

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 MARCH, 2002, AT 2:00 P.M.

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

OTHER: DANIEL SIEGEL COUNTY ATTORNEY

**IN RE: CALL TO ORDER – INVOCATION – PLEDGE OF ALLEGIANCE**

Mr. Edward A. Bracey, Jr., Chairman, called the regular meeting to order at 2:06 P.M. followed by the Lord's Prayer and the Pledge of Allegiance.

**IN RE: AMENDMENTS TO THE AGENDA**

Mr. Bracey asked if there were any amendments to the Agenda. Mrs. Wendy Weber Ralph, Interim County Administrator, stated there was a need to add an item under Closed Session – Personnel – Administrative Staff.

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

**IN RE: MINUTES**

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia, that the minutes of the March 6, 2002 Continuation Meeting, March 6, 2002 Regular Meeting, and the March 13, 2002 Continuation Meeting are hereby approved in their entirety.

**IN RE: CLAIMS**

Upon Motion of Mr. Clay, Seconded by Mr. Bowman, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, 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 1029728 through 1029898 (void check(s) numbered 1029727 and 1029865) for:

**Accounts Payable FY 2001- 2002:**

(101) General Fund	\$ 185,022.68
(103) Jail Commission	\$ 1,156.75
(104) Marketing Fund	\$ .00
(222) E911 Fund	\$ 1,796.38
(223) Self Insurance Fund	\$ .00
(225) Courthouse Maintenance	\$ 882.30
(226) Law Library	\$ 9.24
(228) Fire Programs & EMS	\$ .00
(229) Forfeited Asset Sharing	\$ 1,099.89
(304) CDBG Grant Fund	\$ 875.70

(305) Capital Projects Fund	\$ 135,539.95
(401) County Debt Service	\$ <u>85,278.99</u>
<b>TOTAL</b>	<b>\$ 411,661.88</b>

**IN RE: DINWIDDIE ELEMENTARY SCHOOL RENOVATION  
PROJECT – REQUISITION NUMBER 37 (RESUBMITTED)  
(IDA1997A-TRANSFERRED PROCEEDS –#1/28/02)**

Mrs. Ralph stated the following invoices were submitted last month and the recommendation is that the School Board pay the vendors from the School Fund. If there are sufficient funds when the Dinwiddie Elementary project is completed the invoices may be resubmitted for consideration by the Board.

JAMES E. & ROBERT M. LEWIS	\$ 7,893.00
ELECTRONIC SYSTEMS, INC.	<u>5,654.37</u>
<b>TOTAL REQUISITION #37</b>	<b>\$ 13,547.37</b>

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number 37 (IDA1997A - Resubmitted – #1/28/02) in the amount of \$13,547.37 shall be paid from School funds until the Dinwiddie Elementary project is completed. If there are sufficient funds at that time the invoices may be resubmitted for consideration by the Board.

**IN RE: DINWIDDIE ELEMENTARY SCHOOL PROJECT –  
REQUISITION NUMBER 39 (IDA1998A-TRANSFERRED  
PROCEEDS –#2/20/02)**

Mrs. Ralph stated the following invoices are included in Payment Request Number 39 (IDA1998A - Transferred Proceeds – #2/20/02):

TRI-CITY OFFICE PRODUCTS, INC.	377.58
TRI-CITY OFFICE PRODUCTS, INC.	556.23
WINDOWS 'N' WALLS	4,350.08
SHELVING DIRECT	3,593.75
JMJ CLEANING SERVICES	750.00
ELECTRONIC SYSTEMS, INC.	<u>4,629.00</u>
<b>TOTAL REQUISITION #39</b>	<b>\$ 14,256.64</b>

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

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number 39 (IDA1998A - Transferred Proceeds – #2/20/02) in the amount of \$14,256.64 be approved and funds appropriated for CIP expenses from the Dinwiddie Elementary School Project Account.

**IN RE: DINWIDDIE ELEMENTARY SCHOOL PROJECT –  
REQUISITION NUMBER 40 (IDA1998A-TRANSFERRED  
PROCEEDS –#3/7/02)**

Mrs. Ralph stated the following invoices are included in Payment Request Number 40 (IDA1998A - Transferred Proceeds – #3/7/02):

SHELVING DIRECT 579.63

**TOTAL REQUISITION #40 \$ 579.63**

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

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number 40 (IDA1998A - Transferred Proceeds – #3/7/02 in the amount of \$579.63 be approved and funds appropriated for CIP expenses from the Dinwiddie Elementary School Project Account.

**IN RE: DINWIDDIE ELEMENTARY SCHOOL PROJECT –  
REQUISITION NUMBER 41 (IDA1998A-TRANSFERRED  
PROCEEDS –#3/11/02)**

Mrs. Ralph stated the following invoices are included in Payment Request Number 40 (IDA1998A - Transferred Proceeds – #3/11/02):

SANDS, ANDERSON, MARKS, & MILLER 828.50

**TOTAL REQUISITION #41 \$ 828.50**

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

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number 41 (IDA1998A - Transferred Proceeds – #3/11/02 in the amount of \$828.50 be approved and funds appropriated for CIP expenses from the Dinwiddie Elementary School Project Account.

**IN RE: CITIZEN COMMENTS**

The following citizen(s) signed up to comment.

1. Michael W. Bratschi, 23500 Cutbank Road, McKenney, Virginia, came before the Board with the following concerns:
  - a. He was not clear about the response from the County Attorney regarding the State Code citing the Board's ability to usurp authority over elected officials in the County.
  - b. Littering on County roads and laws not being addressed by Sheriff's Department.
  - c. Being cut-off when addressing the School Board during public comment period.
2. Reverend Kelly Hepler, 10426 Cutbank Road, Mckenney, Virginia, came before the Board commenting on an article that appeared in the Dinwiddie Monitor and Dinwiddie County's youth is above the national average for drug and alcohol abuse. Reverend Kelly stated he would be glad to help in any way he could with the youth in the County. He requested that the Board move their meetings from Wednesdays to another day after 6:00 P.M. because most people have day jobs.

**INRE: SPECIAL ENTERTAINMENT PERMIT REQUEST –  
NATIONAL BIKERS ROUNDUP 25<sup>TH</sup> ANNIVERSARY –  
VIRGINIA MOTORSPORTS PARK**

Mrs. Ralph introduced Mr. Charles Talley, Chief Operating Officer for Commonwealth Motorcycle Consortium, Inc. and he is here to request a special entertainment permit for a new event to be held at the Virginia Motorsports Park.

Mr. Talley came forward and gave an overview of the organization. The National Bikers Roundup 25<sup>th</sup> Anniversary event is scheduled to be held the week of July 31, - August 4, 2002. Mr. Talley stated he had already met with Mrs. Ralph, Mr. Jolly and the Sheriff's Department to find out what the requirements were for the permit. The security will be tight and no weapons will be allowed in the park whatsoever. A call center will be set up at the park and no noise will be permitted after 11:00 P.M. for any reason. Mr. Talley stated he would be holding a meeting with the families who live in close proximity of the park and would be providing a phone number to call if they had any problems with anything during the event. He commented that he would be submitting the application for the permit by the end of the month.

**IN RE: ADELPHIA CABLE – STATUS OF UPGRADE – MR. LUKE MATTHEWS**

Mr. Luke Matthews came forward stating the upgrade of Adelphia's cable system serving the Dinwiddie County area is nearing completion. One of the final steps is the switch over of the customer's line from the old system to the new fiber optic system, which should be completed by June 1st.

All 150 miles of our new system will be subdivided into pockets that we call nodes. Each of the nodes serves from one to two miles of cable plant. On the day a node area is cut over to the new system, splicing must be done on nearly every pole in that node area. This will cause a service interruption in that area only; however, depending on the particular location, the interruption may last from a few hours to several hours. This process should affect every customer only once. This will be on the day their node area is cut over. Depending on the layout, crews will be cutting over from one to three nodes per day.

Once the entire system is cut over in July, we will have the capability to add new channels and services. He provided the Board with the list of the new proposed services and channels, which will be offered to Adelphia customers.

The Board asked if any new locations would be added to the service areas. Mr. Matthews responded one new subdivision on River Road has been added in the service area. He commented he was not certain if any other areas were being added for new service but he find out and let them know.

**IN RE: VDOT – REPORT**

Mr. Richard Caywood, Resident Engineer, Virginia Department of Transportation, came forward and presented the following update:

1. Rt. 623 – Signal Crossings completed
2. Rt. 226 intersection with Rt. 1 - Curb replacement work being done
3. Rt. 460 from Sutherland to Amelia line – Speed study completed - shows average speed is 61 MPH and some warning signs will be installed at Rt. 708
4. VDOT's annual meeting to prioritize items already in the plan - John Tyler Community College April 10, 2002 at 10:00 A.M. – Important that County have representation - Rt. 460 Corridor Study

**IN RE: CONVEYANCE OF 2.28 ACRES - AIRPORT ENTRANCE**

Mrs. Ralph stated we received the deed from the Dinwiddie Airport Authority today. This deed conveys 2.28 acres to the County for the new access

road off U.S. Route 460. The County will then turn it over to VDOT so it can be taken into the State Highway System, after it is approved. The reason the deed is critical and needs to be done today is because it has to be recorded before the State will release the reimbursement to the Airport Authority. She requested authorization for the Chairman to sign the deed and issue a check for the recording fees.

Mr. Bowman suggested that covenants and or restrictions be placed on the land to make certain the entrance road is kept up to standards. Mr. Caywood stated he wasn't sure if the county could place any restrictions on the easements or not. He commented he would run the language by VDOT's right-of-way department just to see what, if anything can be done. Mrs. Ralph stated she would have legal counsel take a look at it too. But if the Board would take action today it would expedite the process pending the outcome.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the Chairman is authorized to sign the deed for a right-of-way easement for the new Airport access road contingent upon researching the legality of placing restrictions on the right-of-way before the deed is recorded.

**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 stated he had nothing new to report to them. He presented his report for the month of February 2002.

**IN RE: APPROVAL OF INVESTMENT POLICY - TREASURER**

Mr. Jones commented he had provided the Investment Policy in their packet. He requested the Board's approval of the policy.

Mr. Haraway questioned the process Mr. Jones followed for bidding out the renewal of investment instruments.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the investment policy as presented by the Treasurer is approved.

**IN RE: COMMONWEALTH ATTORNEY – REPORT**

Mr. T. O. Rainey, III, Commonwealth Attorney, came forward stating he had nothing to report, but would answer any questions the Board may have. Mr. Rainey requested that the County Attorney submit a proposed amendment to the County Code to reflect the new vehicle code adopted by the State effective July 1, 2002.

**IN RE: SHERIFF'S DEPARTMENT – REPORT**

Sheriff Samuel Shands came forward presenting his report for the month of February 2002.

1. Reported that the jail looks great. He thanked Mr. Donald Faison for the wonderful job. He invited the Board over to take a look at it.

**IN RE: ADDITIONAL APPROPRIATION FOR HOUSING INMATES**

Mrs. Ralph stated if you recall we had a discussion about the need for an additional appropriation to cover the expense for housing inmates at the Southside Regional Jail during the recent jail renovation. That amount is \$25,290. We also discussed the need to keep four (4) inmates at that facility for the remainder of the fiscal year while Staff investigates other alternatives. That cost would not exceed \$11,000, making a total additional appropriation of \$36,290 from the undesignated fund balance.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the additional appropriation to cover the expense for housing inmates at the Southside Regional Jail in the amount of \$36,290 is approved and funds appropriated from the undesignated fund balance.

**IN RE: BUILDING INSPECTOR – REPORT**

Mr. Dwayne H. Abernathy, Building Inspector came forward presenting his report for the month of February 2002.

**IN RE: ANIMAL WARDEN – REPORT**

Mr. Steven R. Beville, Animal Warden, came forward presenting his monthly update for February 2002. He commented he also visited Powhatan and took a look at the plans for the proposed shelter there.

**IN RE: DIRECTOR OF PLANNING – REPORT**

Mr. David S. Thompson, Zoning Administrator/Senior Planner came forward and stated Mr. William C. Scheid, Director of Planning, is at the Tobacco Commission meeting, but the monthly report was provided in the packets. He commented if the Board had any questions he would be happy to get an answer and report back to them. He introduced Mr. Phillip Harris, the new Code Enforcement Officer.

**IN RE: ZONING ADMINISTRATOR/SENIOR PLANNER REPORT**

Mr. David S. Thompson, Zoning Administrator/Senior Planner came forward and presented his February 2002 monthly report.

**IN RE: SOCIAL SERVICES – REPORT**

Ms. Peggy McElveen came forward stating she had nothing to report this month. She commended Mr. Byron Walker and Mr. Zeke Bolling for their hard work and help in keeping their building clean.

**IN RE: RECESS**

Mr. Bracey called for a recess at 3:34 P.M. The meeting reconvened at 3:40 P.M.

**IN RE: EDUCATIONAL FACILITY STUDY & ATTENDANCE ZONE REVISION - APPROVAL OF APPROPRIATION**

Dr. Leland Wise, Superintendent of Schools, came forward and stated Basically he was here to review the RFP for the school facility and attendance zone study, which was presented to the Board. He commented he had Mr.

Douglas Westmoreland here to answer any questions the Board might have regarding the study.

Mrs. Ralph stated based on the direction of the Board, Staff met with Dr. Wise and Mr. Westmoreland regarding the request from the School System for the Educational Facility Study and Attendance Zone Revision. As a result of that meeting Staff recommends approval of \$133,210 of the bond money for the study. The recommendation is based on those elements that would allow the School system to move forward with the Attendance Zone Revision. The remainder of the proposal would be delayed until the Board and citizens could see the results of the study and how the completion of the remainder of the study would be beneficial.

After a lengthy discussion between the Board members, Mr. Westmoreland, and Dr. Leland Wise, Mr. Haraway moved to appropriate \$133,210 of the bond money from the remaining school project funds for the study as recommended by the County Administrator and Staff.

The motion was seconded by Mr. Clay, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that \$133,210 of the bond money from the remaining school project funds for the Educational Facility Study and Attendance Zone Revision is approved.

**IN RE: PARKS AND RECREATION – REPORT**

Mr. Timothy C. Smith, Director of Parks and Recreation, stated he had provided the Board with his February 2002 monthly report.

**IN RE: WASTE MANAGEMENT – REPORT**

Mr. Dennis King, Director of Waste Management came forward to present his report for February 2002. Mr. King stated because of the nice weather he had added a 2<sup>nd</sup> shift for the week-end due to the extensive usage of the dumpsters. Hopefully that will help alleviate the litter problems around the County.

**IN RE: PUBLIC SAFETY OFFICER – REPORT**

Mr. David M. Jolly, Public Safety Officer, was not present due to a hazmat call. His report was included in the Board Packet

**IN RE: APPOINTMENT – COMMUNICATIONS SUPERVISOR POSITION – MS. DENISE ABSHER**

Upon motion of Mr. Haraway, seconded by Mr. Clay, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey voting "Aye", authorization is granted for Administration to appoint Ms. Denise Absher to the position of Communications Supervisor, at Grade 14, Step A at an annual salary of \$33,941, effective April 8, 2002.

**IN RE: AUTHORIZATION TO PAY CLAIM FOR FORD VOLUNTEER FIRE DEPARTMENT PUMPER TRUCK**

Mrs. Ralph commented Mr. Jolly has an invoice he would like to have the Board approve also. The primer and pump on the 1987 Ford, E-One Pumper from Ford Volunteer Department has been repaired. The cost for the repair is \$13,841. He asked for approval to pay the invoice from line item 101-032200-3310, Volunteer Fire capital line item budget.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the invoice in the amount of \$13,841 for repairs on the primer and pump on the 1987 Ford, E-One Pumper is approved and funds appropriated from the Volunteer Fire Department budget capital line item 101-032200-3310.

**IN RE: COUNTY ATTORNEY – REPORT**

Mr. Daniel Siegel, County Attorney, came before the Board stating he checked on the Titanium taxation issue raised by Mr. Bowman and the County can separate the taxes on minerals and land. However, the severance tax issue is limited to coal and gas. He stated he would be glad to update the Board on litigation in Closed Session.

**IN RE: BUILDINGS AND GROUNDS - REPORT**

Mr. Donald Faison, Buildings and Grounds Superintendent, came forward and stated he provided his monthly update for February 2002 in the Board packages.

Mr. Faison presented the color selections for the floors, cabinets, and counter tops for the Public Safety Building. The Board had no objections to the selections.

**IN RE: ARBITRAGE REBATE CALCULATIONS – CONTRACT AWARD**

Mrs. Ralph stated it is time again to perform arbitrage rebate calculations for our bond issues that fall within the 5-year timeframe. The County and the School Board have 9 bond issues together. The following companies responded to our solicitation:

COMPANY	BID	TOTAL
Trimble & Associates	\$ 475/bond issue	\$ 4,275
Robinson, Farmer, Cox Associates	1,150/bond issue	10,350

Mrs. Ralph recommended Trimble & Associates since they are the low bidder and also because they performed the last calculations.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia, that the County Administrator is authorized to proceed with the contract with Trimble & Associates to perform arbitrage rebate calculations for our bond issues that fall within the 5-year timeframe at a cost not to exceed \$4,275.

**IN RE: COUNTY AUDIT – AUTHORIZATION TO NEGOTIATE CONTRACT**

Mrs, Ralph commented staff sent out seven and received two proposals for the County Audit contract. The two were from Robinson, Farmer, Cox Associates and Cherry, Bekaert & Holland.

The recommendation of the audit committee is to request authorization to negotiate a contract with Robinson, Farmer, Cox. Additional services will include: Landfill Assurance filing; school activity funds; GASB 34 conversion and an audit of each of our volunteer fire/ems departments. Mr. Clay stated the volunteer rescue squad should be included.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that authorization is granted for Staff to negotiate a contract with Robinson, Farmer, Cox Associates to perform the county audit renewable annually for a five-year period.

**IN RE: PRESENTATION OF PAY PLAN, ORGANIZATIONAL STRUCTURE AND CREATION OF NEW POSITIONS**

Mrs. Ralph stated in July of last year, the Board of Supervisors entered into an agreement with the Virginia Tech Institute for Innovative Governance to conduct a Classification and Pay Plan Review for the County. The study has been completed and the Board has a Resolution before it today to adopt; and if adopted, the effective date would be March 1, 2002.

A sound plan is based on 4 principles:

- A. Internal equity - for jobs that have a comparable work load, experience, responsibility, skill, training, and complexity
- B. Competitive with the market – to similar jobs within the labor market for which we must compete for employees
- C. Reflects the organizational values and goals – should reflect the value of the jobs and help the county achieve it's policy and fiscal goals
- D. Employee buy-in – conveys to employees that their work will be appropriately rewarded – keeps good employees

The goal is for the plan to have room for growth but stay competitive for at least 3 to 5 years. Then we looked at, how do we find the most cost effective method to deliver services to Dinwiddie County citizens?

One of the major components of this study was the development of Divisions which would be mission focused and be based upon the concept of teamwork. This will provide clustering of compatible units that would produce greater focus upon their basic mission and will improve services to county residents. Every work team will be strictly accountable for meeting the goals that are set and which have been approved by the Board. The proposed structure is shown in this chart:

**DIVISION OF PUBLIC SAFETY**

This division will contain the following offices:

Emergency Medical Services  
Fire Services  
Communications  
Animal Control

The only new position proposed here is the Chief of the Division.

**DIVISION OF PLANNING & COMMUNITY SERVICES**

This division will contain the following offices:

Planning  
Zoning  
Code Enforcement  
GIS  
Building Inspector  
Recreation

The Assistant County Administrator will also serve as the Division Chief for this division. The new position here is the GIS Manager to implement and manage the GIS System.

DIVISION OF ADMINISTRATIVE AND COMMUNITY SERVICES

This division will contain the following offices:

Purchasing  
Accounts Payable  
Human Resources  
Information technology  
Buildings and Grounds  
Waste Management

The new position in this division is the Human Resources Assistant.

The Pay Plan is based on a 2 1/2% increase between steps and 8% between grades just like our present plan. All employees have been placed on the pay plan and given a one step annual adjustment. The increase for employees not involved in a re-grade is approximately 3.5%. There will not be a salary increase for county employees in the next fiscal year.

Several positions were recommended for a position re-grade or reclassification. A re-grade/reclassification occurs when the duties of a position have changed as a result of additional duties being added, duties removed, or a need for higher levels of skill and expertise.

Those re-grades are as follows:

Emergency Medical Technicians – Advanced –  
(This is where the study originated. Very similar to teachers, we were having trouble recruiting and keeping EMS providers. This re-grade brings them in line with surrounding communities, but it is also the place where the majority of the cost lies for the implementation of the plan.)

Animal Control Officers  
Zoning Administrator/Senior Planner  
Recreation Program Coordinator  
Information Systems Manager  
Fiscal Technician – Step increase only  
Equipment Operators  
Director of Buildings and Grounds  
Division Chief – Administrative and Community Services

Cost Information

The Board included \$100,000 in this year's budget to cover the plan review and recommendations. The cost to implement the plan from March 1, 2002 until the end of the fiscal year is \$77,960. The cost in FY 03 is \$212,504 which is a \$134,544 increase from FY 02.

The Communications Center staff has been authorized and will be funded through E911. The paid EMS Crew is on hold pending additional call information and action on the Revenue Recovery Program.

Mr. Bracey commented that the Board wanted to discuss the matter further before taking action.

Action was postponed on the adoption of the Resolution until after Closed Session.

**IN RE: COUNTY ADMINISTRATOR COMMENTS**

1. Mrs. Ralph reported she contacted the cogeneration plant as a viable source of power for the County. They are not on line 24 hours a day and they presently are a supplier of power for an industry. However, a representative will be calling her back.
2. The redistricting plan was approved by the Justice Department. There is a sixty-day period in which they reserve the right to request additional information.

**IN RE: VIRGINIA JUVENILE COMMUNITY CRIME CONTROL  
ACT & THE OFFICE ON YOUTH COMMISSION  
SERVICES**

Mrs. Ralph stated there is an additional budget item that Staff needs direction on. The State has placed us in a dilemma because they have cut out the funding for the Office on Youth and the VJCCCA program has been cut 52%. The VJCCCA program would need \$17,770 from the County to continue operation and keep that person in the position. If the County will provide this amount of funding, the Supervisor has pledged to have the position become more involved in monitoring the children going to the Crater Detention Home or those with the potential for being sent to the Detention Home, thereby keeping our cost down as much as possible.

Continuing she stated, my recommendation, therefore, is to provide \$40,000 to be split between VJCCCA and OYCS with these conditions: VJCCCA will take on the duty of expediting the process for the children being sent to the Crater Detention Home to either give the judge an alternative punishment or minimize their time in the facility. OYCS will receive \$20,000 with the directive to secure the remainder through grants or from the School System with the same mission to concentrate more time on those children who have already touched the court system. Again, this is in an effort to reduce the costs the County must cover with the Detention system.

Mr. Moody stated the County has a higher rate of alcoholism and drug abuse than any other locality in the area. If they can measure that then the Board needs to see some improvements or the County will not provide future funding for the programs.

There was a great deal of discussion among the Board and the County Administrator about the funding for the programs.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that \$40,000 will be included in the FY 03 budget and shall be split between VJCCCA and OYCS with the conditions listed above.

**IN RE: BOARD MEMBER COMMENTS**

Mr. Clay	No Comments
Mr. Haraway	No Comments
Mr. Moody	No Comments
Mr. Bowman	No Comments
Mr. Bracey	He stated the Board pulled two people out of the water today and put them on land. He commented he knew of a few others who needed help also.

**IN RE: CLOSED SESSION**

Mr. Moody stated I move to close this meeting in order to discuss matters exempt under section:

**Personnel Matters - §2.2-3711 A. 1 of the Code of Virginia**  
- Administration

**Consultation with Legal Counsel - §2.2-3711 A. 7 of the Code of Virginia**  
- Procurement and Sale of Property

Mr. Bowman seconded the motion. Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye", the Board moved into the Closed Meeting at 5:14 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 7:16 P.M.

**IN RE: CERTIFICATION**

**Whereas**, this Board convened in a closed meeting under § 2.2-3711 A.1 Personnel - Administration and § 2.2-3711 A.7, Legal Counsel – Procurement and Sale of Property

**And whereas**, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

**Now be it certified**, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

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

**IN RE: RESOLUTION ADOPTING PAY PLAN, ORGANIZATIONAL STRUCTURE AND CREATION OF NEW POSITIONS**

Mrs. Ralph stated you have in front of you the Resolution for Adopting the Pay Plan, Organizational Structure and the Creation of New Positions and the only change in the Resolution would be that the Departments would now be called Offices and the Pay Plan would be limited to Step O.

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

**BE IT RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia, that the following organization plan and new positions are adopted with an effective date of March 1, 2002:

- A. The organization of the County shall be divided into three Divisions:
1. The DIVISION OF PUBLIC SAFETY which shall consist of the Offices of EMS, Fire, Communications and Animal Control.
  2. The DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT which shall consist of the Offices of Planning, Zoning, Code Enforcement, GIS, Building Inspections, and Recreation.
  3. The DIVISION OF ADMINISTRATIVE AND COMMUNITY SERVICES which shall consist of the Offices of Purchasing & Accounts Payable,

Human Resources, Information Technology, Buildings & Grounds, and Waste Management.

- B. The organizational chart as presented to the Board and filed in the Office of the County Administrator shall establish the positions that report to each Division Chief.

**AND BE IT FURTHER RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia that the pay and classification plan as presented to the Board at its meeting on March 20, 2002 and filed with the Clerk of the Board is hereby adopted with an effective date of March 1, 2002

**AND BE IT FURTHER RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia that each employee shall be placed on the new pay plan with an annual adjustment with an effective date of March 1, 2002; said pay plan to have a maximum step of Step O;

**AND BE IT FURTHER RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia the following position re-grades are authorized with an effective date of March 1, 2002:

Assistant County Administrator/Division Chief – Planning and Community Development – Grade 18 to Grade 20  
Emergency Medical Technician II – Grade 10 to Grade 12  
Division Chief – Administrative Services – Grade 16 to Grade 18  
Fiscal Technician – Grade 7C to Grade 7F  
Manager, Information Systems – Grade 9 to Grade 14  
Director, Buildings & Grounds – Grade 15 to Grade 16  
Zoning Administrator/Senior Planner – Grade 14 to Grade 15  
Animal Control Officer – Grade 10 to Grade 12  
Ass't. Animal Control Officer – Grade 8 to Grade 10  
Animal Control Attendant – Hourly Grade 8  
Animal Control Aide (Pound) – Hourly Grade 6  
Equipment Operators – Grade 5 to Grade 8  
Recreation Program Coordinator – Grade 8 to Grade 10

**AND BE IT FURTHER RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia that the following positions within the organization plan are authorized to be advertised and filled immediately:

Assistant County Administrator/Division Chief for Planning and Community Development  
Human Resources Assistant – Grade 8;

**AND BE IT FURTHER RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia that the following positions shall be advertised and filled no later than July 1, 2002:

Division Chief, Division of Public Safety – Grade 18  
GIS Manager – Grade 15

This resolution shall take effect immediately.

**IN RE: RESOLUTION APPOINTING COUNTY ADMINISTRATOR**

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

**BE IT RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia, that Wendy Weber Ralph is hereby appointed as County Administrator and shall assume all the responsibilities of that office on April 1, 2002.

**AND BE IT FURTHER RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia that the Chairman of the Board of Supervisors is hereby authorized to enter into on behalf of the Board the Employment Agreement between Wendy Weber Ralph and the County. Such agreement, which is presented to the Board at this meeting on March 20, 2002 and a copy of which is on file with the Clerk of the Board of Supervisors.

**AND BE IT FURTHER RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia that the County Administrator is directed to immediately advertise for the position of Assistant County Administrator/Chief of the Division of Planning and Community Development, to interview candidates, and to recommend to the Board of Supervisors as soon as possible thereafter the best suited and qualified candidate.

**AND BE IT FURTHER RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia that Glenice Townsend shall remain in the position of Acting Assistant County Administrator until such time as an individual is appointed to the position of Assistant County Administrator/Chief of the Division of Planning and Community Development.

**AND BE IT FURTHER RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia that Glenice Townsend shall be appointed to the position of Chief of the Division of Administrative & Community Services when her services as Acting Assistant County Administrator cease.

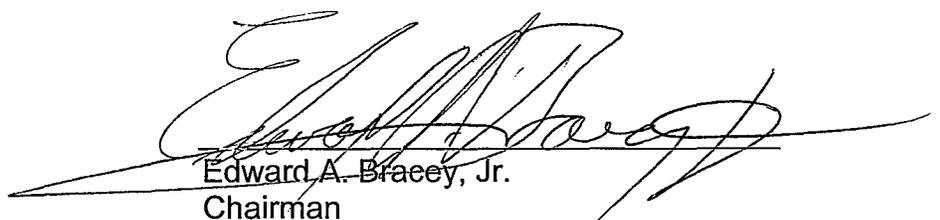
This Resolution shall be effective immediately.

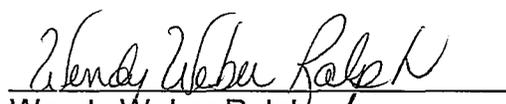
**IN RE: INFORMATION IN BOARD PACKET OR DISTRIBUTED**

1. Appomattox Regional Library - Report
2. Letter from U.S. Department of Justice – Approving Redistricting of Dinwiddie County
3. Letter from Commonwealth of Virginia Department of Corrections – Regarding jail facility placed on Probationary Certification
4. Invitation to the Meet and Greet honoring Senator Henry Marsh, and Delegate Fenton Bland, Jr. to be held on Sunday, March 24, 2002.
5. Letter from Probation Supervisor – Regarding number of juveniles in detention and estimated costs of detention in support of the VJCCCA program

**IN RE: ADJOURNMENT**

Upon Motion of Mr. Clay, Seconded by Mr. Moody, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye", the meeting adjourned at 7:29 P.M.

  
Edward A. Bracey, Jr.  
Chairman

  
Wendy Weber Ralph  
County Administrator