RICHMOND COUNTY BOARD OF SUPERVISORS
July 13, 2017

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 13th day of July, 2017, 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
Hope D. Mothershead, Administrative Assistant
Kristie S. Brann, Treasurer
Greg Baker, Chief of Emergency Services
Dr. Greg Smith, Superintendent
Barry Sanders, Director of Code Administration
Carter White, VDOT
Stephen McKeever, VDOT
John Brown, Chairman, School Board
Harry Smith
John Lewis
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 noted that the new school year was approaching quickly. August 1st will be the beginning of the new athletic season for 2018. Dr. Smith reviewed the post-secondary plans of the 2017 graduates and wished them well. The JROTC participants attended a camp at A.P. Hill wherein they received the “Program of Distinction” Award. Finally, Dr. Smith was happy to announce that Richmond County Public School System has once again been awarded Full Accreditation Status from the Advanced Education Group.

Chairman Sanders asked Dr. Smith if permission for field use had been given to the new Little League Football Group being formed in the County. Dr. Smith added that approval for field use was given for a fundraiser but no other requests had been received.
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**VDOT**

Mr. McKeever advised that the department was working hard to keep up with the requests throughout the month. The mowing cycle on primary roads will begin again on July 17, 2017. Mr. McKeever continued to alert the Board that bridge repair would take place soon with working hours between 9:00 a.m. and 3:30 p.m. Proper notices would be given with message boards and news releases.

Mr. Thomas noted that there was a large amount of overgrowth at 392 Riverdale Road.

Mr. Pemberton asked if VDOT would check Luttrellville Lane for potholes.

Mr. Parr added that he appreciated the trimming VDOT does on a regular basis.

**SHERIFF**

Mr. Quicke presented on behalf of Sheriff Smith the following report for the month of June 2017: 947 calls for service; served 547 civil papers; 24 arrests with 34 warrants served; and served 71 traffic summonses. The jail population for the week in Richmond County was 23.

Sheriff Smith’s report included that the department had assisted with fireworks and several little parades over the July 4th holiday. The department also did a talk with the seniors at Commonwealth Assisted Living.

**TREASURER**

Kristie Brann, Treasurer, presented the Trial Balance Report for the month of June, 2017. The uncollected 2016 real estate tax amount is $246,303.04 and collections are going well. Mrs. Brann noted that the RAN funds and the EMS/Animal Shelter funds had been received.

**PLANNING/ZONING/LAND USE**

Barry Sanders addressed the Board and reviewed the monthly report. The June report consisted of 22 new projects. Mr. Sanders also presented to the Board a comparison report for the fiscal year which demonstrated increases in most categories of permits and inspections. Mr. Sanders noted that in response to the concerns of Ms. Cassandra Rich, discussions were initiated with Mr. Franklin about making arrangements for the junk on his property which is close to other residences and the highway. Mr. Sanders noted that he would continue working with Mr. Franklin to try to remedy the problem.

Mr. John W. Lewis addressed the Board on behalf of the Planning Commission. After discussion of the topic of fracking, the Planning Commission met to make a recommendation. At the July 10, 2017 meeting, the members voted (8-0) to recommend to the Board to ban fracking in Richmond County. Mr. Quicke noted that in order to make this official, there would need to be changes to the ordinance language, together with a public hearing. Mr. Thomas noted
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that he would like attorney recommended language for review. Mr. Pemberton added that he
knew of an individual who may be willing to discuss fracking with the group.

EMERGENCY SERVICES

Greg Baker presented the following EMS report for the month of June: 103 calls in Richmond
County; 3 calls for mutual aide into Richmond County; 4 calls for mutual aide to bordering
counties and 3 fly outs. There was $23,115.00 collected for the month of June from EMS
recovery billing. Mr. Baker noted that the department attended several public events during the
month of June, held a health and preparedness handout event at Rite Aid and facilitated a
demonstration at the YMCA summer camp.

Mr. Parr congratulated Mr. Baker on the professionalism of the Richmond County EMS workers.

PUBLIC COMMENT

Ms. Cassandra Rich of 580 Rich Neck Road, Haynesville, VA, addressed the Board with concern
about the overgrowth of trees alongside Mulberry Road. She would like for VDOT to be
notified. Ms. Rich also offered thanks for the update on the concern of the junk on the property
of Mr. Franklin in Haynesville.

OLD BUSINESS

2019 GENERAL REASSESSMENT DISCUSSION

Mr. Quicke informed the Board that in light of the discussion of General Reassessment during
the June 8th Board Meeting, the Virginia Department of Taxation sent out the “Estimated Ratios
for Tax Year 2017” on June 27th and the estimated 2017 ratio is 100%. The discussion from
June centered on the current reassessment schedule and if any modifications should be made to
it. The Board decided years ago to get on a 4-year reassessment cycle. Our most recent
reassessment was effective January 1, 2015, which would mean on the 4-year cycle, our next
reassessment would need to be effective January 1, 2019. Mr. Quicke added that with the
current estimated ratio, 2.5 years into a 4-year cycle, being 100%, the thought was we could push
the next reassessment back one year, to an effective date of January 1, 2020. There is $30,000
budgeted yearly to hold in an assigned fund balance, with the anticipation of a reassessment
costing us roughly $120,000. A one-year push back would allow the County to save $30,000,
which could be used elsewhere, or could be put in the unassigned fund balance. Mr. Quicke
noted that the purpose of bringing this up at this time is due to the schedule needed in order to
begin reassessment. Beginning reassessment would start with an RFP this fall, with an award of
contract in October or November and work beginning no later than January 1, 2018.

The Commissioner of the Revenue and Mr. Quicke jointly recommend delaying the next
reassessment effective date from January 1, 2019 to January 1, 2020. Into the future, the four-
year schedule would still be the norm, pending market conditions.
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Mr. Thomas is in agreement with the delay and suggests that the yearly budgeted allowance remain in the assigned fund balance for reassessment use in the future.

"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 allow a 5-year cycle for one term and leave the budgeted funds in the assigned fund balance, setting the new effective date for reassessment to January 1, 2020."

Mr. Quicke mentioned that the Planning District Commission has discussed joining efforts to use the same firm amongst the Counties for reassessment. Each County would have to go to a 4-year cycle and one County would do a reassessment each year.

NEW BUSINESS

APPROPRIATE FY18 BUDGET

"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 adopt the following resolution."

RESOLUTION
APPROPRIATION OF FY17-18 Budget

WHEREAS, the Board of Supervisors of Richmond County approved the Fiscal Year 2017-2018 Budget on May 11, 2017, and

WHEREAS, by the Code of Virginia, no monies may be spent until the budget has been appropriated, and

WHEREAS, the Richmond County Board of Supervisors will continue monthly appropriations to the Department of Social Services and the Richmond County School Board,

THEREFORE BE IT RESOLVED, that the Richmond County Board of Supervisors does hereby appropriate in full the Fiscal Year 2017-2018 Adopted Budget.

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F. Lee Sanders, Chairman
Richmond County Board of Supervisors

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EMERGENCY RADIO SYSTEM

Mr. Quicke notified the Board that several conversations had taken place with outside agencies and vendors regarding the emergency radio system. It has been determined that the system is not transmitting as much power as is necessary. The system is about 10 years old and needs improvements or replacement. Mr. Quicke noted that he has met with Federal Engineering, who is developing a state of the art system for Essex and King & Queen. Being on this system would
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allow counties to communicate better. It is possible to join in this system by paying yearly maintenance fees. As a safety feature, two people can talk over the system at one time so that all information is going to dispatch. Mr. Quicke has asked for a proposal from Federal Engineering to do a study to analyze the current system in Richmond County to determine the best deal for the next 5-10 years. Once the proposal is received, Mr. Quicke will bring back before the Board members for discussion and approval.

Mr. Baker noted that the way the fire department is alerted for emergencies is all done through a low-band system, which is not a supported system any longer. Parts for the system are very difficult to find.

It was a consensus from the Board for Mr. Quicke to continue with conversations on the radio system study.

2016 TORNADO REIMBURSEMENT

Mr. Quicke advised the Board, that in June, the County received a reimbursement of $32,612 from the State of Virginia for locally incurred tornado expenses.

COMMERCE PARK / COMMUNITY PARK – FARM LEASE

Mr. Quicke noted that the County leases the undeveloped and unused areas around the Commerce Park and the Community Park, about 46.82 acres. The current five-year lease began November 29, 2012 and is scheduled to terminate on November 29, 2017. The lease is renewable and will automatically renew unless one party gives the other party notice prior to September 1, 2017.

Mr. Quicke is bringing this to the attention of the Board to determine the future of this lease. It appears that there are two primary options: 1. Offer to extend the lease to current Lessee, Robert L. Taylor, for a specific period of time at current rent, or 2. Re-advertise the availability, hold public hearing as the Code of Virginia requires, and accept bids on the acreage.

Mr. Quicke advised that the current Lessee wished to decrease the rent amount to $100.00 per acre. Mr. Herbert suggested that the contract be extended to the current Lessee at the same price or, if not agreeable, the bidding process will have to be started.

“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 extend the lease to the current Lessee at the current price per acre and if not acceptable, proceed with bidding process.”

WALNUT STREET DAYCARE – USE OF COUNTY BUILDING

Mr. Quicke notified the members that when the Richmond County School Board began overseeing operations at the County owned Family Development Center a few years back, the lease agreement with the center stopped, and RCPS took over the maintenance and care of the
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facility. The facility has housed for some time the Virginia Preschool Initiative (VPI) as well as the Walnut Street Daycare (WSD), a private, not for profit entity that serves much of the day care needs for the low-income population of Richmond County.

To provide additional background, Mr. Quicke added that the facility used to house the VPI, the Walnut Street Daycare and the Richmond County Head Start. During that period the County was receiving a rent check every month for $1,500. When the Head Start program pulled out several years ago, the County reduced the rent on the facility to $750 for VPI and Walnut Street Daycare. The rent was done away with in FY16 when the School Board began operating and maintaining the facility; however, the School Board has announced their intentions to begin operating the VPI out of the former Richmond County Intermediate School in the fall leaving the Walnut Street Daycare portion behind in the County owned building.

Mr. Quicke continued to add that the building never transferred to the School System, only in agreement, so the building and its tenant will once again fall under the purview of the Board of Supervisors. A new lease between Walnut Street Daycare and the County will need to be signed bringing up the topic of monthly rent.

April Walker from Walnut Street Daycare addressed the Board and noted that the program has changed many times over the years but still remains an important part of the community. The most recent change with Walnut Street Daycare being the sole occupant of the building will be the very difficult for them. Therefore a transitional year lease has been requested. Many changes have been made within Walnut Street Daycare to help with the increased costs of operation. Ms. Walker hopes that the County will work with Walnut Street to provide a “token” rent on a one-year lease.

RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES - LEASE

Mr. Quicke noted that he was approached by the owner of the complex in which the Richmond County Department of Social Services is housed regarding the current 10-year lease for the facility as well as additional years after 10. In 2012, a 10-year lease was signed with Chesapeake Office Management, LLC for the Department of Social Services. This lease called for monthly payments of $4,291.15 from June 1, 2012 until May 1, 2017 for a total yearly cost of $51,493 and for a monthly cost of $4,506.93 from June 1, 2017 through May of 2022, for a total yearly cost of $54,083.00. An offer was presented to the County, that if the contract was extended for an additional five years (years 11-15) that the landlord would not increase the rent for the middle five years. The rent would remain at $4,291 per month for the next five, and not increase until years 11-15. The lease for the Department of Social Services has been a topic for some time due to the costs and terms, and it has been discussed in the past that once the 10-year lease is up, the County would have other arrangements for DSS.

Mr. Herbert noted that he would like to see Social Services in a County owned building and would like to start putting some money aside the next four or five years to perhaps plan for a move.

The Lease will be further discussed at a later time.
ONGOING PROJECTS

LITTLE FLORIDA UPDATE

Mr. Quicke noted that a decision should be rendered from the Supreme Court on or about September 22, 2017.

CONSTRUCTION UPDATE – EMS AND ANIMAL SHELTER

Mr. Quicke mentioned that he has received the proposed plans for the animal shelter and asked Barry Sanders to begin the review process. The EMS site plan is currently being prepared. Mr. Quicke noted that D & M Surveyors are doing the survey for both projects. The School Board is working towards conveying the animal shelter property. Funds are in the account for both projects. Dr. Smith and the School Board are working on the bus garage plans. Once all plans are approved, they will be ready to put out for bids.

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 August, 2017."

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 $1,339,971.00 to the Richmond County School Board for the month of August, 2017."

"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: to adopt the following resolution."

RESOLUTION – July 12, 2017

BE IT RESOLVED, by the School Board of the County of Richmond, in regular session at Warsaw, Virginia, on Wednesday, July 12, 2017, that this Board requests of the Board of Supervisors of said County permission to transfer funds from one category to another within the Budget as set for 2017-2018.

Respectfully submitted,

RICHMOND COUNTY SCHOOL BOARD

John A. Brown
Chairman

Susan H. Johns
Clerk
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“On a motion made by Richard E. Thomas, 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: to adopt the following resolution.”

RESOLUTION – July 12, 2017

WHEREAS, Section 22.1-122 of the Code of Virginia states that the School Board shall examine and approve all claims against it and authorized payment thereof; and

WHEREAS, this section also provides for the drawing of special warrants when the School Board has by resolution authorized the payment thereof, and

WHEREAS, the regular meeting of the Richmond County School Board falls too early in the month for the payment of the bills, and

WHEREAS, from time to time warrants have to be drawn for situations deemed an emergency,

NOW, THEREFORE, BE IT RESOLVED, that the Richmond County School Board by this resolution does authorize and direct the Superintendent and the Director of Finance to draw any warrants they deem necessary for payment. A list of all warrants drawn shall be presented to the School Board at their next regular meeting

Respectfully submitted,
RICHMOND COUNTY SCHOOL BOARD

John A. Brown            Susan H. Johns
Chairman                 Clerk

APPROVAL OF MINUTES – JUNE 8, 2017 / JUNE 29, 2017

“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 June 8, 2017 and June 29, 2017 meeting.”

OTHER BUSINESS

Mr. Thomas noted that he is interested in beginning to think about the different lifestyles moving into Richmond County. He would like to make the transition for the individuals as easy as possible. Mr. Thomas noted that he did see the benefit to getting the canopy of trees cut back on Mulberry Road.

Mr. Parr congratulated Dr. Smith on his end of year report and also thanked John Lewis for the work of the planning commission on the fracking topic.

Mr. Herbert noted that he thought that the school has outdone themselves as they do each year with the graduates. Also, Mr. Herbert thanked the planning commission for the fracking research.
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Mr. Quicke noted that Apex Truss has invested in the County and wants to do some major renovations. They have asked to be included in the Northern Neck Enterprise Zone of Richmond County in order to possibly qualify for some Economic Development rebates from the State for money invested in the area. Mr. Quicke noted that he has been working with Mr. Jerry Davis of the Planning District Commission on a boundary adjustment. The adjustment will require a public hearing. Mr. Quicke asked for the public hearing to be scheduled.

"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 schedule a public hearing on August 10, 2017 at 9:00 a.m. for discussion of an adjustment to the boundary line of the Northern Neck Enterprise Zone of Richmond County."

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

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