

**BOARD OF SUPERVISORS MINUTES****AUGUST 13, 2013**

At a regular meeting of the Orange County Board of Supervisors held on Tuesday, August 13, 2013, 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; Grover C. Wilson; and James K. White. Also present: Julie G. Summs, County Administrator; Thomas E. Lacheney, 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, Wilson, Frame, White. Nays: None.

**RE: CONSENT AGENDA**

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

**RE: CARRY FORWARD REQUESTS FROM FY13 TO FY14**

The Board approved the following carry forward requests from FY13 to FY14 as presented:

**Carry-forward From: Fiscal Year 2013 to 2014**

| <b>Account Number</b> | <b>Department</b> | <b>Amount</b> | <b>Description of Item</b>               | <b>Reason Carry Forward Is Necessary</b>                       |
|-----------------------|-------------------|---------------|--|--|
| 4-100-011010-3600     | Legislative       | \$ 25,000.00  | Advertising                              | Comp. Plan Ads, Zoning & Subdivision Ordinance changes         |
| 4-100-011010-5210     | Legislative       | \$ 3,885.00   | Postage                                  | Postage for Comp. Plan, Zoning & Subdivision Ordinance changes |
| 4-100-011010-5540     | Legislative       | \$ 2,175.00   | Conventions & Education                  | New Supervisor training through VACo following elections       |
| 4-100-012110-3100     | Administration    | \$ 6,250.00   | Professional Services                    | Expenses related to Joint BOS/EDA/PC Retreat                   |
| 4-100-012110-3112     | Administration    | \$ 54.00      | FOIA Direct Expenditures                 | Expenses related to Joint BOS/EDA/PC Retreat                   |
| 4-100-012110-5210     | Administration    | \$ 455.00     | Postage                                  | Mailing related to follow-up from Joint BOS/EDA/PC Retreat     |
| 4-100-012110-5541     | Administration    | \$ 2,000.00   | Other Training                           | Expenses related to Joint BOS/EDA/PC Retreat                   |
| 4-100-012110-5810     | Administration    | \$ 1,630.00   | Dues & Memberships                       | Expenses related to Joint BOS/EDA/PC Retreat                   |
| 4-100-012110-6001     | Administration    | \$ 425.00     | Office Supplies                          | Expenses related to Joint BOS/EDA/PC Retreat                   |
| 4-100-012110-6009     | Administration    | \$ 40.00      | Repairs & Maintenance-Vehicle            | Unexpected windshield repair on County car                     |
| 4-100-012215-3110     | County Attorney   | \$ 6,302.00   | Professional Services-Rt. 711 Relocation | Rt. 711 Relocation   |
| 4-100-012220-1903     | Human Resources   | \$ 3,972.00   | Educational Incentives                   | Ongoing Educational Incentives                                 |

|                           |                            |              |  |   |
|---------------------------|----------------------------|--------------|--|---|
| 4-100-012220-1907         | Human Resources            | \$ 40,061.00 | Reserve for Position Reclassifications | Ongoing Item  |
| 4-100-012220-2901         | Human Resources            | \$ 20,553.00 | Employee Recognition Program           | Ongoing Item  |
| 4-100-012220-3135         | Human Resources            | \$ 13,000.00 | Consultant & Flex Benes Admin.         | OPEB Liability Actuarial Study  |
| 4-100-012240-3121         | Independent Auditor        | \$ 1,300.00  | Cost Allocation Report Preparation     | FY12 Report not yet complete  |
| 4-100-012510-5230         | Information Technology     | \$ 26,110.00 | Telephone Services & Equipment         | Replace some VOIP switches  |
| 4-100-012510-5240         | Information Technology     | \$ 3,400.00  | Network Services                       | Setup configurations for VOIP CIP project   |
| 4-100-012510-5540         | Information Technology     | \$ 1,300.00  | Travel - Conference & Education        | Certification Testing delayed   |
| 4-100-012510-5810         | Information Technology     | \$ 700.00    | VALGITE Dues                           | Not yet billed  |
| 4-100-012510-6014         | Information Technology     | \$ 678.00    | Electronic Storage                     | Year-end Drive for Backup data  |
| 4-100-012510-6026         | Information Technology     | \$ 900.00    | Adobe Pro Software                     | Needed in Admin and OOO   |
| 4-100-013200-5210         | Registrar                  | \$ 1,600.00  | Postage remainder to Copier lease line | Additional Funds needed in FY14 for new copier lease                                |
| 4-100-021600-8107         | Clerk of the Circuit Court | \$ 3,897.00  | TTF Equipment                          | Ongoing Clerk of Court Tech. Exp.   |
| 4-100-022100-1200         | Commonwealth Attny.        | \$ 714.00    | Wages-Overtime                         | Additional Funds needed for pending murder trial                                    |
| 4-100-022100-1322         | Commonwealth Attny.        | \$ 4,006.43  | Salaries & Wages-part Time             | Additional Funds needed for pending murder trial                                    |
| 4-100-031200-1206         | Sheriff                    | \$ 6,733.57  | Wages: Overtime DMV                    | Balance of DMV Grant  |
| 4-100-031200-3313         | Sheriff                    | \$ 5,474.76  | Maintenance - Firing Range             | Collected from neighboring counties for use of range and sales of forfeited weapons |
| 4-100-031200-5844         | Sheriff                    | \$ 13,156.52 | Community Policing Program             | Balance of Donations  |
| 4-100-031200-6003         | Sheriff                    | \$ 15,363.51 | K-9 Supplies & Equipment               | Complete purchase & maintain new K-9  |
| 4-100-031200-6090         | Sheriff                    | \$ 724.00    | DCJS Grant-Supplies                    | Balance of Grant proceeds   |
| 4-100-031200-6060         | Sheriff                    | \$ 352.82    | SWAT                                   | Balance of Donations  |
| 4-100-031200-5541         | Sheriff                    | \$ 5,200.00  | Training                               | Forensic Academy (Bankert)  |
| 4-100-031400-3161         | E-911                      | \$ 25,000.00 | E-911 Verizon Contract                 | Verizon Contract invoice not yet received for FY13                                  |
| 4-100-031770-6001         | TRIAD                      | \$ 1,799.00  | Triad Program                          | Balance of Donations  |
| 4-100-031770-6001-000-100 | TRIAD                      | \$ 500.00    | Project Lifesaver                      | Balance of Donations  |
| 4-100-031770-6001-000-101 | TRIAD                      | \$ 550.00    | Guardian Pendants                      | Balance of Donations  |
| 4-100-034100-3160         | Building Inspections       | \$ 6,900.00  | E-911 Expenses                         | Two handheld Trimble units for inspectors (replacement)                             |

|                   |                                |              |  |   |
|-------------------|--------------------------------|--------------|--|---|
| 4-100-035200-3115 | Animal Shelter                 | \$ 12,495.38 | Emergency Veterinarian Fund                | Balance of Donations                                |
| 4-100-035200-3201 | Animal Shelter                 | \$ 2,007.00  | Pet I.D. Microchip Program                 | Balance of Donations                                |
| 4-100-035200-8201 | Animal Shelter                 | \$ 8,470.00  | Equipment                                  | Balance of Donations                                |
| 4-100-035500-8205 | Emergency Services             | \$ 15,000.00 | Motor Vehicles                             | Grant Proceeds for purchase of new vehicle          |
| 4-100-043200-3310 | Buildings & Grounds            | \$ 41,896.00 | Repair & Maintenance Services              | Ongoing Facilities Repair & Maint.                  |
| 4-100-053421-6015 | Child Care-GBES                | \$ 1,750.00  | GBES Trips & Special Events                | Balance of donations & program fundraisers          |
| 4-100-053421-6001 | Child Care-GBES                | \$ 2,000.00  | Office Supplies-GBES                       | Request for funds for 20th year celebration in FY14 |
| 4-100-053422-6015 | Child Care-OES                 | \$ 1,000.00  | OES Trips & Special Events                 | Balance of donations & program fundraisers          |
| 4-100-053422-6001 | Child Care-OES                 | \$ 2,000.00  | Office Supplies-OES                        | Request for funds for 20th year celebration in FY14 |
| 4-100-053520-1322 | CSA Administration             | \$ 4,300.00  | CSA Admin - Wages Part-time                | On-going Audit Preparation                          |
| 4-100-053700-6001 | Youth Commission               | \$ 250.00    | Office Supplies                            | On-going room renovation project                    |
| 4-100-053700-8205 | Youth Commission               | \$ 21,535.00 | Motor Vehicle                              | Van not delivered until after June 30th             |
| 4-100-053701-6001 | Office on Youth Programs       | \$ 900.00    | OOY Programs - Supplies                    | Balance of donations & program fundraisers          |
| 4-100-053710-9210 | Youth Substance Abuse Programs | \$ 3,094.00  | Youth Substance Abuse Program (After Prom) | Balance of donations & program fundraisers          |
| 4-100-053741-1322 | DSS-Strengthening Families     | \$ 2,545.00  | Wages: Part Time                           | Balance of grant funds                              |
| 4-100-053741-2100 | DSS-Strengthening Families     | \$ 195.00    | FICA                                       | Balance of grant funds                              |
| 4-100-053741-2710 | DSS-Strengthening Families     | \$ 19.26     | Workers Compensation                       | Balance of grant funds                              |
| 4-100-053741-6001 | DSS-Strengthening Families     | \$ 6,285.18  | Office Supplies                            | Balance of grant funds                              |
| 4-100-053770-6001 | Skyline CAP                    | \$ 1,165.00  | Skyline CAP                                | Balance of donations & program fundraisers          |
| 4-100-053780-3111 | At-Risk Program                | \$ 346.00    | At-Risk Program (Breakfast Buddies)        | Balance of donations & program fundraisers          |
| 4-100-053780-6001 | At-Risk Program                | \$ 381.00    | At-Risk Program (Breakfast Buddies)        | Balance of donations & program fundraisers          |
| 4-100-053790-3111 | Project EXCEL                  | \$ 615.00    | Project EXCEL - Background Cks             | Balance of donations & program fundraisers          |
| 4-100-071100-3100 | Parks & Recreation             | \$ 5,000.00  | Professional Services-Parks & Rec          | ReCPro Software                                     |
| 4-100-071100-6001 | Parks & Recreation             | \$ 250.00    | Office Supplies                            | Kitchen/Breakroom Renovation                        |
| 4-100-071234-3100 | Parks-District III             | \$ 3,500.00  | Parks - District III                       | Funds for Dog Park design                           |
| 4-100-071234-3100 | Parks-District III             | \$ 3,500.00  | Parks - District III                       | Fireworks/Playin in the Park                        |

|                   |                                     |              |                                    |   |
|-------------------|-------------------------------------|--------------|------------------------------------|---|
| 4-100-071234-3100 | Parks-District III                  | \$ 720.00    | Parks - District III               | Portable Toilets/Playin in the Park                                 |
| 4-100-071235-3100 | Parks-District IV                   | \$ 1,250.00  | Parks - District IV                | Maintenance Fee for ReCPro Software                                 |
| 4-100-072010-5663 | Cultural Enrichment                 | \$ 4,500.00  | Arts Center in Orange              | Matching Funds for Grant  |
| 4-100-073100-3165 | Orange Main Library                 | \$ 11,034.00 | Data Processing Services           | On-going IT Project   |
| 4-100-073100-6024 | Orange Main Library                 | \$ 497.91    | Audio-visual Materials             | Unspent Donations   |
| 4-100-073110-3165 | Wilderness Branch Library           | \$ 4,090.00  | Data Processing Services           | On-going IT Project   |
| 4-100-073110-8207 | Wilderness Branch Library           | \$ 2,500.00  | Computer Hardware                  | On-going IT Project   |
| 4-100-073120-3165 | Gordonsville Library                | \$ 1,896.65  | Data Processing Services           | On-going IT Project   |
| 4-100-073120-8207 | Gordonsville Library                | \$ 160.67    | Computer Hardware                  | On-going IT Project   |
| 4-100-081100-3175 | Planning & Zoning                   | \$ 1,292.00  | GIS Internet Service               | Ongoing project with many updates outstanding                       |
| 4-100-081100-3176 | Planning & Zoning                   | \$ 47,509.68 | GIS Parcel Updates                 | Ongoing project with many updates outstanding                       |
| 4-100-081100-5540 | Planning & Zoning                   | \$ 1,228.59  | Travel - Conference & Education    | Continuing Education-P&Z  |
| 4-100-081300-5210 | Planning Commission                 | \$ 6,411.13  | Postage - Planning Commission      | Potential Comp. Plan, Zoning & Subdivision Ordinance changes        |
| 4-100-081300-5540 | Planning Commission                 | \$ 3,456.00  | Planning Commission Training       | Training for all members not yet trained                            |
| 4-100-081400-5540 | Board of Zoning Appeals             | \$ 900.00    | BZA Training                       | Training for all members not yet trained                            |
| 4-100-081500-1322 | Economic Development                | \$ 4,000.00  | Wages - Part-time - ED             | Implement additional projects(Expo, Fam Tour, Website Upgrades)     |
| 4-100-081500-5241 | Economic Development                | \$ 7,500.00  | Website Design/Maintenance         | Website Hosting   |
| 4-100-081500-6016 | Economic Development                | \$ 7,200.00  | Marketing - Supplies, Publications | Update rack cards, brochures, promos                                |
| 4-100-081600-3601 | Tourism                             | \$ 1,500.00  | Local Promotional Expenses         | Inns at Montpelier rack card update                                 |
| 4-100-081600-3603 | Tourism                             | \$ 4,683.54  | Special Events - Sesquicentennial  | Mine Run Campaign symposium (Nov 2013) and Wilderness Commemoration |
| 4-100-081600-3500 | Tourism                             | \$ 1,000.00  | Printing & Binding                 | Reprinting "Best of Virginia Wine" brochure                         |
| 4-100-081600-5110 | Tourism                             | \$ 3,744.46  | Utilities                          | Bill from Town of Orange received late                              |
| 4-100-081680-7001 | Crossroads Regional Visitors Center | \$ 9,241.00  | Operation of Visitors' Center      | Not yet billed  |
| 4-100-082400-7001 | Soil & Water Cons District          | \$ 7,920.00  | Soil & Water Cons District         | TMDL Impl. Grant funding for project                                |
| 4-100-093100-0312 | Transfers Out                       | \$ 31,498.07 | Transfer to CIP Fund               | P&Z Vacancy Savings to GIS Project                                  |

|                                       |                             |                      |  |  |
|---------------------------------------|-----------------------------|----------------------|--|--|
| 4-100-093100-0312                     | Transfers Out               | \$ 38,300.47         | Transfer to CIP Fund                   | Vehicle and Upfitting for vehicles       |
| 3-100-024040-0400                     | State Grants                | \$ (724.00)          | Other State Aid                        | DCJS Grant                               |
| 3-100-033010-0151                     | Federal Grants              | \$ (6,733.57)        | DMV Selective Enforcement Grant        | Future Receipt of Grant Funds            |
| 3-100-041050-0100                     |                             | \$ (589,237.03)      | Appropriated Fund Balance              | Fund Carry-Forward Requests              |
| <b>Subtotal General Fund</b>          |                             | <b>\$ -</b>          |  |  |
| 4-150-022100-5844                     | Asset Forfeiture-Comm Attny | \$ 6,893.68          | Comm Attny - Asset Forfeiture Funds    | Balance on hand at June 30, 2013         |
| 4-150-031700-5844                     | Asset Forfeiture-Sheriff    | \$ 12,381.67         | Sheriff - Asset Forfeiture Funds       | Balance on hand at June 30, 2013         |
| 3-150-041050-0150                     |                             | \$ (19,275.35)       | Appropriated Fund Balance              | Fund Carry-Forward Requests              |
| <b>Subtotal Asset Forfeiture Fund</b> |                             | <b>\$ -</b>          |  |  |
| 4-312-094550-8215                     | CIP Fund                    | \$ 31,498.07         | GIS Equipment                          | P&Z Vacancy Savings to GIS Project       |
| 4-312-094225-8201                     | CIP Fund                    | \$ 38,300.47         | Vehicle Replacement                    | Sheriff Vacancy Savings to Vehicle Purch |
| 3-312-041050-0100                     |                             | \$ (69,798.54)       | Transfer from General Fund             | Fund Carry-Forward Requests              |
| <b>Subtotal Capital Project Fund</b>  |                             | <b>\$ -</b>          |  |  |
| 4-504-081700-3314                     | Airport Operations          | \$ 8,467.17          | Maintenance - Airport                  | On-going Maintenance                     |
| 4-504-081700-6015                     | Airport Operations          | \$ 41,467.15         | Aviation Gas/Oil Resale                | Funds for future fuel purchases          |
| 3-504-041050-0504                     |                             | \$ (49,934.32)       | Appropriated Fund Balance              | Fund Carry-Forward Requests              |
| <b>Subtotal Airport Fund</b>          |                             | <b>\$ -</b>          |  |  |
| 4-513-042300-6009                     | Landfill Operations         | \$ 12,000.00         | Repair & Maintenance of Vehicle        | Power Washer                             |
| 4-513-042400-3103                     | Landfill Operations         | \$ 29,375.26         | Professional Services - Landfill A & E | Draper Aden & Joyce Eng Contracts        |
| 4-513-042400-3103                     | Landfill Operations         | \$ 131,021.73        | Professional Services - Landfill A & E | Remaining Balance                        |
| 4-513-042400-3182                     | Landfill Operations         | \$ 63,240.78         | Leachate Management                    | Remaining Balance                        |
| 4-513-042400-3183                     | Landfill Operations         | \$ 5,485.35          | Groundwater Compliance & Monitoring    | Joyce Engineering Contract               |
| 4-513-042400-3186                     | Landfill Operations         | \$ 5,000.00          | Corrective Action Plan                 | Remaining Balance                        |
| 4-513-042400-3187                     | Landfill Operations         | \$ 15,000.00         | Gas Remediation                        | Remaining Balance                        |
| 4-513-042400-5680                     | Landfill Operations         | \$ 2,758.97          | VA DEQ Annual Fee                      | Remaining Balance                        |
| 3-513-041050-0513                     |                             | \$ (263,882.09)      | Appropriated Fund Balance              | Fund Carry-Forward Requests              |
| <b>Subtotal Landfill Fund</b>         |                             | <b>\$ -</b>          |  |  |
| <b>Grand Total</b>                    |                             | <b>\$ 992,127.33</b> |  |  |

|                               |                      |  |  |
|-------------------------------|----------------------|--|--|
| Less: Transfers between Funds | \$ (69,798.54)       |  |  |
|                               |                      |  |  |
| <b>Consolidated Total</b>     | <b>\$ 922,328.79</b> |  |  |

RE: FY14 BUDGET AMENDMENT TO ALLOCATE ACCRUAL FOR BI-WEEKLY PAYROLL AND SALARY ADJUSTMENT RESERVE

The Board approved allocations to individual departments for the wage adjustments previously approved by the Board of Supervisors for FY14 for the 2% COLA and payroll accrual needed for conversion to the bi-weekly payroll processing schedule.

RE: CORRECTION TO GRIEVANCE FORMS FOR THE GRIEVANCE POLICY

As detailed in the memorandum provided to the Board by Karen Gibson, Human Resources Manager, changes had been made to the Grievance Forms in order to accommodate the changes recently made to Personnel Policy 7.1 - Grievance Procedures. Ms. Gibson noted that the amendments to the forms provided for consistency in both policies.

The Board approved the amendments to Personnel Policy 7.2 - Grievance Procedure Forms, as presented, to be effective immediately.

RE: RESOLUTION OF RECOGNITION FOR NICK MORRIS, SUMMER INTERN

The Board approved the following resolution as presented:

A RESOLUTION BY THE  
BOARD OF SUPERVISORS OF ORANGE COUNTY  
IN RECOGNITION OF

*NICK MORRIS*

WHEREAS, The Orange County Board of Supervisors adopted a Communication Plan on December 4, 2012, with the purpose of enhancing communication efforts with its citizens; and

WHEREAS, the Communication Plan outlined the Board's desire for the creation of a County 101 DVD to illustrate Orange County and the services its government provides; and

WHEREAS, Nick Morris, a senior at Liberty University, served an internship for the summer of 2013, working diligently to create the County 101 DVD for Orange County; and

WHEREAS, Mr. Morris interviewed the Chairman of the Board of Supervisors, Constitutional Officers, Department Heads, and the Superintendent of the Public School System to gather content for the DVD; and

WHEREAS, Mr. Morris satisfied his 180-hour commitment of his time to the completion of the project; and

WHEREAS, Mr. Morris brought new and innovative ideas to the DVD project, spending countless hours producing, filming, and editing video footage and photographs;

NOW, THEREFORE, BE IT RESOLVED, that the Orange County Board of Supervisors publicly recognizes Nick Morris and extends its appreciation and admiration for his dedication and hard work to the task at hand.

RE: PURCHASE OF REPLACEMENT RADIO EQUIPMENT FROM CLEAR COMMUNICATIONS

As detailed in the memorandum provided to the Board by Nicola Tidey, E-911 Center Director, the Replacement Radio CIP project was a vital necessity for emergency personnel. She noted that due to daily use and technological advances, radios must be maintained to assure reliable communication. Ms. Tidey further noted that the CIP project replaced radios every five (5) years in an effort to provide continued dependable communication within the public safety services.

Ms. Tidey noted that E-911 staff and Procurement staff solicited six (6) quotes for replacement radio equipment and upon review of the quotes, it was determined that Clear Communications provided the products listed below at the lowest price:

| <u>Product</u>               | <u>Qty</u> | <u>Clear Communications</u> |
|------------------------------|------------|-----------------------------|
| AAH25KDC9AA3AN 750 portable  | 47         | \$729.00/each               |
| AAH25KDF9AA5AN 1250 portable | 3          | \$824.00/each               |
| Total                        | 50         | \$36,735.00                 |

Ms. Tidey stated that staff recommended moving forward with the purchase of the above listed equipment from Clear Communications per the quote provided on June 26, 2013, using funds in the CIP budget.

The Board authorized staff to proceed with the Replacement Radio CIP Project by purchasing the replacement radio equipment from Clear Communications at the total cost of \$36,735.

RE: LIBRARY CONNECTION SOLUTION SOFTWARE AGREEMENT

As detailed in the memorandum provided to the Board by Stephanie Straub, Procurement and Grant Coordinator, the Orange County Public Libraries currently hold a contract with The Library Connection (TLC-06-99BGB) for an integrated system. She noted that the system functioned at each library by providing: catalog and database management, public access catalog, circulation, OPAC access, external/internal multimedia access, and the management of information systems.

Ms. Straub stated that recently, staff was presented with a five-year renewal option that would net the Library a savings of \$12,621 over a five (5) year period. She further noted that the Library Solution core software renewal fees would continue to be paid annually, and provided the Board with a copy of the five-year renewal option.

The Board authorized staff to procure the five-year renewal option for The Library Connection Solution core software for the Orange County Libraries.

RE: MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF ORANGE AND THE FBI

As detailed in the memorandum provided to the Board by Julie Summs, County Administrator, it was explained that often times, Orange County would precept non-County persons as a public service. Ms. Summs noted that the Federal Bureau of Investigation (FBI) wished to formalize a relationship where Orange County precepted their agents. She presented the Board a copy of the Memorandum of Understanding (MOU) that would allow that and would memorialize the relationship between the County of Orange and the FBI. Ms. Summs stated that the County Attorney had reviewed the MOU and had indicated no legal objection.

The Board authorized the Fire and EMS Chief to execute the Memorandum of Understanding (MOU) with the FBI on behalf of the County of Orange.

RE: MINUTES

The Board approved the following minutes:

- July 30, 2013 Joint Meeting

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

RE: JULY 23, 2013 MINUTES

Mr. Frame moved, seconded by Mrs. Abbs and carried, to approve the July 23, 2013 Regular Meeting minutes as presented.

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

RE: PUBLIC APPEARANCES

RE: EMPLOYEE OF THE MONTH

Julie Summs, County Administrator, presented the Employee of the Month award for August 2013 to Tim Moubray, Parks and Recreation Director.

RE: SERVICE AWARDS

Julie Summs, County Administrator, presented the following Service Awards:

- |                   |          |                         |
|-------------------|----------|-------------------------|
| - Garcia Madison  | 15 years | School Resource Officer |
| - Letitia Douthit | 10 years | CSA Coordinator         |
| - Karen Gibson    | 5 years  | Human Resources Manager |

RE: PRESENTATION OF RESOLUTION OF RECOGNITION FOR NICK MORRIS, SUMMER INTERN

Chairman Goodwin read the resolution and presented it to Nick Morris, Summer Intern.

RE: VIEWING OF ORANGE COUNTY: YOUR COUNTY AT WORK (COUNTY 101 DVD)

The Board was provided a brief viewing of the completed *Orange County: Your County at Work* DVD.

RE: BUSINESS SPOTLIGHT

Ms. Sara Hanna, Owner of The Alpaca Boutique and More, appeared before the Board to spotlight her business. She explained that her business opened in the Town of Gordonsville about three (3) months ago and she really enjoyed the community there. Ms. Hanna explained that her store offered alpaca clothing, bedding, jewelry, copperware, and pottery, and she had 48 alpaca at her farm in Lake Anna.

The Board thanked Ms. Hanna for her presentation.

RE: E-911 CENTER BI-ANNUAL REPORT

Nicola Tidey, E-911 Center Director, presented the Bi-Annual Report to the Board, which included information on the following:

- Phone call volume for both hardline and wireless 911 calls;



- An increase in 911 calls for service;
- Staffing levels and retention rates;
- Contributing factors for staff retention and turnover;
- The operating status of all E-911 Center systems;
- Accomplishments for FY13; and
- Goals for the next fiscal year.

Discussion ensued among the Board regarding: call counts; allocation of resources; and response times. The Board requested that staff prepare a report on response times, separating some of the data by zones, locations throughout the County, and call types.

The Board thanked Ms. Tidey for her presentation.

RE: PUBLIC COMMENT

At 4:27 p.m., Chairman Goodwin opened the floor for public comment.

The following individual spoke:

- Victor King, 15278 Cox Mill Road, Gordonsville, Virginia 22942

There being no further speakers, public comment was closed at 4:30 p.m.

RE: BOARD COMMENT

There were no Board comments.

RE: ACTION ITEMS

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

Stephanie Straub, Procurement and Grant Coordinator, explained that Orange County released a solicitation on March 8, 2013, for the Voice Over Internet Protocol (VoIP) solution CIP project. She indicated that staff received a total of thirteen (13) responses, which were reviewed by the selection committee and the committee determined that four (4) vendors presented solutions that potentially fulfilled the proposal's requirements.

After meeting with the vendors in June, Ms. Straub noted that the selection committee was most impressed with the Ricoh system as it not only met all requirements but provided a long-term solution to the County with its non-proprietary software. She further noted that Ricoh's solution was user friendly for both the IT administrators and end users, cost efficient, and provided a concrete platform for future maintenance and growth due to the nature of the software. Ms. Straub explained that the Ricoh support features included 24/7 Managed Support Operations Center assistance, offsite data backup, and technicians within Orange County.

Ms. Straub stated that the overall cost of product, implementation, and support for the Ricoh proposed solution was \$124,539.14 and the CIP budget for this project was \$150,000. She noted that it was the selection committee's recommendation that the Board authorize staff to enter into a contract for VoIP services with Ricoh.

Discussion ensued among the Board regarding: implementation and timing of the project installation; operational issues; and the ability to run parallel systems in order to minimize phone service interruptions.

Mrs. Abbs moved, seconded by Mr. White and carried, to authorize staff to enter into an agreement with Ricoh for the purchase, installation, and support of a VoIP solution for the

County. The contract shall consist of a two (2) year term, with four (4) possible one (1) year extensions. The annual support fees shall be a firm, fixed-price for the first two (2) years of the contract. Beginning in year three (3) and any subsequent year thereafter, the support fees pertaining to the VoIP system shall not increase more than 2.5% each year.

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

RE: RECLASSIFICATION OF FIRE AND EMS EMPLOYEES

John Harkness, Fire and EMS Chief, presented a request to the Board to convert three 48-hour employees to 53-hour employees in order to best utilize limited resources and to provide additional assistance to volunteer partners. He explained that the cost of the conversion would be approximately \$32,000, and if approved, each shift would receive an additional provider. Mr. Harkness noted that the additional provider would offer a staffing factor to each shift that would be used to cover voids due to leave, and would also provide a means to meet the employee training requirements. He further noted that the conversion would also provide the Department the ability to offer additional assistance to volunteer partners and reduce the amount of unscheduled overtime. Mr. Harkness concluded by reporting that the anticipated cost savings in overtime would make the conversion cost neutral.

The Board requested an analysis of monthly overtime costs now versus monthly overtime costs with the conversion once the conversion had been in place for about three months.

Mr. Frame moved, seconded by Mr. White and carried, to authorize the conversion and reclassification of three (3) Department of Fire and EMS employees from 48-hour employees to 53-hour employees.

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

RE: DESIGN SERVICES FOR DOG PARK AT BOOSTER PARK

Tim Moubray, Director of Parks and Recreation, explained that this past June, the Board granted him permission to research an area between the Airport and Booster Park as a possible location for a dog park. Mr. Moubray further explained that he performed a site visit with Bill Mechnick from Land Planning and Design (LP&D) and Mr. Mechnick deemed the property usable and saw much creative potential.

Mr. Moubray stated that if the Board chose to proceed, the next step in the process would be the Conceptual Design Plan and there were two "tasks" associated with this process. He explained that first was "Base Mapping Coordination and Field Reconnaissance" which involved measurements and mapping of the area. He further explained that the second was "Programming and Concept Designs and Revisions" which involved site visits and teleconferences, two concept sketch layouts, one palette board, and a final cost estimate. Mr. Moubray concluded by stating that the cost for Task 1 was \$500, Task 2 was \$3,000, and Direct Non-Salary Costs were \$350, making the overall Conceptual Design Plan cost \$3,850.

Discussion ensued among the Board regarding: the availability of funding; the idea of having an employee be responsible for the design; the priority of this project with the Parks and Recreation Foundation; potential usage of the Dog Park; any pledges of money or commitment from the Parks and Recreation Foundation; and the proposed project cost.

By consensus, the Board requested that staff gather more commitment from the Parks and Recreation Foundation before coming back to the Board for reconsideration of the funding request to pay for the Conceptual Design Plan for the Dog Park at Booster Park.

RE: RESOLUTION FOR PAINTING OF YELLOW LINES ON ROUTE 639 (MALLORYS FORD ROAD)

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

RESOLUTION REQUESTING SPEED STUDY AND PAINTED YELLOW LINES FOR LANE MARKERS ON ROUTE 639 (MALLORYS FORD ROAD) BETWEEN COX MILL ROAD AND THE LOUISA COUNTY LINE

WHEREAS, Route 639 (Mallorys Ford Road) is a public road that serves the residents of Orange County, Virginia; and

WHEREAS, high volumes of traffic, traveling at various rates of speed, pose significant safety concerns due to the numerous curves; and

WHEREAS, after receiving concerns from County residents and travelers, the Orange County Board of Supervisors desires review of the section of Route 639 between Cox Mill Road and the Louisa County line for consideration of painted yellow line for lane markers and 45 MPH speed limit signs 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 on Route 639 (Mallorys Ford Road) between Cox Mill Road and the Louisa County line and consider the addition of painted yellow lines for lane markers and 45 MPH speed limit signs on said portion of Route 639.

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

RE: REQUEST FOR EXTENSION ON DECISION FOR VIRGINIA LOCAL DISABILITY PROGRAM INSURANCE FOR VRS HYBRID EMPLOYEES

Glenda Bradley, Finance Director, explained that as part of the changes made to the Virginia Retirement System, local employees new to VRS after January 1, 2014, would be participating in a Hybrid Retirement Plan. She further explained that the legislation required local government employers to provide a disability program for employees participating in this new Hybrid Retirement Plan.

As part of the disability program for Hybrid employees, Ms. Bradley stated that local governments had been asked to make an irrevocable decision prior to September 1, 2013, regarding whether or not to participate in the disability program offered by VRS, or to "opt out" and find a program that met or exceeded the benefits offered by the VRS plan. She indicated that there was also an option to request an extension (until November 1, 2013) for making the decision.

Ms. Bradley stated that since there were options other than the insurance offered by VRS, staff was recommending requesting the extension at this time in order to be able to have an opportunity to consider any other options and to further evaluate the options, cost, and impact, if any, on the current benefit structure regarding absences resulting from disability.

Mr. Frame moved, seconded by Mrs. Abbs and carried, to request an extension from the Virginia Retirement System (VRS) for finalizing the County's "opt out" decision with respect to the Virginia Local Disability Program for Political Subdivisions.

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

RE: APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

There were no appointments at this time.

RE: DISCUSSION ITEMS

RE: RESERVES FOR SELF-FUNDED INSURANCE

Julie Summs, County Administrator, explained that County staff, School officials, and Social Services staff recently met with Digital Benefit Advisors about the plan for self-funded insurance. She indicated that those in attendance reached consensus regarding the plan to pay a fixed fee each month for insurance, and then have a settlement or true-up at the end of the year. Ms. Summs said this had been a popular method for public entities in order to keep budgets separate from one year to the next, and was recommended. Further, she noted that staff learned from Anthem at this meeting that the size of the self-funded reserve usually dictated the entity that held the reserve and the larger reserves, over \$300,000, tended to be returned to the locality at the end of each year.

Mr. Frame moved, seconded by Mrs. Abbs and carried, to authorize the County to pay a fixed monthly fee for self-funded insurance with a settlement or true-up to take place annually at the end of each year, with the understanding that following an evaluation of the monthly payments and reserves, a decision would be made at a later date regarding whether Anthem or the County would hold the self-funded insurance reserves.

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

RE: REQUEST FROM SPOTSYLVANIA COUNTY TO PARTICIPATE IN ALTERNATIVE CONNECTOR ROAD DISCUSSION

Julie Summs, County Administrator, stated that she had received an email request from the County Administrator in Spotsylvania County indicating that the Spotsylvania County Board of Supervisors was in support of consideration of an alternative connector road. She provided the Board with an illustration of the connector road for their review. Ms. Summs said Spotsylvania County would like to have representatives from the Orange County, Culpeper County, and Stafford County Boards of Supervisors' and other staff meet with them to discuss interest in further exploring the connector road concept, and asked how the Board wished to proceed.

Discussion ensued among the Board regarding: who should attend a meeting to discuss this topic; what Orange County would get from this proposed connector road; and the idea that someone from the Board should at least meet with the committee to learn more and make sure sufficient information was received.

By consensus, the Board appointed Lee Frame, Jim White, Julie Summs, and Gregg Zody as the Orange County representatives to attend the committee meetings between Spotsylvania County, Culpeper County, Stafford County, and Orange County, regarding the proposed alternative connector road.

RE: FUNDING CONSIDERATION FOR DIX MEMORIAL POOL

Julie Summs, County Administrator, noted that at the July 30, 2013, Joint Meeting with the Gordonsville Town Council, consideration was given to providing County funding for the Dix Memorial Pool to the Town of Gordonsville. She explained that as follow-up to that meeting, this discussion item had been placed on the agenda for the Board to consider providing funding to the Town of Gordonsville for the Dix Memorial Pool for the current fiscal year (FY14) with the understanding that future funding would be considered as part of the regular budget process.

By consensus, the Board agreed to add the Town of Gordonsville to the list of external entities to receive the budget request form for funding for the Dix Memorial Pool as part of the next budget cycle.

RE: COMPREHENSIVE PLAN PUBLIC HEARING TIMELINE

Discussion ensued among the Board regarding the need for discussion of the Comprehensive Plan before scheduling the Public Hearing. Discussion also occurred regarding having Frank Walker draft information for the History Section of the Comprehensive Plan as well as receiving information from VDOT on the Transportation Section of the Plan.

The Board requested that a letter be sent to the VDOT Supervisor requesting the information for the Comprehensive Plan.

By consensus, the Board scheduled a worksession to discuss the Comprehensive Plan on September 10, 2013, during a portion of their regularly scheduled meeting, with the understanding that the Public Hearing for the Comprehensive Plan would be formally scheduled for one of the Board meetings in October, 2013.

RE: COMMITTEE REPORTS

The Board received the following Committee Reports for its information:

- May 31, 2013 Health Center Commission Minutes
- July 1, 2013 School Board Minutes

RE: CALENDAR

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

By consensus, the Board agreed to begin scheduling and advertising their Public Hearings for 7:00 p.m., rather than 7:30 p.m.

RE: CLOSED MEETING

At 5:14 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 matter:

- 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)(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 aforesated matter in Closed Meeting.

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

RE: CERTIFICATION OF CLOSED MEETING

At 7:00 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, Goodwin, Wilson, Frame, White. Nays: None.

RE: PUBLIC COMMENT: ROUTE 3 STRATEGIC VISIONING INITIATIVE

At 7:00 p.m., Chairman Goodwin opened the floor for public comment regarding the Route 3 Strategic Visioning Initiative.

The following individuals spoke:

- Susan Young, 10800 Millridge Lane, Spotsylvania, Virginia
- Robert Foster, 10812 Millridge Lane, Spotsylvania, Virginia
- Joan Bergstrom, 16075 Zachary Taylor Highway, Orange, Virginia
- Dan Holmes, resident of Culpeper, Virginia, Piedmont Environmental Council
- Steve Satterfield, 21041 Clarks Mountain Road, Rapidan, Virginia
- Teri Pace, 25485 Gooch Lane, Unionville, Virginia

There being no further speakers, public comment was closed at 7:30 p.m.

RE: PUBLIC HEARING

Josh Frederick, Senior Planner, reviewed the staff report and rezoning request from SJS Limited Company and D&W Investment, LLC, care of Kenneth Dotson, which included information on the location, zoning, and specifications of the two (2) subject properties, the request for the rezoning, the recommendation from the Planning Commission, and the proffer statement submitted by the applicant. The Board had no initial questions for Mr. Frederick.

Kenneth Dotson, applicant, provided information on the investors and partners in this project, the history and investment of the properties, the concept of the rezoning - including water, sewer, and entrances, benefits of the rezoning, and the amount of proposed tax revenue increases.

At 7:45 p.m., Chairman Goodwin called the Public Hearing to order to receive comments on the following:

**REZ 13-01:** SJS Limited Company and D&W Investments, LLC. The aforementioned, care of Kenneth Dotson, seek a rezoning of two parcels located at the intersection of Highway 20 (Constitution Highway) and Route 601 (Flat Run Road) from Agricultural (A) to General Commercial (C-2). The parcels are referenced by Tax Map Nos. 23-12C and 23-12D and contain 6.991 acres and 5.707 acres, respectively. The applicant has proffered to perform a Transportation Impact Analysis (TIA) upon site plan submittal for either parcel in order to meet applicable VDOT regulations.

The following individuals spoke:

- Dan Holmes, resident of Culpeper, Virginia, Piedmont Environmental Council
- Steve Satterfield, 21041 Clarks Mountain Road, Rapidan, Virginia
- Teri Pace, 25485 Gooch Lane, Unionville, Virginia
- Marilyn Lucero, 101 Birch Court, Locust Grove, Virginia
- Darlene Agsten, 100 Birch Court, Locust Grove, Virginia
- Chuck Hillig, 609 Confederate Drive, Locust Grove, Virginia
- Carol Wold, 7046 Wolds Lane, Locust Grove, Virginia
- Barbara Jean Coyle, 522 Liberty Boulevard, Locust Grove, Virginia

There being no further speakers, Chairman Goodwin closed the public hearing at 8:12 p.m.

Discussion ensued among the Board regarding: the fact that this was a rezoning request, not a site plan or design approval; an evaluation of what was already in that location; landowner rights; deed limits on what could be located near a public school; width of proffered buffer; the idea of leaving the mature trees in place to increase the buffer; the location of the driveway across from Flat Run Road; and maintaining the appearance of Route 20.

Further discussion ensued regarding: changes in zoning not always being permanent; stormwater management; the potential for change of ownership and not knowing what could be on the property; the desire for better proffers; run-off from the properties; buffering along Route 20; County regulations on parking spaces; and the desire to get design standards and zoning regulations in place.

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

REZ 13-01: SJS LIMITED COMPANY AND D&W INVESTMENTS, LLC  
TAX MAP NO. 23-12D

WHEREAS, SJS Limited Company and D&W Investments, LLC, care of Kenneth Dotson, have submitted an application to rezone a parcel located at the intersection of Route 20 (Constitution Highway) and Route 601 (Flat Run Road) from Agricultural (A) to General Commercial (C-2), referenced as Tax Map No. 23-12D and containing 5.707 acres; and

WHEREAS, the Department of Planning and Zoning recommended approval of the Rezoning request; and

WHEREAS, the Planning Commission advertised and held a public hearing on the Rezoning request on June 6, 2013; and

WHEREAS, the Planning Commission reviewed the request and has determined that the request is consistent with the Comprehensive Plan, and, as such, recommended approval of the Rezoning request to the Board of Supervisors; and

WHEREAS, public necessity, convenience, general welfare, and/or good zoning practice support approval of this Rezoning request;

NOW, THEREFORE, BE IT ORDAINED, that the Orange County Board of Supervisors hereby approves REZ 13-01 for Tax Map No. 23-12D to rezone approximately 5.707 acres from Agricultural (A) to General Commercial (C-2), subject to the three (3) proffers volunteered by the applicant as set forth in the attached document dated August 10, 2013.

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

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

REZ 13-01: SJS LIMITED COMPANY AND D&W INVESTMENTS, LLC  
TAX MAP NO. 23-12C

WHEREAS, SJS Limited Company and D&W Investments, LLC, care of Kenneth Dotson, have submitted an application to rezone a parcel located at the intersection of Route 20 (Constitution Highway) and Route 601 (Flat Run Road) from Agricultural (A) to General Commercial (C-2), referenced as Tax Map No. 23-12C and containing 6.991 acres; and

WHEREAS, the Department of Planning and Zoning recommended approval of the Rezoning request; and

WHEREAS, the Planning Commission advertised and held a public hearing on the Rezoning request on June 6, 2013; and

WHEREAS, the Planning Commission reviewed the request and has determined that the request is consistent with the Comprehensive Plan, and, as such, recommended approval of the Rezoning request to the Board of Supervisors; and

WHEREAS, public necessity, convenience, general welfare, and/or good zoning practice support approval of this Rezoning request;

NOW, THEREFORE, BE IT ORDAINED, that the Orange County Board of Supervisors hereby approves REZ 13-01 for Tax Map No. 23-12C to rezone approximately 6.991 acres from Agricultural (A) to General Commercial (C-2), subject to the three (3) proffers volunteered by the applicant as set forth in the attached document dated August 10, 2013.

Ayes: Abbs, White, Goodwin, Wilson. Nays: Frame.

RE: ADJOURNMENT

There being no further business to discuss, Mr. Frame moved, seconded by Mrs. Abbs and carried, to adjourn the meeting at 8:42 p.m. Ayes: Abbs, White, Goodwin, Wilson, Frame. Nays: None.

---

S. Teel Goodwin, Chairman

---

Julie G. Summs, County Administrator