

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROCKBRIDGE COUNTY
VIRGINIA, HELD IN THE COUNTY ADMINISTRATION BUILDING,
150 SOUTH MAIN STREET LEXINGTON, VIRGINIA,
ON MONDAY, MARCH 10, 2014, AT 5:30 P.M.

PRESENT: CHAIRMAN J.M.HIGGINS
MEMBERS: R.R.CAMPBELL, R.S.FORD, A.W.LEWIS, JR
ABSENT: D.W.HINTY, JR.
CLERK TO BOARD: SPENCER H. SUTER
COUNTY ATTORNEY: VICKIE L. HUFFMAN
FISCAL DIRECTOR: STEVEN BOLSTER
STAFF: CHRIS SLAYDON, ROBERT FORESMAN, JULIE WHITESELL,
BRANDY WHITTEN

Call to Order

Chairman Higgins called the meeting to order at 5:30 p.m.

Supervisor Lewis delivered the invocation. He then led in the Pledge of Allegiance.

Recognition/Presentations

Chairman Higgins called for recognitions and presentations. He recognized Delegate Ben Cline and thanked him for his attendance.

County Administrator Spencer Suter announced the annual Statewide Tornado Drill, set for 9:45 a.m. on March 11th is He advised that this emergency preparedness drill will be observed at all County offices.

Mr. Suter also announced that carpet replacement in the County Administration Building was now complete. He expressed appreciation to the Board for funding the project and to staff for working so hard to move furniture and paint offices.

Citizen Comments

Chairman Higgins called for citizen comments. There were none.

Items to be added to the Agenda

Chairman Higgins called for items to be added to the Agenda. There were none.

Approval of February 24, 2014 Minutes

Supervisor Ford moved to approve the February 24, 2014 Minutes. Supervisor Lewis provided the second to the motion. Supervisor Campbell abstained due to his absence during the February 24th meeting. The Minutes were adopted by the following roll call vote:

AYES: Ford, Lewis, Higgins
NAYES: None
ABSENT: Hinty
ABSTAIN: Campbell

Financial Report

Fiscal Services Director Steve Bolster reviewed his monthly memorandum. Activities for the Commissioner of the Revenue included: completing a busy Business License season; comparing Business License file with Schedule C information for discrepancies; continuing to help citizens with State income tax preparing & processing; starting preparations for the Real Estate tax book; and reconciling monthly DMV additions and deletions to gain accurate data.

Activities for the County Treasurer included: County decals on sale March 3rd, with deadline of April 15th; debt set-off transactions in process; 2013 State income tax payments beginning; Land-use Program: on April 1, 2014, any parcel of land not paid in full will receive a letter stating the land is subject to removal from program; Business Professional Occupational License processing continues; and Real Estate Supplement Book received.

Mr. Bolster reviewed the following informational items to the Board:

- There are three RFPs open for potential proposers to consider. They are posted on the County's website and also advertised in the local newspaper. Those RFPs include: elevator maintenance and HVAC maintenance for the Rockbridge County Courthouse, and the Development of a Solid Waste Plan.
- Custodial Contracts for both the County Administration Building and the County Courthouse have been renewed for an additional year. Memoranda of Agreement are completed and the current contractors are reviewing them. The county Administration Building custodial services will have a review completed on the options to put it out for bid next year or to be managed by an in-house position.
- Budget Work Session #2 is Wednesday, March 12th at 5:30 p.m. in the Extension Office Meeting Room.
- The Fiscal Services Department completed the "scrub" of the County inventory list, including assets such as buildings and vehicles.
- Mr. Bolster has worked with the Emergency Management Coordinator to get an update on the Line of Duty Act roster for insurance purposes.

- Updated the list of lenders to which VACORP will send the County's Certificates of Insurance.
- Debt Services Paid in Full: Utility Revenue Bond to refinance the construction of a water and sewer system near Buena Vista for the Rockbridge County Public Service Authority; and a used John Deere excavator for the Landfill.

Mr. Bolster then reviewed the Revenues vs. Expenditures Chart, noting the following: revenues exceeded expenditures by \$220,155; delinquent taxes are tracking around \$86,000 ahead of the last fiscal year; Public Service Corporation taxes came in around \$137,000 higher than last year; Sales, meals, and lodging revenues are exceeding the last fiscal year's monthly average by around 9%; Year-to-date, expenditures were less than projected by \$625,228; 67% of departments are above projection for balances remaining; and lastly, the County is realizing savings from the refinancing of the Literary Loan, which happened after the FY13-14 budgets were adopted. (Combined savings of \$104,436)

Mr. Bolster presented the School Appropriation Resolution. The resolution included only one line item, for modification and expansion at Maury River Middle School. He requested approval of this appropriation.

Supervisor Lewis moved to approve the School Appropriation Resolution. Supervisor Ford provided the second to the motion, and the resolution was approved by the following roll call vote:

AYES: Lewis, Ford, Campbell, Higgins
NAYES: None
ABSENT: Hinty

**The following has been executed and filed and the office of the

Clerk to the Board **

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROCKBRIDGE
COUNTY, VIRGINIA, HELD AT THE COUNTY ADMINISTRATIVE BUILDING,
150 SOUTH MAIN STREET, LEXINGTON, VIRGINIA,
ON MONDAY, MARCH 10, 2014 AT 5:30 P.M.

On motion by Supervisor _____, seconded by Supervisor _____, the
Board, by record vote adopted the following appropriation resolutions:

APPROPRIATION RESOLUTION

BE IT RESOLVED: By the Board of Supervisors of Rockbridge County, Virginia, that
the following appropriations are, and the same hereby are made, for the period
ending **June 30, 2014** in **FUND 70, SCHOOL CONSTRUCTION FUND** and expended as
follows:

4-70-66200-3160-950 Purchased Services..... \$2,553.00

TOTAL FUND 70 APPROPRIATIONS **\$2,553.00**

RECORDED VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Mr. Bolster then presented the County Appropriation Resolution and
recommended approval.

Supervisor Ford asked Mr. Bolster for further explanation of the Fund
92 appropriation.

Mr. Bolster explained that the Sheriff's Department had recently received a significant amount of funding from the State for drug enforcement. He noted that there were three invoices associated with that funding. Mr. Bolster confirmed that the Sheriff administers those funds.

Supervisor Campbell moved to approve the County Appropriation Resolution. A second was provided by Supervisor Ford, and the resolution was approved by the following roll call vote:

AYES: Campbell, Ford, Lewis, Higgins
NAYES: None
ABSENT: Hinty

**The following has been executed and filed and the office of the Clerk to the Board **

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROCKBRIDGE COUNTY,
VIRGINIA, HELD AT THE COUNTY ADMINISTRATIVE BUILDING,
150 SOUTH MAIN STREET, LEXINGTON, VIRGINIA,
ON MONDAY, MARCH 10, 2014, AT 5:30 P.M.

On motion by Supervisor _____, seconded by Supervisor _____, the Board, by record vote, adopted the following appropriation resolutions and payment of bills for the month as follows:

APPROPRIATION RESOLUTION

BE IT RESOLVED: By the Board of Supervisors of Rockbridge County, Virginia, that the following appropriation/s are, and the same hereby is made, for the period ending **June 30, 2014**, from the UNAPPROPRIATED SURPLUS of the **GENERAL FUND** and expended as follows:

4-11-12040-3002 Contractual Services.....	\$9,202.00
4-11-31030-7001 Homeland Security Grant.....	\$1,836.00

4-11-81010-3202	Payment for Planning Services.....	\$1,700.00
4-11-81090-3002	Transportation Grant.....	\$8,192.00
4-11-81090-3004	Wayfinding Signage Grant.....	\$1,573.00
4-11-81090-5697	RANA-Ops Line of Credit.....	\$20,900.00
4-11-91090-6192	Transfer to Lined Landfill.....	\$2,472.00

Total General Fund Appropriations **\$45,875.00**

APPROPRIATION RESOLUTION

BE IT RESOLVED: By the Board of Supervisors of Rockbridge County, Virginia, that the following appropriation/s are, and the same hereby is made, for the period ending **June 30, 2014**, from the UNAPPROPRIATED SURPLUS of the **SWA/LANDFILL FUND** and expended as follows:

4-19-19050-3002	Professional Services.....	\$4,965.00
4-19-19050-5401	Materials & Supplies.....	\$266.00
4-19-19070-3001	Engineering Services.....	\$2,472.00

Total SWA/Landfill Fund Appropriations **\$7,703.00**

Total Appropriations **\$53,578.00**

Current County

11 - General Fund	\$406,546.54
19 - SWA/Landfill	\$61,529.64
20 - SWA/Recycling	\$6,807.73
94 - Central Stores	<u>\$2,770.10</u>

Total County Bills **\$477,654.01**

Current Fiscal Agent

80 - Regional Jail	\$46,757.03
92 - Drug Fund	\$123,879.00
93 - CSA Administration	<u>\$927.00</u>

Total Fiscal Agent **\$171,563.03**

TOTAL ALL BILLS **\$649,217.04**

RECORDED VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Consideration of Personnel Policy Manual Updates

County Administrator Spencer Suter explained that he had hoped to have the revised Personnel Policy to present for adoption; however, there had been some last minute revisions. He noted that he felt it is imperative that a document this important be correct upon adoption. Mr. Suter offered to review all tracked changes in the policy thus far, but Supervisor Lewis stated it was not necessary. Mr. Suter stated that the policy would be brought back to the Board with additional suggested changes including rewording and reformatting.

Supervisor Campbell questioned if employees could make an informed decision on whether or not to join the Hybrid plan as the policy is currently written.

Mr. Suter answered in the affirmative, sharing that employees received documentation on the Hybrid Plan in February, with detailed explanations of employees' options. Mr. Suter went on to thank members of the Personnel Policy Review Team for their diligent work on the policy manual revision: Chris Slaydon, Jeremy Garrett, Julie Whitesell, and John Martin.

Supervisor Ford asked if there had been any changes to the Hybrid Plan since the last Board Meeting.

Mr. Suter responded that there had not.

Acceptance of VGCS Easements

Mr. Suter briefly explained the Agenda Item: "In connection with the broadband project, fiber was installed to a point on the former Rockbridge Middle School property. Virginia Global Communications Systems, Inc., (VGCS) has submitted a request for easements to extend service from the terminus of the fiber infrastructure through underground fiber and relay communications lines, and installation of two cabinet sites on the property. The VGCS proposal is to provide DSL service to Brownsburg and the Walkers Creek area, as the Walkers Creek route for fiber installation was removed from the initial construction under the Broadband Project due to cost. The new equipment installation is also intended to eventually provide a redundant path into the RANA network via an aerial/microwave line of sight transmission between the site and Brushy Hill, west of Lexington. The underground easement for fiber optic transmission and communications relay lines along Sterrett Road is requested at a width of 10 feet, with the center line being two feet off of the road pavement. One cabinet site easement is to be 100 square feet and the other is to be 25 square feet. The locations of the proposed easements are shown on the drawing marked BB03 Relay Easement, by Virginia Global Communications Systems, Inc., dated December 23, 2013, a copy of which is attached hereto. Staff has inspected the proposed placement of the equipment and found no apparent issues with potential future beneficial use of the property." Mr. Suter requested a public hearing be

scheduled on the proposed ordinance associated with acceptance of the easements for March 24th.

Supervisor Campbell moved to schedule a public hearing on the ordinance for March 24, 2014. Supervisor Lewis provided the second, and the motion carried by the following roll call vote:

AYES: Campbell, Lewis, Ford, Higgins
NAYES: None
ABSENT: Hinty

Acceptance of a Farmers Market Application- VA Horse Center

Mr. Suter explained that there were two Farmers Market Applications for approval by the Board. He stated that these were standard yearly applications.

Supervisor Lewis moved to approve the VHC application. A second was provided by Supervisor Ford, and the motion carried by the following roll call vote:

AYES: Lewis, Ford, Campbell, Higgins
NAYES: None
ABSENT: Hinty

Acceptance of a Farmers Market Application- Butch Edwards

Supervisor Ford moved to approve the application for a seasonal farmers market at the intersection of Link Road and Rt. 11. A second was provided by Supervisor Campbell, and the motion carried by the following roll call vote:

AYES: Ford, Campbell, Lewis, Higgins
NAYES: None
ABSENT: Hinty

Consideration of a Resolution to Approve and Adopt the "All Hazards Mitigation Plan"

Emergency Management Coordinator Robert Foresman explained that the All Hazards Mitigation Plan is updated every 5 years by the Central Shenandoah Planning District Commission (CSPDC). He stated that this plan is part of the Emergency Operations Plan that the County must have on file. He then introduced Ms. Rebecca Joyce, Senior Planner of the CSPDC.

Ms. Joyce thanked the Board for the opportunity to bring forth an update on the plan, and also for being one of the most proactive jurisdictions in the region for dealing with natural hazards. She went on to explain that the first plan was adopted by the Board in 2005 and that the updated plan was approved by FEMA in December, 2013, under the condition that it be approved by the County. Ms. Joyce indicated that some of the updates made to the plan were as the result of the tornados in Augusta County in 2011 and the recent earthquake in Louisa County. She then requested approval of the resolution to adopt the updated All Hazards Mitigation Plan. She noted that there are no financial obligations from the County to adopt the plan.

Supervisor Lewis commended Ms. Joyce for being present and for updating the Board. He then recommended approval of the proposed resolution adopting the plan. Supervisor Ford provided the second, and the

resolution was adopted by the following roll call vote:

AYES: Lewis, Ford, Campbell, Higgins
NAYES: None
ABSENT: Hinty

Radio Systems

Mr. Suter presented an update on the current status of the 911 radio system upgrade. He noted the following:

- Based on the recommendation from the Regional Communications Board, all three localities approved Harris Communications as the top ranked respondent to the Request for Proposals.
- Since then, negotiations have taken place with Harris, who had originally proposed either a 7 site system or a 10 site system.
- Negotiations resulted in adding a site to the 7 site system at no additional cost.
- Other negotiations included clarifications on long term maintenance.
- Since the January work session, several issues have arisen with regard to costs, tower siting, and skepticism from some Fire, EMS, and Law Enforcement members on usage.
- Another \$1M has been shaved from the cost through additional negotiations.
 - The number of mobile repeaters have been cut in half.
 - The proposed Irish Creek tower site has been removed.

- Harris has found alternative sites for the those which may not be feasible to occupy if, for example, a tower is at its rated load capacity.
- Harris has offered a "convenience clause" allowing for exit of the contract through final design acceptance.
- Fire, EMS, and Law Enforcement users have been offered a trip to Pittsylvania County, which currently employs a very similar system design, recently installed by Harris Communications.
- In order to keep the pricing offered in November by Harris, a contract must be executed by the end of March.
- Final figures on financing of the project should be received by PNC Bank on March 11, 2014.

Chairman Higgins asked if there is any grant funding for the project.

Mr. Suter indicated that there are several grants that are being looked at to help fund this upgrade.

Supervisor Ford questioned how similar Pittsylvania County's system is to what the County is being offered.

Mr. Suter answered that the systems are almost identical in design, but that Pittsylvania County uses a 700 Mhz system, while we would employ a 450 Mhz system. He also noted that Pittsylvania County's terrain is much flatter, but that our mountainous terrain would be a challenge no matter what system we employed.

Staff Reports

Supervisor Ford moved to accept the staff reports as presented. Supervisor Campbell provided the second, and the reports were approved by the following roll call vote:

AYES: Ford, Campbell, Lewis, Higgins
NAYES: None
ABSENT: Hinty

Board Comments

Supervisor Campbell requested that the County research and compare State Code and County Code ABC laws. He advised that he had received citizen complaints regarding ABC restrictions on Sunday sales, noting that County businesses have to watch potential customers bypass their establishments on their way to spend their money in the Cities. He recommended that the County adopt State regulations.

Chairman Higgins asked the County Attorney to further research the proposed request.

Chairman Higgins the reported that, following the February 24th meeting, he and Mr. Suter met with Virginia Horse Center representatives including VHC Board Member Buddy Derrick. He stated that it was a positive meeting which he hoped would lead to a positive outcome. He advised that Tom Clarke will be assisting with developing a new Business Plan; that plan was expected to be delivered to the Board of Supervisors within 10 days. He noted that the VHC had also met with City of Lexington officials, and he suggested that another Joint Work Session be scheduled with the

Virginia Horse Center on March 24, 2014.

Closed Meeting as Permitted by Virginia Code §2.2-3711(A)(3), discussion or consideration of a matter involving disposition of publicly held real property.

Supervisor Campbell moved to enter into a Closed Meeting as Permitted by Virginia Code §2.2-3711(A)(3), discussion or consideration of a matter involving disposition of publicly held real property. A second was provided by Supervisor Lewis, and the motion carried by unanimous roll call vote by the Board.

AYES: Campbell, Lewis, Ford, Higgins
NAYES: None
ABSENT: Hinty

Supervisor Campbell moved to reconvene in open session, seconded by Supervisor Lewis, and the motion was approved by unanimous roll call vote by the Board.

AYES: Campbell, Lewis, Ford, Higgins
NAYES: None
ABSENT: Hinty

Supervisor Ford moved that the Board certify that, in the closed meeting 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. A second was provided by Supervisor Campbell, and the motion carried by unanimous roll

call vote by the Board.

AYES: Ford, Campbell, Lewis, Higgins
NAYES: None
ABSENT: Hinty

Adjourn

With no further business to discuss, the meeting was adjourned by unanimous vote by the Board.