

VIRGINIA: AT THE REGULAR MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE BOARD MEETING ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 20th DAY OF JUNE, 2001, AT 10:00 A.M.

PRESENT: HARRISON A. MOODY, CHAIRMAN ELECTION DISTRICT #1
EDWARD A. BRACEY, JR. VICE-CHAIR ELECTION DISTRICT #4
DONALD L. HARAWAY ELECTION DISTRICT #2
ROBERT L. BOWMAN, IV ELECTION DISTRICT #3
AUBREY S. CLAY, ELECTION DISTRICT #5
OTHER: DANIEL SIEGEL COUNTY ATTORNEY

IN RE: CALL TO ORDER - INVOCATION - PLEDGE OF ALLEGIANCE

Mr. Harrison A. Moody, Chairman, called the regular meeting to order at 10:00 A.M. followed by the Lord's Prayer and the Pledge of Allegiance.

IN RE: AMENDMENTS TO THE AGENDA

Mr. Moody asked if there were any amendments to the Agenda.

Mr. R. Martin Long, County Administrator, stated there were two additions needed on the agenda under Item 12 - Closed Session add: Personnel § 2.1-344 A.1 of the Code of Virginia, for Employment; Administration.

Upon Motion of Mr. Haraway, Seconded by Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Bowman, Mr. Clay, Mr. Moody voting "Aye", the above amendment(s) were approved.

IN RE: MINUTES

Ms. Alma Russell, Clerk to the Board, stated the minutes for the June 6, 2001 meeting were not ready due to her illness.

IN RE: CLAIMS

Upon Motion of Mr. Clay, Seconded by Mr. Haraway, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the following claims are approved and funds appropriated for same using checks numbered 1025846 through 1026039 (void check(s) numbered 1025951) for:

Accounts Payable:

(101) General Fund	\$ 187,186.70
(103) Jail Commission	\$ 35.52
(104) Marketing Fund	\$.00
(222) E911 Fund	\$ 1,806.15
(223) Self Insurance Fund	\$.00
(225) Courthouse Maintenance	\$.00
(226) Law Library	\$ 169.06
(228) Fire Programs & EMS	\$ 6,431.45
(229) Forfeited Asset Sharing	\$ 1,125.23
(304) CDBG Grant Fund	\$.00
(305) Capital Projects Fund	\$ 2,805.47
(401) County Debt Service	\$ 21,726.90

TOTAL

\$ 221,286.48

**IN RE: DINWIDDIE ELEMENTARY SCHOOL RENOVATION
PROJECT - REQUISITION NUMBER 30 (IDA1999A-#22)**

Mrs. Ralph stated the following invoices are included in Payment Request Number 30 (IDA1999A - #22):

SOUTHWOOD BUILDERS, INC.	\$375,312.00
BALLOU JUSTICE UPTON ARCHITECTS	<u>9,636.37</u>
TOTAL REQUISITION #30	\$384,948.37

Mrs. Ralph stated these invoices have been reviewed and approved by the Superintendent.

Upon Motion of Mr. Haraway, Seconded by Mr. Bowman, Mr. Haraway, Mr. Clay, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number 30 (IDA99A - #22) in the amount of \$384,948.37 be approved and funds appropriated for CIP expenses from the Dinwiddie Elementary School Renovation Project Fund.

IN RE: CITIZEN COMMENTS

The following citizens signed up to comment.

1. Mrs. Anne Scarborough came before the Board with the stating she agreed with the lady that came to the last meeting who stated, "the Board doesn't listen to the citizens". A continuation meeting was held on June 6, 2001 to discuss billing for services and she could not find anywhere in the minutes where any mention was made for that meeting. Continuing she stated the citizens have a right to know when there is going to be any Board meeting and she had discussed her concerns with Mrs. Ralph about notifications of these meetings. The meeting may have been legal but the citizens should be made aware of them. She stated Mrs. Ralph told her when the retreat was cancelled; that meeting was continued to June 6th at 5:00 P.M. for the Billing for Services presentation. She stated Mrs. Ralph explained to her that she could send self addressed envelopes to the Administration Office and receive an agenda for every meeting. But the citizens still needed to know about any meeting the Board was having.

2. Mr. George Hobbs appeared before the Board stating he had gone to Court about the break-in which occurred on his property and nothing had been corrected as far as he was concerned. He said he wanted the Board to know how the Court system is run in this County and the Judge, Sheriff and the Commonwealth Attorney are worthless and they should resign. He told the Board he wanted this to be on record and that is why he is here.

**IN RE: RESOURCE CONSERVATION & DEVELOPMENT
COUNCIL - NATURAL RESOURCES CONSERVATION
SERVICE**

Mrs. Ralph stated Mr. Ray Dorsett is here to explain the functions of an RC&D and their benefits to communities and to request the County's support for the establishment of a regional RC&D.

Mr. Dorsett representing, South Centre Corridors Resource Conservation & Development Council, stated this council is a nonprofit group organized for the purpose of helping the people of Southeastern Virginia plan and carry out activities that increase conservation of natural resources, support economic development, and enhance the environment and standard of living. He told the Board he is here today to ask for their endorsement of an application and if they do; to also appoint two representatives from the county to represent them on the committee. He stated they have obtained their Charter, by-laws and are now working on the 501-3 (C).

He told the Board that Tim Smith, Granville Maitland and Mike Jones have been attending some of the Steering Committee's organizational meetings to help identify the boundaries of the RC&D Area, create the Council, and enlist sponsorship from the units of government in the region.

Mr. Moody asked if the funds requested of localities typically range between \$.10 to \$.12 cents per capita. For Dinwiddie, this investment would amount to \$2,500 to \$3,000 per year. What would these funds be used for?

Mr. Dorsett stated annual dues would be used for the expenses of the Council.

Mr. Moody asked if this council is a duplication of any existing programs?

Mr. Tim Smith replied no it is an enhancement of existing programs and would fill the gaps left by the other programs.

Mr. Bowman asked what are the programs and does it deal with soil conservation?

Mr. Dorsett stated the Steering Committee has decided to address five important issues within our boundaries. These issues are:

1. A waning agricultural economy and the slow decline of rural character.
2. Flooding due to unmanaged storm water throughout much of the RC&D area.
3. Improvement of groundwater quality through management of wells and septic systems.
4. Promote eco-tourism in the region.
5. Lack of understanding of agriculture as an industry and its impacts on the economy and environment.

Continuing he stated, for this year, while we are in the application process, there will not be any annual dues. However, the Steering Committee would appreciate voluntary contributions to help with start up expenses such as the fee for nonprofit status, postage, and small projects.

Upon Motion of Mr. Bracey, Seconded by Mr. Bowman, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the County does hereby recognize a need for the development of the South Centre Corridors Resource Conservation and Development Council and indicate their willingness to participate in the support and the formation of this Council.

IN RE: VIRGINIA DEPARTMENT OF TRANSPORTATION

Mr. Richard Caywood, Resident Engineer for the Virginia Department of Transportation came before the Board and presented his monthly update.

1. He told the Board during the repaving work on Route 619 they discovered rock and there will be a need for some blasting there; but the road should still be finished on schedule.

2. Mr. Guy Scheid presented a request from Ms. Angela McBride for a "Slow Children at Play" sign to be placed on Pine Grove Place, Route 634. Mr. Caywood stated VDOT does not "normally" place signs of this nature on residential roads because it has a tendency to give a false "sense of security" to the parents and children. After much discussion, Mr. Long asked the Board to defer any action on this matter until more research can be done.

IN RE: VDOT RESOLUTION - DESIGNATING CHANGE OF STATE ROUTE 9922 FROM SCHOOL BUS ROAD (EASTSIDE ELEMENTARY SCHOOL) TO A REGULAR SECONDARY ROAD

Mr. Tim Smith, Director Parks & Recreation, stated the entrance road into the Eastside Community Enhancement Center is now considered a school bus road. However, now that it is no longer a public school it needs to be transferred from school bus road status to the secondary system of the VDOT as a regular portion of that system. He requested the Board to adopt a resolution to make that transfer.

RESOLUTION

WHEREAS, Eastside Elementary School, no longer serves the community as a public school,

WHEREAS, the school bus road, State Route 9222, that serves this site now provides a public service that the Virginia Department of Transportation deems sufficient to warrant continuing maintenance at public expense,

WHEREAS, the Virginia Department of Transportation reports it is willing to continue to maintain this road in its current condition, provided it is transferred from school bus status to that of a regular secondary road,

WHEREAS, this Board desires that the road continue to be operated by the Virginia Department of Transportation as a part of the secondary system of state highways;

NOW, THEREFORE, BE IT RESOLVED, this Board requests the following change(s) in the secondary system of state highways in regard to this road:

Pursuant to §33.1-229, Code of Virginia, and policies of the Commonwealth Transportation Board, this Board hereby guarantees a clear and unrestricted right of way of 40 feet, including any necessary easements for drainage, cuts or fills for the following portion of roadway, and requests it be transferred from school bus road status to the secondary system of state highways as a regular portion of that system, to be renumbered approximately:
Route: 9922 From: U.S. Route 1 To: 0.15 Miles East U.S. Route 1
Length: 0.15 miles

BE IT FURTHER RESOLVED that a certified copy of this resolution is forwarded to the Resident Engineer of the Virginia Department of Transportation.

Upon Motion of Mr. Bracey, Seconded by Mr. Clay, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye", this Resolution was adopted.

IN RE: COMMISSIONER OF THE REVENUE – REPORT

Mrs. Deborah M. Marston, Commissioner of the Revenue, was not present.

IN RE: TREASURER

Mr. William E. Jones, Treasurer, came forward and presented his monthly report.

IN RE: COMMONWEALTH ATTORNEY – REPORT

Mr. T. O. Rainey, III, Commonwealth Attorney, appeared before the Board and stated he had nothing to report.

RE: SHERIFF'S DEPARTMENT – REPORT

Sheriff Samuel Shands came before the Board and stated he put his report on the counter for the Board. Continuing he stated the population for the Jail is at capacity for the month and there is no revenue from adjoining municipalities.

Sheriff Shands told the Board there have been citations written for the speeding around the high school. Deputies have been assigned to patrol in the morning and afternoon and they have written tickets. The Board requested a written report on the citations. Mr. Shands stated he would get the report to them.

Mr. Bowman requested a report on why the case which involved Mr. George Hobbs was dismissed. Sheriff Shands stated he went over the case with Mr. Hobbs and told him it should have been a civil matter and handled as a trespassing warrant. Sheriff Shands stated he would forward the investigating officer's report to the Board for their information.

IN RE: BUILDING INSPECTOR – REPORT

Mr. Dwayne H. Abernathy, Building Inspector came forward presenting his report for the month of May 2001. Mr. Bracey asked how long does an individual have to complete a house once a permit has been issued. Is there a time limit set on completion? Mr. Abernathy stated his department can't force anyone to finish a project.

IN RE: ANIMAL WARDEN – REPORT

Mr. Steven R. Beville, Animal Warden, came forward presenting his report for the month of May 2001.

IN RE: DIRECTOR OF PLANNING – REPORT

Mr. William C. Scheid, Director of Planning came forward and presented his monthly update for his Department. He stated a memo was sent to the County Administrator regarding the future of the IP/R program. He explained the planning department is experiencing more demands on staff time than originally anticipated. Discussion was postponed on the IP/R situation.

IN RE: ZONING ADMINISTRATOR/SENIOR PLANNER – REPORT/CODE COMPLIANCE

Mr. David S. Thompson, Zoning Administrator/Senior Planner came forward and presented his May monthly report.

IN RE: SOCIAL SERVICES – REPORT

Ms. Peggy McElveen came forward and stated she had nothing new to report this month.

IN RE: APPOINTMENT – SOCIAL SERVICES BOARD

Upon Motion of Mr. Bracey, Seconded by Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Bowman, Mr. Moody, Mr. Clay voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Mr. Thomas Hooker is hereby appointed to the Social Services Board, for a term of four years, term expiring June 30, 2005.

IN RE: SUPERINTENDENT OF SCHOOLS – REPORT

Ms. Troilen Seward, Superintendent of Schools came forward and stated she would like to introduce the new Superintendent of Schools, Dr. Leland Wise, to the Board. She also presented an update to the Board on the School Activities:

1. The writing scores for the High School exceeded 70% in three core areas. However History and Social Science is still somewhat problematic.

IN RE: HEAD START FUND APPROPRIATION #8 - FY 2001

Mrs. Seward stated she was authorized to request a \$34,481 supplemental appropriation to the Head Start Fund. This funding is to purchase an accounting software program and to pay for accounting services provided by the finance department. It was also to comply with a recommendation from Head Start in Philadelphia. These are Federal funds and require no additional local funds.

Upon Motion of Mr. Bracey, Seconded by Mr. Bowman, Mr. Haraway, Mr. Clay, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the School Board's request for a \$34,481 supplemental appropriation to the Head Start Fund is approved. These are Federal funds and require no additional local funds.

Mr. Bracey asked how does the federal funding look? Ms. Seward stated she felt they looked good for the next 5 years.

IN RE: SUPERINTENDENT OF SCHOOLS – FY 2002 BUDGET – REQUEST FOR ADDITIONAL FUNDING

Ms. Seward continued her report:

3. Budget FY 2001-2002 – "The Board indicated that they would re-evaluate the School Board's budget after the Commonwealth finalized its FY2002 Budget numbers. We were all hoping, at that time, that there would be a new state budget. Since that did not happen, we did not receive any additional state dollars. In fact, our state revenue is \$158,750 less than anticipated when the School Board's Budget was presented to the Board of Supervisors. This reduction, coupled with the required additional librarian (salary & benefits, \$40,956) to meet accreditation standards, would just about equal the additional \$200,000 that the

Board of Supervisors set aside for possible inclusion in the school system's budget.

In order to address the \$158,750 reduction in State revenue, the School Board adjusted its budget in the following ways:

Cutting one position at High School	\$ 40,956
Cutting two positions at Southside	81,912
Cutting extra security cameras for High and Middle schools	20,000
Reduction in electricity line	7,000
Reduction in fuel oil line	3,500
Reduction in water and sewer expenditures	1,000
Reduction in phone line	587
Reduction in capital outlay additions in Maintenance category	2,000
Reduction in capital outlay replacement in Maintenance category	2,000

Prior to this the School Board had already cut its budget in many places including:

Elimination of four new elementary positions	\$ 163,824
Elimination of alternative education teacher	40,956
Reduction of overtime for service personnel	10,000
Elimination of maintenance trucks and tractor	50,000
Elimination of funding in Improvement to grounds	7,200
Elimination of school maintenance per-pupil money	21,300
Reduction in reprographics	10,000
Elimination of funding in Building Improvements	5,000
Reduction in materials and supplies in improvement of Instruction	10,000
Elimination of funding for library books and software	42,000
Eliminate attendance officer position	37,176
Eliminate funding for replacement vehicles (Special Ed & Driver Ed)	40,000
Reduced contracted building maintenance	35,000

Salary lines were reduced to more closely reflect a 5% increase, but it is imperative that the teacher salary scale start at \$30,000. This mandated a differentiated salary increase at each step in the teacher's scale. All other scales were adjusted to provide employees with a 5% increase.

On behalf of the Dinwiddie County School Board, I respectfully request that the Board of Supervisors increase the budgeted FY2002 transfer to the School Fund by at least the \$200,000 that was considered for potential school use. This amount will not allow the School Board to restore most of the cuts and reductions, but it will help address the most critical of these needs."

Ms. Seward stated this is not a complete list of all the things that have been cut out of the budget request for FY2002. For the required additional librarian (salary & benefits, \$40,956) to meet accreditation standards, she requested the Board to approve the \$200,000.

Mr. Bracey commented he hated to see any cutting of teaching positions, but at the same token there was no reduction in administrative services. He stated he had been in the classroom

30 some years and it is very important to have people on board who can teach.

Mr. Long asked the Board before they took action on the School Board request there is an issue he had to address. This is a need for an additional \$80,000 for the Crater Detention Home for repairs and maintenance and this is the County's portion.

IN RE: RECESS

Mr. Moody called for a recess at 11:28 A.M. The meeting reconvened at 11:40 A.M.

IN RE: SUPERINTENDENT OF SCHOOLS – REPORT CONT'

Mr. Bracey stated that the Board needs to do what is right for everyone and asked that action on the School Board budget be postponed until July 5, 2001.

IN RE: CLOSING OUT CIP – HIGH SCHOOL, MIDDLE SCHOOL & MIDWAY SCHOOL

Mr. Long stated the School Board has requested authorization to close out the CIP for the High School, Middle School and Midway. The following is a list of expenditures:

CASH BALANCE	\$ 916,587.87
APPROVED FOR CIP EXPENDITURES	\$ 730,064.87
DINWIDDIE ELEMENTARY TRANSFER	300,000.00
OFFSET PERSONNEL COSTS	100,000.00

PROPOSAL FOR REMAINING EXPENDITURES

Additional transfer/Dinwiddie Elem	132,000.00
Replacing HVAC in Business Wing of HS	58,758.00
Replacing bleachers in HS	76,445.00
Paving bus loop at Midway	25,000.00
Partial paving at Middle and HS	37,861.87

Upon Motion of Mr. Bracey, Seconded by Mr. Clay, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the request from the School Board for the expenditure of those funds remaining in the CIP for the High School, Middle School and Midway School bond issue is approved as presented contingent upon approval of bond counsel.

IN RE: SUPERINTENDENT OF SCHOOLS – SCHOOL CAPITAL FUND – REQUEST FOR ADDITIONAL FUNDS

Ms. Seward stated the project list for the School Capital Fund was approved by the School Board and she respectfully requested that the \$122,000 be restored to the FY2001 Budget and that the FY 2002 budget also be increased by \$122,000 when the funds were available. A list of projects in priority order was provided.

The Board asked that the Capital Funding issue be brought back to the Board at a later date. When the undesignated fund balance is provided

Ms. Seward stated there was an awful problem with dust at the Middle School Loop and she asked if it could be included in the State Secondary Road System with VDOT. Mr. Caywood will check on it.

IN RE: PARKS AND RECREATION – REPORT

Mr. Timothy C. Smith, Director of Parks and Recreation, stated he had provided the Board with his monthly report. In addition, he asked for authorization to do a surface treatment on the parking lot at Eastside now until all the construction is finished.

**IN RE: AUTHORIZATION TO SURFACE TREAT PARKING LOT
 AT EASTSIDE**

Upon Motion of Mr. Bracey, Seconded by Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the Recreation Department is authorized to have VDOT provide a surface treatment on the parking lot at Eastside a cost not to exceed \$3,000.

Mr. Faison reported there is \$7,800 left in the budgeted amount for Eastside now.

Ms. Glenice Townsend, Fiscal Officer, stated there is \$17,300 in the Recreation Fund. These funds were set-aside in hopes that a recreation center would someday be built for the citizens of the County. Therefore, the funds need to be transferred to the Recreation Budget. The Board concurred that the funds could be transferred as needed.

IN RE: WASTE MANAGEMENT – REPORT

Mr. Dennis King, Director of Waste Management came forward to present his report for May 2001. In addition, he requested that the dumpster rental fee be increased. We have not had a rate increase for dumpster rentals in over a decade. Currently we charge \$40.50 for a six yard dumpster which is the most common size for up to two dumps per week. He stated we have telephoned many of our neighboring localities to find that most are not in the business anymore, largely due to agreements with host landfills. We contacted Shoosmith, BFI, Waste Management, Brunswick County, Nottoway County, and Petersburg, all prices range from \$80.00 to \$120.00. He requested a cost of living increase effective July 1, 2001 to help increase revenues and offset costs as well as allowing our services to equalize with competing and surrounding operations. He said there are approximately 100 dumpsters located at 39 sites with service up to 2 times a week.

Upon motion of Mr. Clay, seconded by Mr. Bracey, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia authorization is granted for Waste Management to proceed with the increase of fees to \$50 per dumpster and henceforth, to present a yearly rate increase for the Board's consideration.

**IN RE: AWARD OF BID - BERM CONSTRUCTION – ROHOIC
 TRANSFER STATION**

Mr. King stated the following bids were received to move the dirt from the airport to the Rohoic site to construct the berm. He requested authorization to proceed with the low bidder, Horace Davis. We would like to have the contractor poised to go, so we may use the airport contractor to load the trucks.

Shoosmith Bros., Inc.	D-3 Dozer	\$ 70.00/hour
	Tandem Dump Truck	\$ 55.00/hour

	963 Front end Loader	\$115.00/hour
Horace A. Davis Excavating, Inc.	D-3 Dozer	\$ 60.00/hour
	Tandem Dump Truck	\$ 41.00/hour
Shell Brothers	Tandem Dump Truck	\$ 45.00/hour
	953 Front end Loader	\$ 80.00/hour

Upon motion of Mr. Clay, seconded by Mr. Bracey, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia authorization is granted for Waste Management to enter into a contract with the low bidder Horace A. Davis Excavating, Inc. for the hourly rental of the D-3 Dozer at \$ 60.00 per hour and a Tandem Dump Truck at \$ 41.00 per hour for the excavation at the Rohoic site for the construction of the berm.

IN RE: APPROVAL FOR RECERTIFICATION OF DIRECTOR OF WASTE MANAGEMENT

Mr. King stated the county must have a licensed operator on staff to operate a waste facility and his certification needs to be renewed by the end of July. He requested authorization to attend a class scheduled on July 13, 2001 for State required re-certification.

Upon motion of Mr. Clay, seconded by Mr. Bracey, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia authorization is granted for the Mr. Denny King, Director of Waste Management, to attend the class on July 13, 2001 for State license re-certification to operate the waste facility.

Mr. Bracey stated the County needs a back-up person to be licensed also.

IN RE: PUBLIC SAFETY OFFICER – REPORT

Mr. David M. Jolly, Public Safety Officer, came forward and presented his monthly report.

IN RE: FIRE AND RESCUE ASSOCIATION - REPORT

There was no report from the Fire and Rescue Association.

IN RE: COUNTY ATTORNEY – REPORT

Mr. Daniel Siegel, County Attorney, stated he had nothing to report.

IN RE: BUILDINGS AND GROUNDS - REPORT

Mr. Faison came forward and presented his monthly update for May. He stated he was going to have a long talk with the Contractor, Architect and Mr. Smith, Monday to finalize construction on Eastside. It appears substantial completion inspections will be done next Thursday, June 28th, for a walk-thru and punch list on Eastside. Then they will have a 30-day time period to complete that punch list inspection.

Mr. Faison stated we don't have a new flagpole at Eastside. There is an old one but there is no rigging on it. Continuing he said he is looking for quotes on signage and window treatments or mini blinds also. He requested authorization to get quotes on these items.

Upon motion of Mr. Bracey, seconded by Mr. Clay, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "aye", authorization is hereby granted for the Buildings and Grounds Superintendent to get quotes on a flagpole, signage and either window treatments or mini blinds.

IN RE: APPOINTMENTS – REDISTRICTING COMMITTEE

Mrs. Ralph stated the following people have been nominated for the Redistricting Committee:

District #1
George Bennett, Jr.
Rennie Bridgman
Colonel Percell Hobbs

District #2
Peggy Hayes
James Merrick
Calvin Vaughan

District #3
Thomas Horne
George W. Stephens

District #4
Thomas Hooker
Enid Hepburn Lindsay
Thomas Van Pelt

District #5
Harry L. Clay
Roy L. Crittendon
Wanda J. Short

Upon motion of Mr. Bracey, seconded by Mr. Haraway, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia the above listed people are appointed to the Redistricting Committee.

IN RE: COUNTY ADMINISTRATOR COMMENTS

1. The Virginia Association of Counties' 67th Annual Conference will be held November 11 – 13, 2001, Sunday thru Tuesday, in Hot Springs, Virginia. Mr. Long asked how many of the Board members wanted to attend the conference this year. He also stated he would like to attend the conference too. The Board responded they would all like to attend.

Upon Motion of Mr. Bowman, Seconded by Mr. Haraway, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia the Administrative Staff is authorized to make reservations at the Homestead for the Board members and County Administrator with a deposit for three rooms of \$850 to be placed on the County's credit card for the Virginia Association of Counties' 67th Annual Conference to be held November 11 – 13, 2001, Sunday thru Tuesday, in Hot Springs, Virginia.

2. Mr. Long stated the sidewalk in front of the Health Department had been damaged by the tree roots which were removed and needed to be replaced. Mr. Faison commented that if he had enough funds available in his budget he would like authorization to have it replaced and to put a handicapped accessible ramp there.

Upon motion of Mr. Bracey, seconded by Mr. Bowman, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County,

Virginia authorization is granted for Administration to enter into a contract to replace and cut a handicapped ramp at the entrance of the Health Department at a cost not to exceed \$2,975.

IN RE: BOARD MEMBER COMMENTS

Mr. Bowman	No comments
Mr. Bracey	No comments
Mr. Haraway	No comments
Mr. Clay	No comments
Mr. Moody	No comments

IN RE: CLOSED SESSION

Mr. Bracey moved that the Board now convene in a closed meeting to discuss matters exempt from the open meeting requirements of the Virginia Freedom of Information Act:

- The purpose of the closed meeting is to discuss subject matters identified as Personnel and Consultation with Legal Counsel. Matters to include: Personnel for Administration; Purchase and Use of Equipment.
- **Personnel Matters, § 2.1-344 A - 1 of the Code of Virginia**, (candidates for employment OR the assignment, appointment, promotion, performance, demotion, discipline, salaries, compensation, resignation of employees) Personnel for Administration.

- **Consultation with legal counsel, § 2.1-344 A.7 of the Code of Virginia**, (consultation with legal counsel and briefings by staff members and consultants about actual or probable and public discussion would adversely affect the negotiating or litigating posture of the County or Town – OR – consultation with legal counsel regarding specific legal matters that require legal advice) Purchase and Use of Equipment.

Mr. Clay seconded the motion. Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye" the Board moved into the Closed Meeting at 12:48 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 1:35 P.M.

IN RE: CERTIFICATION

Whereas, this Board convened in a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the Virginia Freedom of Information Act;

Whereas, Section 2.1-344.1 of the Code of Virginia requires a certification by the board that such closed meeting was conducted in conformity with Virginia law;

Now, therefore be it resolved that the Board hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting to which this certification applies.

Upon Motion of Mr. Bowman, Seconded by Mr. Clay, Mr. Clay, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye". This Certification Resolution was adopted.

**IN RE: WORKSHOP – POLICIES ON USE OF EASTSIDE
 COMMUNITY ENHANCEMENT CENTER**

Mr. Tim Smith, Director Recreation and Parks, came before the Board presenting the following draft for the use of Public Buildings.

**OPERATION POLICY FOR THE USE OF
EASTSIDE COMMUNITY ENHANCEMENT CENTER**

I. PURPOSE

Dinwiddie County provides the Eastside Community Enhancement Center (the "Center") to enhance and enrich the lives of its residents through recreational, social, cultural and educational opportunities. In an effort to fulfill this purpose, the Dinwiddie County Board of Supervisors has established the following operation policy for the Center's use. These policies may be amended, altered, or changed as deemed necessary at any time by the Board of Supervisors.

II. USE OF THE CENTER

The Center is available to the public for meetings and conferences, social, civic, recreational, and educational uses. Non-governmental groups using the Center must do so for philanthropic, benevolent and charitable purposes that benefit the residents of Dinwiddie County. Use of the Center for commercial purposes is prohibited.

The normal hours of operation of the Center shall be between the hours of 8:30 a.m. and 9:00 p.m. on weekdays. For use of the Center after these hours, there may be an additional charge for personnel to staff the Center during the event. In no instance may the Center be scheduled for events beyond 11:00 p.m. on weekdays and 12:00 a.m. on weekends.

III. PERSONS WHO MAY USE THE CENTER

The following may submit an application for the use of the Center:

- (A) Groups and/or programs under the direction or sponsorship of Dinwiddie County Parks and Recreation;
- (B) Departments or agencies (to include those who receive County funds) of Dinwiddie County government as approved by the County Administrator;
- (C) Dinwiddie County School Board;
- (D) Non-profit charitable, educational, civic, fraternal, or social organizations offering programs to the residents of Dinwiddie County;
- (E) Corporations, businesses, and residents of Dinwiddie County offering programs to the residents of Dinwiddie County; and
- (F) **Non-resident who is sponsored by a county resident**

IV. RESTRICTIONS ON USE

- (A) Supervision of Minors
Alternative 1:

For any function at which those in attendance will be principally persons under 21 years of age, the following apply: (1) the applicant is an adult over 21 years of age who has agreed to accept full responsibility for the use of the Center and who will provide direct supervision throughout the period of use; and (2) there will be a 1:15 ratio of adults (21 years of age or older) to persons under 21 years of age at all times during the use of the Center.

Alternative 2: **DELETE**

For any function at which those in attendance will be principally persons under 18 years of age, the following apply: (1) the applicant is an adult over 21 years of age who has agreed to accept full responsibility for the use of the Center and who will provide direct supervision throughout the period of use; and (2) there will be a 1:15 ratio of adults (21 years of age or older) to persons under 18 years of age at all times during the use of the Center.

(B) The Center is provided in an "as is" condition. The County makes no warranty or guarantee as to the condition of the facility or the condition or availability of the equipment provided.

(C) When conditions arise that prevent the use of, or when the health and safety of occupants of the Center is a concern, the County will notify the applicant as early as possible and provide a full refund of all deposits and fees. When such conditions occur during the scheduled time, applicants may be relocated or requested to leave.

(D) Each room of the Center has an occupancy limit that has been established under the Fire Code. Permission to use the facility is granted based on the occupancy numbers stated on the application. Exceeding the occupancy limit of the room requested, whether unintentional or not, will result in the cessation of the activity and immediate vacation of the premises. Failure to adhere to occupancy limits will result in the loss of any financial reimbursements (including paid deposits) and the denial of future applications for the use of the Center.

(E) Non-government applicants are prohibited from charging fees for participation in any event or program at the Center. Donations requested or accepted will be deemed a fee for the purpose of this prohibition.

(F) Alcohol on Premises:

Alternative 1: **DELETE**

The possession, consumption and/or distribution of alcohol and controlled substances is strictly prohibited on the premises of the Center. Smoking is not allowed inside the building; applicants are required to inform their invitees and guests of this prohibition and to dispose of their tobacco products and refuse properly.

Alternative 2:

The possession, consumption and/or distribution of controlled substances is strictly prohibited on the premises of the Center. Smoking is not allowed inside the building; applicants are required to inform their invitees and guests of this prohibition and to dispose of their tobacco products and refuse properly.

Anyone wishing to serve alcoholic beverages must obtain a banquet license from the Virginia Department of Alcoholic Beverage Control (unless the caterer has an ABC license and the alcoholic beverages will be served under the caterer's license). Applicants will be required to follow the regulations for use of alcoholic beverages listed below:

- 1) The applicant must complete an "Application to Use Alcoholic Beverages" and return no later than 30 days prior to the scheduled event with an additional \$100.00 refundable deposit (see policy on refunds of deposits).
 - 2) The applicant must submit a copy of the ABC license under which alcoholic beverages will be served the Recreation Department at least seven (7) days before the scheduled use of the Center.
 - 3) The ABC license will be posted by the Parks and Recreation Department staff before the start of the event.
 - 4) No alcohol may be consumed in any other area except the designated area of the event. No alcohol may be stored at the Center before the day of the event. All alcohol must be removed from the Center immediately following the event.
 - 5) The Parks and Recreation Department reserves the right to remove any person from the Center who does not follow the instructions for operating under the conditions of the ABC license.
 - 6) The applicant must provide adequate security (**add: or security agency**), as determined by the Director of Parks and Recreation or the Sheriff's Office for scheduled event.
- (G) Applications will not be accepted from:
1. Groups, businesses, commercial enterprises, and individuals using the facility for profit making purposes; and
 2. Groups or individuals who have been banned for misuse of the Center.

V. APPLICATION PROCESS

- (A) Any eligible person interested in using the Center must complete an "Application Form" which is available from the Department of Parks and Recreation. The Application Form and the refundable deposit (see terms for refund of deposit) must be submitted at least thirty (30) days and no more than one hundred twenty (120) days in advance of the scheduled date of use.
- (B) In limited circumstances, applications may be accepted less than 30 days before the scheduled event only if there are sufficient personnel to staff the Center on that date. There may be additional charges for such last minute scheduling (see fees and charges).
- (C) The applicant will be notified by the Department of Parks and Recreation of the approval of the application within five (5) business days of receipt of the completed Application Form and the required deposit.
- (D) If there should be conflicting Applications submitted for the same date, the following will be the order of approval:
1. Government groups and sponsored events.

2. First completed Application with fees received by the Department of Parks and Recreation.

(E) There shall not be a limit on the frequency of reservations or intervals between reservations for government groups or sponsored events. All other persons will be limited to two reservations per calendar month.

(F) Use of Center on Holidays:

Alternative 1: **DELETE**

The Center shall not be available for events on holidays when County offices are closed.

Alternative 2:

Applications for the use of the Center during designated holidays must be submitted at least 30 days in advance and will only be approved if appropriate personnel are available. Applicant will be charged for all personnel costs required for the scheduled event (including any additional time needed for facility checkout, clean up and closure of facility). Payment for the costs of personnel must be made in 7 days in advance of the scheduled event. (See fees and charges.)

VI. OTHER CONDITIONS ON USE OF CENTER

(A) Applicants will receive a copy of the terms and conditions associated with the use of the Center.

(B) Every applicant who receives permission to use the Center agrees to be held responsible for upholding the terms and conditions associated with the use of the facility, maintaining control over the invitees, and being financially accountable for any damage to the facility or equipment. Failure to comply with all terms and conditions may result in the denial of future applications.

(C) The Center is to be restored after its use to the same condition that existed at the time of occupancy. The applicant is responsible for all maintenance and clean up of the Center and surrounding grounds **and disposing of trash in the center's dumpster.**

(D) The applicant and a staff member of the Department of Parks and Recreation will inspect the facility and concur on its condition prior to occupancy. The staff member, and the applicant if he or she so desires, will conduct a follow-up inspection to determine if applicant has fulfilled the conditions imposed. Failure to fulfill the conditions imposed may result in the loss of some or all of the applicant's deposit.

(E) Applicants may request use of equipment and/or special facility arrangements on their Application Form. A fee may be charged for such equipment or special arrangements. Applicants will be notified in advance of such charges and will make payment of these fees prior to occupancy of the facility.

(F) The Department of Parks and Recreation and/or the Director of Public Safety, at their sole discretion and initiative, may require

security personnel to be present at the event for safety reasons. If such security is required, the applicant will be notified prior to approval of the Application Form of any fees required for security personnel.

- (G) The use of flame retardant decorations may be permitted if the applicant can demonstrate that its use would not pose a danger to the health and safety of those attending the event or meeting. The applicant is required at the time of application, or no later than twenty (20) days prior to the event, to provide the Department of Parks and Recreation with a plan for decorations including, but not limited to, the type of decorations, method of attaching the decorations to walls and fixtures, and location of all decorations. Decorations may not cover any fire extinguisher, fire alarms or exit signs, or obstruct any doorways.
- (H) No animal or pet is allowed in the facility without prior approval or unless the animal is an aid to a disabled person. Any damage caused by the animal will be the responsibility of the applicant.
- (I) No occupant of the Center other than any law enforcement or public safety personnel shall have in their possession while on County property, any firearm, gun, weapon, or dangerous device, including an air or gas-powered gun, slingshot, bow and arrow, crossbow, dart device, boomerang, paint ball gun, or any other device for high speed missile projection. Fireworks will only be permitted with approval.
- (J) No electrical, mechanical or structural alterations will be permitted without prior approval of the Buildings and Grounds Superintendent.
- (K) An applicant wishing to use the kitchen facilities must submit this request with the Application Form. If a caterer is going to be used, the caterer's name, address and phone number must be provided on the Application Form. Caterers and users of the kitchen must follow all state and local rules and regulations governing food preparation and service. No selling or donations may be solicited through food or drink sales by non-government use. Applicants who are granted permission to use the kitchen may be required to obtain liability property damage insurance.

APPENDIX

I. FEES AND CHARGES

- (A) Schedule of fees for users are as follows:
 - 1. Deposits and facility usage fees will be waived for County government users (* a fee of \$10.00 will be assessed for those agencies who are not under direct supervision of the County Administrator).
 - 2. Unless otherwise authorized, all other groups as defined in Article II, Section I shall pay the refundable deposit(s), room fee and other fees as applicable.
 - 3. Refundable Deposits for Security/Damage:
 - a. Residents and non-profits - \$100.00;
 - b. Non-residents and for-profits - \$200.00.

4. Room Fee Structure (see attached)
5. Other fees where applicable based on hourly pay:
 - a. Supervision that is required beyond operating hours - \$15.00 per hour
 - b. Security (based on numbers, type of function, alcohol) - \$26.00-\$30.00 per hour
 - c. Set up and/or cleanup - \$15.00 per hour.
6. Holidays and associated fees:

II. OCCUPANCY

- (A) Multi-Purpose Room: 250 standing and/or with chairs; 164 with tables and chairs;
- (B) Conference/Meeting Room: 60 standing and/or with chairs; 46 with conference tables and chairs.
- (C) Classrooms: 36

After much discussion and consideration the Board agreed that the Recreation Department and Administration should handle the issues involved in the usage of the building.

Upon Motion of Mr. Bracey, Seconded by Mr. Haraway, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia the above Operation Policy for the use of Eastside Community Enhancement Center is hereby adopted with the following amendments:

1. Non-citizens of the County must have a County sponsor.
2. The Center will be on a first-come first-serve basis.
3. There is a 2 day per month per each (person, agency) limit for using the center.
4. MUST BE 21 YEARS OLD FOR ALCOHOL CONSUMPTION; and

BE IT FURTHER RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the Board will evaluate the policy in 6 months.

IN RE: NAMOZINE VFD – AUTHORIZATION TO PROVIDE FUEL AND MAINTENANCE FOR AERIAL LADDER TRUCK

Administration brought a request from the Namozine VFD to provide fuel and maintenance for the aerial ladder truck they recently purchased.

After much discussion Mr. Bracey stated he would like to see the old truck taken out of service and returned to the County.

Upon Motion of Mr. Haraway, Seconded by Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Moody, voting "Aye", Mr. Bracey, voting "Nay",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the County will provide fuel and routine maintenance for the 1990 E-ONE 135 foot aerial ladder truck purchased by the Namozine VFD; and

BE IT FURTHER RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the Board is concerned that the truck does not contain a pump nor a tank and the ladder is only rated for one person at the tip of the ladder.

IN RE: LAW LIBRARY TRANSFER OF FUNDS

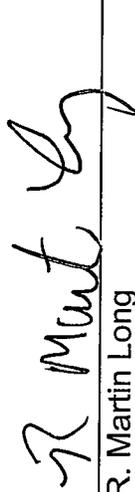
Mrs. Glenice Townsend, Fiscal Officer requested authorization to transfer an additional \$1,000 to the Law Library fund.

Upon Motion of Mr. Haraway, Seconded by Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Moody, voting "Aye", Mr. Bracey, was absent,

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that an additional \$1,000 be transferred to the Law Library Fund.

IN RE: ADJOURNMENT

Upon Motion of Mr. Bracey, Seconded by Mr. Haraway, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody, voting "Aye", the meeting adjourned at 2:29 P.M.


R. Martin Long
County Administrator

/abr


Harrison A. Moody
Chairman