

# **RICHMOND COUNTY BOARD OF SUPERVISORS**

**May 9, 2013**

## **MINUTES**

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 9th day of May 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 A. Baker, Chief, EMS  
Randy Passagaluppi, Chief, RCVFD  
David Brown, VDOT  
Dr. Greg Smith, Superintendent, RCPS  
Tracy Smith, First Impressions Hair & Tanning Salon

### **CALL TO ORDER; INVOCATION – CHAIRMAN SANDERS**

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

### **GRANT AWARD – VACANT STORE FRONTS**

Chairman Sanders presented Tracy Smith, First Impressions Hair & Tanning Salon, with a check as a result of her business qualifying for the Richmond County Commercial Property New Business, Expansion, or Relocation Grant Program for Vacant Store Fronts.

### **RICHMOND COUNTY PUBLIC SCHOOLS**

Dr. Greg Smith, Superintendent, RCPS, gave an update on the school project. The Warsaw Town Council and Warsaw Planning Commission will be presented with the site plan this evening (May 9, 2013).

The project bid is scheduled for May 19, 2013. VDOT has given two recommendations regarding the traffic patterns at Rappahannock High School. The drain-pipe repair (sinkhole) has to be replaced, which is 350 yards of drainpipe with the final design finalized this week. The light pole at the ball field has to be removed due to the sinkhole but will be placed back once the line has been replaced. The weather has caused delay in this construction; hopefully, it can be rescheduled next week.

The 2013 SOL testing is ongoing. This week the testing has focused on Reading with Science on Friday and Math is scheduled for next week. Some of the students' testing will have to be rescheduled due to a wide-spread stomach virus.

Supervisor Thomas asked how much of the ball field will be disturbed due to the replacement of the line. Dr. Smith said it will be between the dugout and 3<sup>rd</sup> baseline.

### **SHERIFF**

Sheriff Bryant reported that his office has dispatched 593 calls for service since April 11th and the total calls for 2013 are 2732.

The Northern Neck Regional Jail population for Richmond County this past week was 38.

The total delinquent fines and costs collected for the month of April 2013 is \$765.97, making the total delinquent fines and costs collected since April 2007 to be \$121,760.89.

The School Resource Grants have been submitted to the Department of Criminal Justice and hopefully the Sheriff's Office will hear whether or not Richmond County has been awarded a grant by June.

The Sheriff's Office assisted Rappahannock High School with the 2013 Prom and After Prom Party on April 26, 2013; everything went well.

The Sheriff's Office coordinated with Rappahannock Community College for the National Drug Take-Back Day on April 27, 2013. A total of 40 lbs. of old prescription drugs were collected (19 @ RCC site; 21 @ Sheriff's Office site). Across the state, 22,352 lbs. were collected.

The Sheriff's Office coordinated with the Town Police for traffic control of the YMCA 5K Run and Healthy Kids Day. There was also a gun show at the old Buy-Rite Building and Because We Care Cancer Walk at Rappahannock High School. Everything went well at all the activities.

The Farmers Market and Menokin Music Festival are planned for this coming Saturday, May 11<sup>th</sup> and the Sheriff's Office will be on patrol for these events.

### **TREASURER**

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

Mrs. Sanders stated that the delinquent tax sale (real estate) will be held at Rappahannock High School on Saturday, May 18, 2013 at 10:00 a.m. The listing was published in the May 8<sup>th</sup> edition of the Northern Neck News.

Mrs. Sanders stated that civil warrants have been sent out and there are two courts dates (June 21 & July 19, 2013) for collection of personal property taxes.

### **COMMISSIONER OF THE REVENUE**

Mrs. Jennifer W. Delano, Commissioner of the Revenue, reported that May 1<sup>st</sup> was the filing deadline for Personal Property Forms and Virginia State Income has come and gone and it was a busy filing season. By May 1<sup>st</sup>, the Commissioner's Office only received about 75% of the Personal Property forms back based on the approximately 4,800 forms that were mailed out. Staff will begin to go through all of the line items and make additions and subtractions in hopes to begin the valuation process, both manually and through the NADA Appraisal Guide.

As far as Real Estate: The Commissioner's Office is still in the process of updating the Real Estate records with current deed information from the 2012 land sales and transfers, process land use applications, and value new construction. Mrs. Delano hopes to have all of this complete in time to turn the Real Estate Land Book over to the Treasurer by early fall.

### **CHIEF OF EMERGENCY SERVICES**

Chief Greg A. Baker presented the following activities for his department for the month of April 2013: 122 – 911 calls in Richmond County; 7 – calls for mutual aide to bordering counties for ALS provider; 1 – call to bordering counties for mutual aide; 0 – mutual aide calls into Richmond County; 3 – calls in Richmond County which were handled by off-duty personnel and Volunteer Fire Department; 1 – fly-out.

All full-time positions have been hired except for one position that had other commitments and will begin June 1<sup>st</sup>.

With the new hires, several of the part-time personnel moved up to full-time and the Department also lost six part-time personnel to neighboring organizations and new careers over the last few months, which will bring the part-time pool down from 19 to 10. Chief Baker requested to add two more part-time personnel to the pool.

Supervisor Haynes stated he supported Chief Baker's request and the Standard Operating Procedures. Supervisor Thomas stated he will like more clarification on the Standard Operating Procedures and asked that the request be tabled until the June 13, 2013 meeting for further discussion.

Chief Baker discussed the EMS Department being called to local nursing homes to pick up residents that have fallen with no injuries. EMS personnel also move the fallen residents while the facility staff watch. Chief Baker feels this is starting to become a common occurrence; therefore, he requests that procedures be put into place to bill the facility a service fee of \$250.00 in order to cut down on these types of calls.

Supervisor Sisson asked Chief Baker if this issue had been discussed with the Health Care Facility Administrator. Chief Baker stated he had spoken with the Administrator of the facility. Supervisor Sisson stated she was in favor of moving forward in developing procedures for this issue.

Chief Baker requested the Board approve accepting \$7,500 from the Virginia Department of Emergency Management for a Local Emergency Management Planning Grant which is a 50/50 match which would be used for a county-wide Emergency Notification System called Code Red as well as a weather notification system. This will automatically give severe weather updates to all residents that sign up as well as give Richmond County the ability to send messages to every resident in the County. It can also be used to send warning or instructional messages to localized areas that may be affected by a storm, fire or haz-mat incident. Chief Baker also stated that the school system could also use the system for school closures. Chairman Sanders asked if other localities were already using a similar system and Chief Baker stated they were. Fire Chief Passagaluppi also stated he thought it to be beneficial to the citizens of Richmond County.

***“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.: to approve the county match for the Local Emergency Management Planning Grant to be used for the notification system – Code Red.”***

### **FIRE CHIEF**

Chief Randy Passagaluppi, Richmond County Volunteer Fire Department, presented the following activities for the month of April 2013: Company 1 – 21 calls (3 EMS assist); Company 2 – 8 calls (2 EMS assist); Company 3 – 7 calls (3 EMS assist) making the total calls for the month – 36 (8 EMS assist).

The Warsaw and Farnham Fire units responded to an abandoned trailer on fire. Units arrived to find the trailer completely destroyed by fire; this was determined to be an arson fire. Richmond County Sheriff's Office handled the investigation which resulted in the arrest of two individuals. Chief Passagaluppi commended the Sheriff's Office in solving the case within 48 hours.

**VIRGINIA DEPARTMENT OF TRANSPORTATION**

Mr. Quicke read the advertisement for the following public hearing:

The Virginia Department of Transportation and the Board of Supervisors of Richmond County, in accordance with Section 33.1-70.01 of the Code of Virginia, will conduct a joint public hearing in the Richmond County Courthouse, 101 Court Circle, Warsaw, Virginia at 9:30 a.m. on the 9<sup>th</sup> of May. The purpose of this public hearing is to receive public comment on the proposed Secondary Six-Year Plan for Fiscal Years 2014 through 2019 in Richmond County and on the Secondary System Construction Budget for Fiscal Year 2014. Copies of the proposed plan and budget may be reviewed at the Northern Neck Residency Office of the Virginia Department of Transportation, located at 734 Barnfield Road, Warsaw, Virginia, or at the Richmond County Administration Office located at 101 Court Circle, Warsaw, Virginia.

All projects in the Secondary Six-Year Plan that are eligible for federal funds will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate federal transportation funds.

Persons requiring special assistance to attend and participate in this hearing should contact the Virginia Department of Transportation at (804) 333-3696. Persons wishing to speak at this public hearing should contact the Richmond County Board of Supervisors at (804) 333-3415.

Chairman Sanders then turned the meeting over to Mr. David Brown, Residency Administrator, Virginia Department of Transportation.

Mr. Brown reviewed the Richmond County Secondary Six Year Plan (SSYP) for FY 2014-2019.

The existing plan was approved on June 11, 2012 and these funds only apply to improvements and new construction and do not apply to maintenance.

Mr. Brown discussed the TeleFees which is new to this year's plan. Mr. Brown then reviewed the Secondary System Construction Program (in dollars) and the projects on the plan.

UPC 103482 – Reconstruction of culvert pipes crossing RTE 638 (Oak Row Road)

Estimate:	\$577,378
Allocations (proposed):	577,378
Fund Type(s):	Secondary Formula, Federal Formula STP, Secondary Telefees

Schedule:

Preliminary Engineering:	9/2012 – 8/2015
Right of Way:	4/2014 – 10/2014
Construction:	10/2015 – 8/2015

UPC 103480 - Reconstruct & Surface Treat RTE 646 (Mill Pond Road)

Estimate:	\$270,000.00
Allocations (proposed):	270,000.00

Fund Type(s): Secondary Formula, Telefees

Schedule (\*):

Preliminary Engineering:	4/2020 – 8/2020
Construction:	8/2020 – 12/2020

(\* ) This is the current schedule. Based on funding, project will be accelerated.

UPC 103485 – Reconstruct & Surface Treat RTE 680 (Smith Lane)

Estimate:	\$169,184
Allocations (proposed):	169,184

Fund Type(s): Secondary Formula, Secondary Funds, Telefees

Schedule (\*):

Preliminary Engineering:	3/15/2013 – 09/01/2013
Construction:	+/01/2013 – 04/15/2014

(\* ) This is the current schedule. Permits are in process. Construction can begin upon receipt.

County Wide Services

County Wide Engineering & Survey – UPC 99948

Available: \$68,674

County Wide Traffic Services – UPC 99746

Available: \$28,095

County Wide Right of Way Engineering – UPC 100160

Available: \$18,926

\*County Wide Services funded with various Secondary Funds.

Project Funding Opportunities

Several special funding programs exist for the benefit of funding local projects:  
Transportation Alternatives (consolidated Safe Routes to School and  
Transportation Enhancement)

<http://www.virginiadot.org/business/prehancegrants.asp>

#### Revenue Sharing

<http://www.virginiadot.org/business/local-assistance-access-programs.asp#RevenueSharing>

#### Sharing Access Programs (Economic Development, Airport, Recreational)

<http://www.virginiadot.org/business/local-assistance-access-programs.asp#AccessPrograms>

#### Rural Rustic Roads Program

<http://www.virginiadot.org/business/local-assistance-programs.asp#RuralRustic>

#### Rural Rustic Roads

The Rural Rustic Road program is a practical approach to paving Virginia's low-volume roads. It aims to keep traditional rural lane ambience, while improving road surfaces within the current right-of-way.

#### Criteria:

- Must be an unpaved road already within the State Secondary System
  - Must carry no more than 1,500 vehicles per day
  - Must be a priority (line item) in the approved SSYP if the funding source is from the secondary system allocations; if secondary allocations are not used it is not required to be in the SSYP
  - Must be predominately for local traffic; Board of Supervisors must make an effort to limit growth on roads improved under the program
  - Must have sufficient roadway drainage or require only minor improvements
- For additional requirements, please reference the Local Assistance Division Website: <http://www.virginiadot.org/business/local-assistance.asp>

#### Training Opportunities Available

The Local Assistance Division (LAD) of VDOT offers several training opportunities throughout the year aimed at increasing local involvement in developing projects:

##### Local Programs Workshop

[http://www.virginiadot.org/business/local assistance division workshop information.asp](http://www.virginiadot.org/business/local%20assistance%20division%20workshop%20information.asp)

##### Additional Local Project Development Training Resources

<http://www.virginiadot.org/business/local-assistance-lpt.asp>

After reviewing the Richmond County Secondary Six Year Plan (SSYP), Mr. Brown asked if there were any questions from the Board.

Supervisor Thomas asked if any project funding could be used for the school project. Mr. Brown stated these funds could only be used for secondary roads.

Chairman Sanders asked if any of the telefees could be used to pave Emmanuel Church Road. Mr. Brown stated that telefees can be used for traffic studies.

Chairman Sanders then opened the public hearing for comments from the public. There being no comments from the public, the hearing was closed.

Chairman Sanders requested the plan be amended through resolution to include paving of Emmanuel Church Road.

***“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 Secondary Six Year Plan for Fiscal Year 2014 – 2019.”***

Mr. Brown then discussed the spring maintenance projects which include mowing, trash pick-up, vegetation removal; ditches; repair potholes. Mowing and trash pick-up will begin on Route 360 & Route 3 and then the secondary roads will be scheduled.

Supervisor Thomas asked if VDOT could repair a hole which has come in the pipe on Canal Road just past Moores Mill Road.

Mr. Quicke also requested VDOT check on the manhole at the 7-11 Convenience Store.

### **PUBLIC COMMENT**

Chairman Sanders then opened the floor for public comment. There being no public comment, the public comment was closed.

### **VIRGINIA ASSOCIATION OF COUNTIES (VACO)**

Mr. Beau Blevens, Virginia Association of Counties, gave a brief overview of the services provided by the organization. VACO provides education, such as the New Supervisor Conference and Annual Conference held in November each year; Newsletters; Representative at the General Assembly; and Insurance Pool (VACoRP). VACO also works with the National Association of Counties (NACO) on the federal level to keep the local government informed of new legislation that may affect localities.

Some of the highlights from the 2013 session of the General Assembly are as follows: \$45,000,000.00 in reduction to localities restored; Right to Farm Act.

Mr. Blevens asked if the Board of Supervisors had any concerns he could take back to VACO. Supervisor Haynes stated he was familiar with VACO and had taken Supervisor Certification Classes and encouraged everyone to look at the VACO website because they have good information for localities and citizens as well.

### **TAPPAHANNOCK AND WARSAW-RICHMOND COUNTY ROTARY CLUBS**

Mr. Peter Tribble spoke to the Board on behalf of the Tappahannock and Warsaw-Richmond County Rotary Clubs regarding the shipwreck "Caponka". The two Rotary Clubs have been in talks to fund this project, however since the Rappahannock River is located in Richmond County, the Board of Supervisors shall be involved in the process and will be required to provide public notice and hold a public hearing. Mr. Tribble asked the Board for support to move forward on this project and also told the Board that there will be no liability for the County.

Supervisor Sisson asked who would install the buoys and Mr. Tribble stated the Rotary Clubs will be responsible for installing the buoys.

Supervisor Haynes stated he supported this project and was in favor of moving forward with the public notice and public hearing.

***"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 authorize the Tappahannock and Warsaw-Richmond County Rotary Club to move forward with the public notice and public hearing to mark the shipwreck Caponka."***

### **YMCA SOCCER FIELD REQUEST**

Mr. Quicke presented a copy of the concept plan that Resource International constructed for the County. The YMCA would like to have a lease with the County so they can move forward with the YMCA Soccer Field.

Supervisor Haynes stated a concern of his was that most of the property was located in the Commerce Park and would be subject to be sold, but he would be supportive of a short-term lease with a clause stating that the project is subject to being sold.

Supervisor Thomas asked when the YMCA would like to begin work on the Soccer Field. Chairman Sanders stated they would wait until the crop is harvested in the fall. Supervisor Thomas stated that notification needed to be sent to the farmer no later than September 1, 2013.

By consensus, the Board asked Chairman Sanders and Mr. Quicke to meet with Jason Patton and Phillip Belfield to discuss the Board's concerns and terms of the lease.

### **STOREFRONT GRANT EXPIRATION**

Mr. Quicke presented information on the Storefront Grant that was created August 2010. The grant is due to expire this August and Mr. Quicke asked for direction as to whether the Board would like to extend the program, amend or not continue the program.

Supervisor Thomas asked what involvement the Town has in the program. Mr. Quicke stated the Town is not involved in the program.

Supervisor Haynes would like to revisit the formula used in the original program and discuss the program with the Main Street Program representatives and get their views on the program.

Chairman Sanders and Supervisor Thomas stated they thought the program should be a county-wide program and not just limited to the Town of Warsaw.

By consensus, the Board directed Mr. Quicke to place this item on the June 13, 2013 agenda for further discussion.

### **NORTHERN NECK REGIONAL JAIL FY14 BUDGET**

The Northern Neck Regional Jail Budget shall be adopted by all Governing Bodies. The most important aspect of this budget is that the NNRJ is still operating at \$0 per year to Richmond County. The Federal Prisoner population is extremely important to the finances of the NNRJ. As a whole, federal numbers are down throughout the state and country and therefore it is affecting the NNRJ. As a result, the Jail Board and Superintendent have worked very hard to cut spending, therefore not having to utilize the fund balance. The FY14 NNRJ Budget is \$7,385,589 which is \$740,984 less than the FY13 Budget.

Supervisor Thomas asked when Northumberland County is scheduled to pay-off their share. Mr. Quicke stated the scheduled pay-off is FY16 with the payments of \$125,000 each year.

***“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 FY14 Northern Neck Regional Jail Budget in the amount of \$7,385,589.00.”***

### **NORTHERN NECK TECHNICAL SCHOOL REQUEST – VAN**

Mr. Quicke presented a request from Mr. Randy Long, Principal, NNTC, for the Board to consider donating the 1998 Green Van to the Tech Center.

The Board discussed whether the van met Department of Education's guidelines as far as transporting students. Dr. Smith stated that a passenger van could be used to transport students; however, a cargo van did not meet the guidelines.

Supervisor Thomas suggested that if it did meet the guidelines then the County could keep it in its fleet and be a multi-use vehicle for transporting the band and instruments to events.

By consensus, the Board tabled the request until the June 13, 2013 meeting to further discuss use of the vehicle.

### **USDA RURAL DEVELOPMENT GRANT**

Sheriff Bryant and Mr. Quicke met with Tara Delany with USDA Rural Development last week about their police car grant. They have a program that is basically a 50/50 grant on police cars. The idea is that the County would purchase a car on loan and they would give the County one on grant. Richmond County has been identified by USDA as a key area for grants which gives us priority over other applicants. Mr. Quicke stated he planned to apply very soon to get the County's application in and hopefully receive this grant for FY14. It may not go through for FY14, but instead FY15.

Mr. Quicke stated that the County could pay off the one police car in as little as three months if they desired. The federal program year begins October 1<sup>st</sup>.

By consensus, the Board directed Mr. Quicke to move forward with the grant application.

### **RICHMOND COUNTY-ESSEX COUNTY 4<sup>TH</sup> OF JULY CELEBRATION REQUEST**

Mr. Quicke presented a letter from Hillary Pugh on behalf of the Richmond County-Essex County 4<sup>th</sup> of July Celebration Committee requesting a donation of \$500.00. The 15<sup>th</sup> Annual Richmond County/Essex County Fourth-of-July Celebration will be held on Friday, July 5<sup>th</sup> in Warsaw. This will be a fundraiser for the counties' Little Leagues and Fire Departments.

***“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 contribute \$500.00 to the Richmond County-Essex County 4<sup>th</sup> of July Celebration.”***

### **EMERGENCY SERVICES/COUNTY VEHICLES**

Mr. Quicke presented quotes on several trucks that the County is looking at that will replace the surplus ambulance and staff cars. The old ambulance was sold for \$2,600 which is more than the county initially paid for it. One of the two staff cars has been

advertised and the due date for the sealed bids was Friday, May 3<sup>rd</sup>. The bid on the charger was \$3,000.00. Supervisor Thomas asked how much cash in hand the County had from sale of the vehicles. Mr. Quicke stated the cash in hand from the surplus vehicles was \$8,000.00 with another vehicle to surplus.

Mr. Quicke stated that since the ambulance has been sold, the County is without a vehicle that can effectively pull the recovery trailer as well as the Red Cross trailer.

The options for a new truck include the following: Brand new, extended cab F-250 @ \$23,000.00 (estimate-state contract); Used Truck (\$8,000.00-\$12,000.00 – 50k-150k miles).

Supervisor Thomas had mentioned last month the possibility of using the van for this use; however, Chief Baker has looked into this and has said that the van is not set up to pull trailers and even if it were the weight of the trailers is too much.

Mr. Quicke requested the Board to allow Chief Baker and himself to negotiate on a new truck, whether new or used. At this time, the County has roughly \$5,000 from the surplus ambulance and the staff car that was sold last October. Mr. Quicke stated he anticipated the two other cars bringing between \$8,000 and \$10,000.00.

If the Board wished to purchase a brand new truck, the additional money would come from the Emergency Services budget from the Grant Matching Funds line item which is \$15,000.00 and has not been used to date in FY13.

Supervisor Thomas suggested using the van for the short-term until the County has the money in hand. Supervisor Haynes stated he saw no reason to wait as the County has proceeds from the surplus vehicles.

Chairman Sanders stated that he had asked Chief Baker to look into the cost of purchasing a new vehicle.

Supervisor Thomas questioned why the County needed to purchase a new vehicle if it were only limited use.

Supervisor Harper asked if the vehicle would just be used in the EMS Department. Mr. Quicke stated it would be used as a multi-use vehicle but housed at the EMS Station. Chairman Sanders also stated that it would not be a take home vehicle.

Supervisor Thomas used this as an example: VDOT uses the same sort of vehicle to pull their trailers and if it was not to be used on a daily basis; why not try to use the county van.

Supervisor Harper suggested tabling the issue until the June 13<sup>th</sup> meeting.

**ASSISTANT COUNTY ADMINISTRATOR/DIRECTOR OF PLANNING & ZONING JOB STATUS**

Mr. Quicke stated that the applications for the position of Assistant County Administrator/Director of Planning & Zoning were due on Friday, May 3<sup>rd</sup>. Only two job applications were submitted. Mr. Quicke suggested dropping the Assistant County Administrator and advertise for the Director of Planning & Zoning position only.

Supervisor Thomas stated he felt that the Assistant County Administrator part of the position should be kept in place. Supervisor Haynes stated that the salary range is most likely the reason the County did not receive a good pool of applicants as Assistant County Administrator is adding more responsibility.

Mr. Quicke stated that it's not to say that once a Director of Planning & Zoning has been hired, the County can't promote from within at a later time.

Supervisor Thomas stated that promoting staff with additional responsibilities will come with a salary increase.

Supervisor Haynes stated he supported Mr. Quicke's suggestion to advertise for Director of Planning & Zoning and by consensus, Mr. Quicke was directed to proceed with the advertising for Director of Planning & Zoning and drop the position of Assistant County Administrator.

**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 appropriation of \$85,000.00 for the Richmond County Department of Social Services for the month of June 2013.”*

**APPROVAL OF MINUTES – APRIL 11, 2013 & APRIL 17, 2013**

*“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 Minutes of April 11, 2013 and April 17, 2013 as submitted.”*

**OTHER BUSINESS**

Supervisor Thomas suggested that personnel using County vehicles have a log-in/log-out sheet with detailed mileage and activity use. Supervisor Thomas stated that the Sheriff's Office has that procedure in place and he would like to see the other departments have a similar policy. Mr. Quicke stated that there were only three County vehicles that would apply: Animal Control Officer, Chief, EMS and Captain, EMS.

Mr. Quicke stated that he reviews the fuel bills for the Departments each month. Supervisor Haynes stated he saw no problems if Mr. Quicke was reviewing the fuel bills and signing off on them.

Supervisor Thomas made a motion to this effect; however, withdrew the motion and will work with Mr. Quicke to come up with a suitable proposal at a later meeting.

Chairman Sanders asked if the Board was satisfied with having the staff reports in the Board package instead of having the Department Heads at each meeting. By consensus, the Board agreed to this change.

**RECESS UNTIL 7:00 P.M. FOR SPECIAL EXCEPTION**

Chairman Sanders recessed the meeting until 7:00 p.m. for a special exception request from National Communications Towers, LLC.

**RECONVENEMENT – MAY 9, 2013 7:00 P.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

Others Present: David & Vanelia Gallagher, Property Owners; Billy & Sharon Parr; Elliott Harrigan, President, NCT; Al Doss, Vice President of Development, NCT; Stephen Gallagher, Vice President of Construction, NCT

Chairman Sanders called the meeting to order at 7:00 p.m. for the purpose of hearing the following: National Communications Towers, LLC, 5413 Patterson Avenue, Suite 101, Richmond, Virginia 23120, has filed an application for a special exception in order to construct a 195' telecommunications tower (including associated equipment and shelters) to be located within a 125'x125' leased area. The property is owned by David Gallagher and is located on Richmond Hill Road. The property is further identified as Parcel 64 on Tax Map 25.

Mr. Quicke stated that the Richmond County Planning Commission had heard this request on April 8, 2013 and had unanimously recommended approval for this special exception request.

Mr. Stephen Gallagher, Vice President of Construction, NCT, reviewed the request as follows:

- Special Exception Permit to construct a 195' self support tower for wireless communications (Tax Map 25-64).

- NCT was founded in 1997
- NCT has constructed 38 operational towers in Virginia
- NCT's towers average **3 carriers** per tower
- 12 additional towers have been permitted; towers zoned in 19 Virginia counties;
- Will **NOT** build a tower without a signed lease
- NCT facilities are designed to facilitate the development of a communications network for wireless phone service, public safety systems and high speed internet.
- Proposed Totuskey Creek Tower: 195' self-support tower with 4' lightning rod; Will **NOT** require lighting (FAA); Location: Access road off of Richmond Hill Road approximately 0.5 miles south of Route 360; Tower compound will **not be** visible from any travel corridors.

Pictures of a typical self support tower & equipment shelter were presented.

NCT – Totuskey Creek Tower Site Details: Site is set back from Richmond Hill Road and the compound is completely screened from all travel corridors; 30' ingress/egress utility easement; Typical gravel; Leased Area – 125'x125'; Fenced Area – 80'x90' (typ.); Estimated maximum of 8-10 light vehicle trips/month.

NCT – Totuskey Creek Tower Aerial (Aerial Map of Photo Locations) with tower visibility and intermitten visibility shown.

Photo 1: Tower Simulation; View from the northwest (looking to the southeast ~8,230' or 1.56 miles). Location: Intersection of Camp 17 Road and Richmond Road (Route 360).

Photo 2: Tower Simulation; View from the north (looking to the south ~3,570' or 0.68 miles). Location: Rappahannock Church of Christ Parking Lot Richmond Road (Route 360).

Photo 3: Tower Simulation; View from the northwest (looking to the southeast ~2,225' of 0.42 miles). Location: Transmission line clearing/access intersection with Richmond Hill Road.

NCT – Totuskey Creek Survey Presented with Existing Access Road and Tower highlighted in red.

Verizon Wireless Letter of Intent (Lease in Progress) presented.

Existing Verizon Wireless Cell Sites as of 02/12/2013 highlighted in red circles.

Verizon Wireless LTE coverage without Totuskey Creek presented.

Verizon Wireless LTE coverage with Totuskey Creek presented.

Potential Customers (NCT Totuskey Creek): AT&T – has information; Sprint – has information; nTelos – has information; Verizon Wireless – lease in progress; CVA Link – has information.

Wireless Provider Broadband Options: Wireless carriers now offer high-speed internet service for computers. Upload and download speeds vary between the carriers. AT&T – Upload Speeds (Up to 5 Mbps) Download Speeds (Up to 12 Mbps); Verizon Wireless – Upload Speeds (Up to 5 Mbps) Download Speeds (Up to 12 Mbps); Sprint – Upload Speeds (Up to 1 Mbps) Download Speeds (Up to 2 Mbps); nTelos – Upload Speeds (Up to 1.2 Mbps) Download Speeds (Up to 1.2 Mbps); CVA Link – Upload Speeds (Up to 6 Mbps) Download Speeds (Up to 15 Mbps). Carrier supplied cards plug into your computer or laptop.

Summary: This tower will **not** be lighted; the tower compound is not visible from any travel corridors; this site will provide high-speed internet service for the surrounding community; the tower is positioned to handoff to the Lyells site to the north and the Farnham site to the south; high speed internet enhances educational opportunities; the 145' rad center and space within the tower compound will be reserved for Richmond County to use on a **rent free** basis.

Chairman Sanders asked if the Board had any questions for Mr. Gallagher.

Supervisor Thomas asked what height a tower has to be to require lighting. Supervisor Harper stated that a citizen in the Richmond Hill Road area asked if the tower area would be secured. Mr. Gallagher stated there would be a cable at the end of the road and a gate installed.

Chairman Sanders then asked if the public had any questions.

Mrs. Sharon Parr stated that she lives across the creek from the tower and questioned if the tower would be visible from her residence and if she would be in the service area. Mr. Gallagher stated he did not think it would be visible from her property and she would be in the service area.

Supervisor Thomas asked about the maintenance and upkeep of the tower properties. Mr. Gallagher stated that they have a contract with people to maintain and keep the tower properties looking good. Supervisor Thomas then asked what happens if the tower area becomes abandoned. Mr. Gallagher stated there were provisions in the lease agreement that the tower would be taken down if ever not used.

Chairman Sanders asked if NCT had other towers in the Northern Neck area. Representatives of NCT stated this is the first one in the Northern Neck area; however, they do have some in the King William area. Also, representatives of NCT noted that they are looking to expand in rural areas such as the Northern Neck.

There being no further questions or comments from the public, Chairman Sanders closed the public hearing.

***“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 special exception request from NCT to construct a 195’ self support tower for wireless communications (Tax Map 25-64) as presented.”***

Mr. Quicke presented to the Board the Richmond County Department of Emergency Services Standard Operating Procedure to be discussed at the scheduled meeting on May 16<sup>th</sup>.

Chairman Sanders stated he is concerned that employees can work up to 29 hours per calendar week without going into overtime and overtime can be paid to part-time employees at the discretion and approval of the Chief of Emergency Services. He wonders if the new health care reform will work with this proposal.

Supervisor Harper asked if Chief Baker could bring in a schedule so the Board members can see how the part-time pool will be used and how many hours they would work.

Supervisor Thomas discussed the cost of uniforms/turnout gear with the turnover of employees and also stated that the cost was more than salary to be considered.

Supervisor Thomas also stated he would like to see the EMS Department strive to hire local people. Mr. Quicke stated that a local person would have to apply and have the qualifications.

King and Queen County as well as other localities are paying \$4,000-\$8,000 for the same positions in Richmond County.

Supervisor Harper asked why the EMS personnel carry the firefighter equipment if not necessary. Chairman Sanders stated that the EMS personnel wear the gear in inclement weather, accidents, etc.

Supervisor Thomas gave an example of this on this past Sunday: a vehicle was leaking gas in the Food Lion Parking lot and two EMS vehicles responded. If the EMS personnel do not have the proper equipment; isn't this a liability to the county? Mr. Quicke and Chairman Sanders said it was most likely the way the call was paged out

from Dispatch at the Sheriff's Office. Mr. Quicke stated the reason the EMS personnel were there was to secure the area.

Supervisor Haynes asked that this issue be tabled until Chief Baker could be present to answer some of the Board's concerns.

**RECESS**

Chairman Sanders recessed the meeting until Thursday, May 16, 2013 at 7:00 p.m. for the purpose of budget adoption.

**RECONVENEMENT – MAY 16, 2013 – 7:00 P.M.**

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

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

Chairman Sanders reconvened the meeting on May 16, 2013 at 7:00 p.m. in the Public Meeting Room for the purpose of adoption of FY 14 Budget; Tax Rates; VRS Resolution.

Mr. R. Morgan Quicke, County Administrator, presented an overview of the FY 14 Revenues/Expenditures with total of \$22,211,193 showing a balanced budget. The proposed tax rates remain the same as FY12-13; Personal Property Tax Relief Act (Car Tax) rate to be set at 65%.

Mr. Quicke further explained that the total budget of \$22,211,193 (advertised budget) included the additional \$4,440.00 for the Richmond County Family Development Center.

***“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – nay; Courtney M. Sisson – nay; Richard E. Thomas – nay; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to vote on the FY 14 Richmond County Public School budget separately.”***

***“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 – nay; John L. Haynes, Jr. – abstain: to adopt the FY 14 Budget as proposed (\$22,211,193.00).”***

## **FY14 BUDGET OVERVIEW**

### **TAX RATES**

Real Estate-	.67 cents per \$100 of assessed valuation
Personal Property-	\$3.50 per \$100 of assessed valuation
Machinery and Tools-	.01 cent per \$100 of assessed valuation
Merchants Capital-	\$3.50 per \$100 of assessed valuation

Personal Property Tax Relief Act (Car Tax) rate to be set at 65%

**\*\*All proposed rates are the same as FY12-13 Tax Rates\*\***

### **FY14 REVENUES/EXPENDITURES**

<b>EXPENDITURES</b>		<b>REVENUE</b>	
General Government Admin-	\$2,191,687	Local Sources-	\$9,768,134
Judicial Admin-	\$651,052	State Sources-	\$9,676,481
Public Safety-	\$2,463,123	Federal Sources-	\$1,361,003
Public Works-	\$891,477	Non-Rev. receipts/transfers	\$1,405,575
Health and Welfare-	\$2,110,234		
Education-	\$13,366,320		
Parks, Rec. and Culture-	\$139,789		
Community Development-	\$310,915		
Non-Departmental-	\$86,596		
<b>TOTAL</b>	<b>\$22,211,193</b>	<b>TOTAL</b>	<b>\$22,211,193</b>

*“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 adopt the following Resolution:*

### **RESOLUTION**

**After careful examination of the budget estimates, BE IT RESOLVED AND ORDAINED by the Board of Supervisors of the County of Richmond, Virginia that there be and is hereby levied for the year 2013 a tax of \$0.67 per one hundred dollars of assessed valuation of taxable real estate located in this County; that there be and is hereby levied for the year 2013, a tax of \$3.50 per one hundred dollars of assessed valuation of all taxable personal property of public service corporations, based upon the assessment thereof fixed by the State Corporation Commission and duly certified; that there be and is hereby levied for the year 2013, a tax of \$3.50 per one hundred dollars of the assessed valuation of all taxable, tangible personal**

property and farm machinery located in the County on January 1, 2013; that there be and is hereby levied for the year 2013, a tax of \$3.50 per one hundred dollars of assessed valuation of all vehicles without motive power used as offices or for storage located in this County as of January 1, 2013; that there be and is hereby levied, for the year 2013, a tax of \$0.67 per one hundred dollars of assessed valuation on all vehicles without motive power used as a manufactured home residence; that there be and is hereby levied for the year 2013 a tax of \$0.01 per one hundred dollars of assessed value, based on 100% of depreciated value, on machinery and tools used in a trade or business physically located in the County of Richmond; and, there be and is hereby levied for the year 2013 a tax of \$3.50 per one hundred dollars of assessed valuation of all inventory on hand as of January 1, 2013 in any mercantile business located in Richmond County; that there be and is hereby levied, for the year 2013 an electric utility service tax in the amount of \$0.015 per kilowatt hour delivered monthly to consumers with respect to each electric utility service, provided that such tax shall not exceed \$3.00 a month per service. Personal Property Tax Relief Act Reform reimbursement rate shall be 65% for qualifying vehicles. Richmond County Vehicle License tax shall be \$29.50 for vehicles and \$15.00 for motorcycles for the year 2013.

**BE IT FURTHER ORDERED** that such taxes, when and if appropriated by the Board of Supervisors of this County, shall be used to defray county charges and expenses and all necessary charges incident to or arising from the execution of the lawful authority of the Board of Supervisors of this County.

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

*“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 adopt the following Resolution:*

## **RESOLUTION**

### **Member Contributions by Salary Reduction for Counties, Cities, Town, and Other Political Subdivisions**

WHEREAS, the Richmond County Board of Supervisors 55179 employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

WHEREAS, the Richmond County Board of Supervisors employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the Richmond County Board of Supervisors may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2013, to each such employee in service on June 30, 2013, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the percentage increase of the member contribution paid by such pursuant to this resolution (For example, if the member contribution paid by the employee increases from two to three percent pursuant to this resolution, the employee must receive a one percent increase in creditable compensation.)

BE IT THEREFORE RESOLVED, that the Richmond County Board of Supervisors does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for fiscal year beginning July 1, 2013:

PLAN 1	Percent
Employer Paid Member Contribution	3%
Employee Paid Member Contribution	2%
Total	5%

PLAN 2	Percent
Employer Paid Member Contribution	1%
Employee Paid Member Contribution	4%
Total	5%

; and

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the Richmond County Board of Supervisors in lieu of member contributions; and

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

BE IT FURTHER RESOLVED, that member contributions made by the Richmond County Board of Supervisors under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the Richmond County Board of Supervisors directly instead of having them paid to VRS; and

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the Richmond County Board of Supervisors shall be reduced by the amount of member contributions picked up by the Richmond County Board of Supervisors on behalf of such employee pursuant to the foregoing resolutions; and

BE IT FURTHER RESOLVED, that in accordance with the Appropriation Act, no salary increases that were provided solely to offset the cost of required member contributions to the Virginia Retirement System under § 51.1-144 of the Code of Virginia will be used to certify that the salary increases required by the Appropriations Act have been provided.

NOW, THEREFORE, the officers are hereby authorized and directed in the name of the Richmond County Board of Supervisors to carry out the provisions of this resolution, and said officers are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Richmond County Board of Supervisors for this purpose.

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

CERTIFICATE

I, R. Morgan Quicke, Clerk of the Richmond County Board of Supervisors, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Richmond County Board of Supervisors held at Warsaw, Virginia at 7:00 P.M. on May 16, 2013. Given under my hand and seal of the Richmond County Board of Supervisors this 16<sup>th</sup> day of May, 2013.

R. Morgan Quicke, Clerk  
Richmond County Board of Supervisors

Mr. Quicke discussed the need for increasing the part-time pool of employees for the Richmond County Department of Emergency Services. Since May 1<sup>st</sup>, 100 hours of

overtime has been worked by the full-time EMS employees. Several of the part-time employees have been added as full-time staff which leaves the part-time pool of employees at 8.

Chairman Sanders stated that Chief Baker had requested the Board approve a part-time pool of employees at 15.

***“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 set the part-time pool of EMS employees at a limit of 15.”***

Mr. Quicke stated that he would have Chief Baker present the employee criteria for the Department of Emergency Services at the June 13, 2013 regular meeting.

There being no further business, Chairman Sanders adjourned the meeting at 7:15 p.m.

---

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

