

# **RICHMOND COUNTY BOARD OF SUPERVISORS**

**December 12, 2013**

## **MINUTES**

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 12th day of December 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 Anne Sanders, Treasurer  
Jennifer W. Delano, Commissioner of the Revenue  
Douglas A. Bryant, Sheriff  
Greg Baker, Chief, Emergency Services  
David Brown, VDOT

### **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. Smith gave a progress [update](#) on the school construction project.

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

Mr. David Brown updated the Board of Supervisors on some of the County's maintenance issues. The VDOT maintenance staff is completing the stormwater issues; replacing a pipe on Route 652 (Waterview Road); and removing vegetation in the Sharps area of the County.

Mr. Brown requested the Board adopt a resolution to add the Route 664 (Emmanuel Church Road) project to the currently adopted six year plan for secondary highways for Richmond County and amend the 2014 thru 2019 Secondary Six-Year Plan that was approved on May 9, 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 adopt the following resolution:*

### **RESOLUTION**

**WHEREAS**, the Richmond County Board of Supervisors held their regular meeting on December 12, 2013, in the Public Meeting Room of the County Office Building.

**WHEREAS**, Section 33.1-70.01 of the Code of Virginia outlines the procedures for updates to the six year plan for secondary highways in each county,

**WHEREAS**, this Board of Supervisors wishes include an additional roadway project to the currently adopted six year plan for secondary highways for Richmond County on Route 664, Emmanuel Church Road, From: Route 637, To: End of current state maintenance at a cost of \$165,000,

**WHEREAS**, funds are available beginning in Fiscal Year 2018 currently included in the approved six year plan for secondary highways for Richmond County,

**WHEREAS**, this action will not disrupt existing funding commitments to construction underway or on VDOT’s 24-month Advertised Schedule,

**NOW, THEREFORE BE IT RESOLVED:** this Board does go on record as requesting the addition of the project on Rte 664, to the currently adopted six year plan for secondary highways for Richmond County and hereby amending the 2014 thru 2019 Secondary Six Year Plan that was approved on May 9, 2013, so that this work may proceed.

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

Supervisor Thomas stated that he had two concerns and requested Mr. Brown check these locations: Beaver Dam Road –drainage issue; Beaver Dam Road – criteria for installing guardrails on a section of that road.

Mr. Brown stated he would look into these issues and report his findings back to the Board at the January 9<sup>th</sup> meeting.

### **SHERIFF'S REPORT**

Sheriff Douglas A. Bryant gave the following activities for his department: 606 calls for service since November 11<sup>th</sup>; making the total calls to date – 7551. (These numbers include fire, rescue and police.)

The Northern Neck Regional Jail population for Richmond County this week is 29.

The total delinquent fines and costs collected for the month of November 2013 is \$20.00, making the total collected since April 2007 - \$123,518.23.

The Christmas Parade went well with good attendance and no problems.

The Sheriff's Office coordinated with Emergency Services and Haynesville Correctional Center on Monday, December 9<sup>th</sup> to search for a 74 year old lady who wandered from her home around 3:30 a.m. The lady was located shortly before 7:00 a.m. She was transported to Riverside Tappahannock Hospital and has returned home as of Wednesday, December 10<sup>th</sup>.

The Sheriff's Office has been working with the Northern Neck News and the Richmond County Public Schools to get the message out about the dangers of using spice.

Sheriff Bryant wished the Board of Supervisors a Safe & Happy Holiday.

### **TREASURER'S REPORT**

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

Mrs. Sanders stated that between December 1<sup>st</sup> and December 5<sup>th</sup> \$2,269,703.00 was collected in real estate and personal property taxes, making the uncollected balance total \$751,683.

Mrs. Sanders stated that 2013 dog tags are on sale and are due by January 31, 2014. As of December 12<sup>th</sup>, 525 single tags and 50 kennel tags have been sold.

### **COMMISSIONER OF THE REVENUE REPORT**

Mrs. Jennifer W. Delano, Commissioner of the Revenue, presented the following information to the Board:

- Staff is working on adding and deleting vehicles from personal property records to prepare for the printing of the 2014 Personal Property Forms that will go out in January 2014.

- Staff is sorting through the 2013 land transfers to start updating the Real Estate records for 2014.
- Mr. Quicke and Mrs. Delano had a conference call with Fred Pearson of Pearson's Appraisal Service a few weeks ago regarding the price per parcel of the 2015 general reassessment. They negotiated in hopes of getting the final numbers within the \$120,000 budget. They agreed on lowering the number of pictures that were to be taken of each structure and Mr. Pearson stated that with this change, this would change his proposal to \$17.00 per parcel, which is closer to the budget than the originally \$19.90 per parcel. Mrs. Delano stated that they had asked for something in writing and as of today (12/12/13) they had not received anything. Mrs. Delano stated that as soon as it is received, she will forward it on to the County Administrator and the Board of Supervisor members. Mr. Pearson stated that work should begin sometime this mid-December.

Supervisor Thomas asked how many actual parcels were in Richmond County. Mrs. Delano stated that there were approximately 7077 parcels. Mrs. Delano stated that it was agreed to focus on main structures with significant changes.

#### **EMERGENCY SERVICES REPORT – GREG BAKER**

Chief Greg Baker presented the following activities for the month of November 2013: 102 – 911 calls in Richmond County; 5 – calls for mutual aide to bordering counties for ALS provider; 2 – calls to bordering counties for mutual aide; 2 – calls that were handled with assistance from off-duty and Fire Department members; 0 – fly-out.

Chief Baker stated they have completed CPR certifications for all school employees that were required to take it.

The Department of Emergency Services has had a part-time employee resign.

Chief Baker congratulated Mr. Thomas for his re-election and Best Wishes to Mrs. Sisson in her future endeavors.

Mr. Quicke told the Board that 120 letters were sent out to individuals with delinquent EMS bills and they had received between 30-40 responses requesting to set up payment plans.

Mr. Quicke stated that they were trying this as an in-house collection process. After 90-120 days, letters would be sent out and this would save \$20,000-\$40,000 per year versus outsourcing a collecting agency.

Mr. Quicke also noted that the VDOT safety video has been completed. Mr. Quicke stated that he plans to show the video at the January 9<sup>th</sup> meeting.

**PUBLIC COMMENT**

Chairman Sanders opened up the public comment portion of the meeting. There being no comments from the public, Chairman Sanders then closed the public comment.

**COURTHOUSE SIGNAGE PROJECT – R. MORGAN QUICKE**

Mr. Quicke stated that Innovative Images submitted a proposal to complete the signage project for the County, as well as Carousel out of Hanover. Innovative Images' proposal was lower than the price received from Carousel by almost \$3,000. Mr. Quicke stated that he has begun working with Innovative Images to get the project started.

**DEPARTMENT OF SOCIAL SERVICES – CPMT RESOLUTION**

Mr. Quicke stated he had spoken with Ms. Claudette C. Henderson, Director, DSS, regarding the Community Policy and Management Team (CPMT) resolution that was tabled from the November meeting. There was a question regarding #6 and how the citizen and parent representative were to be selected. They are to be appointed by the Department of Social Services Board and not DSS staff.

Mr. Quicke requested the Board of Supervisors approve the Resolution with the clarification on #6.

*“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 following resolution:*

**RESOLUTION**

**WHEREAS**, the General Assembly of the Commonwealth of Virginia, during the 1992 Session, approved by the Comprehensive Services Act for At-Risk Youth and Families; and

**WHEREAS**, the Act will go into full effect July 1992 with some Trust Fund monies being available in January 1993; and

**WHEREAS**, the Act requires every county, city or combination of counties and cities to establish a Community Policy and Management Team; to appoint a fiscal agent; and to provide for legal counsel for the Team; and

**WHEREAS**, Richmond County must comply with the Act in order to receive State Pool of Funds and State Trust Fund monies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of Richmond County, Virginia, hereby creates a Community Policy and Management Team

to implement the Act within Richmond County and appoints the following members to said Team:

1. The Executive Director of the Middle Peninsula-Northern Neck Community Services Board or his/her designee;
2. The Supervisor of the Youth and Family Services Department of the Juvenile Court Services Unit or his/her designee;
3. The Director of the Three Rivers Health District or his/her designee;
4. The Director of the Richmond County Department of Social Services or his/her designee;
5. The Superintendent of Richmond County Public Schools or his/her designee;
6. A citizen and parent representative, to be selected by the Richmond County Department Social Services Board;
7. The Director of a private provider of services to children and family or his/her designee;
8. The County Administrator of Richmond County or his/her designee;
9. The Chairperson of a non-profit community organization or his/her designee.

**FURTHER**, the Richmond County Board of Supervisors reserves the right to appoint other members to the Community Policy and Management Team at its discretion. The parent representative shall serve a two-year term and must not be an employee of any public or private program which serves children and families.

**STILL, FURTHER**, the Richmond County Department of Social Services is hereby appointed as fiscal agent and Diana Risavi shall serve as legal counsel for the Community Policy and Management Team. The County Attorney for Richmond County shall serve as legal counsel for the Community Policy and Management Team in the event that Diana Risavi is forced to recuse herself due to a conflict of interest.

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

### **HELENA LAND SALE**

The sale to Helena has been completed and the \$180,000 has been wired into the County's account. Mr. Quicke stated he has not received all legal and survey fees to date, but he is anticipating the costs to end up somewhere around \$20,000. Mr. Quicke asked the Board how they would like to allocate the remaining \$160,000. Some suggestions

from Mr. Quicke were as follows: Fund Balance (Reserve) and Capital Improvement Plan. Mr. Quicke recommended that most of the proceeds (\$100,000 or more) go towards the fund balance, but dedicating a portion of it to the CIP would be very beneficial moving forward.

Supervisor Haynes suggested allocating \$30,000 to the CIP and \$120,000 to the General Fund. Mr. Haynes pointed out that a future Firehouse/EMS Station is needed. Supervisor Thomas also concurred to dedicate a portion to the CIP.

***“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 dedicate \$30,000.00 to the Capital Improvement Plan and the remaining \$120,000.00 to be placed in the General Fund.”***

### **BOARD OF SUPERVISORS – MEETING TIME 2014**

Mr. Quicke stated that at the November 14<sup>th</sup> meeting, he was asked to look into the times that the surrounding localities meet each month. Below are the times:

**Richmond County – 2<sup>nd</sup> Thursday of the month, 9:00 a.m. for Business and 7:00 p.m. for Public Hearings**

Northumberland County – 2<sup>nd</sup> Thursday of the month, 5:00 p.m. for Business and 7:00 p.m. for Public Hearings

Lancaster County – Last Thursday of the month at 7:00 p.m.

Westmoreland County – 2<sup>nd</sup> Monday of the month beginning at 6:00 p.m.

Essex County – 2<sup>nd</sup> Tuesday of the month, 8 times a year they meet at 10:00 a.m. and 4 times per year they meet at 7:00 p.m.

Middlesex County – 1<sup>st</sup> Tuesday of the month, 3:00 p.m. for Business and 7:00 p.m. for Public Hearings

Mathews County – 4<sup>th</sup> Tuesday of the month, 1:00 p.m. meetings six times and 7:00 p.m. meetings six times

Mr. Quicke stated that one drawback of the evening meeting is that the department heads would have to attend the meeting after business hours.

Supervisor Thomas stated that he wasn't against changing the meeting times but it would need to be a consistent meeting time. Supervisor Haynes agreed with Mr. Thomas and stated that he did not want to place an extra burden on the department heads having to come to the meetings after business hours.

Mr. Quicke stated that the meeting times can be further addressed at the January 9, 2013 meeting in the organizational portion of the meeting.

**REQUEST TO USE BAY TRANSIT – RICHMOND COUNTY GARDEN TOUR 2014**

Mr. Quicke presented a request from Mrs. Sandy Garrison regarding the use of a Bay Transit bus for the Garden Tour that will take place in April of 2014. Bay Transit will do a free event either once or twice per year for a County at the request of the Board of Supervisors. This is an event where in the past Bay Transit has helped out the sponsoring locality, most recently the Garden Tour in Northumberland County in 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 request for use of a Bay Transit bus for the Garden Tour 2014.”*

**DISTRICT 2 – PLANNING COMMISSION APPOINTMENT**

Mr. Quicke presented a letter of resignation from Mr. Joseph Gaines from the Richmond County Planning Commission due to his health condition. Mr. Gaines stated in his letter that he was glad to have been a part of the Planning Commission and if there is anything that he can do to help the enhancement of Richmond County, please don't hesitate to let him know.

Supervisor Harper recommended Mr. Patrick Weakland to serve on the Planning Commission from District 2 to fulfill Mr. Gaines' unexpired term.

*“On a motion made by Jean C. Harper, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to appoint Patrick Weakland to the Richmond County Planning Commission to fulfill Mr. Joseph Gaines's term.”*

Supervisor Thomas asked Mr. Quicke to send Mr. Gaines a letter of thanks from Richmond County for his service on the Planning Commission.

**MONTHLY APPROPRIATIONS**

*“On the 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 the month of January 2014: Richmond County Public Schools - \$1,214,300.00.”*

*“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 the month of January 2014: Richmond County Department of Social Services - \$75,000.00.”*

**APPROVAL OF MINUTES – NOVEMBER 14, 2013**

Supervisor Haynes questioned the minutes regarding the appointment of the Planning Commission members; however, after discussion it was determined the minutes were correct as submitted.

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

**OTHER BUSINESS**

Supervisor Thomas stated it had been a pleasure working with Supervisor Sisson and wished her good luck in her future endeavors.

Supervisor Thomas stated that when the Board of Supervisors begins working on the FY 2014-2015 Budget, he would support another bus for Bay Transit route in Richmond County.

Supervisor Thomas wished everyone a Merry Christmas and Happy New Year.

Supervisor Harper thanked Mrs. Sisson for her service to Richmond County.

Supervisor Haynes also thanked Mrs. Sisson for her service to the County and wished everyone a Happy Holiday and New Year.

Supervisor Sisson stated it had been a pleasure serving on the Board of Supervisors for the past six years.

Chairman Sanders also thanked Mrs. Sisson for her service and wished her and her family well.

Mr. Quicke reminded the Board that the Economic Interest statements were due to the County Administrator’s Office by January 15, 2014.

Mr. Quicke stated that he had met with Mr. Jack Pettigrew and Mr. Keith Whelan regarding the issue at Whelan’s Marina and they are working toward a solution.

Mr. Quicke asked the Board to consider purchasing a truck to be used for the Building Official. Mr. Quicke stated the County can purchase a used truck for \$7,000-\$10,000. This purchase could possibly save the County \$40,000 over 5 years and he would like to place it on the January 9, 2014 Board agenda for discussion.

Supervisor Thomas stated that he thought the truck purchased for the EMS Department was to be a multi-purchase vehicle.

Supervisor Sisson supported the idea of purchasing a used truck for the Building Official.

By consensus, the Board directed Mr. Quicke to look at trucks and prices for discussion at the January 9<sup>th</sup> meeting.

There being no further business, Chairman Sanders adjourned the meeting at 10:10 a.m.

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F. Lee Sanders, Chairman  
Richmond County Board of Supervisors