AT THE REGULAR MEETING OF THE DINWIDDIE COUNTY BOARD VIRGINIA:

OF SUPERVISORS HELD IN THE BOARD MEETING ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 15TH DAY OF NOVEMBER, 2000, AT 2:00 P.M.

PRESENT: AUBREY S. CLAY, CHAIRMAN **ELECTION DISTRICT #5**

> HARRISON A. MOODY, VICE-CHAIR **ELECTION DISTRICT #1** DONALD L. HARAWAY **ELECTION DISTRICT #2** ROBERT L. BOWMAN, IV **ELECTION DISTRICT #3** EDWARD A. BRACEY, JR. **ELECTION DISTRICT #4**

OTHER: DANIEL M. SIEGEL COUNTY ATTORNEY

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

Mr. Aubrey S. Clay, 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. Clay asked if there were any amendments to the Agenda.

Mr. R. Martin Long, County Administrator stated there were no amendments.

IN RE: **MINUTES**

Upon Motion of Mr. Moody, Seconded by Mr. Bracey, 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 the minutes of the November 1, 2000 Regular Meeting are hereby approved in their entirety.

CLAIMS IN RE:

It was noted there was a supplemental claim placed in the Board members' folders prior to the meeting and that any motion should include this claim.

Upon Motion of Mr. Moody, Seconded by Mr. Haraway, 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 the following claims are approved and funds appropriated for same using checks numbered 1022487 and 1022786 through 1022867 and 1022994 through 1023158 (void check(s) numbered 1022995) for

Accounts Payable:

(101) General Fund	\$ 232135.59
(103) Jail Commission	\$.00
(104) Marketing Fund	\$.00
(222) E911 Fund	\$ 368.00
(223) Self Insurance Fund	\$.00
(225) Courthouse Maintenance	\$.00
(226) Law Library	\$.00
(228) Fire Programs & EMS	\$ 45.00
(229) Forfeited Asset Sharing	\$.00
(304) CDBG Grant Fund	\$ 1,854.11
(305) Capital Projects Fund	\$ 5,163.49
(401) County Debt Service	\$ 82,952.96

TOTAL	\$ 322,519.15
PAYROLL 10-31-00:	
(101) General Fund (222) E911 Fund (304) CDBG Fund	\$ 363,415.98 \$.00 \$ 3,196.25
TOTAL	\$ 366,612.23
SUPPLEMENT CLAIM	
 (101) General Fund (103) Jail Commission (104) Marketing Fund (222) E911 Fund (223) Self Insurance Fund (225) Courthouse Maintenance (226) Law Library (228) Fire Programs & EMS (229) Forfeited Asset Sharing (304) CDBG Grant Fund (305) Capital Projects Fund (401) County Debt Service 	\$.00 \$.00
TOTAL	\$ 39,474.83

DINWIDDIE ELEMENTARY SCHOOL RENOVATION IN RE: PROJECT - REQUISITION NUMBER 23 (IDA1999A-#15)

Mrs. Ralph stated the following invoices are included in Payment Request Number 23 (IDA1999A-#15):

SOUTHWOOD BUILDERS, INC.	\$421,344.00
ESC, LTD	583.25
BALLOU JUSTICE UPTON	4,417.82

TOTAL REQUISITION #23 (IDA1999A -#15) \$426,345.07

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

Upon Motion of Mr. Bracey, Seconded by Mr. Bowman, 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 Requisition Number 23 (IDA1999A-#15) in the amount of \$426,345.07 be approved and funds appropriated for CIP expenses from the Dinwiddie Elementary School Renovation Project Fund.

IN RE: CITIZEN COMMENTS

No citizens signed up to address the Board during the Citizen Comment section of the Agenda.

FY 2000 AUDIT PRESENTATION - ROBINSON, FARMER, IN RE: COX & ASSOICATES

Mr. Paul Lee from Robinson, Farmer, Cox & Associates came forward to present the results of the FY2000 audit. A copy of the audit was enclosed in the Board's packet.

Since Governmental Accounting Standards Board's Statement Number 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments which will be effective for Dinwiddie County as of June 30, 2003, and same will require fixed asset accounting, the auditors recommended same as a target date for inclusion of fixed asset accounting on the County's financial statements.

It was also noted that the first half of the 2000 tax levy due June 5, 2000 did not include an assessment for Public Service Corporations. Mr. Lee continued that the assessment book from the State Corporation Commission is generally not available when said bills are processed, but most localities estimate the amount due based on the prior year and make up any difference with the second half billing. The auditors recommended that Public Service Corporation taxes be billed in installments as the County does the Real Estate and Personal Property.

The final item that Mr. Lee pointed out to the Board was that the Commonwealth has not remitted any Mobile Home Titling Tax to the County since FY 1997 although the County has budgeted it every year. They recommended that the County investigate the reason for this shortfall.

Mr. Lee stated that the audit showed the County to be in good financial standing.

Mr. Haraway requested a written reply from the Officer in charge of the above items with a copy to the Board of Supervisors and the accounting firm.

IN RE: VIRGINIA DEPARTMENT OF TRANSPORTATION

Mr. Richard Caywood, Resident Engineer for the Virginia Department of Transportation came forward providing the Board with an update on VDOT's work within the County.

IN RE: SIX YEAR PLAN – WORK SESSION AND PUBLIC HEARING

Mr. Caywood stated that a work session on the Six Year Plan needed to be held at the December 6th meeting and the Public Hearing would then be held on January 3, 2001. The Board agreed with these dates.

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 presenting his monthly report. He reported he was pleased with the collection rates published in the audit report. He further defended his Office by informing the Board that a portion of the public service corporation assessment had been collected for the first half of the year. Mr. Jones continued that when these fees come in they are placed in a special account so they do not show up as assessed and collected until the actual assessment has been made.

IN RE: COMMONWEALTH ATTORNEY – REPORT

Mr. T. O. Rainey, III, Commonwealth Attorney was not present at this time.

IN RE: SHERIFF'S DEPARTMENT – REPORT

Sheriff Samuel H. Shands came forward stating the Board had his report before them and he would be glad to answer any questions.

BUILDING INSPECTOR – REPORT IN RE:

Mr. Dwayne H. Abernathy, Building Inspector came forward presenting the report for the month of October 2000. He reported total number of permits for 2000 - 151; total value for 2000 - \$2,616,010.00; total fees for 2000 -\$14,236.54; total number of inspections 2000 - 534; and a total number of certificates of occupancy issued in October were 16 with a value of \$1,698,000.00.

ANIMAL WARDEN - REPORT IN RE:

Mr. Steven R. Beville, Animal Warden, came forward presenting his report for the month of October 2000.

Mr. Haraway passed a copy of Ms. Batte's report from the previous meeting on to Mr. Beville for his records and response.

DIRECTOR OF PLANNING - REPORT IN RE:

Mr. William C. Scheid, Director of Planning came forward presenting an update for his Department.

There was discussion regarding the time limit the Planning Commission has to review a request with Mr. Bracey stating he felt one hundred (100) days was too long.

Mr. Moody felt the one hundred (100) day limit was justified.

Administration and Planning will review this matter and report back to the Board.

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

Mr. David S. Thompson, Zoning Administrator/Senior Planner came forward to present his monthly report which included the following: a) an update on code compliance cases and a case summary record; an update on street sign replacements; the monthly breakdown of Mobile Home Permits issued during October 2000, and other Planning and Zoning issues at hand.

SOCIAL SERVICES - REPORT IN RE:

Ms. Peggy McElveen, Director of Social Services was not present.

IN RE: SUPERINTENDENT OF SCHOOLS - REPORT

Ms. Troilen Seward, Superintendent of Schools was not present.

Mr. Ray Watson, Assistant Superintendent of Schools came forward to present an update to the Board on School Activities. He reported to the Board that a new evaluation project is underway and that this is another unfunded mandate from the State.

Mr. Watson stated this was American Education Week and asked that the Board, Staff and Citizens say a kind word to the educators of Dinwiddie County sometime during this week.

RESOLUTION -- SNAP

Upon Motion of Mr. Bracey, Seconded by Mr. Moody, 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 the following Resolution authorizing the Treasurer of the County of Dinwiddie to invest bond proceeds and related funds in the State Non-Arbitrage Program is here adopted.

A RESOLUTION AUTHORIZING THE TREASURER OF THE COUNTY OF DINWIDDIE, VIRGINIA TO INVEST BOND PROCEEDS AND RELATED FUNDS IN THE STATE NON-ARBITRAGE PROGRAM.

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia (the "Issuer"), as follows:

- 1. The Board of Supervisors hereby finds and determines that (a) the Board of Supervisors has received and reviewed (i) the Information Statement dated May 1, 1999 describing the State Non-Arbitrage Program of the Commonwealth of Virginia ("SNAP"), and (ii) the Contract respecting the State Non-Arbitrage Program; and (b) the Issuer has been afforded the opportunity to discuss SNAP with the Investment Manager and Special Counsel to SNAP, and the Board of Supervisors has determined that it is in the best interests of the Issuer to authorize the Treasurer of the Issuer to participate in SNAP.
- 2. The Contract is hereby approved.
- 3. The Board of Supervisors acknowledges that its decision to authorize the participation in SNAP is based solely on the information set forth in the Information Statement and in the Contract, and the Board of Supervisors hereby acknowledges that the Treasury Board of the Commonwealth of Virginia is not, and shall not be, in any way liable to the Issuer in connection with SNAP, except as otherwise provided in the Contract.
- 4. The resolution shall take effect immediately upon its adoption.

IN RE: RETIRED TEACHERS ASSOCIATION – PRESENTATION OF CHECK

Ms. Hope Mitchell, President of the Retired Teachers Association came forward presenting a check in the amount of \$116,051.00 which represented 8,927 hours of time that had been volunteered by the Retired Teachers Association. A total of 301 County youths had been served through their efforts. She also introduced the new President, Ms. Barbara Jones.

IN RE: PARKS AND RECREATION – REPORT

Mr. Timothy C. Smith, Director of Parks and Recreation, came forward presenting his report for the month of October 2000. Mr. Smith reported that Fall Youth Soccer; Fall Session of Karate; and Fall Aerobics Class had been completed; continuing by reporting the second Fall Aerobics; and third Hunter Safety classes are currently in progress. He also reported that registration is in progress for the following programs: 2nd Fall Session Karate; Youth Wrestling Program; and 3rd Session Aerobics.

IN RE: HOLIDAY PARADE 2000

Mr. Smith reported that to date he had approximately fifty- (50) units obligated to participate in the Holiday Parade 2000 scheduled to be held on December 9th at 2:00 P.M. The registration date had been extended until next

week. Mr. Smith also reported that Mr. David M. Jolly, Director of Public Safety and Sheriff Samuel Shands had traveled the parade route and all possible precautions were being taken.

WASTE MANAGEMENT – REPORT IN RE:

Mr. Dennis King, Director of Waste Management came forward to present his report for October/November 2000.

He reported that some clearing of trees was currently underway at the Rohoic Site. This work is being generated by the Airport and would open the site up a lot. He also reported that a fence was being planned to prevent this site from being in public view of those traveling on Route 460.

Mr. King stated the Vocational Technical Center had completed the shed for the Rohoic site, at a cost of \$700.00, and it should be moved to the site within the next few days.

PUBLIC SAFETY OFFICER – REPORT IN RE:

Mr. David M. Jolly, Public Safety Officer, came forward presenting his monthly report. He thanked those who attended the McKenney and Dinwiddie Fire/EMS dedication services.

Mr. Jolly reported this was Winter Preparedness Week.

He also announced that the Dinwiddie Volunteer Fire/EMS Station would be holding an Open House for the public on November 26, 2000 between the hours of 1 P.M. and 5 P.M.

3000 TANKER FOR DINWIDDIE FIRE STATION -IN RE: **REQUEST TO PURCHASE -- APPROVED**

Mr. Jolly stated they had met with the low bidder and reviewed the bid for the 3000 tanker for Dinwiddie Fire Station. After review and conversation with the bidder they reduced the cost of the unit from \$233,700 to \$212,307. This is a reduction of \$21,393. One of the ways they were able to reduce the cost was by either paying for the truck at the time of purchase or by lease purchasing the unit and paying for the unit upon signing the contract. With this information in mind Mr. Jolly recommended that the County purchase the unit from Singer Associates in Richmond for \$212,307. He also recommended that the County enter into a lease purchase agreement for this unit, which will make the annual payment about \$48,000 annually for five years. After discussion, the Board decided to postpone payment until delivery because the interest earned on the money would be more than the additional cost.

Upon Motion of Mr. Bracey, Seconded by Mr. Moody, 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 authorization is granted for Administration to enter into a lease purchase agreement with Singer Associates in Richmond for the purchase of a 3000 Tanker for Dinwiddie Fire Station at a cost not to exceed \$222,729.00.

FIRE AND RESCUE ASSOCIATION - REPORT IN RE:

Mr. Alvin Langley, Chairman of the Fire & Rescue Association was not present. Mr. Jolly stated their report was included in the Board packet.

COUNTY ATTORNEY – REPORT IN RE:

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

IN RE: **COMMONWEALTH ATTORNEY – REPORT**

Mr. T. O. Rainey, III, Commonwealth Attorney came forward stating he had nothing to report but he would be glad to answer any questions the Board might have.

IN RE: **BUILDING AND GROUNDS SUPERINTENDENT REPORT**

Mr. Donald W. Faison, Building and Grounds Superintendent came forward to present his monthly update. He report contained the following information:

- 1. Old Dinwiddie Historic Courthouse:
 - Roof Painting will start soon.
 - Exterior Demolition is nearing completion.
 - Interior Demolition for Phase I is approx. 95% complete.
 - Lead removal and disposal should start soon (Sample Panel needs to be completed.)
 - Architect is working on Phase II.
- 2. Dinwiddie Branch Library (Old Clerks Building)
 - Open House was held at 2:00 P.M. November 5, 2000.
 - Library opened for business on November 6, 2000.
- 3. Eastside School Renovation:
 - Construction started on October 9, 2000.
 - Demolition is nearing completion.
 - Ductwork, Electrical Conduits and Plumbing lines below floor are being installed.
 - Metal Stud partitions have started.
 - Roof Trusses are approved and in production.
- 4. Dinwiddie / McKenney FIRE EMS Building
 - Furniture and Fixtures are partially installed at Dinwiddie and McKenney.
 - Punch lists are nearing completion on both Stations.
 - Flagpoles are in and I hope to have them installed before dedications.
 - Dedications are scheduled for Nov.15, 2000 beginning 10:00 a.m. at McKenney, 11:15 at Dinwiddie with lunch served by the Dinwiddie and McKenney Volunteers at 12:30.

IN RE: **EASTSIDE COMMUNITY ENHANCEMENT CENTER – REQUEST FOR APPROVAL OF INTERIOR AND EXTERIOR COLOR SELECTIONS – APPROVAL GRANTED**

Mr. Faison continued that interior and exterior colors had been selected for the Eastside Community Enhancement Center and he presented the Board with a selection chart requesting approval.

Upon Motion of Mr. Bracey, Seconded by Mr. Haraway, 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 the interior and exterior colors, as presented, are hereby approved for the Eastside Community Enhancement Center.

APPOINTMENTS - APPOMATTOX RIVER WATER IN RE: <u>AUTHORITY</u>

Ms. Pamla A. Mann, Administrative Secretary/Clerk, stated there were two- (2) positions open on the Appomattox River Water Authority. Robert Harrison has been serving on this Board since 1996 and is seeking reappointment and W. C. "Guy" Scheid has been serving on this Board since 1996 and is also seeking reappointment.

Two (2) additional applications were received for these positions. All applications were enclosed in the Board's packets for review and consideration.

Upon Motion of Mr. Bracey, Seconded by Mr. Moody, 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. Robert Harrison and Mr. W. C. "Guy" Scheid are hereby appointed to serve on the Appomattox River Water Authority for a term ending November 30, 2004.

2001-02 TENTATIVE BUDGET CALENDAR IN RE:

Mr. Long stated included in the Board packet was the following tentative budget calendar:

December 4	Budget materials distributed to Agencies and Departments
January 5	Agencies/Departments submit Budget Requests
January 5	2001 value estimates submitted by the Commissioner of the Revenue
Week of January 29	Proposed Budget submitted to the Board of Supervisors
Month of February	Board of Supervisors Budget Work Sessions
March 21	Budget Public Hearing
April 4	Adoption of Budget

Mr. Long asked if this schedule was agreeable with the Board

Upon Motion of Mr. Bracey, Seconded by Mr. Moody, 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 the above outlined budget calendar is hereby adopted.

BOARD OF EQUALIZATION TRAINING IN RE:

Mr. Long stated a memorandum had been received from Julio G. Del Corso, III and Brian Bergen regarding Board of Equalization Training. Mr. Del Corso and Mr. Bergen have requested training take place in November and December 2000. Their reasoning for this request was their schedule gave them more free time during this time frame and they were hoping to avoid inclement weather that may occur in January and February 2001. Besides the regular Board of Equalization candidates they recommend that two (2) alternates be appointed. This would prevent the loss of time and funding needed to train a new member should a need arise due to a resignation. There are two (2) main requirements to be a member of the Board of Equalization and they are: 1) the appointee must reside in Dinwiddie County and 2) the appointee must own property in Dinwiddie County.

Mr. Long continued that this served as a reminder that the Board needs to make appointments in the very near future to serve on this Board. The minimum number required is three (3); however, he felt the Board would want to appoint five (5), one per district. Additionally, per the Department of Taxation the Board would need to appoint two (2) alternates. The two (2) alternates should be atlarge citizens.

IN RE: **LEGISLATIVE ISSUES**

Mr. Long stated that if the Board members had anything to add to the legislative issues they let him know as soon as possible. He stated he hoped to get them out by December 1, 2000.

2000 HOLIDAY SCHEDULE IN RE:

Mr. Long stated he had received a release from the Governor's Office regarding the 2000 Holiday Schedule. Governor Gilmore announced the following Thanksgiving, Christmas and New Year holiday schedules for State employees. Mr. Long asked the Board to consider adopting the same schedule. For the Thanksgiving, Christmas and New Year holidays, the additional time given to the State employees, other than current County policy, is that the state offices will close at 12:00 Noon on Wednesday, November 22, 2000; state offices will close at 12:00 Noon on Friday, December 22, 1999 and will also be closed on Tuesday, December 26th to enable employees to travel home following Christmas and state offices will be closed Tuesday, January 2, 2001.

Upon Motion of Mr. Bracey, Seconded by Mr. Bowman, 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 the above described additional holiday time is hereby approved.

BOARD MEMBER COMMENTS IN RE:

He suggested the County request that Route 226 be Mr. Bowman

changed to a higher number thus making it possible to limit

the truck travel on that section of highway.

He suggested that it be expressed to the Department Heads, Mr. Bracey

> Constitutional Officers and Agencies the importance of their budget requests and for them to be sure to include all necessary items during the budget process. In this fiscal year the Board has had numerous requests for additional funds because items were overlooked during the last budget

process.

He also requested Administration set up a meeting to review the process of obtaining a Business License in Dinwiddie County.

Mr. Bracey left the meeting at 3:20 P.M.

He requested a list of the Board of Equalization members Mr. Haraway

from the last General Reassessment be mailed to each Board member.

Mr. Moody

No comments.

Mr. Clay

No comments

IN RE: **CLOSED SESSION**

Mr. Haraway moved that the Board now move into a closed meeting to discuss matters exempt from the open meeting requirements of the Virginia Freedom of Information Act:

- 1. The purpose of the closed meeting is to discuss subject matters identified as Personnel Matters. Matters to include: Appointments.
 - 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)

Mr. Bowman seconded the motion. Mr. Haraway, Mr. Bowman, Mr. Moody, Mr. Clay voting "Aye" the Board moved into the Closed Meeting at 3:27 P.M. following a five- (5) minute recess.

A vote having been made and approved the meeting reconvened into Open Session at 3:40 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. Moody, Seconded by Mr. Bowman, Mr. Haraway, Mr. Bowman, Mr. Moody, Mr. Clay voting "Aye". This Certification Resolution was adopted.

HOLIDAY PARADE 2000 – RAIN DATE SET IN RE:

Mr. Long questioned the Board as to their desire to set a rain date for the Holiday Parade, which would be held on December 9th.

After a short discussion it was decided to set Sunday, December 10th as the rain date. In this event the Parade will follow the same route and be held at the same time as originally scheduled, 2:00 P.M.

IN RE: ADJOURNMENT

Upon Motion of Mr. Moody, Seconded by Mr. Bowman, Mr. Haraway, Mr. Bowman, Mr. Moody, Mr. Clay voting "Aye", the meeting adjourned at 3:44 P.M. to be continued at 5:30 P.M. on December 6, 2000 in the Multi-purpose Room of the Pamplin Administration Building for a Closed Session for Public Safety.

Aubrey S. Clay Chairman

R. Martin Long

County Administrator

/pam