RICHMOND COUNTY BOARD OF SUPERVISORS
January 3, 2019 / January 10, 2019

MINUTES

At a Special Called meeting of the Board of Supervisors for Richmond County, Virginia, held on the 3rd day of January, 2019, thereof in the Public Meeting Room of the County Office Building.

Present:
F. Lee Sanders, Chairman
Richard E. Thomas, Vice-Chairman
Robert B. Pemberton, Member
J. David Parr, Member
William C. Herbert, II, Member

Also Present:
R. Morgan Quicke, County Administrator
Hope D. Mothershead, Director of Planning and Zoning

CALL TO ORDER

R. Morgan Quicke, County Administrator, called the meeting to order at 6:00 p.m.

ANNUAL ORGANIZATIONAL BUSINESS

Mr. Quicke opened the floor for nominations for Chairman of the Board of Supervisors for the calendar year 2019.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders - abstain, Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to elect F. Lee Sanders as Chairman of the Richmond County Board of Supervisors for the calendar year 2019.”

Chairman Sanders asked for nominations for Vice-Chairman of the Board of Supervisors for the calendar year 2019.

“On a motion made by J. David Parr, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to elect Richard E. Thomas as Vice-Chairman of the Richmond County Board of Supervisors for the calendar year 2019.”

Chairman Sanders asked for a motion to re-adopt the Richmond County Board of Supervisors by-laws and rules of order procedures and public comment period guidelines.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr -
aye: to re-adopt the by-laws and rules of order procedures and public comment period guidelines of the Richmond County Board of Supervisors for the calendar year 2019.”

Chairman Sanders asked for a motion to approve scheduling of the Board of Supervisors Monthly Meetings.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton - aye; William C. Herbert, II - aye; J. David Parr – aye: to set the calendar year 2019 Board of Supervisors meetings for the 2nd Thursday of each month, with the meeting to begin at 9:00 a.m. and with all advertised public hearings to be held at 7:00 p.m. on the same day, unless otherwise scheduled, to set the 2020 Organizational Meeting for 6:00 p.m., on Thursday, January 2, 2020; hold all meetings in the Richmond County Public Meeting Room, with the alternate site to be the General District Courtroom should the Public Meeting Room be unavailable for any reason. In the case of inclement weather or other weather emergencies or holidays that prohibit holding the meeting on the regular scheduled day, the Board meeting is automatically rescheduled to the Wednesday after the 2nd Thursday.”

Chairman Sanders asked for a motion to authorize signatures on County checks.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to authorize the Chairman or Vice-Chairman, Treasurer and County Administrator as authorized signatures on County checks.”

APPOINTMENTS

The consensus of the Board was that Chairman Sanders, Richard Thomas, Robert Pemberton and one citizen member, Richard Gouldin continue to serve as members of the Northern Neck Planning District Commission.


The consensus of the Board was that F. Lee Sanders and Richard E. Thomas (alternate) continue to serve as members of the Northern Neck Planning District Commission Executive Committee.

The consensus of the Board was that Robert B. Pemberton continues to serve as a member of the Richmond County Department of Social Services Board.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appoint Robert B. Pemberton to the Richmond County Department of Social Services Board for calendar year 2019.”

The consensus of the Board was that F. Lee Sanders continues to serve as a representative of the Northern Neck Regional Jail Board.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appoint F. Lee Sanders as the Northern Neck Regional Jail Representative for calendar year 2019.”

The consensus of the Board was that Robert B. Pemberton and Richard E. Thomas (alternate) continue to serve as members of the Rappahannock River Basin Commission.


The consensus of the Board was that F. Lee Sanders remain the Director of the Richmond County Emergency Services.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appoint F. Lee Sanders as the Richmond County Emergency Services Director for calendar year 2019.”

The consensus of the Board was that R. Morgan Quicke continues to serve as the Richmond County Emergency Services Deputy Director.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appoint R. Morgan Quicke as the Richmond County Emergency Services Deputy Director for calendar year 2019.”

The consensus of the Board was that Mitch Paulette continues to serve as the Richmond County Emergency Services Coordinator.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr -
aye: to appoint Mitch Paulette as the Richmond County Emergency Services Coordinator for calendar year 2019."

The consensus of the Board was that Morgan Quicke continues to serve as the Richmond County Emergency Services Deputy Coordinator.

"On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye: to appoint Morgan Quicke as the Richmond County Emergency Services Deputy Coordinator for calendar year 2019."

**ANIMAL SHELTER DISCUSSION**

Mr. Quicke advised the Board of the following bids received on the Richmond County Animal Shelter project:

**RICHMOND COUNTY PROJECT - Animal Shelter**

<table>
<thead>
<tr>
<th>Project Bidders</th>
<th>Total Bid Amount</th>
<th>Add/Delete 1</th>
<th>Add/Delete 2</th>
<th>Add/Delete 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haley Builders</td>
<td>509,000</td>
<td>-2,000</td>
<td>-1,250</td>
<td>+1,500</td>
</tr>
<tr>
<td>Brooks &amp; Co.</td>
<td>493,500</td>
<td>-2,600</td>
<td>-1,300</td>
<td>+7,500</td>
</tr>
<tr>
<td>Norman Company</td>
<td>524,900</td>
<td>-2,400</td>
<td>-1,300</td>
<td>+3,000</td>
</tr>
<tr>
<td>M. L. Bell Construction</td>
<td>586,400</td>
<td>-1,275</td>
<td>-1,250</td>
<td>+3,650</td>
</tr>
<tr>
<td>Connemara Corporation</td>
<td>553,387</td>
<td>-2,690</td>
<td>-1,250</td>
<td>+6,500</td>
</tr>
<tr>
<td>Hayden Construction</td>
<td>549,700</td>
<td>-3,200</td>
<td>-3,000</td>
<td>+3,200</td>
</tr>
</tbody>
</table>

Perretz and Young have reviewed all of the bid documents and advised that Brooks and Co. is the lowest and valid bid for the project. Mr. Quicke recommends to proceed with the bid presented by Brooks and Co. and include the brick wainscotting and awning as proposed in the bid documents. Brooks and Co. have completed buildings within Richmond County before, with the latest project being the VDOT building in Haynesville.

"On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye: to accept the bid of Brooks and Co. for construction of the Animal Shelter and also authorize R. Morgan Quicke and F. Lee Sanders to sign the necessary documents to proceed."
Mr. Quicke added that he had discussed construction plans with Westmoreland County Animal Shelter and they are willing to work with Richmond County on additional months if needed prior to getting into the new shelter.

OTHER BUSINESS

The EMS building punch list is nearing completion. Mr. Quicke noted that Atlantic Broadband and CTT needed to complete their work at the building which would include internet and phone service. A ribbon cutting ceremony will be held at the EMS building on February 14, 2019 following the regular board meeting.

RECESS

Chairman Sanders recessed the meeting until the regularly scheduled meeting on January 10, 2019 at 9:00 A.M.

RECONVEYNE MEETING – JANUARY 10, 2019 AT 9:00 A.M.

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 10th day of January, 2019, thereof in the Public Meeting Room of the County Office Building.

Present:
F. Lee Sanders, Chairman
Richard E. Thomas, Vice-Chairman
Robert B. Pemberton, Member
J. David Parr, Member
William C. Herbert, II, Member

Also Present:
R. Morgan Quicke, County Administrator
Hope D. Mothershead, Director of Planning & Zoning
Kristie S. Brann, Treasurer
Jennifer Delano, Commissioner of the Revenue
Mitch Paulette, Chief of Emergency Services
Clay Woolard, Building Official
Stephan B. Smith, Sheriff
Jonathan Sydnor, RCVFD
Dr. Greg Smith, Superintendent
Carter White, VDOT
Approximately 7 others

CALL TO ORDER

Chairman Sanders called the meeting to order at 9:00 a.m., gave the invocation, and led in the Pledge of Allegiance.
**RICHMOND COUNTY PUBLIC SCHOOLS**

Dr. Smith addressed the Board and advised that the Remote Area Medical event will be returning to the school November 1-3, 2019. Dr. Smith also reported the results of the 4th grade students project where they worked on ideas to make a change in the community. Other items discussed by Dr. Smith were the laptop program at the high school, the possibility of a pre labor day opening, energy from solar panels and on-going drainage repairs/updates.

**VDOT**

Carter White noted that VDOT was preparing for an upcoming snow event. Mr. White added that the lane closure on Rt. 360 just past the high school was still in place. Once the contractors meet on site, he hopes to get started on the repair quickly.

Mr. Thomas inquired about Edge Hill Road and asked if Mr. White would send someone out to address the potholes that exist on the road.

**SHERIFF**

Sheriff Smith presented the following report for 2018: 10,032 calls for service; served 3,997 civil papers; 374 felony arrest; 1,287 misdemeanor arrest and 1,033 traffic summons.

**ANIMAL CONTROL**

On behalf of Animal Control, Sheriff Smith added that 2018 consisted of 261 calls for service with 104 dogs taken to the Westmoreland shelter (55 taken by animal control and 49 taken by citizens).

**TREASURER**

Kristie Brann, Treasurer, presented the Trial Balance Report for the month of December, 2018. Mrs. Brann discussed the uncollected tax amount and advised that the delinquent bills had been mailed. Currently, there are 13 parcels of real estate in a delinquent tax sale being processed by John Hutt, Esquire.

Mr. Quicke added that he was in receipt of a letter from the Auditor of Public Accounts and was happy to report that Richmond County did not get flagged as in fiscal distress based on the results of the FY17 audit.

**COMMISSIONER OF THE REVENUE**

Jennifer Delano, Commissioner, addressed the Board and noted that the deadline for land use applications had passed and 12 taxpayers did not return the forms to be allowed in the program. The Commissioner’s office is gearing up for 2020 reassessment and have mailed 5,000 personal property forms to the citizens which are due for return by May 1, 2019.
**PLANNING & ZONING**

Hope Mothershead addressed the Board and noted that the Planning Commission met on January 7th, discussing items that took place in 2018 and topics that need to be covered in 2019, such as the Comprehensive Plan Review. Mrs. Mothershead thanked the Planning District Commission for their participation in the preparation of the updated maps for the Comprehensive Plan.

Mrs. Mothershead also thanked the County staff who participated in a Salvation Army bell ringing day on December 22nd. There were representatives from the Sheriff’s Department, Emergency Services, Treasurer’s Office, Commissioner’s Office, Commonwealth Attorney’s Office and County Admin. Office.

Mrs. Mothershead continued to discuss the Anti-Litter Committee, which met on January 8th. The committee scheduled the first community clean-up event which will take place during the month of April. Preliminary details for the clean-up were discussed.

Concern from the board members was expressed about calling the money awarded a “prize” and not a contribution. Mr. Quicke agreed to check with the County attorney to make sure that the money from the planning budget could be appropriated to be used for the project. The Clean-up event will be discussed during the February board meeting.

**BUILDING OFFICIAL**

Clay Woolard advised the Board that for the month of December, 18 new projects began, $2,060.31 in fees were collected with $394,626.00 in total construction costs. Mr. Woolard added that the Dollar General in Farnham would be opening soon and Gregory Packett has a multi-family, apartment building that will be occupied within the next couple of weeks.

**EMERGENCY SERVICES**

Mitch Paulette presented the following EMS report for the month of December: 120 calls in Richmond County; 74 transports and 1 fly out. The recovery billing amount for December, 2018 was $36,772.21. Chief Paulette advised that the EMS department was busy getting ready to move into the new facility and also preparing for new radio installations. The EMT-Basic class will start on January 6th and Chief Paulette noted that 16 students were enrolled at the time of the meeting. Captain McDaniel will be the instructor for the course.

**VOLUNTEER FIRE DEPARTMENT**

Jonathan Sydnor addressed the Board to give an update on fire calls for the month of December, 2018; Company 1 – 12 calls / Company 2 – 5 calls / Company 3 – 9 calls

Mr. Sydnor noted that the department had a total of 284 calls in 2018.
MR. TAYLOE EMERY – MUSIC FESTIVAL REQUEST

Tayloe Emery submitted an application for approval by the Board of an outdoor music festival. As noted by Mr. Emery, the events held in the past at Mt. Airy have been successful and provided tourism dollars to the community. This year’s festival will take place on June 28th and 29th. Mr. Herbert asked if a rain date would be considered. Mr. Emery noted that the stage would be tented and the event would be held rain or shine. Mr. Emery also added that he is encouraging any overnight guests to use the facilities of Naylors Beach Campground.

Mr. Quicke agreed to coordinate a meeting with the Sheriff and EMS prior to the event to review any additional details.

"On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to approve the application as presented by Tayloe Emery for the Outdoor Music Festival to be held June 28-29, 2019."

PUBLIC COMMENT

None

OLD BUSINESS

ANIMAL SHELTER –FUNDING PROPOSAL

Mr. Quicke advised the Board that with the approval of the contract with Brooks & Co. for the animal shelter, construction would begin soon and completion should be on track for on or about July 1, 2019. Mr. Quicke reviewed the Animal Shelter Funding Recommendation with the Board as follows:

Richmond County Animal Shelter – Funding Recommendation

<table>
<thead>
<tr>
<th>Estimated Animal Shelter Cost</th>
<th>$500,000 - $600,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balance</td>
<td>$271,000</td>
</tr>
<tr>
<td>Estimated Remaining Balance</td>
<td>$229,000 - $329,000</td>
</tr>
</tbody>
</table>

PROPOSAL

Annually for the past several years, yearend RCPS surplus has been approximately $280,000 to $300,000, of which is split half and half between the County and the Schools.

With the recent building of the RCPS Bus Garage, the County fronted the School Division anticipated FY19 surplus of approximately $140,000. This money is due back to the County at year end (June 30, 2019).
2019), meaning the entire FY19 surplus will be coming back to the County and no split will occur this year.

Rather than going to the open market to acquire the remaining funds, Mr. Quicke recommended the County simply use the full surplus ($280,000-$300,000) for the completion of the Animal Shelter.

Potential Savings:
- Issuance fees of roughly $20,000
- Interest over five years at 4% roughly $31,497
- Total saved - $51,497

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to move forward with the animal shelter pursuant to the funding recommendation provided by Mr. Quicke.”

NEW BUSINESS

RADIO SYSTEM – MICROWAVE CONNECTION

Mr. Quicke advised the Board that the new partnership with the Middle Peninsula Radio Authority was almost complete. The radios and consoles are scheduled to be programmed and installed in all County vehicles soon. Mr. Quicke noted that the last remaining hurdle is the process of connecting to the new system, which can be done in multiple ways. The safest and most reliable function for this connection is through microwave links.

Chris Jett added that relying on solely a network connection into the core of the system is not the best setup. Therefore, the microwave links would add an extra layer of protection for the County. The fiber line would be a backup if the microwave links were to fail. Mr. Jett noted that he is currently working with Northern Neck Electric Cooperative as equipment would be housed on the tower at their site. Mr. Jett has also received quotes from contractors for the work that needs to be completed.

Mr. Quicke continued to note that there was still an outstanding issue of funding for the last step. With the BB&T Financing from last Summer for the Radio System Equipment, this step was not included in the $350,000. In order to move forward with the microwave links, additional funds are necessary.

In reviewing the quotes provided by Mr. Jett, Mr. Herbert asked about the spare items that were included to be purchased. These spare items would be housed in a cabinet for use if the system fails, repairs can be completed quickly. Mr. Quicke noted that he would work along with Mr. Jett to determine any items that do not need to be purchased at this time. Mr. Quicke also provided a funding suggestion for the addition cost as follows:
Microwave - $115,000 / Radio Recorder - $20,000 / Total Needed - $135,000

$25,000 - FY19 Ambulance Contribution to Budget. This money was originally planned to go towards the subscription costs for the radio system, but since we have been delayed on our launch, we have not paid the first six months of the contract, which was July-December 2018.

$33,000 - Proposed number in FY20 Capital Improvement Plan.
$10,000 - Estimated Remaining from BB&T Loan

$68,000

Additionally, Mr. Quicke offered another $30,000.00 for the Board’s consideration from the FY20 Reassessment Budget. As the reassessment we are currently under is five years after our last, out reassessment is fully funded at $120,000, and the FY20 $30,000 is not needed to fund our current reassessment.

This would take the total to $98,000, leaving a balance of $37,000 from the unassigned fund balance.

Mr. Herbert noted that this is a first-class system and we should do it right from the beginning, with all the links that are necessary. He felt that the Board should allow Mr. Jett and Mr. Quicke to continue to work with the contractor to get questions answered about materials necessary for the install.

Mr. Thomas suggested that the spare parts could perhaps be borrowed from other localities if needed prior to Richmond County purchasing them.

Chairman Sanders added that he thought the microwave link connection was necessary and that the funds should be taken from the general fund for now and then possibly appropriated from other budgets at the end of the fiscal year.

Mr. Thomas thanked Mr. Jett and Mr. Quicke for their work on the radio system project.

Mr. Parr inquired about backup connection tests on a regular basis and Mr. Jett noted that the system would be monitored and alerts would be sent out for any type of failure.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to proceed with the addition of the microwave links and recorder to the radio system.”

ONGOING PROJECTS

CONSTRUCTION UPDATE – EMS FACILITY

Mr. Quicke noted that the EMS facility is complete with fiber being run by Atlantic Broadband for internet and phone services. Upon consensous of the Board, a ribbon-cutting ceremony will be held on February 14, 2019 at 1:00 p.m.
BOARD APPOINTMENTS

Mr. Quicke advised the Board of the following board appointments:

- Anti-Litter Committee – District 4
- Wetlands Board, Alternate – Any District
- Industrial Development Authority – Any District

MONTHLY APPROPRIATIONS – RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to appropriate $85,000.00 to the Richmond County Department of Social Services for the month of February, 2019.”

MONTHLY APPROPRIATIONS – RICHMOND COUNTY PUBLIC SCHOOLS

“On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appropriate $1,372,227.00 to the Richmond County School Board for the month of February, 2019.”

APPROVAL OF MINUTES – DECEMBER 13, 2018

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to approve the minutes from the December 13, 2018 meeting.”

OTHER BUSINESS

Mr. Thomas wished everyone a Happy New Year and noted that he was still concerned about the vines growing across power lines at Emmerton, Canal Road and Hamilton Blvd.

Mr. Parr continued with thanks for the work that Mr. Jett and Mr. Quicke have put into the radio system, which is a big project that is taking shape for the County. Mr. Parr also wished Mr. Emery the best on his music festival.

Mr. Quicke added that VACO legislative day would be held on January 31st and asked anyone who was interested in attending to contact him for details.

CLOSED SESSION

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton –
aye: as permitted by Virginia Code Section 2.2-3711(A)(3), a matter involving the acquisition of public property for public purposes.”

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:

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

ACTION FROM CLOSED SESSION

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

ADJOURNMENT

After no further business, Chairman Sanders adjourned the meeting.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors