MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 12\textsuperscript{th} day of April, 2018, 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
   William C. Herbert, II, Member
   J. David Parr, Member

Also Present:
   R. Morgan Quicke, County Administrator
   Liz Hylan, Admin. Asst.
   Hope D. Mothershead, Planning/Zoning
   Barry Sanders, Director of Code Administration
   Stephan Smith, Sheriff
   Carter White, VDOT
   Mitch Paulette, Chief, Emergency Services
   Kristie Brann, Treasurer
   Jennifer Delano, Commissioner of the Revenue
   John Hutt, Esquire
   Senator Ryan McDougle
   Approximately 12 others.

CALL TO ORDER

Chairman Sanders gave the invocation, and led in the Pledge of Allegiance.

VDOT

Steve McKeever addressed the board with their work session secondary 6-year improvement plan and budget for FY 2019-2024.

Steve McKeever noted the 4 roads listed in the packet provided are planned to be worked on this summer and fall 2018.

Mr. McKeever addressed the board with the possibility of adding another project to the upcoming plan. Mr. McKeever noted a public hearing will be held one month from this meeting to finalize the plan. Mr. McKeever added a couple suggestions one being maybe Spring Hill Rd. Route 690 or Route 667, Sunnyside Lane.
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Morgan Quicke mentioned him self along with Hope Mothershead met with Steve McKeever and Carter White 2 or 3 weeks back to discuss this plan, Spring Hill and Sunnyside Lane were the recommendations and asked if the board would like to add anything else; Mr. Quicke mentioned other roads to consider such as Carter’s Wharf Road, Cliff’s Road and Edge Hill Road. Mr. Quicke noted that there has not been many complaints regarding the unpaved roads and added that the County has maintained them well.

Richard Thomas suggested looking into the funding for Spring Hill Road. Mr. Thomas also noted for future conversation he believes Edge Hill Road does not have a lot of population and possibly look into only doing a portion of the road.

Mr. McKeever suggests that the Board only choose one road at this time.

“On a motion made by F. Lee Sanders, the Board voted: – Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye; F. Lee Sanders – aye; to advertise a public hearing for May 10, 2018 at 7:00pm, adding Spring Hill Road to the secondary 6-year plan.

SHERIFF

Sheriff Smith presented the following report for March, 2018: 885 calls for service; 707 civil papers; 37 arrests with 53 warrants served; 101 traffic summons.

Sheriff Smith noted that as to the animal control division, there were 22 calls for service in March, 2018, with 8 dogs transported to the Westmoreland Animal Shelter and 2 Dog Bites reported.

Sheriff Smith also noted some upcoming events that will be happening April through December in the County.

TREASURER

Kristie Brann, Treasurer, shared trial balances with the Board members and noted that the uncollected real estate tax amount for 2017 was $363,795.49.

Mrs. Brann also noted that collections are going well; Mrs. Brann added that in comparison from 2017 up to this month there is about a $66,000 difference. Chairman Sanders added that he does not remember the numbers ever looking this good for uncollected taxes.

COMMISSIONER OF THE REVENUE

Jennifer Delano, Commissioner of the Revenue, noted that 4800 personal property forms as of February has been mailed. Mrs. Delano also reminded everyone that state income tax returns are due May 1, 2018.
Mrs. Delano added she and Teresa rode out and did some new construction on some of the 2017 Building Permits hoping to have them finished with a new construction figure within the next month; Mrs. Delano also reported the 2 erroneous assessment appeals that were filed with Circuit Court have been finalized.

**PLANNING/ZONING/LAND USE**

Hope Mothershead noted that the Planning Commission subcommittee met on Monday, April 9, and have started with the updates to the comprehensive plan.

Mrs. Mothershead added for the month of March 2018, there were 2 letters mailed and 1 phone call made for Zoning Violations. Mrs. Mothershead also added the planning department would be working on a project in the next few months with the local update of the Census address operations.

Barry Sanders reported for March 2018, there were 15 new projects; $2,259.97 collected in fees, Total Construction cost of $618,058.00. Mr. Sanders also reported that majority of the collected funds have come from the new Dollar General Store project and hoping to start in the next 30 days. Mr. Sanders noted that since last month’s wind storm there had been a rush on generators.

**EMERGENCY SERVICES**

Chief Paulette addressed the Board and gave the following report for the month of March:

Richmond County Department of Emergency Services ran 114 calls for service in March; 0 calls for mutual aid to surrounding counties; 60 Calls District 1 with 34 transports; 30 Calls District 2 with 19 Transports; 20 calls District 3 with 8 Transports. Total collected revenue for the month was $30,885.47. Mr. Paulette reported that the EMT- Basic class is going well and students will be taking there written State test next month; Mr. Paulette also added the students have been doing their ride time with the department all month.

Mr. Paulette added the new medic unit is entering the final stages of its build and a final inspection is scheduled for the last week of April.

**VOUNTEER FIRE DEPARTMENT**

Randy Passagaluppi was unable to attend; Mitch Paulette shared the following report with the Board:

Call Data:  
Fire Company 1 (Warsaw): 19 total calls (0 EMS assist)  
Fire Company 2 (Farnham): 10 total calls (0 EMS assist) (1 LZ)  
Fire Company 3 (Newland): 10 total calls (0 EMS assist)
REVIEW OF RECENT TAX SALE

John Hutt shared a report on the Delinquent Tax Collection Effort and reviewed the steps that are followed for the tax sale process. There were 176 parcels turned over for tax collection. A sale was held on February 5, 2018 and after the sale, there were 6 parcels that received no bids. Mr. Hutt will continue to work with the County on the parcels not sold and include them in an upcoming sale.

PUBLIC COMMENT

Tayloe Emery brought attention to the Fones Cliff project report that the Richmond Times Dispatch printed and his concerns regarding the previous Attorney Mr. Smith had resigned due to Ethical concerns with no elaboration. Mr. Emery would like to see the board members research and find out what exactly these ethical concerns are and report to the county. Mr. Emery also addressed the trash problem throughout Richmond County roads; Mr. Emery noted this area depends on tourist dollars and the trash deters people from visiting or even moving to this area. Mr. Emery would like to see some support to try to help figure out ways to decrease the trash issue along the roadways. Mr. Emery noted there will be 1000’s who will be coming to this area the last week of April, 2018 to celebrate Garden Week and there has not been any mention of a cleanup to prepare.

Juliana Grassia addressed her concern about the large amount of trash on Menokin Rd. Juliana recommended we work together and find solutions to help with the amount of litter that is on the roadways. Ms. Grassia also suggested perhaps putting up some littering signs and the board addressing the issue of litter on county roads, so citizens can respect the environment.

Richard Moncure noted Friends of the Rappahannock support the efforts to clean up the trash in the county; Mr. Moncure addressed the Fones Cliff project and the illegal land clearing activity that started back in October 2017; Mr. Moncure also thanked Richmond County Staff for their work on this project since becoming aware of the situation. Mr. Moncure stated he would like Richmond County to be proactive and make sure the Fones Cliff project does not come at a greater cost if in fact it does move forward.

OLD BUSINESS

NON-PROFIT TAX EXEMPTION - PROPOSED POLICY

HEALTHY HARVEST FOOD BANK- REQUEST FOR TAX EXEMPTION

Mr. Quicke noted that as a result of the recent request from Healthy Harvest Food Bank, he drafted a proposed policy to help govern and guide the Board through requests from local non-profits for property tax exemption. The Code of Virginia already gives the authority to the local Board to make the exemption, as agreed. Mr. Herbert asked if we found any other businesses in the County that would qualify for the benefits. Mrs. Delano added that there are other non-profit organizations within the County, but none with larger amounts of assets. Mr. Herbert inquired if the exemption would be for personal property and real estate taxes. Mr. Quicke confirmed that it is solely up to the Board what exemption is granted. Chairman Sanders asked if the extra layer
of the policy was necessary. Mr. Pemberton noted that the policy is merely a guide and it puts the burden on the petitioner to prove why exemption is requested, dependent on benefits to the County, etc.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – nay; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the following policy.”

Richmond County Board of Supervisors Policy on Granting Tax Exempt Status to Local Non-Profit Organizations for Personal Property and Real Property

WHEREAS, it is the intention of the Richmond County Board of Supervisors to always support and encourage the Non-Profit entities within Richmond County, that work to provide a better lifestyle for the residents of Richmond County; and

WHEREAS, Virginia State Code Section 58.1-3651 gives the Local Governing Body the ability to exempt property owned by a local non-profit, both real and personal, by ordinance; and

WHEREAS, the property owned by the non-profit must be used for religious, charitable, patriotic, historical, benevolent, cultural or public park or playground purposes; and

WHEREAS, the ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on continued use of the property in accordance with the purpose for which the organization is classified or designated; and

WHEREAS, no exemption shall be provided to any organization that has any rule, regulation, policy or practice that unlawfully discriminates on the basis of religious, conviction, race, color, sex or national origin; and

WHEREAS, the Richmond County Board of Supervisors, after request from a non-profit organization, may advertise for Public Hearing for tax exempt status as outlined in Section 58.1-3651 of the Code of Virginia; and

WHEREAS, such advertisement shall include specifically the request from such organization, as well as the amount of such relief being considered by the Board of Supervisors; and

WHEREAS, the Richmond County Board of Supervisors at that time has the ability to determine what, if any, tax relief is granted based off of the request of the organization; and

WHEREAS, it shall be the duty of the organization requesting relief, to prove to the Board of Supervisors its request for relief is warranted and appropriate, and that the benefit of such organization gives value to Richmond County and its Citizens in a form other than tax revenue; and

WHEREAS, if the Board of Supervisors is providing monetary support to such organization through the annual budget process, the contribution given is to be considered in the request; therefore, allowing the board to consider giving such amount, ceasing to contribute such amount, or any such combination of relief and support,
THEREFORE BE IT RESOLVED by the Richmond County Board of Supervisors that this policy as adopted this 12th day of April, 2018, shall govern all requests by local non-profit organizations within Richmond County, seeking relief from property taxes.

Mr. Herbert asked what the normal contribution was to Healthy Harvest Food Bank. Chairman Sanders noted that $1,000.00 was in the budget for the organization. Chairman Sanders added that instead of granting the exemption, he would rather see a possible increase in the budget and he would also like to see the other counties served by the Food Bank contributing to the organization. Mr. Quicke added that he would notify the Food Bank to explain the results of the discussion.

VDOT SMART SCALE

Mr. Quicke brought to the Board a resolution in support of the Smart Scale Resolution discussed in the March meeting.

“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 adopt the following resolution.”

RESOLUTION AUTHORIZING THE SUBMITTAL OF TRANSPORTATION PROJECTS FOR SMART SCALE FUNDING PROCESS

WHEREAS, pursuant to the Smart Scale Process, the General Assembly has created a means of funding proposed transportation projects across the Commonwealth that is based on a scoring criteria that emphasizes safety and accessibility, environmental quality and economic development; and

WHEREAS, the County of Richmond desires to submit a local transportation project for potential funding under the Smart Scale Process; and

WHEREAS, the Board of Supervisors supports the submittal of the following project for potential funding under the Smart Scale Process:

- Turn lane improvements along Route 360 in Richmond County, at the following intersections:
  - Route 360 and Rich Neck Road
  - Route 360 and Mulberry Road

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Richmond County, Virginia, that the Board of Supervisors does hereby approve the submittal of the identified project for funding under the Smart Scale Process.

__________________________  April 12, 2018
F. Lee Sanders, Chairman
Richmond County Board of Supervisors
RADIO PROJECT- MOU AND PURCHASE AGREEMENT

Mr. Quicke discussed with the Board the proposed MOU from the “Upper Middle Peninsula Regional Radio System” (UMPRRS) as well as the contract to purchase radio equipment from Harris Corporation. He noted that the documents are substantially consistent with the details that were discussed in the fall. Sands Anderson has reviewed the MOU, and they have provided some comments back. Mr. Quicke continued to note that the revisions and comments have been provided to UMPRRS, and a response is forthcoming. Mr. Quicke is hopeful that the Harris Contract for radio purchases, together with the MOU, can be approved (pursuant to changes) since the drive test is scheduled for April 30th.


SENATOR RYAN McDOUGLE

Senator Ryan McDougle discussed with the Board the issues on hand with the State Budget. The main item mentioned was the possible expansion of Medicaid. Senator McDougle spoke on the allocation of the cost of Medicaid as well as the effects of expanding the program. This topic will be addressed in the House and Senate once all returns back to a special session to vote on a finalized State budget. Senator McDougle thanked the Board and Mr. Quicke for their continued cooperation and constant communication.

RICHMOND COUNTY COMPREHENSIVE PLAN- FIVE YEAR UPDATE

Mr. Quicke mentioned a subcommittee for the Comprehensive Plan has been created by the Planning Commission to begin review, which is in the time frame for the five year review; Mr. Quicke noted the obvious things to be updated in the plan are the census data, as well as goals and objectives that have been met or not met.

NATIONAL CRIME VICTIMS WEEK- RESOLUTION RATIFICATION

On Friday, April 6, 2018, the Board was delighted to be a part of an event to celebrate National Crime Victims Week. The event was attended by Congressman Whitman together with many others from the community. Mr. Quicke noted that the resolution was approved prior to the event and needed a motion to ratify the resolution.

“No motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – nay; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the following resolution.”
WHEREAS. Americans are the victims of 20 million crimes each year, affecting individuals and communities;
WHEREAS. years of investment in crime victims’ rights and services have developed a system of victim response that can help victims recover from crime;
WHEREAS. reaching and serving all victims of crime is essential to supporting thriving communities, because those who receive holistic services and support are more likely to remain invested in their communities;
WHEREAS. dedicated victim service providers are working every day to meet the needs of crime victims, yet there are still too many victims without meaningful access to rights and services;
WHEREAS. many victims face barriers—such as isolation, distrust of authorities, language limitations, lack of transportation, or cultural barriers—that keep them from accessing the services and criminal justice systems that can help them recover from crime;
WHEREAS. we must make a dedicated effort to expand the circle of those prepared to respond to victims and link them to the resources that can help them recover;
WHEREAS. engaging a broader array of healthcare providers, community leaders, faith organizations, educators, and businesses can provide new links between victims and services that improve their safety, healing, and access to justice;
WHEREAS. National Crime Victims’ Rights Week provides an opportunity to recommit to ensuring that all victims of crime—especially those who are challenging to reach or serve—are afforded their rights and receive a trauma-informed response; and
WHEREAS. the Northern Neck/Essex County Virginia Victim/Witness Programs are hereby dedicated to strengthening victims and survivors in the aftermath of crime, building resilience in our communities and our victim responders, and working for justice for all victims and survivors.

Now, therefore, I, F. Lee Sanders, as Chairman of the Board of Supervisors of Richmond County, Virginia, do hereby proclaim the week of April 8–14, 2018, as Crime Victims’ Rights Week and reaffirm the Northern Neck/Essex County Virginia Victim Witness Programs’ commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims’ Rights Week and throughout the year; and to express our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

DATE: April 6, 2018

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

GENERAL REASSESSMENT- JANUARY 1, 2020- RFP DISCUSSION

Mr. Quicke announced that pursuant to research of Commissioner of Revenue, the Board decided to hold off on the reassessment one year due to the numbers being very consistent. Mr. Quicke noted this would save about $30,000 by skipping a year and going to a 5-year process; Mr. Quicke noted the Reassessment should not need many changes and hopes to see an issue of request for proposal sometime in the summer.

PAPER SHRED EVENT
Mr. Quicke presented to the board a proposal of the County sponsoring a paper shred event. This is an event that has been mentioned by several citizens. Mr. Quicke stated this event would not be for Companies just for private documents only.

Mr. Herbert asked what the cost for this event would be. Mr. Quicke responded that the event would cost $176 an hour, which is for the county to hold a 3-4 hour event with a mobile truck set up. Mr. Herbert stated he was in favor to try this event 1 time. Mr. Sanders suggested the County purchase a shredder and placing it somewhere the public can use when needed.

“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 hold paper shred event one time for 4 hours.

RICHMOND COUNTY TRASH BLITZ

Mr. Quicke noted he has had more complaints about the trash and concerns on the roadways and litter than ever. Mr. Quicke added as he is getting these complaints he is riding the roadways.

Mr. Quicke recommended a Clean-up blitz would be good for a non-profit community organization to pick up trash, if they provide a date and time the County provides the bags and trash pickup.

Mr. Thomas asked what ever happened to adopt a highway program; Mr. Quicke noted he has been in discussion with Sherriff Smith about probation and parole picking up trash when available, and ways the deputies can patrol the roads more. Mr. Thomas added that the County provide protective vest to insure safety to the volunteers.

ONGOING PROJECTS

CONSTRUCTION UPDATE- EMS FACILITY

Mr. Quicke noted the progress is moving along well and the building portion should be going up in the next 20-30 days.

WALNUT STREET PROPERTY- UPDATE

Mr. Quicke stated the Walnut Street Property is about 97% where it needs to be. Mr. Quicke also mentioned there are two letters of interest for potential long-term lease; those leases are to be discussed in the closed session.

FONES CLIFF- COMPLIANCE ISSUE

Mr. Quicke noted the Erosion and Sediment control plan presented by Mr. Howeth, had been approved. Mr. Quicke also noted permits have not been issued they are still waiting on matters of bonding and RLD.
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Jeff Howeth stated documents have been submitted with DEQ, and he is still waiting for a comment in return. Mr. Howeth reported there has been a bid from a local contractor to begin work onsite as soon as approval is given.

BOARD APPOINTMENTS - COMMUNITY SERVICES BOARD

Mr. Quicke noted receipt of letter from Sherriff Smith asking for a replacement on the Community Services Board due to conflict.

Mr. Sanders suggested it being a board member depending on the budget; Mr. Thomas suggested Mr. Pemberton for the replacement. Mr. Pemberton noted he would like some time to make a decision.

MONTHLY APPROPRIATIONS – RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES

"On a motion made by Richard E. Thomas, 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 May, 2018."

MONTHLY APPROPRIATIONS – RICHMOND COUNTY SCHOOL BOARD

"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 appropriate $1,339,971.00 to the Richmond County School Board for the month of May, 2018."

"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 appropriate $44,880 federal dollars that have come unbudgeted to reimburse the School Board.

APPROVAL OF MINUTES – March 19, 2018

"On a motion made by Richard E. Thomas, 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 March 19, 2018 meeting."

OTHER BUSINESS

David Parr made comment on how well Richmond County and Westmoreland County Animal Control worked together and also thanked Dorothy Walker for her hard work in the victim witness program.
Mr. Quicke noted May 12, 2018 would be the tire Collection at Indian Field from 8am-1pm. Mr. Quicke also mentioned there is a trailer on site for year round collection of tires.

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 disposition of 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

“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 offer to The Haven the property located at 102 Walnut Street for Lease.”

Supervisor Thomas discussed the Current EMS Facility, and the future plans of that facility once the County’s new building is up and running. He stated to the board that he thought it was important that the County not rush to sell this building, but to further evaluate the needs of the County moving forward, and consider what uses this building may have for the County.

ADJOURNMENT

After no further business, Chairman Sanders adjourned the meeting.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors