of Supervisors of the Northern Neck Regional Jail Governing Body Dinner on April 9, 2013 at 5:00 p.m.

RECESS

There being no further business, Chairman Sanders recessed the meeting until 1:00 p.m. for Budget Presentations.

RECONVENE – BUDGET PRESENTATIONS

Members Present: F. Lee Sanders, Chairman; Courtney M. Sisson, Vice-Chairman; Richard E. Thomas; Jean C. Harper; John L. Haynes, Jr.

Staff Present: R. Morgan Quicke, County Administrator; Jennifer L. Clark, Finance Officer

Others Present: Douglas A. Bryant, Sheriff; Phillip Belfield & Jason Patton (YMCA); Randy Passagaluppi, Chief (RCVFD); Dr. Elizabeth H. Crowther, President (RCC); Claudette C. Henderson, Director (DSS); Mabel Lewis, Chairman (Electoral Board)

Chairman Sanders reconvened the meeting at 1:00 p.m. to have the following organizations present their budgets: Sheriff, Richmond County Volunteer Fire Department, Department of Social Services, YMCA and Rappahannock Community College.

SHERIFF: Sheriff Bryant presented his Fiscal Year 2013-2014 budget and noted an increase in the staff supplements, part-time funds, fuel and vehicles. An additional line item is requested for K-9 expenses.

Although this reflects a substantial increase in funds; a large portion of this budget will be reimbursed from the state and through grants.

Another increase is implementing school patrolling (which began February 2013), which promotes good presence.

The Sheriff's Office provides security to approximately 20 county events (example – RHS Prom) which requires part-time and overtime funding.

Sheriff Bryant concluded by respectfully requesting the Board of Supervisors for their support in the Fiscal Year 2013-2014 budget.

Supervisor Harper asked what the beginning salary for a Deputy Sheriff salary is. Sheriff Bryant stated that the beginning salary for a Deputy Sheriff is \$28,000.00.

Chairman Sanders asked for the cost of Officer Baughan's patrolling school. Sheriff Bryant stated it was calculated at 35 hours per week @ a rate of pay of \$12.00 per hours.

Supervisor Thomas stated he felt the need for the second Resource Officer and supported that issue.

Supervisor Haynes asked how the School Resource Officer for the Northern Neck Technical Center was funded. Sheriff Bryant stated that the Northern Neck Technical Center contributed \$20,000.00 per year toward the School Resource Officer's salary.

Sheriff Bryant also noted there is a possibility of grants that the County might be eligible for that could be used for School Resource Officers and possible funding from the State for this position.

RICHMOND COUNTY YMCA – Phillip Belfield, Branch Director, provided some statistics of services provided by the YMCA. For instance, 10 years ago, the Richmond County Y was known as a provider of youth. Today that image is different. The Y provides service to all ages, preschoolers, school age, teens, young families, and seniors. Over 11,000 program participants have been the norm over the past 4 years, not just in child care, but senior socials, cancer programs, wellness programs and even back to school support. There are nearly 1,400 people that now call themselves members of the Y.

The YMCA volunteer board gives hundreds of hours to provide the necessary resources for our staff to deliver the needed programs that strengthen this community. Mr. Belfield stated that is just one of the goals and one that the Y's have been able to deliver on over the years. Last year the board and staff raised \$79,035. That is a lot of hard work - over 2,800 hours served by 183 volunteers.

However, what the YMCA Board has learned is this is not enough by itself to adequately serve all of the needs of our community. Funding from the County is SO VERY IMPORTANT, especially this year. It is when our local economy is struggling that more residents need assistance from the YMCA, for child care or to battle cancer or diabetes.

Mr. Belfield stated that over the past few years, the YMCA has taken consecutive reductions in funding from the county. He feels the YMCA always does its best to adjust. However, the NEED is still there. The YMCA did receive a onetime supplement from the Town of Warsaw last year, but it was clearly given as a one-time gift.

The NEED in Richmond County last year was \$110,000 in financial assistance to our community. The YMCA volunteers and staff raised \$79,035, leaving a gap of \$30,000. Mr. Belfield requested the Board to consider increasing funding for the YMCA this year based on our community need. The YMCA is requesting an increase to \$50,000 for the FY 2013-2014. Mr. Belfield stated his hope is to meet with each of the Board members individually to discuss this request; please feel free to contact him at any time. If the YMCA is unable to reach its current funding goals: Programs and staff of programs that do not produce a surplus would be cut: Service Programs – Cancer Program, Older Adult Day Trips, Family Programs; Bright Beginnings serves 20 children each year and would have to be cut; Youth Sports: Youth Basketball (172), Youth Soccer (171), T-Ball (40), Indoor Soccer (52), Softball Camp (33). The YMCA would have to implement scholarship caps on programs and as a result, some families in need of services would be turned away when the funding cap has been met. Since the YMCA began in Warsaw in 1996, it has never turned away anyone for the inability to pay the full rate. However, this would jeopardize the non-profit status. Mr. Belfield stated that together the County and YMCA will continue to improve the quality of life in this county.

Supervisor Haynes asked how the YMCA Scholarship Program worked on a needs basis. Mr. Belfield stated that it was based on a sliding scale system.

RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENT – Chief Passagaluppi presented the Richmond County Volunteer Fire Department budget. The RCVFD requested the operating budget remain the same as the previous year which was \$90,000. The Department is requesting an increase toward the fire apparatus fund from \$30,000 to \$50,000. The Department is aware that this is a drastic increase.

The following are the reasons that the RCVFD is asking for the increased budget request. In 2010, a 3000 gallon tanker was purchased with a price of \$310,000. The price reflected includes the truck cost only with no installed equipment.

Also, with the changes in the economy the prices to operate this equipment, repair and/or purchase new fire equipment has increased drastically. Richmond County Volunteer Fire Department currently has a 1985 Fire Engine. This is an “open” cab engine which does not currently meet the standards set forth by the National Fire Protection Association. Also in the fleet are two 1989 GMC tankers and a 1992 International tanker that are still in operation. Due to the age of these apparatus, we are acquiring many repair costs and in some instances are having difficulty finding parts for this apparatus. Most departments have a 25 year replacement plan for apparatus.

The RCVFD have formed a committee to research the replacement of the 1985 Fire Engine. The Department has been working with several companies that have used apparatus. Even used apparatus in good condition is difficult to find and comes with a high price.

Mr. Passagaluppi stated that this increase, if approved, will be a great benefit to the department’s ability to replace equipment. Justification for increase in Fiscal Year 2013-2014 Budget – 1-2 year plan: Engine 3, a 1985 E-One Engine which currently has several safety issues including an open rear seating cab which does not meet current NFPA requirements, an aging and very temperamental air system, and increasingly hard to find parts for repair and replacement. Estimated replacement cost **\$40,000**. 4-5 year plan: Tanker 2, 1989 Chevrolet Tanker with an aging steel tank that if needed to be replaced would cost in excess of \$50,000. Estimated replacement cost **\$150,000**. 5-6 year plan: Tanker 11, 1989 Chevrolet Tanker, a replacement truck would combine Tanker 11 and Crash 1, a Ford truck with an aging back body which was purchased by the former Rescue Squad. A combination truck would help to reduce the fleet size and help eliminate two trucks from responding to vehicle accidents. Estimated replacement cost **\$250,000**. 10-year plan: Replacement SCBA (self-contained breathing apparatus) this will be due to advanced technology and age recommended replacement by the NFPA. 30 units @ \$7,000 each. Total estimated cost **\$210,000**. 12-year plan: Replacement of aging Station 1 and additions to Stations 2 & 3. Estimated project cost **\$900,000**.

Some additional costs associated with fire service activities include: Insurance - \$25,000; Thermal Imaging Camera - \$8,000; Portable radio - \$800 per unit; Pager - \$425 per unit; Full turnout gear \$2250.00 per outfitted personnel.

Questions: Supervisor Thomas discussed the RCVFD not having a ladder truck to reach tall buildings. It was discussed that regulations (per zoning ordinance) was 35 feet for a single-family dwelling. Chief Passagaluppi stated that Fairfield Fire Department does have a ladder truck. The RCVFD is always looking for grants to assist in future purchases.

Chairman Sanders and Supervisor Sisson both stated they felt this was a great plan for the future.

RAPPAHANNOCK COMMUNITY COLLEGE – Dr. Elizabeth H. Crowther, President, RCC, gave the following budgeting information: the RCC Board has approved a local funds operating budget for 2013-2014 totaling \$89,298, of which Richmond County is asked to provide \$9,647; the college uses the Consumer Price Index (CPI) as a guide for this request, hence the budget for 2013-2014 reflects a 2% increase over 2012-2013.

Dr. Crowther urged the Board not to reduce the amount requested for operating funds. The college work for the counties has never been so important and the quantifiable benefits returned to the county annually are significant, as evidenced by the benefits fact sheet. Dr. Crowther stated that RCC is grateful for the County's contribution, which helps RCC to operate essential college activities that RCC cannot, by statute, support with state funds. Richmond County's RCC contribution reaps the greatest value, per constituent, of any item on the County's budget.

This year, RCC celebrates 43 years of serving the region. Although the college has recently experienced record growth and completed stunning renovations through state bond funding, RCC has not previously asked its counties for additional capital funds. However, enrollment pressure and the need to expand instructional facilities at the campuses cause the college to ask the counties for a special capital allocation beginning in 2013-2014. This request – which is distinct from the small operating request – is based on a need for site development funds that are distributed to the 12 service area counties based on each county's percentage of participation at RCC.

The RCC local board has approved this capital funds request based on a model, which suggests an amortized payment over ten years, to assist the counties and assure that the college has local funds available as required by the state to begin its projects. For Richmond County, the total amount is \$19,220 annually.

Dr. Crowther reviewed the description of items for which the college is required to use local funds, a county-specific description of benefits from RCC, and an amortized breakdown of requested payments over ten years.

RICHMOND COUNTY

10 Year Capital Contribution by County	\$192,200
Annual Capital Contributions	\$ 19,220
Annual Operating Contribution beginning FY 14	\$ 9,647
Total Requested Contribution for FY 14	\$ 28,867

Richmond County contribution is 6.2% of requests from counties as distributed by headcount of county residents attending the College.

The requested contribution is 0.1% of annual county revenues.

Dr. Crowther also presented the RCC Richmond County Annual Data for 2011-2012. The annual financial and economic impact of RCC on county - **\$1,531,379**

Dr. Crowther also presented the College Expenditures Requiring Local Funds:

Construction, maintenance, and repairs on the campus grounds must be funded by local funds;

College must have funds on hand for campus maintenance;

College must use local funds for non-academic operations and maintenance;

College must have all necessary local funds on hand to initiate capital projects;

Food and beverage;

Board member travel expensive;

Gifts: (retirement, recognition, flowers for funerals)

Questions: Chairman Sanders asked Dr. Crowther to squash rumors that RCC was relocating to Kilmarnock. Dr. Crowther stated that the Kilmarnock location is not a campus but an off-campus site.

Supervisor Thomas stated he has had positive response by the community on the college.

RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES – Ms. Claudette C. Henderson, Director, presented the Fiscal Year 2013-2014 budget for her department.

Ms. Henderson stated DSS is requesting \$923,275, which is level funding of the last budget year. This request includes a two percent salary increase conferred by Governor McDonnell for all staff and an additional three percent for staff conferred by Richmond County Board of Directors with the exception of the director, which is 15%. Staff has not received salary increases since budget FY 2010. While the agency has not received proposed budget reductions at the state level, it is imperative that the County meet or exceed the Department's request.

With an adjustment for increases in salaries, legal services, fuel and postage costs, which yields a 13% increase over last year's budget, Ms. Henderson is proposing level funding.

Ms. Henderson stated she implores the Board of Supervisors to level fund the Agency for the next budget cycle to insure that the Agency can function in a manner to meet timeliness and accuracy benchmarks which directly impact funding streams from federal and state government to the County.

Ms. Henderson presented the local DSS Profile Report detailing the Health Care Reform which will cause the Medicaid case load to increase.

Ms. Henderson presented the Board with copies of the budget request and breakdown of the budget costs.

Questions: Supervisor Sisson asked how the income threshold would impact the staffing of the Department. Ms. Henderson stated that effective October 1, 2013 applications may be submitted and the turnaround date is January 1, 2014.

Supervisor Haynes noted the increase in the SNAP program is due to the economy.

Supervisor Haynes asked Ms. Henderson to explain the Cost Allocation Report – June 30, 2012. Ms. Henderson stated the DSS local agency cost to the County is 4% of the allocation of the budget.

RICHMOND COUNTY ELECTORAL BOARD/REGISTRAR – Ms. Mabel Lewis, Chairman, Electoral Board, presented the budget for the Electoral Board and Registrar.

Ms. Lewis requested the Board to authorize a part-time position to help in the Registrar's Office. The Assistant Registrar must be trained on the duties of the Registrar by the State Board of Elections.

The State Board of Elections are banning the Winn-Vote Machines and the County will have to purchase or lease to own. Ms. Lewis offered to arrange a presentation with vendors approved by State Board of Elections to demonstrate the voting machines. Another issue with the new voting machines is they weight approximately 60 lbs so they will have to be delivered to the polling precincts.

Questions: Supervisor Haynes asked what the cost of the machines were and how many machines would be needed. Ms. Lewis stated there were 8 precincts and 1 CAP.

RECESS

Chairman Sanders recessed the meeting until 7:00 p.m. for Public Hearing.

RECONVENE

Members Present: F. Lee Sanders, Chairman; Courtney M. Sisson, Vice-Chairman; Richard E. Thomas; Jean C. Harper; John L. Haynes, Jr.

Staff Present: R. Morgan Quicke, County Administrator; Andrew McRoberts (County Attorney); Jennifer L. Clark, Finance Officer

Others Present: Don Cline, Spencer Moody (Helena Chemical Company); John Dockens; Harry Smith, Jr.; Randy Phelps

Chairman Sanders reconvened the meeting for the purpose of the following public hearing:

In accordance with §15.2-2204 of the Code of Virginia, 1950 as amended and pursuant to §15.2-2310 of the Code of Virginia, 1950 as amended, the Richmond County Board of Supervisors hereby gives notice that a Public Hearing will start at 7:00 p.m., Thursday, March 14, 2013, in the Public Meeting Room, County Office Building, Warsaw, Virginia for the following:

The Richmond County Board of Supervisors proposes to sell 10 acres of land located inside the Richmond County Commerce Park to Helena Chemical Company. The land in question is bounded by History Land Highway (Route 3) to the West, Commerce Park Drive to the North and the remainder of the Richmond County Commerce Park to the East and South.

For public record Chairman Sanders and Supervisor Thomas submitted the following:

**VIRGINIA STATE AND LOCAL GOVERNMENT CONFLICTS OF INTEREST ACT –
DISCLOSURE AND DISCLAIMER**

I, Lee Sanders, Chairman and Richard E Thomas, Member, in advance of the following transaction, Helena Chemical Land Sale, hereby disclose that I have or may have a personal interest, as defined by the Virginia State and Local Government Conflicts of Interest Act (the “Act”), in that transaction, namely Farm Business and that I am a member of a business, profession, occupation, or group the members of which are affected by the transaction, and that I am able to participate in the transaction fairly, objectively, and in the public interest.

Signed and filed with the Clerk to the Richmond County Board of Supervisors this 14th day of March, 2013.

F. Lee Sanders, Chairman, Richmond County Board of Supervisors
Richard E. Thomas, Member, Richmond County Board of Supervisors

Chairman Sanders asked Mr. Cline and Mr. Moody to give a brief overview of their business. Mr. Moody stated that Helena Chemical is one of the nation’s foremost distributors of crop protection input as well as services of all types for agriculture. Plans include a distribution center to be constructed at the site located southwest of the Bay Transit Facility. It is anticipated that this will provide not only jobs but also create traffic in the area as farmers will be able to come to the local outlet for their needs. Products offered include insecticides, herbicides and fungicides; fertilizer blends and services; plant tissue and soil testing as well as agronomic consulting. Mr. Moody also stated Helena will abide by all required safety and containment regulations, keeping ever mindful of our neighbors within the Town of Warsaw and implement a series of Best Management Practices, operating in a safe and clean environment. Mr. Moody also stated that Helena has seven locations in Virginia and has been in Walkerton for five years and feels Warsaw is the perfect fit for expansion.

Chairman Sanders opened the floor for comments from the public.

Mr. John Dockins stated he had no problems with the company or the project or new jobs coming to Warsaw; however, he did take issue with its close proximity to local public schools, the YMCA, the newly minted Little League field and the Town’s water supply. Mr. Dockins continued by stating that his concerns are involved around the responsibilities for environmental issues regarding the Helena Company, which has had some issues in the past and some of those issues are still being dealt with today. Mr. Dockins added that Helena was cited in enforcement action from the Environmental Protection Association (EPA) in at least four states, including Florida, Texas, South Carolina and Missouri. Mr. Dockins also stated that chemical companies are famous for pollution, spills, dumping and toxic stormwater run-off; cleanup activities take years, even decades. Also, Mr. Dockins stated the facility would house such dangerous chemicals like Roundup and Atrazine, the latter of which has been tied to birth defects and serious health conditions in those exposed to the chemical, according to the National Centers for Disease Control.

Mr. Dockins stated in his opinion, from everything he has read, Helena Chemical may have changed its modus operandi, but the company's past history is not good and felt he needed to bring it to the attention of the Board of Supervisors.

Mr. Harry Smith, Jr. agreed with Mr. Dockins' comments, adding that he was concerned not just about spillage, but about possible toxic dust blowing over to where many children play Little League and soccer games. Mr. Smith urged the Board to take more time to consider the sale.

Mr. Randy Phelps expressed his concern about the location of the facility, adding that his initial excitement over the deal was dampened when he learned about the nature of Helena's dealings. Mr. Phelps added that the initial projection of adding just five jobs might not be worth the risk inherent to such a venture. Richmond County has ten acres of beautiful land and finally have some excitement going into the community park. There are beautiful ball diamonds going up, a beautiful concession stand, a brand new roadway with a bike trail, and county fair which had a great first year. Mr. Phelps concluded by stating that he did not think this is the right business for this particular venture and added that the facility could affect local property values and questioned whether local emergency services would be capable of handling a possible toxic disaster.

There being no further public comment, Chairman Sanders asked Mr. Cline and Mr. Moody if they would like to address the public comments.

Mr. Cline assured the Board and citizens that Helena will make sure that everything is in place to avoid anything that could possibly happen. The location will not be a "smokestack" type facility, but instead a distribution center that would be convenient for local farmers to purchase necessary farm chemicals. Most of the things Helena deals with is in containers and is shipped to the company in containers. Mr. Cline stated that they really like this location and think it is ideal for the growers. The feedback that the company has been getting from their customers has been outstanding. Mr. Cline, addressing Mr. Phelps concerns, stated the company would work with local fire departments and supply everything they need in the event of an unforeseeable incident. A hazmat plan has to be in place which is a printed plan that is in each one of the locations and it is updated on a regular basis. The company has internal audits and a regulatory group that trains employees in safety and new regulations each year.

Mr. Cline stated that he thought Richmond County would find Helena to be a very good neighbor and is excited about this location and the opportunity to be a part of it.

Mr. Moody stated that Helena would abide by all required safety and containment regulations, keeping ever mindful of their neighbors within the Town of Warsaw and implement a series of best management practices, while operating in a safe and clean environment. The services of Helena will be based on sound agronomic knowledge, providing their customers with products enabling them to operate in a profitable manner with a minimal environmental impact. Mr. Cline added that Helena would do everything to mitigate risk.

Chairman Sanders asked if the company would consider fencing in the distribution yard so as to preclude curious children and passerby from coming into contact with the chemicals. Mr. Cline agreed to the request.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to accept the offer from Helena Chemical with the stipulation of fencing the distribution yard and authorizing the Chairman, County Administrator and County Attorney to execute the sale agreement.”

There being no further business, Chairman Sanders recessed the meeting until Monday, March 25, 2013 at 6:00 p.m. for a budget presentation from the Richmond County Public Schools and Combined Insurance Presentation.

RECONVENE

Members Present: F. Lee Sanders, Chairman; Courtney M. Sisson, Vice-Chairman; Richard E. Thomas; Jean C. Harper; John L. Haynes, Jr.

Staff Present: R. Morgan Quicke, County Administrator; Jennifer L. Clark, Finance Officer

Others Present: Dr. Greg Smith, Superintendent (RCPS); Susan L. Johns, Clerk (RCPS); John Brown, Chairman (RCPS); Brenda Pemberton, Member (RCPS); Vivian Wood, Member (RCPS)

Chairman Sanders reconvened the meeting at 6:00 p.m. for the purpose of hearing the Richmond County Public School budget request and presentation on the combined insurance.

Chairman Brown (RCPS) told the Board he appreciated the opportunity to work with the Board of Supervisors on the Fiscal Year 2013-2014 Budget and knew the challenges the Board had to work with.

Dr. Smith presented a power point presentation on the Fiscal Year 2013-2014 proposed Richmond County Public School budget.

Dr. Smith discussed the achievement highlights, budget objectives, budget challenges, teacher salary scale comparison, proposed health insurance, revenue projections, FY 2014 revenue by source, costs by function, expenditure projections, FY 2014 expenditures by category, significant budget expense increases, local budget request, and request of carryover accounts.

One of the goals of this upcoming budget year is to merge the school's health insurance with the county's health insurance with an end result that the county will receive more credit for their excellent claims experience.

Dr. Smith also touched on the proposed 2% salary increase for staff & benefits, purchase of a bus (\$90,000), food service (1017 meals served in cafeteria), and school activity (football uniforms/band uniforms, etc.). The significant increase would be to salary and benefits.

The recommendation and proposal for the Fiscal Year 2013-2014 local contribution request is \$5,758,019.00 (increase of \$497,789).

At the end of FY 2013, the School Board is requesting the creation of two carryover accounts for any surplus funds:

Capital Improvements – (60%) for roofing, paving, renovations, painting, etc.

Textbooks – (40%) for technology purchases, textbook adoptions, instructional materials.

This would be a surplus of 60% Capital Improvements and 40% Instructional.

Chairman Sanders introduced Mr. David Rowe (insurance consultant) to present the 2013-2014 Plan Year Proposal for Richmond County and Richmond County Public Schools combined insurance presentation.

Mr. Rowe discussed the following advantages of combining plans:

County employee's contribution will remain at current levels; schools will absorb the \$59k to combine plans; county will have access to a better buy-down plan that can be offered stand-alone; in future years, County will receive more credit for their excellent claims experience; county will have access to Mr. Rowe's guidance and Bankers Insurance's resources on Healthcare Reform; county will have access to Bankers Insurance's quarterly claims analysis and renewal expertise; county will have access to Mr. Rowe's customer service and claims resolution abilities; combining plans is the right thing for the community.

There being no further business, Chairman Sanders recessed the meeting until Wednesday, March 27, 2013 at 6:00 p.m. for a budget worksession.

RECONVENE

Members Present: F. Lee Sanders, Chairman; Courtney M. Sisson, Vice-Chairman; Richard E. Thomas; Jean C. Harper; John L. Haynes, Jr.

Staff Present: R. Morgan Quicke, County Administrator; Jennifer L. Clark, Finance Officer

Chairman Sanders opened the meeting at 6:00 p.m. for a budget worksession and turned the meeting over to Mr. Quicke for the power point presentation.

Mr. Quicke reviewed the Fiscal Year 2014 Budget Requests: Sheriff; EMS Retirement Plan; RCVFD; YMCA; RCC; NN Free Health Clinic; NNCSB; NN-CB Regional Partnership; NN Tourism Council; Richmond County Electoral Board/Registrar; Commonwealth Attorney; Little League; RCFDC; Richmond County Public Schools; 3% County Employee Raise; New County Attorney. The total new requests - \$870,952.00.

Mr. Quicke then reviewed the FY 2014 Budget Revenues: Real Estate Tax Collection Increase; Public Service Corp. Tax Collection Increase; Projected State Increase (for 3% raises – Constitutional Officers & Staff); Difference in County Administrator Salary/Benefits; Reduction in Commonwealth Attorney Salary; Reduction in Bridge House budget; Building Permit Fee Increase; Local Share of State Sales Tax; Left over from 588k for debt service; 1998 GO School Debt budgeted twice. \$460,724 in new revenue minus \$50,000 – personal property tax revenue decrease. Total new available revenue - \$410,724.

Supervisor Haynes asked if these were not recurring revenues. Mr. Quicke stated they were a onetime revenue; however, he is not anticipated cuts.

As of now, there is a \$460,228 deficit between the FY 14 Budget requests and FY 14 available revenue. If the County wished to fund all requests, it would require a 6.26 cent real estate tax increase; each penny on the real estate tax rate generates roughly \$73,500-\$75,000.

The FY 14 requested budget is heavy on personnel. \$105,547 – 3% requested raise/benefits for county employees; \$166,426 – 2% requested raise/benefits for school employees; \$102,240 – health insurance request (School). \$374,213 – total personnel requests.

County employees would actually see a 4% raise due to the VRS mandate, however the other 1% would be offset by the mandatory 1% VRS employee contribution.

If the County honored all personnel requests, it would leave \$36,511 available to other requests.

A 2%, instead of 3%, raise for county employees would cost approximately \$70,364 instead of \$105,547 and it would leave \$71,694 available to other requests.

Chairman Sanders asked how the Constitutional Officers and Staff are funded. Mr. Quicke stated that the State is giving 3% raise and to offset the mandatory 3% would cost \$10,000.

The major budget items same as FY 13: 2 Sheriff's Cars - \$55,000; Ambulance Fund - \$30,000; YMCA - \$25,000; Little League - \$15,000; RCVFD - \$120,000 (\$90,000 – operating fund/\$30,000 – truck fund; Debt Service (more than FY 13 because of school project) - \$1,222,845; Assessment Fund - \$30,000; Northern Neck Regional Jail - \$0.

Other Essential Funding Needed: Part time budget for Sheriff's Office School Protection - \$10,000; County Attorney (never budgeted before) - \$15,000; Assistant Registrar (part time) - \$8,000; Family Development (needed for state match) - \$4,000. Total - \$37,000.

Supervisor Haynes commented on the new line item of county attorney and stated the cost will be less in the long run because previous issues had to be contracted out to other attorney firms. Now issues will be done in-house.

The Board felt the following were crucial: county employee raises, county attorney, combined health insurance, part-time Registrar; part-time Sheriff patrolling of schools. Some other concerns were Family Development and Richmond County Volunteer Fire Department funding.

Supervisor Thomas asked Dr. Smith if the county combined insurance with the Schools if that would ultimately cost the school employees less for insurance making their take-home pay more.

Ms. Debra Mitchell (retired school teacher) stated that it is important to increase salaries as when an employee retires; the retirement benefit is calculated on the last 36 months of salary.

Mr. Quicke noted that the next scheduled budget work session is Wednesday, April 10, 2013 at 6:00 p.m. and that is the scheduled meeting of the School Board, so the Board of Supervisors meeting will be changed to the General District Courtroom.

There being no further business, Chairman Sanders recessed the meeting until Wednesday, April 10, 2013 at 6:00 p.m. in the General District Courtroom for the purpose of continuing the budget work session.

RECONVENE – APRIL 11, 2013 – 9:00 A.M.

Members Present: F. Lee Sanders, Chairman; Courtney M. Sisson, Vice-Chairman; Richard E. Thomas, Jean C. Harper; John L. Haynes, Jr.

Staff Present: R. Morgan Quicke, County Administrator; Jennifer L. Clark, Finance Officer

Due to scheduling conflicts, the reconvened meeting scheduled for April 10, 2013 has been rescheduled to Thursday, April 12, 2013; therefore, Chairman Sanders adjourned the meeting.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

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