RICHMOND COUNTY BOARD OF SUPERVISORS  
December 13, 2018

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 13th day of December 13, 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
Mitch Paulette, Chief, Emergency Services
Jonathon Sydnor, RCVFD
Kristie Brann, Treasurer
Jennifer Delano, Commissioner of the Revenue
Denise Dunaway, Finance Director
Aaron Hawkins, Robinson, Farmer and Cox
Approximately 5 others

CALL TO ORDER

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

MONTHLY STAFF REPORTS

TREASURER

Kristie Brann, Treasurer, shared trial balances with the Board members and noted that the uncollected real estate tax amount for 2018 was $3,563,812.32.

Mrs. Brann reported 2018 tax collection as of December 1st is $2,650,556.62, with an uncollected amount of $913,255.70.

Mrs. Brann reported the office was very busy December 3rd – 5th, and collections went very smoothly with the help of her office staff working together.
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PLANNING/ZONING/ LAND USE

Mrs. Mothershead reported for the month of November 2018, 2 Land Disturbing Permits were issued, 6 Zoning permits were issued, and 2 Zoning Violations were addressed.

Mrs. Mothershead noted Planning Commission will meet January 7th. Mrs. Mothershead also noted effective 2019 Glenn Bowen will be serving as Chairperson with Harry Smith, Jr. serving as the Vice Chairperson.

Mrs. Mothershead mentioned a Wetlands Board meeting was held on November 29th, wherein a joint application was approved for reconstruction of an existing timber bulkhead near Cobham Park Lane. Mrs. Mothershead also mentioned the next Wetlands hearing will be held January 10th.

Mrs. Mothershead noted the Anti-Litter committee is scheduled to meet on January 8th. Mrs. Mothershead mentioned a social media outlet for the anti-litter committee is under construction and should be released soon. Mrs. Mothershead noted the tire container at Indianfield continues to be a success with a total of 259 tires collected from November 6th through December 13th.

Barry Sanders reported 9 new Building Projects beginning in November, 2018 with $1,321.15 fees collected and total construction cost of $371,942.

Mr. Sanders noted the Farnham Dollar General is still on schedule for a January 7th contract turnover. Mr. Sanders also noted a final inspection is planned to be done before Christmas.

Mr. Sanders noted due to his retirement December 31st this would be his last Board Meeting. Mr. Sanders added he appreciates how well the Board works together as a team.

Mr. Quicke presented Mr. Sanders with a resolution honoring his 22 years of service to Richmond County.

“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 accept the following resolution.”

A RESOLUTION HONORING THE SERVICE OF D. BARRY SANDERS TO RICHMOND COUNTY

WHEREAS, D. Barry Sanders was first hired as the Building Official for Richmond County in July of 1996, and during his time with the County, took on multiple other roles such as Zoning Administrator and ultimately, Director of Code Compliance; and

WHEREAS, prior to becoming Building Inspector for Richmond County, D. Barry Sanders was a self-employed, distinguished contractor in the area and has since spent his time working to make the Building Department of Richmond County an efficient and easy process for permitting
of construction projects, all while making certain that projects strictly follow Virginia building codes; and

WHEREAS, D. Barry Sanders has been an integral member over the years of the Virginia Building and Code Officials Association and has been a part of the Education Board, helping others to learn and prosper in the Construction field; and

WHEREAS, D. Barry Sanders has been a large part of his community, serving on many local boards throughout his career, working to make Warsaw and Richmond County a better place to live, work and play, most notably through his efforts with the Northern Neck Technical Center (Advisory Board and Foundation Board), Richmond County Little League, Richmond County Volunteer Fire Department and Habitat for Humanity; and

WHEREAS, D. Barry Sanders intends to retire as of December 31, 2018;

NOW THEREFORE, BE IT RESOLVED, that the Richmond County Board of Supervisors expresses our sincere appreciation and gratitude to D. Barry Sanders for his impactful years as the Director of Code Compliance / Building Official of Richmond County. Mr. Sanders has been a true and dedicated public servant to all of the citizens of Richmond County for over 22 years;

BE IT FURTHER RESOLVED, that a copy of this Resolution, passed on December 13, 2018, be entered into the permanent records of the Richmond County Board of Supervisors.

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Date: __________________
F. Lee Sanders, Chairman
Richmond County Board of Supervisors

EMERGENCY SERVICES

Chief Paulette addressed the Board and gave the following report for the month of November 2018: Richmond County Department of Emergency Services ran 118 calls for service with 79 transports in November. Total collected revenue recovery for the month was $25,414.92.

Chief Paulette noted November was a busy month for calls but, public relations programs slow down some this time of year. Chief Paulette also noted they have been finalizing the EMT- Basic class for next year and have sent out over 20 applications. Chief Paulette mentioned 6 completed applications have been received back so far and have set January 5th as a start date. Chief Paulette noted Captain McDaniel will again be the lead instructor for the program and has high hopes for another successful class.

Chief Paulette mentioned the new Medic 1 has been on display for the week of the EMS Symposium at the Atlantic Emergency Equipment booth. Chief Paulette also mentioned the salesmen all stated that they received numerous compliments on the color scheme, community pride oriented graphics, and overall layout of the unit. Chief Paulette noted this is a big honor to be selected as they sell about 100 medic units a year and only 1 gets a spot at symposium.
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Chief Paulette reported they are still dealing with some final punch list items concerning the new station and due to what needs attention they have been unable to start moving in as soon hoped. Chief Paulette noted he is still hopeful they will be in and operating by Christmas.

RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENT

Lt. Sydnor reported November 2018 Richmond County Fire Department ran 27 calls for service with Company 1 ran 13 calls, Company 2 ran 9 calls, and Company 3 ran 5 calls with 1 EMS assist.

Lt. Sydnor noted the Santa Ride has been rescheduled to Sunday, December 16th at 3pm.

SHERIFF

Sheriff Smith was unable to attend but reported for November 2018: 856 calls for service; 193 civil papers; 33 arrests with 74 warrants served; and 47 traffic summons.

Sheriff Smith noted that as to the animal control division, there were 35 calls for service in November 2018, with 7 dogs transported to the Westmoreland Animal Shelter.

Sheriff Smith noted the office helped the Town Police with the Christmas Parade December 8th.

Sheriff Smith noted Chance Herbert graduated the Law Enforcement Academy, and is filling in part time.

Sheriff Smith noted Officer Steve Davis entertained the 333 Wolf Pack for a show and tell at the office.

MR. AARON HAWKINS- ROBINSON, FARMER AND COX- FY18 AUDIT REPORT

Mr. Hawkins went over the FY18 Audit report results.

Mr. Hawkins thanked staff for their help making this audit run smoothly.

Mr. Hawkins reported the unassigned fund balance is $530,000.00, which is significantly higher than it was last year.

Mr. Hawkins noted that the audit report sets forth the percentage of levy collected is 97.47%.

PUBLIC COMMENT

There is no public comment.
OLD BUSINESS

ANIMAL SHELTER- FUNDING PROPOSAL

Mr. Quicke brought to discussion the recommendation regarding the funding of the Animal Shelter.

Mr. Quicke noted the Animal Shelter bids are due back Tuesday, December 18th at 2p.m.

Mr. Quicke mentioned there are funds to get the project started, with plans for the remaining balance. At the scheduled January meeting Mr. Quicke would like to authorize a general contractor to begin. Mr. Quicke noted the contractor would have 150 days to complete the project with a June completion date.

Chairman Sanders noted bringing this topic back up for discussion at the January 10th Board Meeting.

NEW BUSINESS

RATIFY RESOLUTION- VETERANS DAY 2018

Mr. Quicke read the following resolution honoring Veterans Day/Armistice Day, approved through a phone poll on November 10, 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 accept the following resolution.”

RESOLUTION HONORING VETERANS DAY/ARMISTICE DAY 2018

WHEREAS Richmond County’s sons and daughters have fought for the sovereignty, honor and peace of our homeland in every major conflict and war since the Revolutionary War to present global conflicts; and,

WHEREAS Sunday, November 11, 11 a.m., 2018 marks the one hundredth anniversary of the armistice and peace agreement ending the Great War - World War I; and

WHEREAS historical records note that 316 soldiers in WWI were Richmond County citizens, and the memorial tablet in the Richmond County Courthouse naming the soldiers declares 14 died in battle; and
WHEREAS the Richmond County-Warsaw Rotary Club’s, Flags for Heroes 2018 Veteran’s Day display between Friday November 10 and Monday, November 16th on the grounds of Rappahannock Community College is dedicated to WW I soldiers and their families; and

WHEREAS at the 11 o’clock morning hour on Sunday, November 11, Richmond County resident Rabbi Dr. Thomas ‘Tommy’ Neuman convened a thirty minute ‘Prayer Peace Vigil’
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featuring a recital of “In Flanders Field”, and at 3 p.m., Richmond County farmer and former Board of Supervisor’s member, Randall ‘Randy’ Packett lead a Community Veteran’s Day Service honoring Richmond County’s contributions to the US Military Armed Forces and particularly the 316 soldiers that fought in WWI;

NOW, THEREFORE BE RESOLVED that the Richmond County Board of Supervisors on the 10th day of November 2018 recognize these two Community Armistice / Veteran’s Day Events celebrating the One Hundredth ending of WWI in which, 316 of our citizens voluntarily left their homes, families, businesses and farms of Richmond County in order to secure global peace for our world and to restore civility and harmony for our homeland.

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F. Lee Sanders, Chairman
November 10, 2018
Ratified December 13, 2018

PERSONNEL POLICY AMENDMENTS- WORKERS’ COMPENSATION

Denise Dunaway, Finance Director, presented the Board with recommended changes to Richmond County’s personnel policy regarding Workers’ Compensation. Mrs. Dunaway mentioned it was recently brought to attention some inconsistencies with the policy.

“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 accept the changes (as presented) to the personnel policy, workers’ compensation.”

2019 ORGANIZATIONAL MEETING

Chairman Sanders mentioned for the last few years, the Board has scheduled an organizational meeting for the first week of January in order to take care of procedural issues prior to the regular January Board Meeting.

“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 hold an organizational meeting January 3, 2019 at 6 p.m.”

ONGOING PROJECTS

CONSTRUCTION UPDATE- EMS FACILITY

Mr. Quicke reported working with M.L. Bell regarding some final punch list items that are being addressed. Mr. Quicke noted the main concern was fixing the floors and M.L. Bell has agreed to replace portions of the flooring to give a better product.

Mr. Quicke hopes to reschedule the ribbon cutting once the building is move-in ready.
RADIO SYSTEM UPDATE

Mr. Quicke mentioned radios and equipment have been received and Chief Paulette and Lt. Conkle have worked to separate the order and inventory. Mr. Quicke hopes to still have a March 1st goal of being fully turned over to the new system.

Mr. Quicke noted they are still waiting on pricing for further equipment needed to fully connect into the system through microwave links from the dispatch center to the NNEC Tower and from the NNEC Tower to the Brays Fork tower in Tappahannock to be fully operational. Mr. Quicke mentioned bringing this discussion back up at the January 10th Board Meeting.

Chief Paulette mentioned they are waiting to hear back from an installer in hopes of them coming to the County for about a week and do radio installs at one time.

FONES CLIFF- COMPLIANCE ISSUE

No Current Update.

BOARD APPOINTMENTS

Mr. Quicke mentioned there are several Board Appointments that still need to be filled:

- Planning Commission- District 5
- Anti- Litter Committee- District 4
- Wetlands Board- Alternate- Any District
- Industrial Development Authority- Any District
- Richmond County Public Library Board

Mr. Quicke noted a letter was sent from Janice Dockins, Chair, Richmond County Public Library Board of Trustees, recommending Valentina Veney Baylor to the vacant positon for the Library Board replacing Walter Ball.

“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 appoint Valentina Veney Baylor to Richmond County Public Library Board for a four- year term effective December 13, 2018.”

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 approve the January 2019 appropriation of Richmond County Department of Social Services for $85,000.00.”
MONTHLY APPROPRIATIONS- RICHMOND COUNTY SCHOOL BOARD

“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 January 2019 appropriation of Richmond County School Board for $1,372,227.00.”

MONTHLY SUPPLEMENTAL APPROPRIATIONS

“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 $340,000.00 for a five-year lease revenue loan from BB&T.”

“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 $2,014 for Circuit Court fund for Secretary.”

APPROVAL OF MINUTES – NOVEMBER 8, 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 November 8, 2018 meeting as presented.”

OTHER BUSINESS

Mr. Thomas noted he is glad to hear the tire collection is so far a success. Mr. Thomas also noted he thinks it should be made more aware to the public due to some tire dumping noted around the County. Mr. Thomas thanked VDOT for their promptness during the winter weather getting the roads cleared. Mr. Thomas wished everyone a Merry Christmas and Happy New Year.

Mr. Parr wished everyone a Happy New Year. Mr. Parr also wished Barry Sanders a Happy Retirement and thanked him for his years of service with Richmond County.

Mr. Herbert wished everyone a Merry Christmas and Happy New Year. Mr. Herbert thanked VDOT for their exceptional job getting the roads cleared with the amount of unexpected snow that occurred last weekend.

Mr. Pemberton thanked the Treasurer’s Office and Commissioners Office for their help with the recent audit.

Chairman Sanders thanked all the staff for their help with the audit. Chairman Sanders wished everyone a Merry Christmas and prosperous New Year.

Mr. Quicke thanked Wanda and Vanessa from Social Services; along with Susan at School Board, Kristie Brann, Jennifer Delano, Denise Dunaway and Bea Sanders for all the help with the audit.
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)(1), a personnel matter involving the motion of particular officer or employee.”


ACTION FROM CLOSED SESSION

“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 proposed staffing and departmental structure presented by R. Morgan Quicke, effective January 1, 2019.”

RECESS

Chairman Sanders recessed the meeting until 7:00 p.m. for advertised Public Hearing.

PUBLIC HEARING

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
Samantha Cain
Raymond Bailey
Walter Ball

Chairman Sanders called the meeting back to order.

PUBLIC HEARING- TAX RELIEF FOR ELDERLY AND DISABLED PERSONS

In accordance with Section 15.2-2204 of the Code of Virginia, 1950 as amended and pursuant to Section 15.2-2285 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, December 13, 2018 in the Richmond County Public Meeting Room, 101 Court Circle,
Warsaw, Virginia 22572 to receive public comment on proposed amendments to Sections 32.065 – 32.999 of the Richmond County Code of Ordinances (Tax Relief for Elderly and Disabled Persons).

Mr. Quicke noted the modifications consisted of the inclusion of Manufactured Homes into the ordinance for Tax Relief for Elderly and Disabled.

Mr. Quicke mentioned this change is to become consistent with the Code of Virginia. Mr. Quicke noted applications for this service would go out at the first part of February and due back May 1st, 2019. Mr. Quicke mentioned this program annually provides around $20,000 in relief.

Chairman Sanders opened the floor to the public.

Mr. Ball commented how this program was approved, when he was a Supervisor on the Board years ago.

Chairman Sanders closed the public comment.

“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 accept the proposed changes to the Code of Ordinances (Tax Relief for the Elderly and Disabled.)”

OTHER BUSINESS

Mr. Quicke mentioned Wednesday, December 19th will be the employee Christmas Luncheon in the Board Room.

Chairman Sanders noted Marion James Packett is willing to accept the District 5 position on the Planning Commission.

“On a motion made by F. Lee Sanders, 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 Marion James Packett to the planning Commission.”

ADJOURNMENT

After no further business, Chairman Sanders adjourned the meeting.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors