

**BOARD OF SUPERVISORS MINUTES**

**JULY 23, 2013**

At a regular meeting of the Orange County Board of Supervisors held on Tuesday, July 23, 2013, beginning at 5:00 p.m., in the Meeting Room of the Gordon Building, 112 West Main Street, Orange, Virginia. Present: Lee H. Frame, Jr., Vice-Chairman; Shannon C. Abbs; Grover C. Wilson\*; and James K. White. Absent: S. Teel Goodwin, Chairman. Also present: Julie G. Summs, County Administrator; Thomas E. Lacheney, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

\* Mr. Wilson arrived at 5:03 p.m.

RE: ADOPTION OF AGENDA

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

\* Mr. Wilson arrived at 5:03 p.m.

RE: CONSENT AGENDA

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

RE: FY13 BUDGET TRANSFER FOR LEGAL SERVICES

The Board approved the following budget transfer as presented:

DEPARTMENT	TRANSFER FROM	TRANSFER TO	ACCOUNT DESCRIPTION	AMOUNT	FUNDING SOURCE
July 23, 2013 for FY2013					
Legal Services	012215-3100	012210-3160	Prof. Services	\$ 4,834.00	County Attorney
				<b>\$ 4,834.00</b>	

RE: FY14 SUPPLEMENTAL APPROPRIATIONS

The Board approved the following supplemental appropriations as presented:

DEPARTMENT	ACCOUNT DESCRIPTION	AMOUNT	FUNDING SOURCE
Sheriff	Police Supplies	\$ 25,002.00	Byrne Grant
<b>Subtotal Sheriff</b>		<b>\$ 25,002.00</b>	
E-911 (CIP)	EMD Software	\$ 24,012.00	RSAF Grant
<b>Subtotal E-911 (CIP)</b>		<b>\$ 24,012.00</b>	

RE: RESOLUTION TO ADJUST COUNTY ADMINISTRATOR'S COMPENSATION

The Board approved the following resolution as presented:

RESOLUTION TO ADJUST COUNTY ADMINISTRATOR'S COMPENSATION PLAN

WHEREAS, Julie G. Summs currently serves as the Orange County Administrator on a contract basis; and

WHEREAS, on July 9, 2013, the Orange County Board of Supervisors approved a two percent (2%) Cost-of-Living Adjustment (COLA) for the FY2014 Budget, effective July 1, 2013; and

WHEREAS, the Orange County Board of Supervisors wishes to extend this same benefit to Mrs. Summs;

NOW, THEREFORE, BE IT RESOLVED, that the Orange County Board of Supervisors does hereby approve the additional compensation for Mrs. Summs, effective July 1, 2013.

RE: RESOLUTION REQUESTING "STOP SIGN AHEAD" SIGNS AT THE FOUR-WAY INTERSECTION OF MARQUIS ROAD AND LAHORE ROAD

The Board approved the following resolution as presented:

RESOLUTION REQUESTING "STOP SIGN AHEAD" SIGNS TO BE INSTALLED AT THE FOUR-WAY INTERSECTION OF ROUTE 669 (MARQUIS ROAD) AND ROUTE 629 (LAHORE ROAD)

WHEREAS, Route 669 (Marquis Road) and Route 629 (Lahore Road) are public roads that serve the residents of Orange County, Virginia; and

WHEREAS, high volumes of traffic, traveling at various rates of speed, utilizing both Marquis Road and Lahore Road, pose significant safety concerns due to the presence of the four-way intersection of said Roads and the reduced visibility of the current stop signs; and

WHEREAS, after receiving concerns from County residents and travelers, the Orange County Board of Supervisors desires review of this intersection for consideration of additional caution signage in order to protect the safety and welfare of its citizens;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Orange County hereby formally requests that the Virginia Department of Transportation conduct a traffic study at the four-way intersection of Route 669 (Marquis Road) and Route 629 (Lahore Road) to consider the addition of "stop sign ahead" signs approaching the said intersection.

RE: RESOLUTION TO APPROVE A LANDLORD'S AGREEMENT BETWEEN THE COUNTY OF ORANGE AND TRACEY CORPORATION FOR CONSTRUCTION AND OPERATION OF AN AIRPLANE HANGAR

The Board approved the following resolution as presented:

RESOLUTION TO APPROVE A LANDLORD'S AGREEMENT BETWEEN THE COUNTY OF ORANGE AND TRACEY CORPORATION FOR CONSTRUCTION AND OPERATION OF AN AIRPLANE HANGAR

WHEREAS, on September 24, 2002, the Board of Supervisors entered into a lease with the Tracey Corporation; and

WHEREAS, the lease permitted the Tracey Corporation to construct and operate an airplane hangar; and

WHEREAS, the Tracey Corporation has the right, pursuant to the lease, to grant a leasehold deed of trust to construct improvements; and

WHEREAS, the Tracey Corporation obtained certain loans from BB&T Bank to construct said hangar; and

WHEREAS, BB&T Bank has asked the County to execute the attached "Landlord's Agreement"; and

WHEREAS, the Board of Supervisors has determined that it is in the best interests of the County to approve the "Landlord's Agreement";

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Orange County does hereby authorize the Chairman to execute the attached Landlord's Agreement, subject only to any objections by the Virginia Department of Aviation (DOAV).

RE: MINUTES

The Board approved the following minutes:

- July 9, 2013 Regular Meeting

Ayes: Abbs, White, Wilson, Frame. Nays: None. Absent: Goodwin.

RE: PUBLIC APPEARANCES

RE: PRESENTATION OF PRESIDENT'S VOLUNTEER SERVICE AWARDS

Julie Summs, County Administrator, read the names of the President's Volunteer Service Award recipients and Vice-Chairman Frame and Elizabeth Hamilton, Animal Shelter Director, presented the awards.

The following individuals received the Bronze Award for completing 100 to 249 hours of service in one calendar year:

- Dianne Bulow
- Gina Jenkins
- Sandy Kenyon
- Kay Lawman
- Renee Melendez
- Lorri Phillips
- Linda Sutphin
- Anne Thaxter
- James Tredway

Also receiving a Bronze Award, but not in attendance at the meeting, was:

- Heather Isaak
- Donald Noon
- Susan Noon

The following individuals received the Silver Award for completing 250 to 499 hours of service in one calendar year:

- Ray Albertella
- Helga Birdsong
- Ginny Broadbeck
- Jane Whitmore

Also receiving a Silver Award, but not in attendance at the meeting, was:

- David Taylor
- Helene Taylor

RE: BUSINESS SPOTLIGHT

Amanda Taylor, General Manager of Comfort Inn and Suites, appeared before the Board to spotlight her business. She explained that the hotel had been open since September 2011, and was a 58-room hotel with about 15 employees. Ms. Taylor described some of the hotel amenities, including an indoor pool and spa and meetings rooms, and also explained their partnership with the local bed and breakfasts for accommodation needs. Lastly, Ms. Taylor discussed the other services offered by the hotel, including pool memberships, and some community outreach efforts with local organizations.

The Board commended Ms. Taylor for the community outreach and partnership efforts by the hotel and thanked her for her presentation.

RE: VIRGINIA DEPARTMENT OF TRANSPORTATION UPDATE

D. Mark Nesbit, Warrenton Residency Administrator, introduced himself to the Board as the new Residency Administrator, serving for the last two months. He opened the floor for questions from the Board.

Discussion ensued among the Board regarding forecasts of new funding for VDOT programs and the timing of the new Wal-Mart stoplight.

RE: RAPPAHANNOCK-RAPIDAN COMMUNITY SERVICES (RRCS) FISCAL YEAR 2014 PROGRAM PLAN PRESENTATION

Brian Duncan, Executive Director of Rappahannock-Rapidan Community Services, made a presentation to the Board regarding their Fiscal Year 2014 Program Plan. The presentation included information regarding understanding and addressing local needs, current locations in Orange County, proposed upcoming Capital Projects, service projections for FY 2014, and the RRCS FY 2014 budget.

Discussion ensued among the Board regarding: how the local needs were determined and addressed; the future plan to close down specialized homes; the capacity of the RRCS homes; the proposed "borrowing resolution" for the upcoming Capital Projects; the general location of Orange County residents who use the services; and the description and priority of the upcoming Capital Projects.

The Board requested that an evaluation of services be provided, including other places where the same services could be obtained, who was utilizing the services, and what the impact would be to Orange County citizens if the RRCS service availability was changed.

Further discussion ensued among the Board regarding: staffing issues; the possibility of rehabbing or retro-fitting the current Orange County building; involvement of Orange County's appointed RRCS members; follow-up care and accessibility; and the number of people who received services versus the population.

The Board requested additional information regarding the proposed "borrowing resolution" before voting on them. They thanked Mr. Duncan for his presentation.

RE: ACTION ITEMS

RE: RESOLUTION TO RECEIVE RAPPAHANNOCK-RAPIDAN COMMUNITY SERVICES  
FY2014 PERFORMANCE CONTRACT

Mr. White moved, seconded by Mrs. Abbs and carried, to approve the following resolution as presented:

**RESOLUTION TO RECEIVE RAPPAHANNOCK-RAPIDAN COMMUNITY SERVICES (RRCS)  
FY2014 PERFORMANCE CONTRACT WITH THE DEPARTMENT OF BEHAVIORAL HEALTH  
AND DEVELOPMENTAL SERVICES AND THE AREA PLAN FOR AGING SERVICES**

WHEREAS, in June 2013, RRCS adopted its Performance Contract with the Department of Behavioral Health and Developmental Services, and its Area Plan for Aging Services with the Department of Aging; and

WHEREAS, the Orange County Board of Supervisors has received a request from RRCS that it endorse the Contract and Plan by either approving both documents or acknowledging that the Board of Supervisors participated in the review process and has no further additional comments;

NOW, THEREFORE, BE IT RESOLVED, that the Orange County Board of Supervisors does hereby receive the FY2014 RRCS Performance Contract with the Department of Behavioral Health and Developmental Services and the 2014 Area Plan for Aging Services, and acknowledges that they participated in the review process and have no additional comments regarding the Contract or Plan.

Ayes: Abbs, White, Wilson, Frame. Nays: None. Absent: Goodwin.

RE: PUBLIC COMMENT

At 6:21 p.m., Vice-Chairman Frame opened the floor for public comment.

The following individuals spoke:

- Victor King, 15278 Cox Mill Road, Gordonsville, Virginia 22942
- Drew Jackson, 215 W. Main Street, Orange, Virginia 22960

There being no further speakers, public comment was closed at 6:28 p.m.

RE: BOARD COMMENT

There were no Board comments.

RE: ACTION ITEMS

RE: VOICE OVER INTERNET PROTOCOL (VoIP) VENDOR SELECTION AND CONTRACT  
APPROVAL

This item was struck from the agenda.

RE: IMPLEMENTATION OF IDENTIFICATION TAG POLICY AND FEE FOR ORANGE  
COUNTY ANIMAL SHELTER

Elizabeth Hamilton, Animal Shelter Director, explained that the Orange County Animal Shelter handled intake of 425 stray dogs and 258 stray cats in 2012, and although many of them were wearing collars, most were lacking any form of identification. She stated that in an effort to improve pet retention rates and facilitate faster returns, staff had reached out to professionals in the animal welfare community regarding proven techniques and Todd Cramer with *PetSmart*

*Charities* suggested making permanent identification tags readily available for citizens reclaiming their pets or adopting new ones.

Ms. Hamilton stated that of the products and service plans currently available, iMARC offered an engraving machine tailored for light commercial use in shelter settings that included shipping, 300 tags, 2 molds (small and large), the capability to engrave both sides of each tag, and a one-year warranty and technical support, all for the cost of \$3,355. Following the initial purchase, Ms. Hamilton explained that tag refills could be purchased for \$0.89 each and a service contract was available for \$300 per year. She noted that the initial purchase would be funded completely by donations.

Ms. Hamilton stated that staff was suggesting implementing a fee of \$3 per tag in order to (1.) recoup the cost of purchasing blank tags, (2.) accrue funds to cover the procurement of future maintenance contracts for the life of the machine, and (3.) be affordable for citizens.

Ms. Hamilton explained that staff recommended requiring both clients adopting dogs from the shelter and clients recovering stray dogs from the shelter to purchase an identification tag at the time these transactions were being completed. She detailed that the objectives of this policy would be to (1.) decrease the numbers of strays brought into the shelter, (2.) decrease the number of repeat offenders for animals running at-large, and (3.) ease the burden on Animal Control by increasing instances of successful citizen participation in reuniting lost pets with their owners.

Discussion ensued among the Board regarding the current fees associated with recovering stray dogs and whether or not tags could be purchased by the general public at the Animal Shelter.

Mrs. Abbs moved, seconded by Mr. White and carried, to authorize the County Administrator to approve the installation of an engraving machine at the Animal Shelter for identification tags, to set the fee schedule at \$3 per tag, and to accept the funding donation to cover the entire cost of the engraving machine.

Ayes: Abbs, White, Wilson, Frame. Nays: None. Absent: Goodwin.

RE: INCREASE IN FY2014 STATE AID TO LOCALITIES FOR ORANGE COUNTY PUBLIC LIBRARY

Katie Hill, Library Director, explained that the Libraries had a \$4,421 increase in revenue from State aid for public libraries for FY2014 over the estimate used in preparing the budget. She noted that the new annual amount for FY2014 after the increase was \$147,691. Ms. Hill explained that the appropriation was routinely reduced when State funds decreased, but this was an increase. She noted that the Libraries had to report all the funds as spent to the State and would be experiencing a shortfall in funding for their Internet connectivity with Comcast since the changeover required a decision made after their budget request had been submitted. Ms. Hill concluded by further noting that this first increase in State funds in many years would be directed to the Internet issue.

Mrs. Abbs moved, seconded by Mr. Wilson and carried, to recognize increased State revenue for the Orange County Public Library and to increase the appropriation to line item 4731001-45245 (Main Library Wireless Communications) by \$4,421.

Ayes: Abbs, White, Wilson, Frame. Nays: None. Absent: Goodwin.

RE: FEE DONATION REQUEST FROM SOMERSET STEAM AND GAS ENGINE ASSOCIATION

Julie Summs, County Administrator, explained that the Somerset Steam and Gas Engine Association was requesting a fee donation for tipping fees at the Landfill associated with the 37<sup>th</sup> Annual Steam and Gas Pasture Party in September, 2013. She noted that an estimate of the amount of the fee donation was not provided, but fee donations for similar events had averaged around \$113 in the past and in the FY 2014 budget, there was approximately \$4,800 remaining in the Refunds by Supervisors line item.

Mrs. Abbs moved, seconded by Mr. Wilson and carried, to approve a fee donation request for the Somerset Steam and Gas Engine Association for Landfill tipping fees associated with the annual Steam and Gas Pasture Party to be held September 13-15, 2013, using funds from Line Item 4-100-092100-5830 (Refunds by Supervisors) from the FY 2014 budget.

Ayes: Abbs, White, Wilson, Frame. Nays: None. Absent: Goodwin.

RE: PURCHASE OF A NEW VEHICLE FOR FIRE AND EMS

Julie Summs, County Administrator, explained that one of the pickup trucks for Fire and EMS was recently involved in a vehicle accident and was totaled. She stated that staff was recommending replacement of the pickup truck with a Chevrolet Tahoe, which could be purchased off State contract.

Ms. Summs noted that the Tahoe would better meet the needs of the Department of Fire and EMS and the County than the current pickup truck for several reasons. She explained that this vehicle had the ability to seat five people, which was valuable during snow events since these vehicles were often used to reach and remove patients during inclement weather. Ms. Summs stated that the Tahoe would also give the ability to transport employees to training events without having to unload equipment and that with the SUV body of the Tahoe, it could be set up to act as a command post and provide a means for equipment to be carried in a climate-controlled environment.

Ms. Summs explained that the cost of the Tahoe was approximately \$29,548 and the cost of a replacement pickup truck was approximately \$26,288. She further explained that the pickup truck would require an additional \$3,000 to \$4,000 in modifications, which put either of the vehicles in the \$30,000 price range.

Ms. Summs stated that the insurance settlement for the pickup truck was \$22,000 and that the Department of Fire and EMS had \$22,900 in grant monies that could be used to fund the remainder of the vehicle purchase. She further stated that the grant funds would also be used to fund the purchase of the necessary emergency lighting, vehicle lettering, and mobile radios to get the vehicle in service.

Mr. White moved, seconded by Mr. Wilson and carried, to authorize the purchase of a Chevrolet Tahoe for the Department of Fire and EMS utilizing insurance settlement money and grant funding.

Ayes: Abbs, White, Wilson, Frame. Nays: None. Absent: Goodwin.

RE: EMERGENCY PROCUREMENT FOR AIR CONDITIONING AT SEDWICK BUILDING

Kurt Hildebrand, Public Works Director, explained that he was recently notified that there was no air conditioning on the first floor of the Sedwick Building. After checking controls and electrical feeds with no issues, he stated that Riddleberger Brothers, Inc. was called to troubleshoot the system and it was discovered that the compressor and two contactors had failed.

Mr. Hildebrand noted that the system was original to the building and had been targeted for partial replacement in the County's CIP Budget for FY14, but was moved to the out years during the most recent budget process. He explained, however, that this situation needed resolution as quickly as possible. After obtaining quotes for both repair of the current issues and replacement of the entire system, staff recommended that only the compressor and contactors be replaced at this time. Mr. Hildebrand requested that this be done through emergency procurement, awarding the contract to Riddleberger Brothers, Inc. in the amount of \$11,232. He explained that the repair could be funded through carry-forward funds from FY 2013 to FY 2014.

Mrs. Abbs moved, seconded by Mr. White and carried, to authorize the County Administrator to execute the proposal from Riddleberger Brothers, Inc. for replacement of the compressor and contactors for the Carrier Unit MN38AKS028-500 serving the first floor of the Sedwick Building in the amount of \$11,232 using funds from Public Works carry-forwards from FY13 through an emergency procurement solicitation.

Ayes: Abbs, White, Wilson, Frame. Nays: None. Absent: Goodwin.

RE: APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

By consensus, the Board re-appointed Ann Riordan as the District 3 Representative on the Youth Commission, filling the unexpired four-year term of Ray Lonick, with said term commencing immediately and expiring on September 30, 2017.

By consensus, the Board re-appointed Pat Nabers as the District 1 Representative on the Social Services Board, for a four-year term, with said term commencing immediately and expiring on June 30, 2017.

By consensus, the Board appointed Margaret "Maggie" Colby as the Town of Gordonsville Representative on the Economic Development Authority, filling the unexpired four-year term of Jean Chapelle, with said term commencing immediately and expiring on December 31, 2015.

RE: DISCUSSION ITEMS

RE: DESIGN STANDARDS

Gregg Zody, Planning and Zoning Director, shared with the Board various examples of design standards for future zoning ordinance amendments in anticipation of the Route 3 Corridor planning efforts. He noted that several of the examples reviewed by staff utilized a concept known as the Highway Corridor Overlay District, which set forth certain landscaping, architectural, parking, and low impact development standards that promoted aesthetic and functional standards in a flexible manner.

Mr. Zody explained that given the County's current limited design standards, it was staff's desire to initiate general discussion of how development would occur in designated growth areas in the future.

The Board asked whether or not the Planning Commission would work on this topic and Mr. Zody indicated that he was seeing direction from the Board before taking this to the Planning Commission. The Board requested that this information be provided to the Planning Commission for consideration as well.

RE: POTENTIAL PROJECT AND CDBG GRANT

Gregg Zody, Planning and Zoning Director, explained that staff had recently met with Kevin Wood, Project Manager with Piedmont Housing Alliance, about the possibility of rezoning a 15.7 acre parcel (Tax Map No. 68-75) located on Cox Mill Road from R-2 to R-4 in order to

develop a senior living development containing approximately 120 units. He indicated that the current zoning of R-2 would allow approximately 60 units. Mr. Zody further explained that the site was adjacent to the Town of Gordonsville corporate limits and was located on the parcel where Newington Estates was once proposed.

Mr. Zody stated that a key component of this project was the acquisition of CDBG funding for a construction grant. He noted that Mr. Wood had inquired about the possibility of the County (or an assigned agent such as the RRRC) serving as administrator of the grant.

Mr. Zody provided an email to the Board from Mr. Wood containing additional information and stated that he was looking for direction from the Board on how to proceed.

Discussion ensued among the Board regarding: the zoning of the property; the CDBG grant application; the meaning of and work association with administering the grant; a description of the project; phases of the project; the possibility of a community center; concerns with the proposed project location; and the availability of access to public services at the proposed location.

By consensus, the Board requested that this discussion be added to the agenda for the Joint Meeting with the Gordonsville Town Council on Tuesday, July 30, 2013.

Ayes: Abbs, White, Wilson, Frame. Nays: None. Absent: Goodwin.

RE: AMENDMENTS TO PAYROLL SCHEDULE

Supervisor Abbs stated that she had received correspondence that the Constitutional Officers had concerns with the proposed amendment to the payroll processing schedule and she was not sure how or if the concerns could be addressed. She expressed interest in figuring out a way to address the issues and make the employees more comfortable with the change. Supervisor Abbs requested that Ms. Summs meet with the Constitutional Officers to discuss the issues.

RE: COMMENTS FROM CHRISTOPHER LLOYD PRESENTATION

Supervisor Abbs commented on the Christopher Lloyd Site Selection Presentation from July 11, 2013. She indicated that she was glad she was able to view the presentation and that she would like to focus conversations at the upcoming retreat on assets that Orange County has, not on areas that they don't have. Supervisor Abbs stated that overall she thought it was a very beneficial presentation.

RE: INFORMATION ITEMS

The Board received the following correspondence for its information:

- CSA Monthly Report for June
- Update on Stormwater Management Regulations
- Animal Shelter Bi-Annual Report
- Economic Development Quarterly Report
- Tourism Quarterly Report

RE: COMMITTEE REPORTS

The Board received the following Committee Reports for its information:

- June 3, 2013 School Board Minutes
- June 4, 2013 Culpeper Soil and Water Conservation District Minutes

RE: CALENDAR

The Board received copies of its calendar for the months of July, August, and September 2013.

RE: ADJOURNMENT

There being no further business to discuss, Mrs. Abbs moved, seconded by Mr. White and carried, to adjourn the meeting at 7:32 p.m. Ayes: Abbs, White, Wilson, Frame. Nays: None. Absent: Goodwin.

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S. Teel Goodwin, Chairman

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Julie G. Summs, County Administrator