

**RICHMOND COUNTY BOARD OF SUPERVISORS  
APRIL 9, 2015**

**MINUTES**

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 9<sup>th</sup> day of April, 2015, 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  
Denise Dunaway, Development Services Manager  
Douglas A. Bryant, Sheriff  
David Thomas, RCVFD Assistant Chief  
Edith Anne Sanders, Treasurer  
Joseph Quesenberry, Planning & Zoning Administrator  
Jennifer Delano, Commissioner of the Revenue  
Carter White, VDOT  
Approximately 10 others

**CALL TO ORDER**

Chairman Sanders called the meeting to order, gave the invocation, and led everyone in the Pledge of Allegiance.

**VIRGINIA DEPARTMENT OF TRANSPORTATION - MR. CARTER WHITE**

Mr. White told the Board that crews are busy with maintenance activities, including pavement and shoulder repair. Mr. White reminded the Board to keep VDOT informed of any roads that need attention.

Mr. White provided the members with a draft copy of the Six-Year Plan, which includes Snyder Road and Emmanuel Church Road.

Mr. White said that Mozingo Road has over 50 cars per day and asked the Board if they would like to add that to the plan and it meets the criteria.

Mr. Quicke said that the public hearing would be at 9:00 a.m. on May 14<sup>th</sup>. Mr. White verified that the funding is already in place.

*“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 add Mozingo Road to the six-year plan.”*

*“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 schedule a public hearing on May 14, 2015 at 9:00 a.m. to add Mozingo Road to the six-year plan.”*

### SHERIFF

Sheriff Bryant reported that the Sheriff’s Office has dispatched 680 calls for service (police, fire & rescue) since March 12, 2015. There have been 2342 calls so far in 2015.

The Northern Neck Regional Jail population for Richmond County this week is 25.

Sheriff Bryant reported that they did not collect any delinquent fines and costs during the month of March. \$126,703.82 has been collected since April 2007.

Sheriff Bryant reported that the DMV2Go Van was here on March 16, 2015 and everything went well. They plan to return on July 28, 2015.

Sheriff Bryant told the Board that the department is coordinating with Rappahannock High School in preparation for the upcoming Junior-Senior Prom and after prom party on April 24, 2015.

Sheriff Bryant reported that the Sheriff’s Office is coordinating with the Town Police Department in preparation for the YMCA 5K Color Run on April 25, 2015.

Sheriff Bryant informed the Board that they will hold a prescription drug take-back day on April 25, 2015 from 10:00 a.m. to 2:00 p.m. The drop off site will be the Richmond County Sheriff’s Office.

Sheriff Bryant told the Board that he recently attended a meeting at the NNRJ with the Attorney General and other local law enforcement agencies to discuss important issues, including scams, mental process, FOIA requests, spice problems, etc. He felt that this was a very informative meeting.

Mr. Haynes thanked Sheriff Bryant for recently informing the Board about the turbo tax problem. Sheriff Bryant said he is working with the Triad Chapter in order to keep the public aware of ongoing scams.

### ANIMAL CONTROL

Sheriff Bryant presented the following Animal Control report for the month of March: 31 total calls answered; 1 dog trapped; and 5 dogs transferred to the pound.

**TREASURER**

Ms. Edith Anne Sanders, Treasurer, presented the Trial Balance Report for the month of March 2015.

**COMMISSIONER OF THE REVENUE**

Mrs. Delano reminded everyone that personal property forms and state income taxes are due by May 1<sup>st</sup>.

**PLANNING/ZONING/LAND USE**

Joseph Quesenberry presented the Planning and Zoning staff report to the Board for the month of March.

Mr. Quesenberry reminded the members about the public hearing scheduled for 7:00 p.m. tonight to hear the special exception request for Shelley Pierson and to adopt the amended flood plain ordinance.

Mr. Quesenberry told the Board that the Planning Commission will have a work session on April 29, 2015 at 5:00 p.m. and a public hearing on May 11, 2014 at 7:00 p.m. for the proposed Fones Cliff's project.

Mr. Quesenberry said that he and Mr. Quicke are currently working with Town of Warsaw on a couple of projects. First, they are working on a feasibility study for a residential development on the old nursing home property. Also, he is working jointly with the Town on a DHCD grant that would provide new street lights, sidewalks, landscaping, and façade improvements to businesses along Main Street. There will be a joint meeting with Town Officials on Thursday, April 16<sup>th</sup> regarding the possibility of an amphitheater and farmers market project to be located within the Town.

**RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENT**

Assistant Chief Thomas, RCVFD, presented the following report for March 2015: Company 1: 15 calls (0 EMS assists); Company 2: 6 calls (1 EMS assist); Company 3: 6 calls (3 EMS assists). Total calls for the month of March 2015 – 27 (4 EMS assists).

Assistant Chief Thomas told the Board about two upcoming fundraisers.

**INTRODUCTION OF NEW RICHMOND COUNTY AGRICULTURE EXTENSION AGENT**

Chairman Sanders introduced the new Richmond County Extension Agent, Ms. Christina O'Keefe.

Ms. O'Keefe told the Board that she is very excited to be the new Extension Agent and encouraged the Board to let her know about any issues that she can assist with.

#### **MABEL LEWIS – RICHMOND COUNTY ELECTORAL BOARD**

Ms. Lewis introduced Ms. Renee Dolly to the Board. Ms. Dolly is the new Vice-Chairman of the Electoral Board.

Ms. Lewis informed the Board that they have recently received notice from the State that the County's WINVote machines will need to be replaced due to security reasons. Ms. Lewis said that they are planning to attend a meeting at the General Assembly Building regarding this notice on Tuesday, April 14, 2015.

Ms. Lewis provided the Board with information regarding a new machine that would be compatible with the voters and the election officers.

Mr. Quicke said he plans to attend the public hearing on Tuesday and he has spoken with Senator McDouggle and Delegate Ransone about also attending. Mr. Quicke said that after Tuesday, they should have a better idea about what expense the County will be facing.

#### **LETTER FROM TOWN OF WARSAW – ECONOMIC DEVELOPMENT COMMITTEE**

Mr. Quicke provided the Board with a letter from the Town Manager, John Slusser. On April 1<sup>st</sup>, the County and Town staff met to hear a presentation from a professional planning company about future projects that the Town and County could take on. Mr. Quicke said that a meeting has been planned for the recently formed joint Economic Development Committee for Thursday, April 16, 2015, at 5:00 p.m., to further explore the possibilities of working on a joint project.

Mr. Haynes recalled a study that was done in 2000 and asked if that plan is what Mr. Slusser is referring to in his letter. Mr. Quicke told Mr. Haynes that the plan from 2000 is what they are using and he told Mr. Haynes he would provide him with a copy.

#### **USDA POLICE CAR GRANT/LOAN –RESOLUTION**

Mr. Quicke told the Board that the County has been approved for the buy one, get one grant from the USDA. This year the Sheriff's Office has put in for two Ford Explorers at a total cost of \$70,000.00, of which \$32,200 will be in the form of a loan and \$37,800.00 will be in the form of a grant. Mr. Quicke said the term is 3.75% for five (5) years and can be paid off early with no penalty. Mr. Quicke said the monthly payments will be roughly \$550.00 for a total yearly cost of \$6,600.00 and this money is being recommended in the FY16 budget.

*“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 adopt the following loan resolution.” (Loan Resolution)*

*“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 adopt the following governing body resolution:” (Resolution of Governing Body)*

**FARNHAM CONVENIENCE CENTER – PAVING IMPROVEMENTS**

Mr. Quicke told the Board that the Farnham Convenience Center pavement has deteriorated badly. Mr. Quicke said that repairs to the Convenience Centers have been in the CIP since the beginning and is slated for funding in FY16. Mr. Quicke asked the Board for approval to seek bids for the total cost of repaving the entire facility and bids to just repair the bad spots and pave the existing gravel area.

The Board unanimously agreed to allow Mr. Quicke to seek bids for the Farnham Convenience Center paving improvements.

**2015-2016 COUNTY HEALTH INSURANCE – RESOLUTION**

Mr. Quicke reminded the Board that at the March 30, 2015 budget work session it was agreed by consensus to move forward with the changes to the FY16 Health Insurance plans for county employees.

*“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 adopt the following health insurance resolution:”*

**RESOLUTION  
THE LOCAL CHOICE HEALTH BENEFITS PROGRAM RENEWAL**

BE IT RESOLVED that the Richmond County Board of Supervisors hereby approves Richmond County’s participation in the Local Choice Health Benefits Program for the period of July 1, 2015 through June 30, 2016, based on the following renewal rates:

<b><u>Key Advantage 250</u></b>	<b><u>Key Advantage 500</u></b>	<b><u>High Deductible Health Savings Plan</u></b>
<u>Single</u>	<u>Single</u>	<u>Single</u>
County Share - \$508	County Share - \$485	County Share - \$485
<u>Employee Share- \$120</u>	<u>Employee Share- \$93</u>	<u>Employee Share- (\$30)</u>
Total Premium - \$628	Total Premium - \$578	Total Premium - \$455
<u>Dual</u>	<u>Dual</u>	<u>Dual</u>
County Share - \$655	County Share - \$586	County Share - \$576
<u>Employee Share- \$507</u>	<u>Employee Share- \$483</u>	<u>Employee Share- \$266</u>
Total Premium- \$1,162	Total Premium- \$1,069	Total Premium- \$842
<u>Family</u>	<u>Family</u>	<u>Family</u>
County Share- \$813	County Share- \$711	County Share- \$711
<u>Employee Share- \$883</u>	<u>Employee Share- \$850</u>	<u>Employee Share- \$518</u>
Total Premium- \$1,696	Total Premium- \$1,561	Total Premium- \$1,229

\_\_\_\_\_  
Chairman, Richmond County Board of Supervisors

\_\_\_\_\_  
Date

**VIRGINIA DEPARTMENT OF TAXATION – RENTAL TAX RE-PAYMENT**

Mr. Quicke told the Board that the Department of Taxation has been forwarding the County money from the Car Rental Tax. Apparently, a business in the City of Richmond has been mislabeling their locality for some time and instead of the money being sent to the City of Richmond, the money has been coming to the County. The figure is \$106,712 and the State has asked the County to pay the money back. Mr. Quicke said that the State has agreed to allow the County until July 1, 2015 to make this re-payment.

Mr. Haynes asked Mr. Quicke if he has been tracking the amounts. Mr. Quicke said the amount from the State matches the Treasurer's trial balance. Mr. Haynes said that this is a shock and he asked Mr. Quicke if this would affect the RAN. Mr. Quicke responded that it would not affect the RAN. Mr. Quicke confirmed that the money received is in the general fund.

**FY16 REVENUE ANTICIPATION NOTE (RAN)**

Mr. Quicke said he has begun working with Sands Anderson and Davenport and Company for the annual RAN to be effective July 1, 2015 through January 1, 2016.

**UPCOMING BOARD AND COMMISSION APPOINTMENTS**

Mr. Quicke said that Nancy Finnegan's term on the Wetlands Board will expire on June 30, 2015. Ms. Finnegan is the District 3 appointment and she is eligible for re-appointment.

Mr. Haynes said he would contact Ms. Finnegan and ask her if she is willing to serve another term.

**MONTHLY APPROPRIATIONS – RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES**

*“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 appropriate \$85,000.00 to the Richmond County Department of Social Services for the month of May 2015.”*

**MONTHLY APPROPRIATIONS – RICHMOND COUNTY SCHOOL BOARD**

*“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 appropriate \$1,255,751.00 to the Richmond County Public Schools for the month of May 2015.”*

**APPROVAL OF MINUTES – MARCH 12, MARCH 23, AND MARCH 30, 2015**

***“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 minutes from the March 12, March 23, and March 30, 2015 meetings.”***

**OTHER BUSINESS**

Mr. Thomas reminded the Board that the Joint Economic Development Committee will meet on April 16<sup>th</sup> at 5:00 p.m. Mr. Thomas asked the members to contact him before the meeting if they wish to provide any information.

Mr. Haynes questioned the email he received from Mr. Quicke about road repairs that are needed on a private drive located within the Town, known as Woodland Heights Road. Mr. Quicke explained that there has been an ongoing issue about the maintenance of that road for years and he was recently approached by a property owner about having the road paved. Mr. Quicke said this could be added to the Six Year Plan, but he is unsure if it meets the 50 cars per day requirement. Mr. Quicke said that VDOT is willing to go 50/50 with the County in order to upgrade a road but Richmond County is not in the financial position right now to consider this.

Mr. Quicke referenced the Treasurer’s trail balance, page 1, RCPS CIP in the amount of \$11,214.00. Mr. Quicke explained that this was money that was left over from the pipe improvement and paving project at the school. Mr. Quicke recommended moving this money into the regular CIP.

Mr. Haynes said he thought it had already been moved to the general fund.

***“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 allow Mr. Quicke to transfer \$11,214.00 from the RCPS Capital Improvement Plan to the Richmond County Capital Improvement Plan.”***

Mr. Quicke provided the Board with a copy of a letter that he received from Northern Neck Lumber Company.

**CLOSED SESSION**

***“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: as permitted by Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel, or a briefing by staff about potential future litigation.”***

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION

*“On a motion made by Robert B. Pemberton, the Board voted by roll call: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: that the Board certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.”*

ACTION FROM CLOSED SESSION

There was no action taken by the Board of Supervisors resulting from the closed session.

RECESS

Chairman Sanders recessed the meeting until 1:00 p.m., for a FY16 budget work session.



**RICHMOND COUNTY BOARD OF SUPERVISORS**  
**April 9, 2015 (Continued)**

**MINUTES**

**RECONVENE**

Chairman Sanders reconvened at 1:00 p.m. on April 9, 2015 for a budget work session.

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  
Mercedes Pierce, Finance Officer  
Dr. Greg Smith, Superintendent, RCPS  
John Brown, School Board Chairman  
Jennifer Delano, Commissioner of the Revenue  
Chris Jett, Technology Director  
Brenda Pemberton  
Approximately 5 others

**FY16 BUDGET DISCUSSION**

• **BUDGET PROPOSALS**

Mr. Quicke summarized Mr. Haynes and Mrs. Harper's budget proposal. (#1 Attachment)

Mr. Quicke summarized Mr. Thomas' budget proposal. (#2 Attachment)

Mr. Quicke summarized the proposal for a balanced budget with no real estate tax increase. (#3 Attachment)

Mr. Quicke summarized the FY16-17 budget outlook which showed the loss of revenues and increased expenditures. (#4 Attachment)

Mr. Quicke reminded the Board about his recommended budget proposal.

Mr. Haynes asked if Mr. Thomas' proposed budget balances. Mr. Quicke said Mr. Thomas' presented budget does balance.

- **EMS RETENTION PLAN**

Mr. Quicke summarized the EMS Retention Plan.

The Board unanimously agreed to move forward with the EMS Retention Plan.

- **THE HAVEN REQUEST**

Mr. Quicke provided the Board with a copy of Ellen Yackel's email referencing the Haven's funding request for the upcoming budget.

Mr. Quicke said that they are asking for a \$500.00 increase. The total contribution would be \$4,000.00, which would be in alignment with other localities.

Mr. Haynes said that Richmond County is smaller in population than most of the counties she is comparing us to.

Mr. Thomas asked about an in-kind contribution. Mr. Quicke said that the Haven is not being taxed for personal property or real estate.

Mrs. Delano informed the Board that based on the assessment for the Haven property, the tax credit is \$2,781.00.

Mr. Thomas recommended noting that an in-kind contribution does exist.

- **CAPITAL IMPROVEMENT PLAN REQUEST**

Mr. Quicke said his recommended budget added \$55,000.00 to the CIP.

Mr. Haynes asked if that included the remainder from the school project. Mr. Quicke said that is completely separate.

Mr. Haynes proposed reducing that amount to \$25,000.00.

Mr. Pemberton agreed with Mr. Quicke's recommendation to put \$55,000.00 in the CIP.

Mrs. Harper proposed reducing the amount to \$25,000.00

Mr. Quicke said that \$23,000 was put in the CIP during FY14, nothing in FY15, and \$40,000 when the Commerce Park property was sold. The current balance is \$58,000.00.

Mr. Haynes said the capital needs should be less for the next few years, with the school project winding down. Mr. Quicke said most of the projects approved in the CIP will be for maintenance repairs and IT infrastructure.

Mr. Haynes said we are much further along in our Capital Improvements than we were a few years ago.

Mr. Pemberton questioned the cuts in Mr. Haynes and Mrs. Harper's proposed budget. He feels that they want to make cuts just to break even. He asked how is the County suppose to move forward without raising taxes and feels that getting by is not good local government.

Mr. Haynes said the reason the county is in trouble is because of over spending. He said Richmond County has the highest tax rate in the Northern Neck and we have put ourselves in this position because of over spending.

Mr. Pemberton feels that the real estate rates are going to have to be increased. The school system is the only department that cut their budget 3% and why think we can cut them more. Mr. Haynes said because the schools are 64% of the budget.

Mr. Haynes asked Mr. Pemberton to gather his facts and let him know what he is proposing.

Mr. Thomas said it is not going to be a quick fix. Mr. Quicke said this will take tough decisions.

Mr. Thomas talked about his tuition proposal and how that could be used to help fund the school's CIP directly.

Mr. Quicke said his recommendation for the CIP is \$55,000.00

Chairman Sanders decided to move to the next item since there is not a consensus on any number.

- **ANIMAL CONTROL VEHICLE REQUEST**

Mr. Quicke said he recommends moving forward with the purchase of the Animal Control vehicle. The request from the Sheriff's Office is \$15,000.00 and he has recommended taking that money from the \$55,000.00 amount suggested for the CIP.

Mr. Quicke told the Board about some options and prices of vehicles.

Mr. Thomas said he is okay with using \$15,000.00 to buy a used truck.

Mrs. Harper asked how they can agree if they don't know if the \$55,000 is going into the CIP. Mr. Quicke said the CIP has a \$58,000.00 balance.

The consensus went as follows: Richard Thomas, yes; John Haynes, no; Jean Harper, no; Robert Pemberton, yes; and Lee Sanders, yes; to move forward with using \$15,000.00 from the CIP to purchase a vehicle for the Animal Control Officer.

- **MACHINERY AND TOOLS TAX**

Mr. Quicke referenced the handout from a previous work session. Mr. Quicke said he has been working on trying to figure out what the tax rate for machinery and tools would need to be in order to be equitable for large purchases. He stated that \$1.40 or \$1.50 would bring in a comparable amount of tax dollars. Currently for a business that submits machinery and tools tax data to the county, they submit a depreciated value. On personal property, such as farm equipment, the figures are submitted to the Commissioner at 100% value and then are taxed at 40% value. If the proposed increase is approved, it would bring in a comparable amount for similar items. Total revenue would be between \$40,000.00 and \$50,000.00.

Mr. Quicke referenced Mr. Thomas' recommendation, which showed revenue between \$15,000.00 and \$20,000.00. The rate would be between \$.48 and \$.63.

Mrs. Delano said that she doesn't know how they would change the assessment method of the machinery and tools.

Mr. Haynes said he understood the low tax rate for machinery and tools was to entice businesses. Mr. Quicke responded yes, it was reduced in an effort to attract manufacturers into Richmond County. Mr. Haynes said that need still exists. Mr. Quicke said the rate before the change was \$.50.

Chairman Sanders recommended continuing this discussion at Monday night's scheduled work session.

- **PPTRA (CAR TAX)**

Mr. Quicke provided the Board with a spreadsheet explaining the current tax rate of \$3.50 and explained the PPTRA credit, which is 65%. Mr. Quicke explained that Richmond County receives \$803,954.00 every year from the State. That figure doesn't change based on the number of vehicles in the County or the values.

Mr. Quicke said the County has to manage the amount from the State. Over the life of the program, the County has given away \$57,000.00 too much. Mr. Quicke said if the \$3.50 rate continues this year, we would stand to lose an additional \$47,000.00. With the recommended rate of \$3.75, and a 55% deduction, the County would gain \$28,109.00 this year, over the \$803,954.00 that the State gives us.

Mr. Pemberton asked about the \$803,954.00 that the County receives. Mr. Quicke said it covers the portion that is deferred. Mr. Quicke said we can only give away what the State gives us. Essentially, the tax rate and the credit need to work together.

Chris Jett explained the PPTRA credit in relation to the number of qualifying vehicles in the County.

Mr. Quicke said we need to know the personal property rate in order to determine the credit percentage.

Mr. Haynes asked Mr. Quicke if he could provide the Board with a spreadsheet with examples of the ranges. Mr. Quicke said he would have it at the next work session.

- **OTHER**

Mr. Pemberton apologized for not being prepared with his own budget ideas. He said they need to work together and find a way to generate revenues in order to outweigh expenses.

Mr. Thomas said he sees the need to spread out funds so nobody is impacted too much.

Mr. Haynes said the budget process is a dreaded process for all counties. Taxes are a necessity and if people see the County cutting back on expenses, they are much less resistant to pay higher taxes.

**RECESS**

Chairman Sanders recessed the meeting until 7:00 p.m. for a public hearing.

Budget Proposal from Supervisors Haynes and Supervisor Harper

- Level Tax Rates of \$.67/\$100 for Real Estate and \$3.50/\$100 for Personal Property
- Propose to cut CIP funding from County Administrator's recommended budget from \$55,000 to \$25,000.
- Propose to reject all County Administrator's Budget Recommendations that propose additional funding to departments (Northern Neck Food Bank, Animal Control Vehicle, Public Library, The Haven, Registrar, CSB)
- Propose to cut RCPS by \$36,000 from the approved FY15 Budget
  - FY15 Approved Budget - \$13,206,176
  - FY16 Hayes/Harper Recommend - \$13,170,000 (\$36,176)
  - FY16 RC School Board Approved Budget - \$13,406,690
    - Local Share would be \$5,046,540 compared to current Local Share of \$5,336,000.
    - County Administrator's Budget shows a \$150,000 Local Share reduction to the RCPS, which would result in a local contribution of \$5,186,000.
- Overall FY16 Budget for Richmond County would balance at \$23,186,000.

### Budget Proposal from Supervisors Thomas

- \$.01 RE Tax Increase                      \$.68/\$100
- \$.20 PP Tax Increase                      \$3.70/\$100
- Increase of Machinery and Tools Tax to generate between \$15,000-\$20,000 (\$\$.48 - \$.63)
  
- Agree to the \$150,000 recommended cut to local funding for the Richmond County Public Schools provided that:
  - The Richmond County School Board agrees to charge a yearly tuition to true out of county students, meaning those that aren't children of school employees, at a minimum of \$300/year per child.
  - And that the money generated from this policy is dedicated towards the Richmond County Public Schools Capital Improvement Plan.
  
- Other Initiatives –
  - Increase Tourism Funding by \$3,500, to the requested amount of \$7,500
  
  - Decrease the overall amount to the Free Health Clinics.
    - Proposed by the Board at this time is to split the \$15,000 70%/30% between Tappahannock Free Health and Northern Neck Free Health.
    - Supervisor Thomas proposes to split \$10,000 between the two. \$7,000 to Tappahannock Free Health and \$3,000 to Northern Neck Free Health.
  
  - Proposes to split funding to the Richmond County YMCA and the Richmond County Little League.
    - Current funding shows \$25,000 to the YMCA and \$15,000 to the Little League.
    - Proposed to fund both organizations \$20,000.
  
  - Allocate \$36,000 to the Undesignated Fund Balance

Balanced Budget with No Real Estate Tax Increase

▪ Leave RE Tax Rate Unchanged -	\$ .67/\$100
▪ \$.20/\$100 Personal Property Increase -	\$3.70/\$100
▪ FY16 Recommended School Budget	\$13,406,690
○ \$150,00 Cut to Local Funding	
▪ FY16 Budget with no RE Tax Increase	\$13,349,690
○ \$207,000 Cut to Local Funding	
▪ FY15 Approved Budget	\$13,206,176



#4

FY17 and FY18 Budget Outlook

Loss of Revenue

(FY17)-	NNRJ Repayment -	\$125,000
(FY17)-	SRO Funding -	\$20,000

Total Expected Loss of Revenue- \$145,000

Increased Expenditures

Sheriff's Vehicles -	\$55,000 (grants won't last forever, 2 cars/ year are needed)
Insurance Increases-	\$20,000 (not definite, but a projection, but a real continuing possibility)
VRS Year 5-	\$12,000 (mandatory)
EMS Year 3-	\$18,000
Other/Misc -	\$50,000 (remember, we are three years out from these numbers)
Solid Waste-	\$25,000 (with the economy going up, trash will go up)
Potential 2% Raises-	\$70,000 (We have to do something sooner or later)

Total Increased Expenditures \$250,000

Total FY17 and FY18 Deficit \$395,000  
(Loss of Revenue + Increased Expenditures)

Less FY17 Cut to RCPS (-\$150,000)

Leaves \$245,000 deficit (\$.03 -\$.04 RE tax rate in addition to the \$.02 RE and \$.25 PP recommended for FY16)

\*\*Does not work to contribute towards the Fund Balance\*\*

\*\*Based on local revenue projections remaining flat\*\*

\*\*Others problems may still arise\*\*

**RICHMOND COUNTY BOARD OF SUPERVISORS**  
**April 9, 2015 (Continued)**

**MINUTES**

**RECONVENE**

Chairman Sanders reconvened at 7:00 p.m. on April 9, 2015 for two public hearings.

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  
Joseph Quesenberry, Planning & Zoning Administrator  
Shelley Pierson  
Approximately 10 others

**PUBLIC HEARING**

- To adopt the newly amended Richmond County Floodplain Ordinance. The updated language was provided by the Federal Emergency Management Act and provides slight changes to definitions, designation of a floodplain administrator, new flood zone designations, etc. Amended language may be viewed in person at the Richmond County Administrator's office at 101 Court Circle, Warsaw, Virginia 22572 between 9:00 A.M. and 5:00 P.M.

Mr. Quesenberry read the notice of public hearing and explained the changes to the Richmond County Floodplain Ordinance. He said that language has to be adopted and sent to FEMA by April 16, 2015.

Chairman Sanders opened the public hearing.

After no public comment, Chairman Sanders closed the public hearing.

***“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 adopt the newly amended Richmond County Floodplain Ordinance.”***

- Shelley B. Pierson, applicant, 530 Suggetts Point Road, Warsaw, Virginia 22572, has requested Special Exception approval in order to operate a retail gift/apparel/embroidery shop in an existing structure, located at 8039 History Land Highway. The property owner is Richard E. & Cynthia B. Thomas and the parcel is further identified as tax map 31-69. The property is currently zoned Agricultural, General (A-1).

Mr. Quesenberry read the notice of public hearing and informed the Board that all adjacent property owners were notified by certified mail. Mr. Quesenberry read the staff report and informed the Board that the Planning Commission recommended approval of the request with a 9-0 vote, and included a 90 day condition of septic and well installation.

Mr. Thomas abstained from voting on this request.

Mr. Quicke asked the Board to consider revising the condition recommended by the Planning Commission from 90 days to 120 days in order for Mr. Thomas to finalize the application process with the Health Department. Mr. Quicke said that since Mrs. Pierson would like to open on May 1<sup>st</sup>, Mr. Thomas has agreed to locate a porta potty on the site until septic and well is installed.

Chairman Sanders opened the public hearing.

After no public comment, Chairman Sanders closed the public hearing.

***“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 special exception request by Shelley Pierson, applicant, in order to operate a retail gift/apparel/embroidery shop at 8039 History Land Highway with a 120 day condition that septic and well will be installed, and if the owner can’t meet the condition, the County Administrator has the authority to extend the deadline an additional 60 days time period, and before septic and well is installed, a porta potty may be used temporarily on site, not to exceed 30 days.”***

### **RECESS**

Chairman Sanders recessed the meeting until April 13, 2015 at 6:00 p.m. for a FY15-16 budget work session.

RICHMOND COUNTY BOARD OF SUPERVISORS  
April 9, 2015 (Continued)

MINUTES

RECONVENE

Chairman Sanders reconvened at 6:00 p.m. on April 13, 2015 for a budget work session.

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  
Mercedes Pierce, Finance Officer  
Dr. Greg Smith  
Approximately 5 others

FY16 BUDGET DISCUSSION

Mr. Quicke provided the members with Chairman Sanders and Mr. Pemberton's budget proposals and went over the highlights. (#5 Attachment)

Mr. Haynes said there are similarities in the proposals.

Mr. Haynes said it would be good to have a spreadsheet comparing all four proposals.

Mr. Quicke said that the average personal property rate within the surrounding counties is in the \$3.60 range.

Mr. Pemberton said his goal is to balance cuts with revenue, increase the fund balance, and fund the CIP. He wants to make a step forward rather than just continuing to tread water.

Mr. Haynes said they have made some progress in certain areas. He feels they are making improvements and it is a good step trying to compromise.

Mr. Haynes asked about the proposed amount for the machinery and tools tax. Chairman Sanders said they never set a proposed amount. Mr. Quicke and Mrs. Delano gathered information and they came up with an amount similar to farm equipment. The current tax is \$.01, which was reduced from \$.50 a few years ago.

Mr. Pemberton suggested advertising a \$.01 increase to the real estate tax and see what input they receive from the public.

Mr. Haynes said that Mr. Thomas made a good point at an earlier work session regarding the Haven in-kind gift of exempting taxes.

Mr. Thomas explained some of his proposed budget and feels the need to contribute to tourism and generate additional school revenue through tuition.

Mr. Haynes received a letter from a constituent regarding the tuition for education. One sentence read "Richmond County should use the taxes the citizens pay to provide a high quality public schools system for the children who live in Richmond County; to do otherwise it seems that Richmond County does not have borders and respect for adjoining County Administrations."

Mr. Quicke showed a page from his Power Point presentation with examples of current personal property tax amounts and the proposed tax increase.

Mrs. Harper said she agrees with the increase to the personal property tax, does not approve a real estate tax increase, and would consider an increase in the machinery and tools tax.

Mr. Quicke said tonight is the last work session scheduled. Mr. Quicke said they either need to schedule another work session or schedule a public hearing. Mr. Quicke explained the timeline and code for the adoption of the school budget.

All members agreed to schedule the final work session on April 20, 2015 at 5:00 p.m.

Mr. Quicke showed examples of different tax rates and credit percentages for the PPTRA (car tax). If implemented at \$3.75 @ 55%, that would level off and bring back some of the loss of revenue over the past years.

Mrs. Harper asked Dr. Smith to explain the expenses for the retirement incentive plan. Dr. Smith said that two years ago, they provided a retirement incentive supplement and nine teachers took advantage of this supplement.

Mr. Haynes said the retirement incentive plan was an overall savings and he gave Dr. Smith credit for it.

Mrs. Harper asked Dr. Smith about the vehicle operations and school cafeteria budget item. Dr. Smith said that line item is in place for the part-time workers that work in both the vehicle operations and the school cafeteria fields, which make them a full time employee.

#### CLOSED SESSION

*"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: as permitted by Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel, or a briefing by staff about potential future litigation.”*

**CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION**

*“On a motion made by Robert B. Pemberton, the Board voted by roll call: F. Lee Sanders – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; Robert B. Pemberton – aye: that the Board certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.”*

**ACTION FROM CLOSED SESSION**

There was no action taken by the Board of Supervisors resulting from the closed session.

**RECESS**

Chairman Sanders recessed the meeting until April 20, 2015 at 5:00 p.m. for a budget work session.

Chairman Sanders Proposal

- \$200,000 Local Cut to RCPS
- \$.40/\$100 Machinery and Tools Tax
  - \$10,000
- \$3.75/\$100 Personal Property Tax
  - \$145,000
- Cut CIP from \$55,000 to \$25,000

Supervisor Pemberton Proposal

- \$200,000 Local Cut to RCPS
- \$.40/\$100 Machinery and Tools Tax
  - \$10,000
- \$3.75/\$100 Personal Property Tax
  - \$145,000
- \$.68/\$100 Real Estate Tax
  - ~~\$150,000~~ \$15,000
- \$55,000 to Capital Improvement Plan
- \$48,000 to Fund Balance

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**RICHMOND COUNTY BOARD OF SUPERVISORS**  
**April 9, 2015 (Continued)**

**MINUTES**

**RECONVENE**

Chairman Sanders reconvened at 5:00 p.m. on April 20, 2015 for a budget work session

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  
Mercedes Pierce, Finance Officer  
Dr. Greg Smith, Superintendent, RCPS  
John Brown, School Board Chairman  
Jennifer Delano, Commissioner of the Revenue  
Approximately 15 others

**FY16 BUDGET DISCUSSION**

Chairman Sanders opened the floor for budget discussion.

Mr. Thomas explained the Free Health Clinic percentages, 70% to Tappahannock and 30% to Kilmarnock. He asked to drop the contribution to \$10,000.00 and give the remaining \$5,000 to the Northern Neck Tourism, the Northern Neck Food Bank, and a local group in need. Mr. Thomas said he recommended the in-kind contribution to the Haven, but is concerned that type of contribution may affect their numbers.

Mr. Haynes said as long as the total dollar amount is in the budget, they can tweak items later. Mr. Quicke said you can appropriate different amounts throughout the year, over and behind your budget, as long as it is not more than 1%, without holding a public hearing.

Mr. Thomas said he was not trying to add to the budget, just do shifting.

Mr. Thomas questioned the purchase of the new voting machines. Mr. Quicke said that item needs to be addressed either from the upcoming budget or through the fund balance.

Mr. Pemberton said he would like to see the Haven receive the additional \$500.00.



Mr. Haynes said he is fine with the internal changes, as long as the bottom line dollar doesn't change.

Mr. Quicke summarized the consensus, which included \$10,000.00 instead of \$15,000.00 to the Free Health Clinic (70% Tappahannock, 30% Kilmarnock). With the \$5,000.00 difference, \$2,000.00 would go to Tourism, \$1,000.00 to the Northern Neck Food Bank, an additional \$500.00 to the Haven, and \$1,500.00 to a local group in need. The Board unanimously agreed with the above changes.

Mr. Quicke read Chairman Sanders and Mr. Pemberton's budget proposals.

Mr. Haynes said he is leaning towards Chairman Sanders' proposal but he also likes aspects of Mr. Pemberton's proposal. He feels that some of the extra concerns from Mr. Pemberton's proposal and the cost of the voting machines could be covered with the leftover school funds.

The Board unanimously agreed to move forward the Chairman Sanders' budget proposal.

Mr. Quicke summarized the following rates to be advertised: personal property rate at \$3.75; real estate tax rate at \$.67; machinery and tools tax at \$.40, PPTRA rate at 55%; and the consensus votes from previous work sessions.

Mr. Pemberton asked if the other members were comfortable with advertising a \$.01 increase in the real estate rate to see what the reaction is. Mr. Haynes said he is not comfortable with that and does not feel the need to.

Mr. Quicke reminded the Board that the current WINVote machines are no longer certified and can't be used in the upcoming elections. Mr. Quicke told the Board that a conservative estimate is around \$100,000.00. Mr. Quicke said the Registrar and the Electoral Board will be meeting this week to discuss the machines that are available and he will ask them to attend the May Board meeting with a recommendation. Mr. Quicke said the machines need to be purchased no later than August. Mr. Quicke said this is not a planned expenditure, but this item has been in the CIP for two years.

Chairman Sanders said he recently attended at meeting, along with Mr. Quicke and Mr. Quesenberry, regarding the Rt. 3 corridor improvements. Chairman Sanders passed out a draft study for the Board to review and asked for the members to submit any questions to Mr. Quesenberry within two weeks.

Mr. Quicke reminded the Board that motions are needed for advertising the FY16 budget and to set the date of the public hearing.

*"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 advertise the FY16 budget in the amount of \$23,375,067.00."*

*“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 advertise the following FY16 tax rates: Real Estate - \$.67/\$100; Personal Property - \$3.75/\$100; Machinery and Tools - \$.40/\$100; and PPTR (car tax) 55%.”*

*“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 schedule the FY16 budget public hearing for May 7, 2015 at 7:00 p.m.”*

ADJOURN

After no further business, Chairman Sanders thanked everyone for their effort regarding the proposed budget and adjourned the meeting.

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F. Lee Sanders, Chairman, BOS