

# **RICHMOND COUNTY BOARD OF SUPERVISORS**

**August 8, 2013**

## **MINUTES**

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 8th day of August 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  
Keith A. Amos, School Resource Officer (Retired – 07/31/2013)  
Greg A. Baker, Chief, EMS  
Christopher H. Jett, Director of Information Technology  
Sarah Schmidt, Assistant School Superintendent, RCPS  
Jack Pettigrew  
Gwen Sichel  
Vickie Sattewhite

### **CALL TO ORDER; INVOCATION; PLEDGE OF ALLEGIANCE – CHAIRMAN SANDERS**

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

### **PRESENTATION OF RESOLUTION TO KEITH A. AMOS**

*“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 Honoring the Service of Keith Allen Amos to Richmond County.”*

**RESOLUTION HONORING THE SERVICE OF KEITH ALLEN AMOS TO  
RICHMOND COUNTY**

**WHEREAS**, Keith Amos began his career with the Richmond County Sheriff's Office on July 8, 1980 as a Correctional Officer in the Richmond County Jail; and

**WHEREAS**, Keith Amos was promoted to Field Deputy in 1987; and

**WHEREAS**, Keith Amos graduated from the Forensic Academy specializing in Crime Scene Evidence Collection which prepared him to lead many high profile cases in Richmond County; and

**WHEREAS**, in 2005, Keith Amos became Richmond County's first School Resource Officer, serving the Northern Neck Technical Center; and

**WHEREAS**, on July 31, 2013, Keith Amos retired from the Richmond County Sheriff's Office after 33 years of dedicated service to the citizens of Richmond County and wishes him well in his much deserved retirement.

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

Deputy Amos thanked the Board of Supervisors and the citizens of Richmond County for giving him the opportunity to have this career. He stated he has enjoyed his career in the Sheriff's Office and it has been very rewarding working with the students at the Northern Neck Technical Center. Deputy Amos thanked his family and Sheriff Bryant and staff for their support of his career and the respect he has been shown in the Richmond County Sheriff's Office and also noted that he has worked under five Sheriffs during his career.

**RICHMOND COUNTY PUBLIC SCHOOLS – SARAH SCHMIDT, ASSISTANT  
SUPERINTENDENT**

Mrs. Sarah Schmidt, Assistant Superintendent, stated that the pre-construction meeting was held on Monday, August 5, 2013. The discussion was of student safety and parent and bus traffic. Safety fencing is scheduled to be installed next week.

The groundbreaking ceremony will be held on Wednesday, September 11, 2013 at 4:00 p.m. at the Richmond County Elementary School. The Board of Supervisors will be receiving their invitation to the groundbreaking.

Mrs. Schmidt presented the results of the SOL test scores for reading and math.

Mrs. Schmidt presented a resolution for approval for an appropriation in the amount of \$105,557.30 remaining for federal programs from the 2012-2013 fiscal year to

be spent in the 2013-2014 fiscal year. The School Board requests this transfer be made to fully allocate all remaining federal funding.

Mr. Haynes asked if this was the adjustment made in the school budget in regard to federal funds. Mrs. Susan Johns stated these federal funds were included in the FY 13-14 budget.

***“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 appropriate \$105,557.30 remaining for federal programs from the 2012-2013 fiscal year to spend in the 2013-2014 fiscal year. This funding will allow the School Board to fully allocate all remaining federal funding.”***

**F. Lee Sanders, Chairman  
Richmond County Board of Supervisors**

Mrs. Schmidt stated that Richmond County would be funding the ROTC Program this year. Supervisor Haynes stated he was very pleased to have this program in Richmond County Schools.

### **SHERIFF**

Sheriff Douglas A. Bryant stated that this office dispatched 650 calls for service since July 11<sup>th</sup>. The total calls for 2013 is 4834.

The Northern Neck Regional Jail population this week is 29.

The total delinquent fines and costs collected for the month of July 2013 is \$146.16 and the total delinquent fines and costs collected since April 2007 is \$122,664.32.

The Sheriff’s Office has filled the grant positions and the School Resource Officers will be ready to go to the school when school starts. Deputy Brian Vanlandingham will be stationed at the Elementary School and Deputy Blaine English will be stationed at the High School. Deputy Russell Baughan will be stationed at the Intermediate School.

Chairman Sanders asked if the grant for these two School Resource Officers were specific to those schools. Sheriff Bryant stated the School Resource Officers will be limited to those schools. Sheriff Bryant also stated that he has hired two new officers and they will be attending the Rappahannock Regional Criminal Justice Academy beginning January 14, 2014. In the meantime, they will be riding with an experienced officer.

On Saturday, August 10, 2013, the Sheriff’s Office will be on the grounds at the Farmers Market in Warsaw.

The Sheriff's Office is also planning ahead for the upcoming Richmond County Fair, which will begin August 20<sup>th</sup>. Sheriff Bryant stated that the Sheriff's Office will have a tent at the fair and will be utilizing off-duty deputies to work at the fair.

Sheriff Bryant reported that on July 14, 2013, Deputy Derek Richards was involved in an automobile accident while responding to an emergency call. Deputy Richards was driving a 2008 Ford Crown Victoria with 82,000 miles. His vehicle struck a pole and extensive damage was done to the passenger side rear quarter panel. Upon examination by the VACoRP insurance adjuster, it was determined that to fix the damages on the car the costs would be more than the car was worth. VACoRP declared the vehicle a total loss and gave Richmond County \$8,700.00. VACoRP plans to salvage the vehicle.

Sheriff Bryant stated that when the FY13 budget came to a close after all grant reimbursements were accounted for, it was determined the Sheriff's Office had a \$12,725.00 surplus to return to the County. Sheriff Bryant requested that those funds be considered along with the \$8,700.00 received from VACoRP for a total of \$21,425.00. This will allow the Sheriff's Office to replace the wrecked vehicle with a new vehicle and purchase the two new vehicles previously ordered. All three vehicles can be purchased and equipment switched over with only a \$5,859.00 shortfall. Sheriff Bryant stated it is very important that the County maintain every vehicle that the Sheriff's Department currently has especially with the new School Resource Officer positions. Sheriff Bryant stated that it was his intention to utilize the new vehicles on the road and rotate older vehicles to the School Resource Officer positions to be driven to the schools. It is also Sheriff Bryant's understanding that there is a strong possibility that the Sheriff's Office will receive a grant for police vehicles; however, those funds may not become available until October or later.

Supervisor Thomas asked how much the cost would be to mark a car and is it necessary to mark the police vehicles. Sheriff Bryant stated that the cost was approximately \$600 to mark each vehicle. Sheriff Bryant also stated that he likes to have at least half the fleet marked in order to let the community know there is a police presence in the area.

Supervisor Thomas asked if any of the vehicles were going to be turned over to the school. Sheriff Bryant stated he would not have any vehicles to turn over to the schools this year due to the additional School Resource Officers. Deputy Russell Baughan will use the spare vehicle and Deputy Conkle will take Deputy Amos's vehicle.

***“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – nay; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye; to allow Sheriff Bryant to utilize the funds from the FY13 surplus (\$12,725); VACoRP (\$8,700) and the County making up the shortfall of \$5,859 to purchase a new vehicle. Total cost of the vehicle is \$27,284.00.”***

### **TREASURER**

Mrs. Edith Anne Sanders, Treasurer, reviewed the Trial Balance Report for the month of July 2013.

Mrs. Sanders stated that the deadline for purchasing dog tags was January 31, 2013. The kennels sold were 13 less than the previous year and 148 less dog tags than the previous year.

Mrs. Sanders stated that there is a shortfall of \$45,000.00 collected in taxes in comparing 2011 & 2012 at this time.

### **COMMISSIONER OF THE REVENUE**

Mrs. Jennifer W. Delano, Commissioner of the Revenue, stated that her staff has been working on personal property values.

### **FOUR-YEAR REASSESSMENT**

Mr. Quicke discussed having the County conduct reassessments every four years. The current assessments went into effect January 1, 2011, and will run until December 31, 2014. If the County wishes to remain on the 4-year cycle, the new assessment will need to be in place by January 1, 2015. This would mean that a Request for Proposal (RFP) will need to be issued this fall so that work may begin January 1, 2014 and be done and in place by January 1, 2015.

Mrs. Delano stated that the Department of Taxation determines what is a good sale and in 2011 there were 23 good sales; however, the assessment was 90% of the fair market value. The fair market value was below by ten percent.

Supervisor Haynes stated that when the reassessment cycle is every 6 years as Richmond County has done in the past, it creates a hardship and noted that the surrounding counties have begun theirs as a 4-year cycle.

Mrs. Delano stated that the real estate cards and information are now computerized which will make the process easier for staff and citizens.

***“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 move forward with the Request for Proposals to begin the 4-year cycle for the reassessment process.”***

### **DEPARTMENT OF EMERGENCY SERVICES**

Greg Baker, Chief, EMS, presented the following activities for his department for the month of July 2013: 107 – 911 calls in Richmond County; 4 – calls for mutual aide to

bordering counties for ALS provider; 3 – calls to bordering counties for mutual aide; 4 – calls that were handled with assistance from off-duty and RCVFD members.

Chief Baker requested the Board pass a resolution to accept the \$25,000.00 from USDA for this year's ambulance payment.

*“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the following resolution:*

**RESOLUTION OF RICHMOND COUNTY, VIRGINIA**

The governing body of Richmond County, Virginia, consisting of five (5) members in a duly called meeting held on the 8<sup>th</sup> day of August 2013 at which a quorum was present RESOLVED as follows:

**BE IT FURTHER RESOLVED**, that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development, (the Government) in the purchase of an AMBULANCE to serve the community, the governing body does hereby adopt and abide by the covenants contained in the agreements, documents, and forms required by the Government to be executed.

**BE IT FURTHER RESOLVED**, that R. Morgan Quicke, Richmond County Administrator, be authorized to execute on behalf of the Board of Supervisors, the above-referenced agreements and to execute such other documents including, but not limited to, debt instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of the above-referenced documents, is hereby entered into the permanent minutes of the meetings of this Board.

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

Attest: R. Morgan Quicke

**CERTIFICATION**

I hereby certify that the above resolution was duly adopted by the BOARD OF SUPERVISORS OF RICHMOND COUNTY, VIRGINIA in a duly assembled meeting on the 8<sup>th</sup> day of August, 2013.

R. Morgan Quicke, County Administrator

Richmond County Department of Emergency Services is working with the school system to help them with the new mandate for all new employees to be certified in CPR and First Aide. Any Board of Supervisor member that would like to be certified or just sit in on a class is more than welcome.

Chief Baker stated that they have one and possibly another full-time employee that is in the final stages of the hiring process for other localities. With the Board's permission, Chief Baker would like to fill those positions if vacated without having to wait until another scheduled board meeting to save on potential overtime expenditures.

### **RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENT**

Randy Passagaluppi, Chief, Richmond County Volunteer Fire Department, reviewed the activities of the RCVFD for the month of July 2013 as follows: Fire Company 1 – 22 Total Calls (3 EMS assist); Company 2 – 11 Total Calls (3 EMS assist); Company 3 – 14 Total Calls (10 EMS assist).

Chief Passagaluppi stated the RCFVD is having a car show in September as a fundraiser and also are doing a raffle, in which the drawing will be at the Richmond County Fair.

Supervisor Haynes commended the RCVFD on their efforts in having fundraisers. Chief Passagaluppi stated that a fundraising committee was being formed to work specifically on fundraising.

Chairman Sanders stated that he and Mr. Quicke had met on Monday evening with the RCVFD to discuss the proposed new joint facility for VFD & EMS. It was discussed that the building would have separate space for the VFD & EMS staff. The reason for this meeting was that EMS staff are primarily career staff and VFD are primarily volunteer staff.

Supervisor Haynes asked if the funds from sale of the current building would be used to offset the cost of the proposed building. Chief Passagaluppi stated that it had been discussed to use the funds to renovate/addition on the Farnham Fire Station and the Newland Fire Station.

### **JACK PETTIGREW**

Mr. Jack Pettigrew spoke to the Board regarding his concerns with the expansion of Whelans Marina, which is adjacent to his cottage. The setbacks of the campground violate the County ordinances, specifically the Zoning Ordinance. Mr. Pettigrew stated he wanted to make the Board of Supervisors aware of this situation.

Mr. Pettigrew presented photographs taken on Friday, August 2, 2013. This particular portion of land is zoned residential (R-1). There are trailers parked in the set back. Mr. Quicke stated the main issue is that the plan was approved in 2010/2011 by

County staff; however, the plan was mislabeled by the engineer, which caused insufficient data for staff to review.

In April 2012, Mr. Whelan agreed to plant Leland Cypress trees as a buffer. To date, that has not been done. On September 21, 2012, Mr. Whelan agreed to install a privacy fence and the fence would be installed in the road easement. Supervisor Haynes asked if it was legal to install a fence in a private right-of-way. Mr. Quicke stated law required a 100 foot setback.

Supervisor Haynes suggested having Mr. Quicke consult with the County Attorney and see what suggestion he would have.

Mr. Pettigrew acknowledges there was insufficient data provided to Richmond County staff; however, the Zoning Ordinance should still be enforced.

Mr. Pettigrew presented a petition in which 100% of the residents in that area share the same concerns.

Supervisor Thomas asked how many units are involved at the campground. Mr. Quicke stated he is not sure how many are currently involved; however, it is Campsite 12 that affects the community.

It was stated that this would mean some trailers would have to be moved in order to plant the trees for buffering.

Ms. Gwen Sichel stated she lives in the property behind the Whelan Campground and her concern is code enforcement and safeguards for such a small acreage. They want to be good neighbors and be friendly and show respect to each other.

Ms. Vickie Satterwhite stated the code stated the property shall not be used for storage and there are old boats stored on the campground. Ms. Satterwhite stated that the codes are not being followed.

By consensus, the Board authorized Mr. Quicke to consult with the County Attorney and discuss the issue at the September 12, 2013 meeting to discuss what may legally be done in response to these concerns.

### **YMCA SOCCER FIELD LEASE UPDATE**

Mr. Quicke presented the draft lease that he had put together for the YMCA. This lease is very similar to that of the Richmond County Little League and the Richmond County Fair. Mr. Quicke drew attention to Section 4 of the proposed lease, as this is where it mentions the property being a portion of the Richmond County Commerce Park and it being available for sale. Mr. Quicke informed the Board that if there were any changes/deletions/additions that they felt were needed, they could be discussed.



In addition to the lease, Mr. Quicke presented an overview of the Commerce Park and Community Park that will hopefully give everyone a better idea of the entire property. The proposed YMCA leased area adjacent to the Richmond County Fair Property is 3.8 acres. Those 3.8 acres are part of the Richmond County Commerce Park. Mr. Quicke stated to the right, there is "Proposed future parking for the Fair/YMCA/Little League." This is a smaller parcel, roughly 1.5 acres, that is part of the Community Park Property. This parcel would be ideal to turn into grass parking that could be used by all three organizations.

Mr. Quicke stated his intention was to have a lease in place with the YMCA by late fall so that it would go into effect January 1, 2014 and therefore not affect the current crop lease.

Supervisor Haynes asked if the YMCA were one day in season, would they be subject to Section 4 – Lessee understands and acknowledges that the leased property is within the Richmond County Commerce Park and that the land is actively for sale and may be sold at anytime.

Chairman Sanders stated that if the property were transferred to the County Park there would not be a problem with the lease.

Mr. Quicke stated he hoped to have the lease completed and executed by fall or no later than January 1, 2014.

#### **HELENA LAND SALE UPDATE**

Mr. Quicke stated he hoped to have the final Covenants for the Board's review at the September 12, 2013 meeting. The Subdivision Plat has been signed by the Town of Warsaw, which is a positive. Hopefully the Purchase Agreement will be completed soon and the property can be transferred very soon. Helena's engineers were on site this week trying to determine the best layout of the property.

#### **DIRECTOR OF PLANNING & ZONING JOB UPDATE**

Mr. Quicke stated there were five individuals interviewed on August 6<sup>th</sup> and 7<sup>th</sup> for the vacant position with three good candidates.

Mr. Quicke asked how the Board would like to proceed with choosing the individual for the position of Director of Planning & Zoning.

Supervisor Haynes suggested allowing Mr. Quicke and staff to handle the second round of interviews and give the Board a recommendation since the position would no longer include Assistant County Administrator.

Supervisor Thomas and Supervisor Harper stated they would like to be included in the interview process of the final round of interviews.

Mr. Quicke stated he would schedule the interviews and let the Board know when it was scheduled and proceed from there.

### **RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES BY-LAWS**

Mr. Quicke stated that Mrs. Claudette Henderson, Director, DSS, has provided a copy of the proposed by-laws for the Richmond County Department of Social Services. Once approved by the Richmond County Department of Social Services Board, they must also be approved by the Richmond County Board of Supervisors. They have not been approved by the DSS Board as of today and will be brought back to the Board of Supervisors at the October 2013 meeting for the Board to take action on.

Supervisor Thomas asked if the Social Services Board members were appointed by election districts. Supervisor Harper stated that it was a 5-member Board with 2 members from District 4 and Mrs. Harper is the Board of Supervisors' representative.

### **VIRGINIA LOCAL DISABILITY PLAN (VRS/VaCORP)**

Mr. Quicke explained that the Virginia Retirement System has begun a new retirement plan for all new employees hired January 1, 2014 or after, called the Hybrid Plan. The Hybrid Plan requires that the employer provide the VLDP. Localities have two options at this time. One option is to go with the VRS VLDP Plan or to go with the comparable VaCorp Plan. The plan specifics are outlined in the State Code and the plan that VaCorp has established through The Sanford Group adheres to all state requirements. Localities are automatically entered into the VRS Plan by September 1, 2013 if they have neither submitted an opt out resolution to VRS or asked for an extension to make their decision. The extension deadline is November 1, 2013. Mr. Quicke requested the extension and it has been granted, therefore the County's decision does not need to be made in August, but it could be if the Board wished to. Mr. Quicke noted that most localities are going with VACoRP.

Supervisor Sisson asked if the County were to opt out, would they be able to get in at a later date. Mr. Quicke stated that once the County has opted out, the County cannot get back in. Mr. Quicke added that all of Richmond County's insurance is with VACoRP, which includes workers compensation, general liability and line of duty and the County has had a very good experience with VACoRP in handling claims, etc. Supervisor Haynes stated that he feels the VRS Plan is too restrictive and supports the County going with VACoRP.

The VRS rate is .91 and the VaCorp rate is .79. That means that for an employee paid \$50,000 it will cost Richmond County \$395 per year with VaCorp and \$455 per year with VRS. Since Richmond County only sees a limited amount of turnover each year, it will be sometime before the County begins seeing harsh results from this, however it is an additional expense that has been passed on to the County by the State.

*“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 adopt the following resolution:*

**RESOLUTION**

**Irrevocable Election Not to Participate in Virginia Local Disability Program**

**WHEREAS**, by enacting Chapter 11.1 of Title 51.1 of the *Code of Virginia*, the Virginia General Assembly has established the Virginia Local Disability Program (“VLDP”) for the payment of short-term and long-term disability benefits for certain participants in the hybrid retirement program described in Virginia Code § 51.1-169; and

**WHEREAS**, for purposes of VLDP administration, an employer with VLDP-eligible employees may make an irrevocable election on or before September 1, 2013, requesting that its eligible employees not participate in VLDP as of the VLDP effective date of January 1, 2014, because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees that meets or exceeds the coverage set out in Chapter 11.1 of Title 51.1 of the *Code of Virginia*, with the exception of long term care coverage, by January 1, 2014; and

**WHEREAS**, it is the intent of Richmond County, Virginia, 55179, to make this irrevocable election to request that its eligible employees not participate in VLDP;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that Richmond County, Virginia irrevocably elects not to participate in VLDP because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees; and it is further

**RESOLVED** that, as an integral part of making this irrevocable election, Richmond County, Virginia certifies that it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees.

Adopted in Richmond County, Virginia this 8<sup>th</sup> day of August, 2013.

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

**COURTHOUSE COMPLEX SIGNAGE PROJECT – CIP**

Mr. Quicke stated the biggest complaint that the staff hear around the Courthouse from visitors is they have a hard time finding where they are going. There are no signs outside that tell individuals where to go and if you have never been here before it can be a very confusing place. In the FY14-FY18 CIP that was approved in December, one of the projects that was slated for FY14 is County Complex Signing. Mr. Quicke stated he thought this project is very much needed and would like to move forward with it.

Mr. Quicke presented some rendering that Mr. Duncanson had done some years ago that closely resembled the types of signs that need to be made. Mr. Quicke has spoken to the engineers with Resource International and they have indicated that they can help with the procurement of the project if the Board wishes to proceed.

Mr. Quicke stated that there is \$35,408.28 in the Courthouse Maintenance Fund which could be used toward the signage if the Board so wished.

***“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 move forward with proposals for signage for the Courthouse Complex Signage.”***

### **PUBLIC NOTICE ADVERTISING RATES**

Mr. Quicke stated that at the Supplemental Appropriations meeting, it was noted that the County had gone over budget by about \$6,000 in advertising for Public Notices. Supervisor Haynes asked Mr. Quicke to research the different advertising rates in different publications to see if there may be a cost savings and if the Board wished to do Public Notice requirements elsewhere.

Mr. Quicke presented some comparable public hearing notices with 7-inch 2 column and a 5-inch 2 column with the rates from the Northern Neck News, Westmoreland News, Northumberland Echo and the Rappahannock Record.

Supervisor Haynes stated that the State Code requires notices be run in a circulated local newspaper and wanted to bring it to the Board’s attention as to come up with some cost-saving measures.

Supervisor Thomas asked what the general circulation was for the Northern Neck News. Chairman Sanders stated the Northern Neck News has the largest circulation for our area. Supervisor Haynes stated that most people don’t read the notices unless it affects them.

Mr. Quicke stated he would work with the Editor at the Northern Neck News to see if the County could get a better rate.

### **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; Courtney M. Sisson – aye; John L. Haynes, Jr. – aye: to approve the appropriation of \$1,214,300.00 for the Richmond County Public Schools for the month of September 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 appropriation of \$75,000.00 for the month of September 2013.”***

### **APPROVAL OF MINUTES OF JULY 11, 2013**

Supervisor Thomas had one correction to the minutes as follows: page 12 – Other Business – “Supervisor Thomas expressed appreciation to the Richmond County Public Schools and Northern Neck News for their support of the Car Show, which was held to benefit the ***Richmond County Community Support Group.***”

Supervisor Sisson had a clarification to the minutes as follows: page 9 – 1<sup>st</sup> paragraph – “Supervisor Sisson stated she supported the request of waiving the rent for the Family Development Center because she believed the public schools should absorb the cost for their facilities.”

***“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 July 11, 2013 with the corrections noted.”***

### **OTHER BUSINESS**

Chairman Sanders stated that an item was overlooked at the July 11, 2013 meeting in regard to an appointment to the Richmond County Wetlands Board. Mr. Richard English, Code Compliance Officer, has recommended Michael Sisson to be appointed to as an Alternate Member on the Richmond County Wetlands Board.

***“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – abstain; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to appoint Michael Sisson as an alternate member to the Richmond County Wetlands Board.”***

Supervisor Haynes expressed his excitement of having the ROTC program in Richmond County Public Schools.

Mr. Christopher H. Jett, Director, Information Technology, requested the Board appoint a committee for the E-911. The Committee would consist of Douglas A. Bryant, Sheriff; Wanda P. Self, Dispatch Supervisor; Greg Baker, Chief, EMS; R. Morgan Quicke, County Administrator; Christopher H. Jett, Director, IT; and there needs to be one Board of Supervisor member on the committee.

***“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 form the committee with the following members: Douglas A.***

*Bryant, Sheriff; Wanda P. Self, Dispatch Supervisor; Greg Baker, Chief, EMS; R. Morgan Quicke, County Administrator; Christopher H. Jett, Director, IT; Richard E. Thomas, Member, Board of Supervisors.”*

**CLOSED SESSION 2.2-3711 (1) PERSONNEL/2.2-3711 (7) CONSULTATION WITH LEGAL COUNSEL**

*“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 convene in closed session to discuss the following: appointment or promotion of particular officers or employees as permitted by Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel.”*

**CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:**

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

*“On a motion made by Courtney M. Sisson, the Board certifies that, (with roll called vote as shown above) in the closed session just concluded, nothing was discussed except the 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**

*“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 increase the salary of the Information Technology Director’s salary by ten percent (10%) beginning August 1, 2013.”*

**RECESS UNTIL 7:00 P.M. FOR PUBLIC HEARING**

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

**RECONVENEMENT – AUGUST 8, 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: Milton W. Douglas, Jr.; Rich Goska, Virginia Game & Inland Fisheries

Chairman Sanders reconvened the meeting at 7:00 p.m. for the purpose of considering a Resolution for “No Wake” Markers to be installed along Totuskey Creek.

Chairman Sanders asked Mr. Quicke to read the notice for the public hearing.

Mr. Quicke read the following notice: Pursuant to Section 29.1-744 of the Virginia State Code, the Richmond County Board of Supervisors will hold a Public Hearing on Thursday, August 8, 2013 at 7:00 p.m. in the Richmond County Meeting Room, located at 101 Court Circle, Warsaw, Virginia, for the purpose of hearing a request, by Mr. Milton Douglas and the Homeowners Association of The Landing Waterfront Community, for the approval from the Richmond County Board of Supervisors to place (2) “No Wake” markers at their community pier along Totuskey Creek.

The proposed placement of the requested markers would be approximately 25’ on either side of the current community pier at 37.55.228N and 76.43363W and also at 37.55.268N and 76.43.375W. Additional documents regarding the request can be found at the Richmond County Administrator’s Office between the hours of 9:00 a.m. – 5:00 p.m. Monday through Friday.

Virginia State Code requires that any and all requests from individuals or organizations for the placement of “No Wake” signs must first go through the governing body of the locality before the Department of Game and Inland Fisheries makes the final determination. The costs associated with the purchase, placement, removal and maintenance of markers and signs are the responsibility of the person making the request and not Richmond County nor the Department of Game and Inland Fisheries.

Chairman Sanders asked if Mr. Douglas or Mr. Goska would like to speak about the need for these “No Wake” markers.

Mr. Douglas stated that during the summer boating season there is a lot of boat traffic on the creek and the dock and boat slips are taking a beating from the boat wakes as they travel past the Landing Waterfront Community. Mr. Douglas stated that he has contacted the Virginia Department of Game and Inland Fisheries and was told he needed to contact the County for their approval. These markers will be installed to county and state code at no expense to the County.

Mr. Rich Goska, Department of Game and Inland Fisheries, stated that his department sees more boat traffic on Totuskey Creek since the public boat landing is now open.

***“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 FOR “NO WAKE” MARKERS TO BE INSTALLED ALONG  
TOTUSKEY CREEK**

**WHEREAS**, Mr. Milton Douglas, the representative from The Homeowners Association of The Landing Waterfront Community, has requested support from the Richmond County Board of Supervisors in order to place two “No Wake Markers” on either side of their Community Pier located along Totuskey Creek; and

**WHEREAS**, Totuskey Creek is located within Richmond County, therefore the request made to the Department of Game and Inland Fisheries for “No Wake Markers” must first be approved by the locality’s Governing Body; and

**WHEREAS**, on July 11<sup>th</sup>, 2013, Milton Douglas presented the request to the Richmond County Board of Supervisors; and

**WHEREAS**, on August 8, 2013, the Richmond County Board of Supervisors held a duly advertised Public Hearing to receive public comment on the request; and

**WHEREAS**, the cost of the purchase, placement, maintenance and removal of such buoys or markers shall be borne by the organization requesting the placement, per Code of Virginia §29.1-744(E); and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of Richmond County, this 8<sup>th</sup> day of August 2013, hereby supports and authorizes The Homeowners Association of The Landing Waterfront Community to place the two “No Wake” Markers approximately 25’ on either side of their community pier at 37.55.228N and 76.43.363W and also at 37.55.268N and 76.43.375W, pending approval of the Department of Game and Inland Fisheries; and

**BE IT FURTHER RESOLVED**, that the County Administrator is authorized to execute any documents related to this process on behalf of the County pending approval by the County Attorney.

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

A Copy Teste:

R. Morgan Quicke, County Administrator

**ADJOURNMENT**

There being no further business, Chairman Sanders adjourned the meeting at 7:18 p.m.



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F. Lee Sanders, Chairman  
Richmond County Board of Supervisors