

RICHMOND COUNTY BOARD OF SUPERVISORS

October 10, 2013

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 10th day of October 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
Dr. Greg Smith, Superintendent, Richmond County Public Schools
Edith A. Sanders, Treasurer
Jennifer W. Delano, Commissioner of the Revenue
Douglas A. Bryant, Sheriff
Claudette C. Henderson, Director, DSS
Christopher H. Jett, Director of Information Technology
David Brown, Residency Administrator, VDOT
John Slusser, Town Manager, Town of Warsaw
Jack Pettigrew, Citizen
Joseph Gaines, Planning Commission Member, Public Comment
John Lewis, Planning Commission Member, Public Comment

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.

RICHMOND COUNTY PUBLIC SCHOOLS – DR. GREG SMITH SUPERINTENDENT

Dr. Greg Smith stated he was pleased to announce that according to a report from the Department of Education Richmond County Public Schools received full state accreditation for the 2013-2014 school year. Richmond County was one of only two school divisions in the Northern Neck to achieve the high standard. Dr. Smith also stated

that in order for a school to be fully accredited, 75 percent of its students must pass English benchmarks and 70 percent must pass benchmarks in the other core subjects. An 85 percent graduation rate is also required of the high schools. If a school does not meet the benchmark for the past academic year, then its accreditation rests on the students' passing rate average over the past three years. Richmond County Public Schools is the only school division in the Northern Neck to achieve full accreditation based on student performance in the 2012-2013 school year.

Dr. Smith stated that the school division's percentage of spending that directly supports the classrooms was 65.4 percent, the highest of all school divisions in the Northern Neck and Essex County.

At the Richmond County School Board meeting held on Wednesday, October 9, 2013, Dr. Smith recommended purchasing a safe for the School Resource Officer to keep his weapon. At the present time, the School Resource Officer keeps his weapon locked in his vehicle. This safe would be located in the main office of the school with only the Sheriff and the School Resource Officer knowing the combination.

As far as school construction, the contractors are ready to pour concrete pads at the Richmond County Elementary School and are in the process of removing the asphalt at the Rappahannock High School. Dr. Smith stated they had encountered one set-back in that Rancorn Wildman, the architect on the project, has filed Chapter 7 Bankruptcy. Dr. Smith and the School Board are working with the County Attorney to keep Richmond County's case out of the bankruptcy case. At this point, Dr. Smith doesn't feel this will cause additional expense to the County.

Supervisor Haynes asked if the civil engineers, mechanical contractors, etc. have been paid to date. Dr. Smith stated they are establishing separate contracts with the vendors.

Supervisor Thomas stated he had received positive comments from the public on the JROTC Program.

Dr. Smith stated the ROTC program has taken off at a rapid pace and has been a very successful program thus far. The Richmond County Public Schools are pursuing accreditation from the U. S. Army and until they receive accreditation, they receive no funding. After getting the accreditation from the U. S. Army, they will fund the salary of the instructor, equipment and uniforms.

Supervisor Thomas asked if there was an immediate need for funding for any of these items and Dr. Smith stated there was sufficient funding at this time.

Supervisor Haynes stated that a few years ago Mr. Joseph Gaines (NAACP) gave a presentation on the JROTC Program and now it is great to see it in the schools.

**VIRGINIA DEPARTMENT OF TRANSPORTATION – DAVID BROWN,
RESIDENCY ADMINISTRATOR**

Mr. David Brown, Residency Administrator, VDOT, reported that the contractor is now completing the second mowing. VDOT staff is working on vegetation removal and stormwater basin repairs. Equipment has been procured for snow removal.

Chairman Sanders asked about the status of Emmanuel Church Road. Mr. Brown stated that work was in progress on that road.

SHERIFF

Douglas A. Bryant, Sheriff, gave the following report: Dispatched 622 calls for service since September 12th; total calls for 2013 – 6153; Richmond County Jail population for this week – 26; Total delinquent fines and costs collected for the month of September 2013 - \$213.80, making the total collected since April 2007 - \$123,178.61.

The OCTOBERFEST went well this past Saturday (October 5th) and there were no problems at the event.

The Sheriff's Office is planning ahead for WARSAWFEST and is coordinating with the Town Police and State Police for this coming Saturday (October 12th). The 5K run will be at 9:00 a.m. and the parade will be at 3:00 p.m.

The National Drug Take Back will be coming up on Saturday, October 26th, from 10:00 a.m. to 2:00 p.m. The drop off site will be the Richmond County Sheriff's Office.

Sheriff Bryant stated the School Resource Program is moving forward and doing well. The 1st quarter financial reports for this grant have been submitted for funding.

Sheriff Bryant stated they have included an additional traffic control at the end of Walnut Street due to the school construction. Supervisor Thomas asked if Chief Baker could assist in helping with the workload of school traffic control. Sheriff Bryant stated that Chief Baker would need to have a traffic certification. Chairman Sanders asked how involved the certification is. Sheriff Bryant stated he would check to see what qualifications were needed for the certification.

TREASURER

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

COMMISSIONER OF THE REVENUE

Mrs. Jennifer W. Delano, Commissioner of the Revenue, presented the following activities:

As far as Personal Property: Staff has finished all of the desk work for all taxpayers and their personal property items. Mrs. Delano has completed all of the data entering of the county's Public Service accounts. Staff is in the final stages of reviewing the error check lists and hopefully printing the Personal Property Book today (October 10th) and turn it over to the Treasurer. Taxpayers can expect their personal property bills very shortly.

As far as Real Estate: Mrs. Delano stated that the Real Estate bills were mailed out the end of September. Mrs. Delano has provided to the Board of Supervisors a comparison chart from this year's Land Book compared to last. The overall tax amount increased by \$4,421.62.

Also, on September 30th, staff mailed out 657 Land Use Revalidation forms to taxpayers who participate in the program. Of the 657 forms, 231 are required to pay the 6-year revalidation fee, of \$10 per form. The Revalidation forms are due back to the Commissioner of Revenue's office no later than November 1st, in order to remain in the program for the next tax year.

Finally, staff is gearing up for the 2014 State Income Tax filing season and will start the on-line training for any updates in November.

Mrs. Delano stated that the Request for Proposals for the Reassessment is due November 1, 2013 and no bids have been received at this time.

CHIEF OF EMERGENCY SERVICES

Mr. R. Morgan Quicke, County Administrator, presented the following activities for the Department of Emergency Services for the month of September 2013 (in Chief Baker's absence): 97 – 911 calls in Richmond County; 2 – calls for mutual aide to bordering counties for ALS provider; 1 – call to bordering counties for mutual aide; 2 – calls that were handled with assistance from off-duty and VFD members; 2 – fly-outs.

Mr. Quicke stated that Chief Baker had received an email from the Commonwealth of Virginia stating that one of the three grants previously applied for was federally funded and has been suspended indefinitely pending the government's shutdown.

Mr. Quicke requested the Board of Supervisors approve hiring of another full-time vacancy due to the resignation of a full-time employee. The main reason for the high turnover of employees in the EMS Department is higher pay and less hours worked. It was also noted that this is not a new position, but hiring for a replacement position. The part-time pool is capped at 15.

Supervisor Haynes noted this was a statewide problem and now just a county problem because of the competitive salaries.

Supervisor Thomas questioned why the turnover was so high in this department. Mr. Quicke provided an example: Essex County is hiring EMTs for \$2,000-\$3,000 more in salary with less hours than Richmond County offers. This issue is addressed in the retention plan; however, it will not be in effect until the FY14-15 budget.

“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; Richard E. Thomas – aye: to authorize the hiring of a full-time EMS position (not a new position; vacated position).”

FIRE CHIEF

Mr. Quicke (in the absence of Chief Passagaluppi) reviewed the call data for the Richmond County Volunteer Fire Department for the month of September 2013 as follows: Company 1 – 8 calls (1 EMS assist); Company 2 – 7 calls (1 EMS assist); Company 3 – 3 calls (1 EMS assist); total calls – 18 (3 EMS assist).

Fundraising has been going well with ticket sales of lawnmower well above what the RCVFD had hoped for, as well as continuing to receive donations from the public and businesses in the county from the Letter Drive.

The Car Show was a success especially for the first year and the RCVFD is looking forward to expanding on this event next year.

With Fire Safety Week coming up, several members of the RCVFD will be using this opportunity to help educate Kindergarten, First, and Second grade classes at the Elementary School on Friday (October 11th).

PUBLIC COMMENT

Mr. John Lewis pointed out the pros and cons of the out of county student policy and stated that the parents of the students who live in the school district pay taxes to the county; however, the county needs to find a way to recover the expenses of the out of county students. Mr. Lewis stated that children are the most precious resource.

Mr. Joseph Gaines credited Supervisor Haynes with supporting the JROTC Program in the Richmond County Public Schools. Mr. Gaines stated it had been a pleasure attending the RCBOS meetings. Mr. Gaines suggested limiting the consecutive years a Board of Supervisor member can serve.

DEPARTMENT OF SOCIAL SERVICES – CLAUDETTE C. HENDERSON

Ms. Claudette C. Henderson, Director, reviewed the Benefit Programs Activity for July & August 2013 as follows: **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)** –Individuals served: 3,182; Payments - \$392,477; **Temporary**

Assistance to Needy Families (TANF) – Individuals served: 166; Payments - \$16,852; **TANF Unemployed Parent (UP)** – Individuals served: 2; Payments: \$288; **MEDICAID** – Individuals served: 2,667; Payments – Made outside of the agency reported at year's end; **AUXILIARY GRANTS** – Individuals served: 4; Payments: \$3,603; **ENERGY ASSISTANCE*** - Individuals served: 204; Payments: \$18,708; *Cooling; **TOTAL BENEFITS PAID - \$431,928; PURCHASED SERVICES:** Subsidized Adoption - \$6,838; IV-E Foster Care - \$5,586; Adult Services – (5.00); Employment Services - \$2,159; Special Needs Adoption – (449.00); Foster Parent Respite - \$130.16; **TOTAL PURCHASED SERVICES - \$14,259.16; GRAND TOTAL - \$446,187.16.**

GENERAL INTAKE: New Cases – 26; **CHILD PROTECTIVE SERVICES** – New Calls – 4; Ongoing Cases – 17; **FOSTER CARE** – New – 0; Ongoing Cases – 10; **HOME STUDIES** – New Cases – 1; Ongoing – 1; **ADULT PROTECTIVE SERVICES** –New Cases: 0; Ongoing Cases: 3; **ADULT SERVICES** – New Cases: 2; Ongoing Cases: 26; **DAYCARE** – New Cases: 0; Ongoing Cases: 11; **ADOPTIONS** – New: 1; Ongoing: 7; **TOTAL NEW CASES – 34; TOTAL ONGOING CASES – 75.**

Supervisor Haynes asked for clarification on the SNAP Program and Ms. Henderson stated that out of the 3,182 – 1500 are active cases.

Ms. Henderson stated that the Commonwealth of Virginia has established a website (www.commonhelp.virginia.gov) for Medicaid applicants.

Supervisor Thomas asked how much fluctuation was due to population changes and Ms. Henderson stated there was not a lot of fluctuation in the case load. Supervisor Haynes stated that Richmond County's demographics did not have a lot of younger population.

CSA ADMINISTRATIVE AND FISCAL FUNCTIONS – MS. CLAUDETTE C. HENDERSON

Mrs. Henderson stated it has become apparent by the commencement of the Self-Assessment Workbook for Locally Administered CSA Programs that Richmond County DSS can no longer effectively manage and remain compliant in the management of the Community Policy and Management Team (CPMT), Family Assessment and Planning Team (FAPT) and Community Services Act (CSA) Coordinator functions as set forth by the CSA Policy Manual. In addition to these administrative functions, RCDSS was appointed as Fiscal Manager for pool funds provided by OCS. Continuing in the role of Fiscal Manager is feasible as RCDSS possesses the computer system that is used in the fiscal management of CSA funds and performs data set updates via Thomas Brothers, the accounting and data system used to report data to LASER, the state accounting system for Local DSSs and the Office of Comprehensive Services (OCS).

The Self-Assessment Workbook is a tool developed by OCS to examine and assess: Governance, Risk Management, Internal Control, Training and overall

Compliance with the Office of Comprehensive Services Manual by Local programs. The tool is comprised of 79 pages and is due November 30, 2013.

Currently, employees of RCDSS are fulfilling the following mandated positions: CPMT chair, FAPT chair, CSA coordinator, Virginia Child and Adolescent Needs and Strengths Assessment (CANS) super user. The Director currently holds the MPMT chair position, the Family Services Supervisor (FSS) currently fulfills the FAPT chair, CSA coordinator and CANS super user roles. The CSA coordinator title is held by the FSS, as well, however, the Director assists by attempting to interpret and disseminate information and legislative changes as it pertains to CPMT and FAPT. In fulfilling these roles, the Director and FS supervisor are responsible for meeting logistics, i.e. minutes, coordination and timely communication of changes within OCS, which is in addition to maintaining compliance with policy and legislature.

Mrs. Henderson presented information regarding CSA as directed in the Code of Virginia and the various duties and responsibilities of CPMT and FAPT along with a job description for the CSA coordinator. Duties and responsibilities for CPMT are found at 3.1.5 of the Community Policy and Management Team document. Duties and responsibilities for FAPT are found at 3.2.5 in the Family Assessment and Planning Team document.

CANS is a child and family assessment instrument to help plan and manage services for children and their families at both an individual and system of care level. The CANS helps guide service planning, track child and family's outcome, promote resource development and support decision making. The responsibility of the CANS super user is to oversee the certification of all members of FAPT who present cases to FAPAT for consideration of providing services to individuals and families and act as the Subject Matter Expert (SME) for the CANS instrument.

It is the recommendation of the RCDSS agency that at a minimum, the County employ a part-time CSA coordinator.

Supervisor Harper asked how many hours per month this position would require. Ms. Henderson stated approximately 20-30 hours per month.

Supervisor Haynes questioned the funding of this program. Ms. Henderson stated that this locality receives \$1,200.00 for OCS.

Chairman Sanders suggested checking with adjoining localities to share this position.

KELLY LIDDINGTON – RICHMOND COUNTY FAIR ASSOCIATION

Mr. Kelly Liddington, Extension Agent, discussed the 25th Anniversary of the Richmond County Fair. There were just under 10,000 paid admissions to the Fair this

year. Mr. Liddington stated that the youth exhibits were down this year. The Richmond County Fair Association Committee has given out \$54,000.00 in scholarships.

Supervisor Haynes stated he was excited about the programs for the youth, such as 4-H and FFA projects.

Supervisor Thomas stressed that the Richmond County Fairgrounds are available for other events.

JOHN SLUSSER, TOWN MANAGER, TOWN OF WARSAW

Mr. John Slusser, Town Manager, stated the Town is in pursuit of a Virginia Department of Transportation grant in excess of \$211,000 to upgrade and build sidewalks along both sides of Richmond Road (US 360) from Morgan and Jones Lanes in an easterly direction to its intersection with Main Street and Court Circle. Additionally, there is a short portion of sidewalk improvement along Main Street from its intersection with Richmond Road up to and including the building which houses the Northern Neck Gourmet.

It would include the replacement of existing sidewalks and provide new sidewalks in conformance with the Americans with Disabilities Act standards. Additionally, it would include streetscape, lighting and relocation of utility poles from their current locations within the pedestrian walkways. The goals of the project are: to provide pedestrian safety along US 360, to upgrade existing as well as provide additional ADA conforming sidewalks, to provide pedestrian access to schools and to generally provide for interconnectivity between neighborhoods, schools and commercial areas.

Mr. Slusser stated that what the Town seeks to do is couple this grant with the Federal Highway Safety grant, which has been approved for improvements involving the US 360/Main Street/Court Circle Intersection and the sidewalks which are being provided by private development. The sidewalks provided by the private developers will extend from the US 360 entrance to the property where Family Dollar is proposed along US 360 and then in a southerly direction along Court Circle to the entrance of Rappahannock Community College.

In addition to the sidewalk improvements, the Town plans pedestrian lighting improvements along a portion of the newly constructed sidewalk in the Courthouse area. The Town plans 12' fluted poles with acorn fixtures that are similar fixtures to those in use at the Courthouse. It is the Town's hope that this additional lighting will provide an inviting atmosphere and will appeal to the public. It will provide a warm safe atmosphere and the kind of image that the Town believes both the Town and County wish to project.

The Town requests that the County Board of Supervisors review the Town's efforts and should the Board of Supervisors endorse the effort, the Town would like to invite the County to join in the VDOT Transportation Alternative Grant application that the Town is now preparing, with the understanding that the County would incur no

expense and is participating in the application as an indication of its strong support for the project. ([Attachment](#))

Multijurisdictional applications often enjoy higher rankings and generally more support in the selection process. The Town would welcome the County's participation as their partner in the application. Again, it is with the understanding that no financial commitment from the County is asked nor is it expected.

Should the County decline to participate in a joint application, the Town would request that the County provide a resolution of support. This, while not as desirable as a joint application, would certainly enhance the application by indicating broad based community support.

Finally, Mr. Slusser stated if the Board of Supervisors had any questions involving the project, he would be glad to answer them. In the end, what the Town is trying to do is to leverage already approved funding (Highway Safety Grant and Private Development) with the MAP 21 Transportation Alternative grant to provide a comprehensive and fundamental change to this intersection, improve pedestrian safety and improve interconnectivity between areas of Town through improved pedestrian access.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to authorize the Chairman of the Board of Supervisors and County Administrator to sign the joint VDOT Transportation Alternative Grant application being prepared by the Town of Warsaw.”

Mr. Slusser stated that he appreciated the traffic control by the Sheriff's Office as well as all of the County staff working with the Town of Warsaw staff.

COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT) – CLAUDETTE C. HENDERSON, DIRECTOR, DSS

Ms. Henderson discussed the membership of the Community Policy and Management Team (CPMT), which is set by the Richmond County Board of Supervisors through resolution. Ms. Henderson presented the current make-up of the CPMT Board. Several positions Ms. Henderson feels should be evaluated and amended and they are as follows: Director of Three Rivers Health District; Director of Bridge House; Chairperson of Family Focus of Richmond County; Richmond County's attorney shall serve as legal counsel for CPMT.

Supervisor Thomas suggested Mr. Quicke speak with the county attorney regarding language in this proposed resolution.

By consensus, the Board of Supervisors tabled the adoption of the Resolution until the November 14, 2013 meeting.

INDUSTRIAL DEVELOPMENT AUTHORITY – RESOLUTIONS

Mr. Quicke presented a letter from Dan Siegel regarding the recent meeting of the Richmond County Industrial Development Authority. Mr. Siegel contacted Mr. Quicke a few months back to see if the Richmond County Industrial Development Authority would be interested in issuing a portion of the County's \$10 Million Bank Qualified money to two nonprofit organizations. Each calendar year, a locality has \$10 Million in Bank Qualified that can be used, either for their own use or that of another entity. Since the only bond issuance Richmond County had done this year was the \$3,000,000 Revenue Anticipation Note, the County still has approximately \$7,000,000 available. In September, the IDA voted on two projects for Christopher Newport University and Employment Resources in the amount of \$6,000,000. Richmond County is not in any way liable for this money if the borrower fails to pay it back.

Mr. Quicke explained that by doing these projects through the IDA, the IDA receives yearly 1/8 of 1% of the outstanding principle on the bond. This will equate to approximately \$6,500.00 for the first year and will decline gradually as the principal decreases. This is not a substantial amount of money, but it is good money for the IDA for very minimal work and zero risk. All Bond Counsel fees (Dan Siegel) are paid by the borrower as well, so Richmond County does not incur attorney fees on these projects.

“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 RESOLUTION AUTHORIZING THE ISSUANCE BY THE INDUSTRIAL DEVELOPMENT AUTHORITY OF RICHMOND COUNTY, VIRGINIA OF A REVENUE BOND FOR CHRISTOPHER NEWPORT UNIVERSITY REAL ESTATE FOUNDATION AND CHRISTOPHER NEWPORT UNIVERSITY.” ([Attachment](#))

“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 RESOLUTION AUTHORIZING THE ISSUANCE BY THE INDUSTRIAL DEVELOPMENT AUTHORITY OF RICHMOND COUNTY, VIRGINIA OF A REVENUE BOND FOR EMPLOYMENT RESOURCES.” ([Attachment](#))

RICHMOND COUNTY COMMERCE PARK PROTECTIVE COVENANTS

Mr. Quicke presented the proposed protective covenants for the Richmond County Commerce Park. The purpose of the protective covenants is to give Richmond County more authority when it comes to the development of the park. Mr. Quicke stated that the County does not want to be so restrictive with what they allow that no one becomes interested in the park, but the County also wants to make sure that they establish some minimum standards, above the Town of Warsaw Zoning Ordinance, that must be followed by all future property owners.

Mr. Quicke stated that these covenants are a good balance and will help with the development of the property. Once approved by the Board of Supervisors, they will then be recorded with the most recent subdivision plat, and another step of the transfer process to Helena Chemical will be complete.

Supervisor Haynes noted that Section 2.04.1 – Materials did not allow wood and Mr. Quicke stated that he would research and have more clarification at the reconvened evening meeting. ([Attachment](#))

BOARD APPOINTMENTS/RE-APPOINTMENTS

Mr. Quicke presented a schedule of Boards which have individuals up for reappointment:

Industrial Development Authority
°Stan Terhune, District 4 – Vice-Chairman
°John Heaggans, District 4

Richmond County Planning Commission
°Darnell Clayton, District 1
°Martha Hall, District 4

Richmond County Board of Zoning Appeals
°Bradley W. Croxton, District 5

The Board of Zoning Appeals appointment is a Circuit Court Judge appointment, usually recommended by the Board of Supervisors.

All appointments/re-appointments are in either District 1 or 4, excluding the BZA appointment. Therefore, in accordance with the Richmond County By-Laws that were amended last year, “An outgoing Board member shall not recommend appointment for any commission, committee, board or other entity where the appointee’s term would start after the term of the outgoing Board of Supervisors member,” the District 4 reappointments shall not be filled until January 1, 2014.

By consensus, the Board agreed to have this item placed on the November 14, 2013 agenda for further discussion/action.

E-911 SYSTEM REPLACEMENT

Mr. Chris Jett, IT Director, presented the recommendation regarding E-911 system replacement.

Mr. Jett stated that on August 4, 2013, an RFP was advertised seeking proposals for replacement of the County’s current Enhanced 911 (E-911) system equipment and

software, which were originally installed in the fall of 2004. The deadline for submission of responses to this RFP was Friday, September 6, and the County received five (5) vendor proposals.

There was a six (6) person committee appointed by the Board of Supervisors consisting of Douglas Bryant (Sheriff); Wanda Self (Dispatch Supervisor); Greg Baker (Director, Emergency Services); Morgan Quicke (County Administrator); Richard Thomas (Board of Supervisors); and Chris Jett (IT Director) to review the submitted proposals and bring a recommendation back to the Board regarding which vendor the committee felt would meet the specifications outlined in the RF, be in the best interest of Richmond County, and should be contracted to complete the system replacement as well as provide continuing hardware and software support.

The review committee met twice during the month of September to review the proposals. The initial five (5) proposals were narrowed to three (3) for continued review, because two (2) of them could not meet critical aspects of the RFP specifications and were proposing systems that were significantly different than the one currently being used by the County. The three (3) responses chosen for continued review all proposed the Vesta Sentinel 4.x solution from Cassidian Communications, which is an upgrade of the system currently used by Richmond County and should require much less training for the County's dispatchers to become familiar with its operation.

Following additional consideration of the three (3) Vesta Sentinel 4.x solutions proposed, including pricing for hardware/software support and remote monitoring of the system for a total of five (5) years from the date of system acceptance, the review committee recommends that Radio Communications of Virginia, Inc. be selected for contract negotiation. Radio Communications has had a long and positive relationship with Richmond County in the maintenance of our low-band radio system and other references that were checked regarding the vendor's support of E-911 systems were also extremely positive. In addition, of the three (3) Vesta Sentinel 4.x proposals, Radio Communications provided the lowest total five (5) year cost to the County. The review committee met with personnel from Radio Communications to discuss aspects of the E-911 system replacement and support in further detail and is very comfortable with this vendor choice.

“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 E-911 committee to proceed with the proposal from Radio Communications of Virginia.”

RAPPHANNOCK CLIFFS ZONING CASE – UPDATE

Mr. Quicke presented the zoning opinion from the County Attorney and at this time, it appears that the Bowers team is taking their Community Pier case to VMRC with a pier length of 150' opposed to the 220' they had originally requested.

Supervisor Haynes noted that the resolution of this case would set the presence for future cases in Richmond County and resolving the issue would be preventative maintenance.

AUDIT REPORT – AUDITOR OF PUBLIC ACCOUNTS

Mr. Quicke presented a letter from the Auditor of Public Accounts stating that they have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, and Sheriff of Richmond County for the year ended June 30, 2013. The primary objectives were to determine that the officials have maintained accountability over Commonwealth collections, established internal controls, and complied with state laws and regulations.

The results of the tests found the constitutional officers complied, in all material respects, with state laws, regulations and other procedures relating to the receipt, disbursement, and custody of state funds.

RICHMOND COUNTY PUBLIC SCHOOLS – OUT OF COUNTY STUDENT POLICY – SUPERVISOR HAYNES

Supervisor Haynes gave a brief presentation on the out of county student issue. Mr. Haynes prefaced his remarks by stating that this would be his final comments on the subject until after the upcoming Supervisor's Election. Mr. Haynes stated that such an important decision should be deferred until the new board was in place. Mr. Haynes further stated it was not his place to dictate school policy but to address the propriety of allocating county funds for non residents.

Supervisor Haynes referred to a report entitled "Overview of Standards of Quality Funding Process". This report was presented to the Standing Committee of the Standards of Quality by Kent Dickey who is the Assistant Superintendent for Finance of the Virginia Department of Education. Supervisors Haynes stated that he had a direct conversation with Mr. Dickey and took extensive notes.

Supervisor Haynes stated that there is no such thing as a "free" student. All students require consumables (books, supplies, uniforms, etc.). A small number of students can be added at less than the average cost but that once that number reached the level of requiring additional instructors that cost would revert to the average. Failing to add instructors at that point would reduce costs but would drive up the pupil to teacher ratio and adversely affect the quality of instruction.

In summary, Supervisor Haynes stated his biggest concern is the county is focusing too much sometimes on quantity of education, large buildings and numbers of students instead of focusing on quality of education.

MONTHLY APPROPRIATIONS

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the following appropriation for Richmond County Department of Social Services for the month of November 2013: \$75,000.00.”

“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 appropriation for Richmond County Public Schools for the month of November 2013: \$1,214,300.00.”

APPROVAL OF MINUTES – SEPTEMBER 12, 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 the September 12, 2013 meeting as submitted.”

OTHER BUSINESS

Mr. Quicke stated that the courthouse painting has been completed. Mr. Quicke is working with Mr. Barry Sanders (Building Official) and Mr. Motley Norris (Property Manager) for the project on the Old Judge’s Office. The cost for these projects will be transferred out of the Courthouse Maintenance Fund.

Mr. Jack Pettigrew discussed the situation at Whelan’s Marina. Mr. Quicke stated he had spoken with Mr. Keith Whelan (Whelan’s Marina) and Jeff Howeth (Engineer) and they believe that due to the private right of way separating the B-1 and R-1 use, the requirement for the required 100’ buffer is nullified. Upon consultation with the County Attorney about their position, he felt that was not the case, but could not give an official option until he had more facts.

Mr. Quicke stated the County had three (3) options and they are as follows: Whelan’s Marina can install a privacy fence; have the County Attorney research and give the County an in-depth opinion; do nothing. Mr. Quicke asked the Board how they would like for him to proceed.

Supervisor Sisson stated that in earlier meetings, it was discussed that Leland Cypresses being planted would be acceptable.

Mr. Pettigrew does not want a privacy fence installed and preferred the planting of trees. The concern of Mr. Pettigrew is that in order to install a fence, the trailer would need to be moved. Mr. Pettigrew stated he realized that mistakes happen but it needs to be corrected. It was brought to Mr. Whelan and Ms. Markham’s (former Zoning Administrator’s) attention when the trailer was located there; however, the issue has still not been resolved.

Mr. Pettigrew stated that this trailer affected property values and public safety. Supervisor Sisson asked what Mr. Whelan's response has been to this issue. Mr. Quicke stated that he has been in discussions with Mr. Whelan; however, it has not been resolved to everyone's satisfaction at this point.

By consensus, the Board directed Mr. Quicke to draft a letter to the County Attorney asking for advice as to how to resolve this issue and if there is any liability to the County with this trailer not being in compliance to the Zoning Ordinance.

CHECKLIST AND FORM OF MOTION FOR CLOSED SESSION

“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: as permitted by Virginia Code Section 2.2-3711A(1), a personnel matter involving: performance evaluation or job assignments of specific employees.”

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:

“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 certify that, 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 – CLOSED SESSION

“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 renew the contract for R. Morgan Quicke as County Administrator for a 5-year period.”

RECESS

There being no further business, Chairman Sanders recessed the meeting until this evening at 7:00 p.m. to discuss the Family Development Center lease.

RECONVENEMENT – OCTOBER 10, 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: April Walker, Director, Family Development Center
Nancy Taliaferro, Assistant Director, FDC
Martha Tallent, Chairman, FDC
Colonel Robert Snavely, Citizen

Chairman Sanders called the meeting to order at 7:00 p.m. and asked Mr. Quicke to review the proposed lease for 102 Walnut Street (Family Development Center).

Mr. Quicke stated the cost of the rent has not been determined and the Family Development Center has not proposed a number. Currently, the County is charging a rate of \$750/month, down from \$1,500/month when the building was being shared with Head Start.

Richmond County Family Development Center is asking for a 5-year lease with an additional 5-year extension, for a total of 10 years.

Mrs. April Walker, Director, stated that there were a few changes in the lease that their Board would like to see changed and they are as follows:

In paragraph 3, where it says, "The initial annual rent shall be..." FDC Board would like the word "initial" removed; In paragraph 4, FDC Board would like a 5-year term with an additional 5 year term; In paragraph 7, at the end of the first line, "not limited to head" should read "not limited to heat;" In paragraph 24, this should be "Family Development Center of Virginia, Inc., c/o Executive Director, 102 Walnut Street, Post Office Box 1012, Warsaw, Virginia 22572."

PUBLIC COMMENT

Chairman Sanders opened the public comment portion of the meeting.

Colonel Robert Snavely stated he had visited the Family Development Center on three occasions prior to this meeting.

Colonel Snavely stated his initial thought of this issue was that 2-year old children should be at home; however, after visiting the facility he realized that some of these children were better off at the FDC than at their home environment. Colonel Snavely continued to state that he was amazed at the discipline and control these teachers and staff has with the children and the love shown to these children.

Colonel Snavely stated he felt if one child was helped; it was worth the price. He also stated that he was proud of the efforts the program is making. Another observation of Colonel Snavely was that the building is spotless. The staff is not paid retirement or health insurance, but are working there for the love of the children.

Lastly, Colonel Snavelly stated that he supported the Richmond County Family Development Center and urged the Board of Supervisors to negotiate an affordable lease with the FDC.

Mrs. Nancy Taliaferro, Assistant Director, stated that the lease was a binding commitment between the County and FDC. The RCFDC has lost \$50,000 in revenue this year with the loss of the Head Start Program. Mrs. Taliaferro's concern is what would happen if the FDC could not pay the rent and there is a co-dependence with the County.

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

Chairman Sanders stated that the Board of Supervisors had worked with the Family Development Center prior and there was nothing to imply they would not again.

Supervisor Sisson stated she felt this program was a responsibility of Richmond County Public Schools and that is where the funding should come from. Mrs. Sisson continued to say that the FDC had been great tenants and had given back to the community.

Supervisor Sisson stated she agreed with the lease; however, did not think the Family Development Center should pay rental payments to the County. Mrs. Sisson also stated she was outraged that the Head Start Program was no longer in Richmond County.

Supervisor Haynes stated that Richmond County Family Development Center/Walnut Street Day Care was not the only child care facility located in Richmond County that accepts government assistance.

Supervisor Haynes asked what made this program any different from Cuddlebugs Daycare. Mrs. Walker stated that the Family Development Center was not daycare, although they had daycare services, in which parents pay for services. The Family Development Center provides the Virginia Pre-School Initiative Program for Richmond County Public Schools.

Supervisor Harper asks if the Pre-School Initiative Program was a mandated program. Mrs. Walker stated it was not a mandated program; however, there was a formula for At-Risk 4 Year Olds which Richmond County is funded for 21 children.

Supervisor Thomas discussed the cost to the County for maintenance of the building. Mr. Thomas stated that the County was the fiscal agent of this program and that the County did not make a profit, but the rent offset the maintenance of this county-owned building.

Supervisor Thomas stated that the stability of the children is important and it was worth the Board of Supervisors' consideration of the proposed lease and rent.

Supervisor Harper asked if there were any possibilities of utilizing the space that Head Start vacated to assist with the rent and utilities. Mrs. Harper asked if more children could be enrolled in the daycare to help with the cost of the program. Mrs. Walker stated that their goal was to enroll more daycare children.

Supervisor Thomas suggested utilizing the Head Start space for preschool special education programs.

Supervisor Haynes stated he was in favor of a 5-year lease and if an unknown circumstance arises; it could then be revisited. Supervisor Haynes stated that he was not questioning the quality of care of the children.

Colonel Snavely stated that it was necessary to have a executed lease between Richmond County Board of Supervisors and Richmond County Family Development Center.

Ms. Martha Tallent, Richmond County Family Development Center, stated that if the Board would grant relief for the rent until a new program or Head Start comes back, it would help the RCFDC build up their reserves.

Mr. Quicke noted amendment number 29 – This Lease may be amended only by a writing signed by the parties, or by a change in Landlord’s rules and regulations, provided that reasonable notice of such change is given to Tenant and provided that such changes do not substantially modify Tenant’s arrangement with Landlord. If circumstances change, the terms of the lease can be revisited at that time.

Supervisor Haynes stated that there is no provision from the County that the Family Development Center cannot sublease space at the building at a higher rent and cap the rent to the County at \$1,500.00.

Mr. Quicke stated that the two items he needs direction on is how long the lease period and the termination date of the lease.

Mrs. Walker stated that the Family Development Center Board would like the right of first refusal to be inserted in the lease.

Supervisor Thomas asked the Richmond County Family Development Board of Directors if there was a dollar amount of rent they would be comfortable with. Mrs. Tallent stated they hoped the County would waive the rent completely.

“On a motion made by John L. Haynes, Jr. the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – nay; Richard E. Thomas – nay; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to authorize the County Administrator to execute a lease with the Richmond County Family Development Center with rent being set at \$750.00 per month with term ending June 30, 2019.”

**RICHMOND COUNTY COMMERCE PARK PROTECTIVE COVENANTS –
CLARIFICATION**

Mr. Quicke was asked to clarify Section 2.04.1 Materials.

“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. – nay: to approve the Richmond County Commerce Park Protective Covenants as presented.”

ADJOURNMENT

There being no further business, the meeting was adjourned.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

