

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Board Room
Administration Building
July 7th 2004
2:00 p.m.

MEMBERS PRESENT: Cecil L. Cobb, Chairman
Norma B. Hutner, Vice Chairman
John “Pete” Bradshaw
Gene F. Ott
Thomas E. Payne
Donald W. Weaver

ALSO PRESENT: G. Cabell Lawton, IV, County Administrator
Frederick W. Payne, County Attorney
Shelly Wright, Assistant County Administrator
Melissa Barlow, Assistant VDOT Resident Engineer
Phyllis Bullock, Finance Director
Melissa Marks, Senior Finance Assistant
Steven Biel, Director of Planning & Community Development
John Robins, County Engineer/Director of Public Works
Pat Groot, Grants Administrator
Alice F. Jones, Clerk, Board of Supervisors

CALL TO ORDER

Chairman Cobb called the meeting of July 7th 2004 to order at 2:00 p.m. in the Board Room in the Administration Building in Palmyra, Virginia and the Pledge of Allegiance was recited

REPORTS

Trish Eager, Planning Commission member, briefed the Board regarding the Planning Commission meeting held on June 28th 2004 and actions that were taken. She also apprised the Board that the Rural Preservation Committee has met twice with future meetings planned.

Melissa Barlow, Assistant VDOT Resident Engineer, addressed the Board regarding the following VDOT items:

- maintenance activities included: secondary mowing operations continue; pothole repairs still going on; machining dirt roads; preparing roads for FY-05 paving schedules and entrance pipe installations
- construction activities included: construction continues on the Rt. 15/250 project; Rt. 625 and 644 have a Rural Rustic Contract and expect award this month; the construction is complete on Rt. 632 Rural Rustic; and the Rt. 15 Palmyra Bridge advertisement is still scheduled for January 2006

- miscellaneous activities included: the Rural Rustic Resolution has been received on Rt. 606 and VDOT would still like to pursue right of way for the cul-de-sac; Right of way donation requests will be sent to residents of Rt. 617 and Rt. 624 this month; and the speed has been reduced to 25 mph on Rt. 1302 off of Rt. 622

Ms. Barlow also apprised the Board she would be introducing the new District Administrator at the August Board meeting.

Supervisor Ott expressed his concern regarding the number of accidents and deaths on Rt. 600 & Rt. 616 asking for future local transportation planning by VDOT prioritizing improvements to these routes.

G. Cabell Lawton, IV, County Administrator, reported on the following topics:

- apprised the Board that Tab K in the agenda packet [the resolution regarding JABA's Amendment request] would need to be pulled
- apprised the Board the Legislative Committee met on June 29th 2004 and the Board should have a draft 2005 legislative program for review on August 4th 2004
- apprised the Board the Joint School Construction Committee met on June 30th 2004 and had a full roster; Sheriff Washington has joined the group as an ex-officio member representing the Columbia District; the group met with consultants that will be providing a factual analysis of student projections and existing buildings; and indicated the next meeting is scheduled for September 7th 2004
- expressed thanks to Cris Roberson and staff of the Parks & Recreation Department for the successful Fourth of July Festivities on Pleasant Grove, despite the weather
- apprised the Board that the July 2004 edition of "Fluvanna Currents"[bi-annual newsletter] has been printed and distributed in the County
- apprised the Board that planning for the second Annual Leadership Development Class was well underway and classes should begin this September; the Steering Committee is chaired by Mr. Al Colville and the syllabus is being finalized; requests to participate in this class should be announced soon
- updated the Board regarding the 2005 Reassessment indicating that 1,085 parcels in the County have been appraised [primarily at Lake Monticello] and presently there are two full time appraisers and will soon add another to work other areas in the County
- apprised the Board the Draft Parks & Recreation/Open Space Plan is nearing completion and should be presented to the Planning Commission and Recreation Advisory Board no later than August and presentation to the Board in September

PUBLIC COMMENTS #1

Chairman Cobb opened the floor for the first round of public comments.

- Marvin Moss spoke regarding the Heritage Trail and apprised the Board that the Historical Society was promoting a “Driving Tour”; also passed out handouts regarding the Heritage Trail and apprised the Board that the new headquarters for the Historical Society [Maggie Conrad’s house] would be opening up next week
- Debra Kurre addressed the Board regarding fund raising for the play ground at Pleasant Grove and requested the Board use money being returned to County coffers in order to speed up the development of Pleasant Grove

With no one else wishing to speak, Chairman Cobb closed the first round of public comments.

CONSENT AGENDA

The following items were approved under the consent agenda:

MOTION:

Mr. Mr. Payne moved to approve the consent agenda, which consisted of:

- Speed Study Request [Rt. 15 from Rt. 655 to Rt. 695]
- Minutes of June 16th 2004
- Domestic Preparedness Grant 2004 [submission of the DOJ 2004 equipment allocation grant in the amount of \$78,246; adoption of resolution designating agent and approval of the supplemental appropriation to the Special Projects budget for same amount]
- Resolution/Adopt a Road Name: Mill Lane
- Withdrawal Request from the Byrd Creek Ag/Forestal District [Karen Knight’s request be referred to the Ag/Forestal Committee and the Planning Commission for recommendations]

Mrs. Hutner seconded. The motion carried with a vote of 6-0. AYES: Bradshaw, Hutner, Ott, Payne, Weaver and Cobb. NAYS: None.

ACCOUNTS PAYABLE

Melissa Marks, Senior Finance Assistant, addressed the Board regarding the accounts payable.

MOTION:

Mr. Weaver moved to ratify the payment of Payroll and Accounts Payable for June 2004, in the amount of \$692,698.49. Mr. Bradshaw seconded. The motion carried with a vote of 6-0. AYES: Bradshaw, Hutner, Ott, Payne, Weaver and Cobb. NAYS: None.

Payroll Checks	\$ 351,830.78
Accounts Payable Checks County #100	119,500.62
Accounts Payable Checks CSA #106	147,923.08
Accounts Payable Checks County #115	3,739.36

Accounts Payable Checks Com. Prog. #120	8,590.78
Accounts Payable Landfill #130	19,374.25
Accounts Payable Checks Com. Prog. #302	38,901.97
Accounts Payable Checks FUSD #505	<u>2,837.65</u>
<u>TOTAL</u>	<u>\$ 692,698.49</u>

The Board **directed** staff to report back on three (3) items in accounts payable.

PUBLIC HEARING

None

PRESENTATIONS:

Alternative Sewage Systems

Mr. Don Hackler, Charlottesville Environmental Health officer, introduced Mr. John Aulback who presented the Board with a power point presentation on the overview of secondary treatment for onsite sewage systems. He indicated the objective was to introduce the basics of secondary treatment processes currently in use; present the basics of general, provisional and experimental approval of onsite systems; and introduce the components of systems currently used in Virginia. Mr. Hackler also introduced Mr. Charles Miller, the County’s Environmental Health officer.

Sewer Committee for Palmyra & Pleasant Grove Report

John Robins, County Engineer, Steven Biel, Director of Planning & Community Development and Gary Crouch, Anderson & Associates, provided the Board with a power point presentation. Mr. Biel indicated that the Pleasant Grove and Palmyra Wastewater Treatment Utilities Group have prepared a plan for implementation of a service area for the Pleasant Grove and Palmyra Community Planning Area. Mr. Crouch presented the Board with a two-phased approach to development of the service area with the initial phase to provide service in those areas that are planned to be connected in the wastewater project that is currently being designed. The second phase includes an extended area that includes a portion of the Palmyra Community Planning Area. This extended area is important to have on line in the future if the system is to break even financially. Wastewater usage rates, connection fees and availability fees were also proposed. The initial plan will come back before the Board in August for adoption.

The Board **directed** staff provide the Board with the slide presentation from the Sewer Committee for Palmyra Pleasant Grove Report presentation.

RECESS

The Board recessed at 4:12 p.m.

RECONVENE

The Board reconvened at 4:30 p.m.

Update on Pleasant Grove Projects

Cris Roberson, Parks & Recreation Director, provided the Board with an update on projects at Pleasant Grove. Among these are the Heritage Trail, the Recreational Athletic Park, the Dog Park and other proposals that have been submitted for various Pleasant Grove projects not currently on the Master Plan. Ms. Roberson indicated that the citizen group for the Dog Park has raised close to \$4,000 and several additional fundraisers are being planned through the summer. She also indicated that a citizen group is assisting Parks & Recreation to fundraise for a playground at Pleasant Grove to match \$5,000 of Recreation Program revenue set aside for this project. They are also working with VDOT for a cost estimate on the Recreation Access Road which they anticipate bringing before the Board in the fall for submission to VDOT. Ms. Roberson also stated that it was the intent of the Parks & Recreation Department to staff proposed proposals through the Parks & Recreation Advisory Board for review and recommendation to the Board of Supervisors.

The Board concurred with Ms. Roberson's intent and also requested semi-annual presentations on Pleasant Grove project development.

Strategic Management Plan for the Finance Department

Ms. Phyllis Bullock, Finance Director, presented the Board with a power point presentation regarding her strategic management plan for her department. She indicated that the department's mission is to be "committed to exceeding the expectations to our customers by providing responsible leadership in financial, purchasing, technological and support services". Ms. Bullock indicated that at present the department was unorganized and tasks were mostly reactive rather than structured and suggested that reorganization of the department was paramount for efficiency and functionality. The structure she suggested would formalize process, reduce redundancies and promote efficiency. She is hoping to provide better supervision, efficiency through streamlining work processes, promote better customer service and provide cost savings through reduction of redundancies and reconstruction. She also discussed personnel; described major functions and operations; provided department goals, objectives and outcomes; promoted technology; promoted training and support; expressed performance targets; the need for evaluations of programs and services and methodology.

The Board indicated their endorsement of the Strategic Plan for the Finance Department.

ACTION MATTERS

Resolution/Amendment to JABA's Joint Exercise of Power Agreement

This item was pulled from the agenda.

Regional Economic Development Plan

This plan was previously presented to the Board for review and recommendations on June 2nd 2004.

Grant Tate, EDC Member, addressed the Board regarding this issue and asked the Board for their endorsement of the plan.

MOTION:

Mr. Ott moved to adopt the “Proposed Regional Economic Development Plan” as presented. Mr. Bradshaw seconded. The motion carried with a vote of 6-0. AYES: Bradshaw, Hutner, Ott, Payne, Weaver and Cobb. NAYS: None.

Carryovers

Departments have requested carryovers from the 2003/2004 budget appropriations and this requires action by the Board of Supervisors before changes can be made to the FY-2005 budget.

Phyllis Bullock, Finance Director, addressed the Board regarding this issue.

MOTION:

Mr. Bradshaw moved that the Board of Supervisors approve to budget and appropriate carryover funds in the following amounts:

Capital Improvements	\$3,741,468.45
Grants Administration	6,500.00
Sheriff	28,095.67
Special Projects	84,400.00
E911	29,983.27
Public Works	56,693.10
Parks & Recreation	52,015.25
Grant Contingency	<u>9,040.00</u>
Totaling	\$4,008,195.74

Mr. Payne seconded. The motion carried with a vote of 6-0. AYES: Bradshaw, Hutner, Ott, Payne, Weaver and Cobb. NAYS: None.

****Supervisor Payne left the meeting at 6:04 p.m.*

Compensation for Livestock [cattle killed by dogs]

Section 3.1-796-118 of the Code of Virginia stipulates that any person who has livestock that was killed or injured by any dog is entitled to compensation for the fair market value of the animal, not to exceed \$400 per animal or \$10 per fowl.

G. Cabell Lawton, IV, County Administrator, addressed the Board regarding this issue.

MOTION:

Mr. Weaver moved to approve compensation for Mr. Julian Layne in the amount of \$400 for a deceased cow and Mr. Harry Davis in the amount of \$275 for a deceased calf to be paid from account 91070-5850 (Contingency Fund). Mrs. Hutner seconded. The motion carried with a

vote of 5-0. AYES: Bradshaw, Hutner, Ott, Weaver and Cobb. NAYS:
None. ABSENT: Payne

Solid Waste Alternatives/Request for Proposal

With the landfill scheduled for closure in 2007, waste disposal options need to be evaluated and a means of disposal selected in order to provide continued service to the citizens of the County.

John Robins, Public Works Director, addressed the Board regarding this issue.

MOTION:

Mrs. Hutner moved to direct staff to advertise for procurement of waste disposal service. Mr. Weaver seconded. The motion carried with a vote of 5-0. AYES: Bradshaw, Hutner, Ott, Weaver and Cobb. NAYS: None. ABSENT: Payne.

OLD BUSINESS

None.

NEW BUSINESS

Improved Public Notification

Supervisor Hutner expressed concern that not enough advertisement was being furnished to the public regarding public meetings taking place in the County and specifically mentioned the Rural Preservation District committee meetings. After discussion among the Board it was decided that advertising in all local newspapers, the website, television and radio broadcasting and individual mailings were to be considered and might help spread the word.

Other New Business

Supervisor Bradshaw reminded the board and staff that the Agricultural and Forestal District Ordinance needed to be reviewed and possibly revised.

Supervisor Weaver commended the County Administrator for advising the Board of his vacation schedule and then asked the Board to consider loan options for repayment of the High School Expansion project.

The Board **directed** the County Administrator to review loan options for the High School Expansion project.

PUBLIC COMMENTS #2

Chairman Cobb opened the floor for the second round of public comments.

- Warren Brown, EDC Chairman, addressed the Board regarding the EDC and expressed the need for help in the form of the Thomas Jefferson Partnership and the services of Dennis Rawls. He asked the Board for their serious consideration of his request.

With no one else wishing to speak, Chairman Cobb closed the second segment of public comments.

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 6:35 p.m. Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting pursuant to the provisions of Section 2.2-3711 of the Code of Virginia, 1950, as amended, for the purpose of discussing pending litigation. Mr. Ott seconded. The motion carried with a vote of 5-0. AYES: Bradshaw Hutner, Ott, Weaver and Cobb. NAYS: None. ABSENT: Payne

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION:

Mr. Weaver moved the closed meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session. Mr. Payne seconded. The motion carried with a vote of 5-0. AYES: Bradshaw, Hutner, Ott, Weaver and Cobb. NAYS: None. ABSENT: Payne.

MOTION:

At 6:40 p.m., the following resolution was adopted by the Fluvanna County Board of Supervisors following a closed meeting held Wednesday, July 7th 2004, on motion of Mr. Weaver, seconded by Mr. Ott and carried by a vote of 5-0. AYES: Bradshaw, Hutner, Ott, Weaver and Cobb. NAYS: None. ABSENT: Payne

“**BE IT RESOLVED** to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.”

ADJOURN

MOTION:

At 6:42 p.m. Mr. Weaver moved the Fluvanna County Board of Supervisors meeting of Wednesday, July 7th 2004 be adjourned. Mrs. Hutner seconded. The motion carried with a vote of 5-0. AYES: Bradshaw, Hutner, Ott, Weaver and Cobb. NAYS: None. ABSENT: Payne.