RICHMOND COUNTY BOARD OF SUPERVISORS
April 11, 2019

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 11th day of April, 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
William C. Herbert, II, Member
J. David Parr, Member

Also Present:
R. Morgan Quicke, County Administrator
Liz Hylan, Admin. Asst.
Dr. Smith, Richmond County Public Schools
Hope D. Mothershead, Planning/Zoning
Clay Woolard, Building Official
Stephan B. Smith, Sheriff
Mitch Paulette, Chief of Emergency Services
Randy Passagaluppi, Chief RCVFD
Kristie Brann, Treasurer
Jennifer Delano, Commissioner of the Revenue
Ryan McDougle, Senator
Approximately 20 others

CALL TO ORDER

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

RESOLUTION-RECOGNITION OF NATIONAL VOLUNTEER WEEK

Mr. Parr along with Mr. Thomas recognized County Volunteers with the following Resolution in honor of National Volunteer Week April 7-13, 2019.

“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 accept the following resolution.”
A RESOLUTION TO DECLARE THE WEEK OF APRIL 7-13, 2019 AS NATIONAL VOLUNTEER WEEK

By virtue of the authority vested in the Richmond County Board of Supervisors, we hereby declare the week of April 7-13, 2019, as National Volunteer Week in Richmond County, Virginia.

WHEREAS, National Volunteer Week is about inspiring, recognizing and encouraging individuals to seek out imaginative ways to engage in their communities; and

WHEREAS, National Volunteer Week is also about showing the community that by working together, we can meet any goal or challenge set forth; and

WHEREAS, the giving of oneself in volunteer service to another empowers both the giver and the recipient; and

WHEREAS, the entire community can inspire, equip and mobilize people to take action that changes the world; and

WHEREAS, volunteers can connect with local community service opportunities through many community organizations and/or County departments, such as the Richmond County Volunteer Fire Department, Library, EMS Auxiliary, Museum, Little League, YMCA, Fair Association and others; and

WHEREAS, during this week, all over the nation, service projects will be performed and volunteers will be recognized for their commitment to service; and

WHEREAS, the Board of Supervisors wish to show appreciation to the volunteers in Richmond County who give many hours each year for their range of talents and duties; and

WHEREAS, volunteers are vital to our future as a caring and productive nation;

NOW, THEREFORE, BE IT RESOLVED, on this 11th day of April, 2019 that the Richmond County Board of Supervisors hereby declares the week of April 7-13, 2019, as National Volunteer Week in Richmond County, and urges the citizens of Richmond County to join in this special observance to honor individuals who have dedicated their time and efforts to continuously better the community.

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

Mr. Thomas thanked the Volunteers on behalf of the Board and himself, for everything that they do.
Senator McDougle commented how wonderful it is to see a community recognize the Volunteers.

Chairman Sanders thanked the volunteers on behalf of the Board, for all that they do and for taking the time to come to the meeting.

Richard E. Thomas was excused from the Board of Supervisors meeting at approximately 9:08 a.m.

**MONTHLY STAFF REPORTS**

**RICHMOND COUNTY PUBLIC SCHOOLS**

Dr. Smith reported a change to the school calendar effective Fall 2020.

Dr. Smith noted there was significant action in regards to House Bill 1652, which addresses the Pre-Labor Day opening and school calendars. Dr. Smith mentioned this bill now allows all school districts to open 14 days prior to Labor Day.

Dr. Smith noted all Regional Schools would be following the same schedule.

**VDOT**

Mr. Quicke reviewed the secondary six-year plan with the Board since VDOT was unable to attend.

Mr. Quicke mentioned asking VDOT to provide a schedule of all the unpaved roads that have been approved through SSYP in the last 10 years.

Mr. Quicke noted VDOT has asked to use this review as a work session, to allow a public hearing to be scheduled at the May 9th meeting, to present the six-year plan program.

"On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye; to schedule a Public Hearing for May 9, 2019 at 9:00 a.m."

Mr. Quicke mentioned the construction project on 360 between Town of Warsaw and Indianfield, has been completed.

Mr. Quicke noted Horse and Buggy signs have been placed throughout the County to alert drivers to be aware. Mr. Quicke also noted a Facebook post has been made to make the public aware of the Amish and Mennonite communities moving to the area.
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SHERIFF

Sheriff Smith reported for March 2019: 843 calls for service; 345 civil papers; 31 arrests with 41 warrants served; and 89 traffic summons.

Sheriff Smith noted that as to the animal control division, there were 29 calls for service in March 2019, with 6 dogs transported to the Westmoreland Animal Shelter.

Sheriff Smith mentioned the Animal Shelter construction is going well. Sheriff Smith noted donations are still coming in and being stored at the old EMS building until opening.

Mr. Quicke reported June is still the goal for the Animal Shelter being complete.

TREASURER

Kristie Brann, Treasurer, shared trial balances with the Board members and noted that the uncollected real estate tax amount for 2018 was $411,900.83.

Mrs. Brann reported John Hutt conducted delinquent Real Estate taxes in March, and all 11 parcels were sold. Mrs. Brann noted Personal Property efforts are still ongoing. Mrs. Brann also noted A-K civil warrants are out being served by the Sheriff’s office and L-Z are being processed by General District Court.

Mrs. Brann mentioned she has been working with official payments that handle online and phone payments. Mrs. Brann noted taxpayers should be able to call into this service starting in May, to pay their taxes over the phone or online by credit card or check.

COMMISSIONER OF REVENUE

Mrs. Delano noted 2020 General Reassessment is moving along and hopes to have reconstruction figures in May.

Mrs. Delano noted Personal Property forms and State income forms are due by May 1st.

PLANNING/ZONING/LAND USE/BUILDING

Mrs. Mothershead reported for the month of March 2019, 6 Land Disturbing Permits were issued, 7 Zoning permits were issued, and 6 Subdivisions/ Boundary Line Adjustments.

Mrs. Mothershead noted the Anti- Litter Committee met on Tuesday the 9th, and currently have 12 groups signed up to participate in the Clean-up Blitz. Mrs. Mothershead mentioned 150 bags of trash have currently been collected from the roadways in Richmond County.

Mrs. Mothershead mentioned Senator Ryan McDougle would be donating the first prize money and Delegate Margaret Ransone has joined in as well and will be donating second place prize money. Mrs. Mothershead noted all participants and winners would be announced during the
Earth Day Celebration on Sunday, April 28th at 1:00 p.m. All Board members were invited to be part of this celebration.

Mrs. Mothershead mentioned the Planning Commission met on Monday, April 8th, to discuss the possible changes to the zoning ordinance concerning Solar Power Facilities. Mrs. Mothershead noted they are still working on suggestions and will advise the Board once recommendations are complete.

Mr. Woolard reported 25 new Building projects beginning in March 2019, with $2,042 fees collected and total construction cost of $450,254.

Mr. Woolard mentioned projects should start picking up with warmer weather approaching.

**EMERGENCY SERVICES**

Chief Paulette addressed the Board and gave the following report for the month of March 2019: Richmond County Department of Emergency Services ran 113 calls for service with 66 transports in March. Total collected revenue recovery for the month was $27,402.73.

Chief Paulette reported March was a busy month with calls and a few public relations events.

Chief Paulette noted on the week of March 2nd and 3rd the on duty crews set up at the RCVFD gun show and handed out informational flyers and were also on hand to sign up anyone interested in the Code RED warning program.

Chief Paulette noted the on duty crews attended career day on Friday, March 29th. Chief Paulette mentioned Lt. Hinson, along with Chief Passagaluppi talked to the 3rd graders about leadership and the other crew members showed the medic units to the kindergarten class.

Chief Paulette mentioned EMT students have been doing skills days on Saturdays at the station as well as ride-a-longs with crews during the week. Chief Paulette reported students are doing very well both in the classroom and in the field.

Chief Paulette noted lately there has been a lot of calls for first aide refusing transports. Chief Paulette also noted they are tracking those calls.

**RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENT**

Chief Passagaluppi reported March 2019 Richmond County Fire Department ran 35 calls for service with Company 1 (Warsaw) ran 15 calls with 0 EMS assist, Company 2 (Farnham) ran 11 calls with 0 EMS assist, and Company 3 (Newland) ran 9 calls with 2 EMS assist.

Chief Passagaluppi noted the gun show was very successful.
SENATOR RYAN MCDOUGLE- 2019 GENERAL ASSEMBLY REPORT

Senator McDougle reviewed a few highlights of the 2019 General Assembly.

Senator McDougle mentioned a lot of time was spent discussing Legislation in Richmond County particularly the Economic Development.

Senator McDougle noted how great it is to see communities work so well with their volunteers and recognizing them for all that they do for citizens.

PUBLIC COMMENT

Brian Davis on behalf of the Richmond County Little League thanked the Board for their budget increase.

Mr. Davis noted Richmond County Little League has partnered with the YMCA for the Healthy Kids YMCA. Mr. Davis mentioned the Healthy Kids Day event will be held May 4th 10 a.m. to 1 p.m. at Richmond County Little League.

Mr. Davis invited the Board members to the Safety around water event located at the Northumberland YMCA, June 6th with further details to follow.

OLD BUSINESS

OLD EMS BUILDING-UPDATE

Mr. Quicke noted there have been numerous calls received from interested parties in renting or buying the building. Mr. Quicke also noted there has been no formal offers at this time.

Mr. Quicke mentioned they are continuing to clean out the facility, and have moved all of the old trophies to the new building for display.

Mr. Quicke mentioned the facility has served as a storage place for supplies for the new Animal Shelter, as well as providing space for our maintenance team to construct kennels that will be located in the Animal Shelter.

Mr. Quicke noted speaking with Chairman Sanders in regards to moving the generator from the old EMS building to possibly the County offices.

NEW BUSINESS

BUILDING CODE BOARD OF APPEALS- HISTORY AND CREATION

Mr. Quicke noted a Local Board of Building Appeals has recently become a topic of discussion. Mr. Quicke mentioned many years ago, Richmond County had this type of appeal board, but it was dissolved due to inactivity. Mr. Quicke noted Local Governments are required to enforce the
Virginia Uniform Statewide Building Code. Mr. Quicke mentioned decisions under these codes are made by local code officials, the affected person(s) may appeal such decision to a local board of appeals. Mr. Quicke noted the local board then rules whether to uphold or overturn the code official’s decision. Mr. Quicke also noted the Local Board of Building Appeals shall consist of at least five members appointed by the locality for a specific term of office established at the time the Board is created.

Mr. Quicke mentioned an alternate option would be to enter an MOU with an adjacent locality to provide this Board for our use.

Mr. Quicke noted he does not envision this Board being very active, but it is a requirement under the Code of Virginia that either a board of our own is created, or enter an agreement with another locality to provide this form of appeal, should it be required.

Mr. Quicke noted this Board would be made up of 5-7 members from each district.

Chairman Sanders recommended bringing this topic up at the next Administrators meeting to get more feedback.

NORTHERN NECK SOIL AND WATER- MOU FOR AG. ASSESSMENT PROGRAM

Mrs. Clarke from the Northern Neck Soil and Water Conservation District mentioned the purpose of these assessments is to measure the effectiveness of existing practices pertaining to soil erosion and sediment control, nutrient management and management of pesticides, and to determine what, if any, additional practices are needed to ensure that water quality protection is being accomplished consistent with CBPA regulations.

Mrs. Clarke noted the County would chose two Ag lands, and then contact the farmer to let them know someone will be coming out to perform an Ag assessment to make sure the land is in compliance.

Mrs. Clarke mentioned Soil and Water has a great relationship with the farmers and does not foresee any problems doing these assessments.

Mrs. Clarke noted it is a preference that each of the localities come up with their own method or work together in choosing these farm owners to perform an Ag assessment, so it does not appear a certain farmer is being targeted.

Mr. Quicke recommended the adoption of this MOU, as this is a required regulation as part of the Chesapeake Bay Preservation Act.

Mrs. Clarke noted the majority of their funding comes from State but is in support of the Virginia Agriculture cost share program. Mrs. Clarke also noted the technical funds received are tied with those Ag cost share programs.
“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye; to adopt the MOU as presented.”

Mr. Quicke noted Tire Collection Day would be held May 18th, 8 a.m.-1 p.m. Mr. Quicke also noted tire collection is still going very well at the Indianfield dumpsite.

**VIRGINIA RETIREMENT SYSTEM (VRS)- LONG TERM CARE OFFER**

Mrs. Denise Dunaway explained the Virginia Retirement System (VRS) Long Term Care program.

Mrs. Dunaway noted recently she has been contacted by VRS about participating in this program. Mrs. Dunaway mentioned this program is offered to active employees and select family members insurance to help with the cost of long term care services such as nursing home care or at home care.

Mrs. Dunaway mentioned this program is employee paid, and there is no cost to the employer.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye; to adopt the Long Term Care Program through VRS.”

**ONGOING PROJECTS**

**CONSTRUCITON UPDATE- ANIMAL SHELTER**

No further updates at this time.

**RADIO SYSTEM UPDATE**

Mr. Quicke mentioned Chief Paulette, Lt. Conkle, and Chris Jett continue to work on all of the pieces coming together for the launch of the new radio system. Mr. Quicke noted radios have been installed in all County vehicles, and the programming is currently in progress. Mr. Quicke also noted the microwave system has been ordered and currently waiting on final install scheduling.

Mr. Quicke mentioned the new goal of July 1st, as opposed to March 1st still seems very attainable.

**BOARD APPOINTMENTS**

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye; to appoint Jackie Davis, District 4, to the Anti- litter committee.”
MONTHLY APPROPRIATIONS- RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: To approve the May 2019 appropriation of Richmond County Department of Social Services for $85,000.00.”

MONTHLY APPROPRIATIONS- RICHMOND COUNTY SCHOOL BOARD

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: To approve the May 2019 appropriation of Richmond County School Board for $1,372,227.00.”

MONTHLY SUPPLEMENTAL APPROPRIATIONS

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appropriate $30,475 for Misc. & Contingency.”

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appropriate $12,000 for Building Inspections.”

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appropriate $103,811 for Ambulance and Rescue.”

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appropriate $375 for Circuit Court.”

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appropriate $8,500 for General Registrar.”

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to appropriate $12,241 for Operating Reserve.”

APPROVAL OF MINUTES –3/14/19, 3/18/19, 3/25/19

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to approve the minutes from 3/14/19, 3/18/19, 3/25/19 meetings as presented with the recommended changes.”
OTHER BUSINESS

Mr. Parr noted he is glad to see the big project on 360 completed. Mr. Parr thanked all the Volunteers.

Mr. Pemberton commented on how huge of an impact the litter cleanup has made on the roadways. Mr. Pemberton noted the clean-up has been a great idea.

RECESS

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

PUBLIC HEARING- REZONING REQUEST

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
Hope Mothershead, Planning/ Zoning
Emanuel Stoltzfus
Rueban Stoltzfus

Chairman Sanders called the meeting back to order.

Mr. Quicke read the following public notice:

In accordance with Section 15.2-2204 of the Code of Virginia, 1950 as amended and pursuant to section 15.2-2310 of the Code of Virginia, 1950 as amended, the Richmond County Board of Supervisors hereby gives notice that a Public Hearing will be held starting at 7:00 p.m., Thursday, April 11, 2019 in Richmond County Public Meeting Room, 101 Court Circle, Warsaw, Virginia 22572. The purpose of the public hearing is to consider the following:

Emanuel & Elsie Stoltzfus propose to rezone approximately 3 acres (a portion of Tax Map No. 32-7) located on History Land Highway, Farnham, VA, from Agricultural, General (A-1) to Industrial, General (M-1) for the purpose of the establishment of a sawmill.

Richard Thomas excused himself from a vote in the meeting.

Mrs. Mothershead read the following background and recommendations.
• Mr. & Mrs. Stoltzfus own approximately 487 acres, more or less, located at 7082 History Land Highway, Farnham, VA.
• Mr. & Mrs. Stoltzfus have made the transition to Virginia from Wisconsin. Mr. Stoltzfus desires to use his talents and work from home with his family members.
• Tax Map No. 32-7 is rich with timber and Mr. Stoltzfus wishes to construct and operate a sawmill, supplying his building needs as well as the needs of the community.
• The Parcel of real estate is currently zoned Agricultural, General (A-1).
• Mr. Stoltzfus has applied for a re-zoning to Industrial, General (M-1), which would ultimately allow him to use the 3 acre portion designed for a sawmill operation (producing and selling products to the public)
• The Comprehensive Plan notes that “land use devoted to industrial activities located in the more rural areas of Richmond County may be permitted if properly buffered and sensitively sited.”
• Phone calls and visits have been received from adjoining landowners and the most pressing questions pertain to the location.
• The rezoning of the 3 acre portion will cause the property to be split zoned. As Mr. Stoltzfus will have his property in the land use program, those 3 acres will be removed and rollback taxes would be due on that 3 acres due to the change of use.
• Mr. Stoltzfus has supplied a drawing of the proposed 3 acre portion of land in question (attached to application). He understands that prior to further development of the parcel, a site plan will need to be provided setting forth building plans, etc. for the Industrial use.

Mrs. Mothershead reported the Planning Commission recommended approval of the re-zoning request on March 11, 2019, however, they have concerns with the chemical being used for the treatment of the lumber and also the entrance onto Route 3.

Mrs. Mothershead noted the chemical has been identified as Sta Brite.

Mrs. Mothershead mentioned she met at the site with a representative from VDOT to discuss the entrance concerns. Mrs. Mothershead noted VDOT allows a low volume commercial entrance, for anything under 50 cars per day. Mrs. Mothershead mentioned the difference between that and a residential entrance is the line of sight. Mrs. Mothershead noted Mr. Stoltzfus is working with VDOT for other alternatives for another entrance.

Mrs. Mothershead noted based on the information contained within the application, staff and planning commission recommended approval of the re-zoning request with the following conditions:

• The use of the 3-acre parcel shall be limited to the processing, treatment, storage and sale of wood products and building material.
• Prior to any permitting, a survey/site plan is submitted (not to exceed 3 acres in size).
• The sawmill be kept at least 500 feet from the highway and 500 feet from any residential area.
• Entrances be located in a way that allows for line of sight on Route 3 (approved by VDOT).
• Chemical used for treatment of wood (Sta Brite) is to be contained as to not become a hazard to the environment (approved by DEQ and EPA).
Mrs. Mothershead mentioned information was received on Sta Brite. Mrs. Mothershead noted Chief Paulette stated they would need to know the amount that would be kept on site, for reporting and inspections through DEQ and EPA to control the chemical.

Mrs. Mothershead noted the chemical is very similar to what Northern Neck Lumber uses. Mr. Stoltzfus explained the treating of lumber process.

Mr. Quicke mentioned reports are received annually from companies dealing with chemicals for record, in case there ever was a spill or fire, responders are aware what type of chemical they are dealing with on scene.

Chairman Sanders asked if there was an established right away that goes with the 3- acres or will it be land locked. Mrs. Mothershead noted it will not be cut out of the larger parcel; the 480 acres will be split zoned.

Mr. Parr asked about a cover for the dip tank. Mr. Stoltzfus advised that the dip tank would be in the open without a cover.

Chairman Sanders opened the public comment period.

With no comments, Chairman Sanders closed the public comment period.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye; to approve the following rezoning request, as noted with the conditions.”

Mr. Thomas returned to participation in the meeting.

CLOSED SESSION


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 allow the County Attorney, County Administrator and/or Chairman of the Board of Supervisors to negotiate with Mr. Lamb (up to $600,000.00) for the purchase of Tax Map No. 16-42 (containing 13.149 acres, more or less) and Tax Map No. 24-6 (containing 30.01 acres, more or less).”

Mr. Herbert noted that with the receipt of a letter from Sherry Pierson, Clerk of the Circuit Court, he thought that the additional amount requested ($3,000.00) should be discussed.

Mr. Quicke gave a brief summary to the Board of the part time budget for the Clerk of the Circuit Court. Mr. Quicke suggested that Ms. Pierson be advised to do what she needed in the area of part time assistance as supplemental appropriations could be done on an as-needed basis.

Chairman Sanders agreed that since the budget has been advertised that the funds be used and if necessary, the Board could address the need for additional funds.

Mr. Pemberton added that the Board had to be careful not to allow every department to exceed the budgeted items with additional part time budgets, as in other departments. Mr. Quicke added that the need for additional part time budgets in other departments has been due to maternity leave. Mr. Pemberton wants to work with the Clerk of the Circuit Court to make the part time budget work.

ADJOURNMENT

After no further business, Chairman Sanders adjourned the meeting.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors