

BOARD OF SUPERVISORS MINUTES

FEBRUARY 11, 2014

At a regular meeting of the Orange County Board of Supervisors held on Tuesday, February 11, 2014, beginning at 4:00 p.m., in the Meeting Room of the Gordon Building, 112 West Main Street, Orange, Virginia. Present: S. Teel Goodwin, Chairman; Lee H. Frame, Jr., Vice Chairman; Shannon C. Abbs; James P. Crozier; and James K. White. Also present: R. Bryan David, Interim County Administrator; Thomas E. Lachenev, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

RE: ADOPTION OF AGENDA

Mr. Frame moved, seconded by Mrs. Abbs and carried, to adopt the agenda as modified. Ayes: Abbs, Goodwin, Crozier, Frame, White. Nays: None.

RE: CONSENT AGENDA

Mr. Frame moved, seconded by Mr. White and carried, to approve the Consent Agenda as presented.

RE: FY14 SUPPLEMENTAL APPROPRIATIONS

The Board approved the following supplemental appropriations as presented:

DEPARTMENT	ACCOUNT DESCRIPTION	AMOUNT	FUNDING SOURCE
Airport Capital Projects	Easement Acquisition	\$ 222,624.00	Federal Grant
Airport Capital Projects	Easement Acquisition	\$ 19,789.00	State Grant
Airport Capital Projects	Easement Acquisition	\$ 4,948.00	Fund Balance
Subtotal Airport Capital Projects		\$ 247,361.00	
Commonwealth's Attorney	Forfeited Asset Expenses	\$ 5,412.72	Forfeited Assets
Subtotal Commonwealth's Attorney		\$ 5,412.72	

RE: RESOLUTION TO APPROVE PURCHASE AND AUTHORIZE ACCEPTANCE OF DEEDS FOR LAND AND EASEMENTS FOR THE AIRPORT AIP PROJECT NO. 3-51-0037-11 FOR RONNIE H. AND SHEILA M. EDWARDS

The Board adopted the following resolution as presented:

RESOLUTION TO APPROVE PURCHASE AND AUTHORIZE ACCEPTANCE OF DEEDS FOR LAND AND EASEMENTS FOR THE AIRPORT AIP PROJECT NO. 3-51-0037-11 FOR RONNIE H. AND SHEILA M. EDWARDS

WHEREAS, the Board of Supervisors has authorized acquisition of land and easements in order to meet State and Federal Aviation Administration requirements for the Orange County Airport; and

WHEREAS, Ronnie H. Edwards and Sheila M. Edwards have agreed to sell an avigation easement across their property, known as Tax Map No. 31-41H, consisting of 2.406 acres, to the County of Orange for \$40,064;

NOW, THEREFORE, BE IT RESOLVED, on this 11th day of February, 2014, that the Orange County Board of Supervisors hereby approves the purchase of this easement and authorizes acceptance of the deeds for said easement, and authorizes its Chairman to execute the deeds, approved by the County Attorney, on its behalf.

RE: SURPLUS DECLARATION OF COUNTY VEHICLE

The Board declared a 2007 Ford Crown Victoria (VIN# 5277) as surplus and authorized the County Administrator to initiate its disposal through a competitive process in accordance with the Board-adopted Surplus Disposition Policy.

RE: RESOLUTION IN RECOGNITION OF THE 20TH ANNIVERSARY OF FAYE'S OFFICE SUPPLY

The Board adopted the following resolution as presented:

A RESOLUTION IN RECOGNITION OF
THE 20th ANNIVERSARY OF
FAYE'S OFFICE SUPPLY, INC.

WHEREAS, *Faye's Office Supply, Inc.* started as a one-woman business and has been locally owned and operated in Orange County, Virginia by Mrs. Faye Gish since January, 1994; and

WHEREAS, now a family-operated business, *Faye's Office Supply, Inc.* employs 9 full-time employees, all of whom live locally; and

WHEREAS, over the years, *Faye's Office Supply, Inc.* has expanded into an office on Main Street, in addition to a local distribution warehouse in Orange County as well; and

WHEREAS, *Faye's Office Supply, Inc.* has faithfully operated by their slogan of, "Service & Competitive Pricing is our way of doing business," and has made great advances in the customer service and quality they provide to the local community, giving residents of Orange County and surrounding counties a place to "shop local"; and

WHEREAS, *Faye's Office Supply, Inc.* is certified by the Department of Minority Business Enterprise as a Small, Women & Minority Owned (SWaM) business; and

WHEREAS, the Board of Supervisors is particularly proud to acknowledge the success of both a locally-owned and woman-owned business; and

WHEREAS, the Board of Supervisors congratulates Mrs. Faye Gish and her team at *Faye's Office Supply, Inc.* on their business success and their contributions to the Orange County community, and is pleased to join in celebrating the company's 20 Year Anniversary;

NOW, THEREFORE, BE IT RESOLVED, on this 11th day of February, 2014, that the Orange County Board of Supervisors hereby commends and congratulates *Faye's Office Supply, Inc.* on the occasion of its 20th Anniversary and thanks them for their service to the citizens of Orange County.

RE: RENEWAL OF CONTRACT WITH BROWN EDWARDS FOR AUDITING SERVICES

The Board authorized the County Administrator to renew the contract with Brown, Edwards & Company, LLC for an additional one (1) year term.

RE: MINUTES

The Board approved the following minutes:

- January 28, 2014 Regular Meeting

Ayes: Abbs, Goodwin, Crozier, Frame, White. Nays: None.

RE: PUBLIC APPEARANCES

RE: EMPLOYEE OF THE MONTH

R. Bryan David, Interim County Administrator, presented the Employee of the Month award for February 2014 to Amanda Amos, Accounts Payable Clerk in the Finance Department.

RE: SERVICE AWARDS

This item was struck from the agenda.

RE: PRESENTATION OF RESOLUTION IN RECOGNITION OF THE 20TH ANNIVERSARY OF FAYE'S OFFICE SUPPLY

Chairman Goodwin read the Resolution and presented a signed, framed copy to Ms. Faye Gish, Owner of Faye's Office Supply.

RE: BUSINESS SPOTLIGHT

Kerensa Bertolino, Owner of Lux Aromatica, appeared before the Board to spotlight her business. She stated that she made candles, soaps, and bath and body products out of natural, plant-based ingredients and had recently celebrated her five (5) year anniversary as a business, although this had been a hobby for over eighteen (18) years. Ms. Bertolino explained that she would soon be setting up a studio in Orange, and was excited to invite the Board to her grand opening event.

The Board thanked Ms. Bertolino for her presentation.

RE: OFFICE ON YOUTH QUARTERLY REPORT

Alisha Vines, Office on Youth Director, presented the Office on Youth Quarterly Report, which included information on the following topics:

- the Strengthening Families program;
- the upcoming Garvis Huff Awards;
- an update on the Michael's Gift fundraiser;
- a report on the Child Care program enrollment;
- statistics for the Virginia Juvenile Community Crime Control Act program;
- activities of the Youth Council; and
- upcoming events and programs.

The Board thanked Ms. Vines for her presentation.

RE: UPDATE ON WINTER STORM

John Harkness, Fire and EMS Chief, provide an update on the impending winter storm. Discussion ensued among the Board regarding: timing of the weather event; amounts of possible snowfall; contingency or back-up plans for emergency response; mobilization of the National Guard; and maximization of current resources.

RE: PUBLIC COMMENT

At 4:20 p.m., Chairman Goodwin opened the floor for public comment.

The following individuals spoke:

- Richard Clayton, 31342 Paynes Farm Drive, Locust Grove
- James Dyer, 15484 Kerby Drive, Orange

There being no further speakers, public comment was closed at 4:28 p.m.

RE: BOARD COMMENT

Supervisor White commented on the recent Robotics Competition at Locust Grove Middle School, indicating that there was "standing room" only available, and it was nearly a State-wide effort. He recognized Simon Gray for his efforts in coordinating the event, and reported that an Orange County team had qualified for the State Championship.

RE: ACTION ITEMS

RE: EMERGENCY COMMUNICATIONS SYSTEM PROJECT - CONSULTANT PROPOSAL

R. Bryan David, Interim County Administrator, explained that staff had contacted a qualified consulting firm regarding several near-term needs of the Emergency Communications System as well as the future upgrades necessary to meet regulatory requirements and standards. He provided the Board with a copy of the proposal from RCC Consultants, Inc., which he explained was competitively procured in compliance with the County's Procurement Policy.

Mr. David noted that at this time, staff recommended the Board of Supervisors approve the engagement of RCC Consultants, Inc., for the services set forth as Task No. 1 only, with a drive test at a fee of \$25,950. He further noted that the other tasks were provided for informational purposes at this time. Mr. David concluded by reporting that there were sufficient funds available within the CIP budget for the Emergency Communications System Project to cover this task.

Discussion ensued among the Board regarding: what product or information the County would have at the conclusion of the proposed Task No. 1; the idea that the County would have confirmation of what changes were required in the Route 3 Area; long-term issues with the Emergency Communications System; the P25 standard that was driving this system; whether or not this project would have to go out to bid again; the life safety concern; and the immediate need for full coverage in all areas of the County.

Chairman Goodwin expressed concern over the number of miles and the associated cost of the mileage in the proposal, and requested that staff examine that aspect more closely before executing the agreement.

Mr. Frame moved, seconded by Mr. White and carried, to authorize the County Administrator to enter into an agreement with RCC Consultants, Inc. for the services set forth as Task No. 1 in the proposal dated February 3, 2014, at a cost not to exceed \$25,950.

Ayes: Abbs, White, Goodwin, Crozier, Frame. Nays: None.

RE: AWARD OF CONTRACT FOR THE ANIMAL SHELTER GENERATOR PROJECT

Stephanie Straub, Procurement and Grant Coordinator, stated that Orange County released a solicitation on December 3, 2013, for a Generator Solution for the Animal Shelter. She noted that staff advertised the Request for Proposal on the County website, in *The Orange County Review*, and on eVA (Virginia's e-procurement website), reaching approximately 4,829

vendors. She further noted that staff held a mandatory pre-proposal meeting on December 17, 2013, which was attended by nineteen (19) vendors and Orange County received a total of five (5) responses, which were reviewed by the Selection Committee.

Ms. Straub explained that the Selection Committee studied the responses in full and felt it was most advantageous to award a contract to All Install, LLC. She indicated that All Install, LLC specialized in generator installation and provided a thoughtful solution that included installation of a 70kW propane generator, a five (5) year warranty, and one (1) year of maintenance. Ms. Straub also noted that, additionally, the company had experience working with animal shelters, commercial, and residential clients.

Ms. Straub concluded by noting that the total cost of the project was \$48,929 and because of the generosity of the community, this CIP project would be funded solely by donations.

Mr. Frame moved, seconded by Mr. Crozier and carried, to authorize the County Administrator to enter into a contract with All Install, LLC for a Generator Solution for the Animal Shelter.

Ayes: Abbs, White, Goodwin, Crozier, Frame. Nays: None.

RE: RESOLUTION REQUESTING SPEED STUDY ON ZOAR ROAD

Mr. White moved, seconded by Mr. Frame and carried, to adopt the following resolution as presented:

RESOLUTION REQUESTING VDOT TO CONDUCT A SPEED STUDY ON
ROUTE 611 (ZOAR ROAD) IN ORANGE COUNTY

WHEREAS, it is the intention of the Orange County Board of Supervisors to protect the health, safety, and welfare of all its citizens; and

WHEREAS, the Board of Supervisors has received a request from concerned citizens for a speed study on Route 611, Zoar Road, as travelers appear to be using speeds in excess of the current road conditions; and

WHEREAS, the Board feels that posting the appropriate speed signage would significantly improve the safety on this roadway;

NOW, THEREFORE, BE IT RESOLVED, on this 11th day of February, 2014, that the Orange County Board of Supervisors hereby requests that the Virginia Department of Transportation conduct a speed study on Route 611, Zoar Road, in Orange County, Virginia.

Ayes: Abbs, White, Goodwin, Crozier, Frame. Nays: None.

RE: APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

There were no appointments at this time.

RE: DISCUSSION ITEMS

RE: PROPOSED ZONING ORDINANCE TEXT AMENDMENTS

Gregg Zody, Planning and Zoning Director, presented three (3) proposed Zoning Ordinance text amendments to the Board for their consideration in initiating Planning Commission action: the addition of "farm stand," "wayside stand," and "farmer's market" as permitted uses

and Special Use Permits in the R-1 Districts; the definition of “development”; and the definition and applicable zoning districts for “motorcycle, all-terrain vehicle, watercraft repair and storage.”

Discussion ensued among the Board regarding: the definition of farm stands and markets; potential enforcement problems; the differentiation between farm stands, wayside stands, and farmer’s markets; whether or not the uses should be permitted in residential zonings; potential action for the Planning Commission; and inclusion of lawn mowers or small engine repair.

By consensus, the Board initiated Planning Commission action on the attached Zoning Ordinance text amendments concerning farm stand, wayside stand, and farmer’s market; definition for development; and definition for motorcycle, all-terrain vehicle, watercraft repair and storage.

RE: PLANNING COMMISSION SALARY

Chairman Goodwin explained that he brought this item before the Board for their consideration at the request of the Planning Commission. He explained that the frequency of the Planning Commission’s meetings may be changing, and their work may become more in-depth, with the upcoming ordinance re-writes and amendments, and there was interest in increasing their per-meeting salary.

By consensus, the Board requested that staff reinstate the Planning Commission’s salary to the \$100 per meeting rate from previous budget years for the Board to consider as part of the FY15 budget process.

RE: ALTERNATIVE TO THE FIRE CODE

Vice Chairman Frame explained that since the determination to not implement the full Fire Code had practically been made, an idea had been raised regarding the feasibility of voluntarily reviewing businesses for any problems.

John Harkness, Fire and EMS Chief, explained that because of the County’s limited resources, it may be difficult to provide that service. He also indicated that the staff member performing the inspection, even on a voluntary basis, would still be legally obligated to report the violations through the State Fire Marshal, adding an undue burden of liability and documentation.

Mr. Frame explained that, based on Chief Harkness’ recommendation, he would not recommend further exploring this alternative; however, he was interested in the continuation of public awareness and education efforts.

By consensus, the Board discussed an idea as an alternative to implementation of the full Fire Code, but determined that staff should instead just continue their public awareness, education, and outreach efforts on the pertinent topics contained within the Fire Code.

RE: EMPLOYEE WELLNESS PILOT PROGRAM

Supervisor Abbs introduced an idea for an Employee Wellness Pilot Program to the Board. She explained that there was currently an opportunity for employees to participate in a payroll deduction for gym memberships, but she wanted to propose a more comprehensive wellness program to be available to all employees. Ms. Abbs explained that she was seeking support from the remainder of the Board to have staff move forward with researching such a wellness program that could then be presented to the Board for their consideration.

Discussion ensued among the Board regarding: improved health of the workforce; promotion of healthy lifestyles and choices; funds that were possibly available to re-program for this initiative; and the idea of beginning this pilot program on July 1, 2014.

By consensus, the Board requested that staff gather more information regarding the creation and implementation of an Employee Wellness Pilot Program, including offering of a payroll deduction, possible employee reimbursement, and criteria of the program.

RE: INFORMATION ITEMS

The Board received the following correspondence for its information:

- Treasurer's Report for November
- CSA Monthly Report for November
- The OC Update Newsletter, January 31, 2014 Issue
- Update on Water Supply Plan

RE: COMMITTEE REPORTS

There were no Committee Reports at this time.

RE: CALENDAR

The Board received copies of its calendar for the months of February, March, and April 2014.

RE: SCHEDULE A PUBLIC HEARING FOR ZONING ORDINANCE TEXT AMENDMENTS REGARDING COMMERCIAL KITCHEN / SMOKEHOUSE AND DIGITAL FUEL SIGNS

Mr. Frame moved, seconded by Mrs. Abbs and carried, to authorize staff to advertise for and schedule a public hearing for Zoning Ordinance text amendments regarding Commercial Kitchen / Smokehouse and Digital Fuel Signs on Tuesday, March 11, 2014 at 7:00 p.m.

Ayes: Abbs, White, Goodwin, Crozier, Frame. Nays: None.

RE: SCHEDULE A PUBLIC HEARING FOR REZ 13-02 / SUP 13-04 (D & W INVESTMENTS) FOR A SELF-STORAGE FACILITY

Mr. Frame moved, seconded by Mrs. Abbs and carried, to authorize staff to advertise for and schedule a public hearing for REZ 13-02 / SUP 13-04 (D & W Investments) for a self-storage facility on Tuesday, March 11, 2014 at 7:00 p.m.

Ayes: Abbs, White, Goodwin, Crozier, Frame. Nays: None.

RE: RECESS

The Board of Supervisors took a brief recess at 5:25 p.m.

RE: RECONVENE

The Board of Supervisors reconvened at 5:30 p.m.

RE: BUDGET WORKSESSION

R. Bryan David, Interim County Administrator, reviewed the work that had been done on the proposed budgets to-date, and then turned the floor over to Glenda Bradley, Finance Director.

RE: REVENUE FORECAST

Glenda Bradley, Finance Director, presented the forecasted revenues to the Board by classification, and then provided the forecasted revenues detail.

The Board expressed interest in receiving a report on what each year's original budget was versus the historical actuals for comparative uses. A request was also made to see how the tax revenues were divided by residential, agricultural, etc.

RE: IDENTIFIED BUDGET DRIVERS

R. Bryan David, Interim County Administrator, presented a summary of "FY15 Capital and Operating Budget Drivers," which included larger increases in operating budgets, new personnel and reclassification requests, and imperative capital projects.

The Board requested a report that included a breakdown in base salary versus benefits, which would be helpful when considering personnel requests. Discussion also took place regarding the necessary work at the Four County Players building in Barboursville.

RE: BOARD DISCUSSION

Prior to concluding the Budget Worksession, Mr. David reviewed some of his observations of the budget so far, and the Board discussed areas of the upcoming budget that would pose challenges.

RE: ADJOURN

The Board adjourned the Budget Worksession at 6:41 p.m., and continued its Regular Meeting.

RE: CLOSED MEETING

At 6:41 p.m., Mr. Lacheney read the following motion authorizing Closed Meeting:

WHEREAS, the Board of Supervisors of Orange County desired to discuss in Closed Meeting the following matters:

- One (1) matter concerning the discussion of personnel, which concerns a specific employee. - §2.2-3711(A)(1) of the Code of Virginia;
- Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected. - §2.2-3711(A)(6) of the Code of Virginia;
- Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711(A)(7) of the Code of Virginia;

WHEREAS, pursuant to §§2.2-3711(A)(1), (A)(6), and (A)(7) of the Code of Virginia, such discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Orange County hereby authorized discussion of the aforesaid matters in Closed Meeting.

Mr. Frame moved, seconded by Mrs. Abbs and carried, to approve the resolution authorizing Closed Meeting as presented. Ayes: Abbs, White, Goodwin, Crozier, Frame. Nays: None.

RE: CERTIFICATION OF CLOSED MEETING

At 7:33 p.m., Mr. Lacheney read the following resolution certifying Closed Meeting:

WHEREAS, the Board of Supervisors of Orange County has this day adjourned into Closed Meeting in accordance with a formal vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information Act requires certification that such Closed Meeting was conducted in conformity with the law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Orange County hereby certified that to the best of each member's knowledge, i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applied, and ii) only such public business matters as were identified in the motion by which the said Closed Meeting was convened were heard, discussed or considered by it.

Ayes: Abbs, White, Goodwin, Crozier, Frame. Nays: None.

RE: BUDGET PRESENTATION FROM SCHOOL BOARD

Judy Carter, Chairperson of the Orange County School Board, thanked the Board of Supervisors for the opportunity to present the School Board's proposed budget, and turned the presentation over to Dr. Grimesey.

Dr. Robert Grimesey, School Superintendent, and Matthew Benefield, Director of Budget and Finance, presented the proposed School Board budget to the Board of Supervisors.

Discussion ensued regarding: analysis of housing developments in Orange County when calculating student enrollment; the local composite index (LCI) and calculation of the LCI; enrollment projections; salary scale/steps for Orange County as well as neighboring counties/cohorts; operating expenses per student; capital project requests; expansions in Special Education; the breakdown between new and experienced teachers; School Bus replacement schedules and costs; requirements for State testing; and unfunded State and Federal mandates.

Ms. Carter thanked the Board of Supervisors for hearing their presentation.

RE: ADJOURNMENT

There being no further business to discuss, Mr. Frame moved, seconded by Mrs. Abbs and carried, to adjourn the meeting at 9:03 p.m. Ayes: Abbs, White, Goodwin, Crozier, Frame. Nays: None.

S. Teel Goodwin, Chairman

R. Bryan David, Interim County Administrator