

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
February 08, 2017
Work Session 4:00 pm
Regular Meeting 7:00 pm

MEMBERS PRESENT: John M. (Mike) Sheridan, Columbia District, Chair
Mozell Booker, Fork Union District, Vice Chair
Patricia Eager, Palmyra District
Tony O'Brien, Rivanna District
Donald W. Weaver, Cunningham District

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Eric Dahl, DCA/Finance Director
Martin Brookhart, Management Analyst
Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER WORK SESSION
At 7:00 pm, Chair Sheridan called the Work Session Meeting of February 08, 2017 to order.
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

PRESENTATIONS
Treasurer's Budget Brief – Linda Lenherr, Treasurer, presented a request for FY18 Budget. Of note: Staff Training requiring a change in the Lodging, Convention, Education requests. Mrs. Lenherr also reported that her office has the goal of going paperless; with this goal in mind, the Treasurer has reduced the amount of paper letters being sent from her office, including mortgage notices and dog tags.

Sheriff's Budget Brief – Sheriff Eric Hess, brought forward a request for FY18 funding, focusing on particular needs: ICV-Incar Video, BWC- Body Worn Camera, Law Enforcement Training, Vehicles, Personnel, Clothing Allowances, Investigative Services. Sheriff Hess indicated that because of the work load required of the Court Services deputies, the Compensation Board has recommended two additional positions. In addition, Sheriff Hess noted the following initiatives: DRUG Drop Box program, Sheriff's Mountain Bike Patrol, Reserve Deputy Program, TRIAD.

Commonwealth's Attorney Budget Brief – Jeff Haislip, Commonwealth's Attorney, thanked the Board for the opportunity to provide an update and overview of the Commonwealth's Attorney's office. Mr. Haislip briefed the Board on the FY18 Budget Request, highlighting training opportunities being taken by the Office that will facilitate a closer collaboration with the Sheriff's Office. Highlights of the presentation: higher case volume, benefits and challenges of current and emerging technology, Lexis Nexis software, and potentially procuring a postage machine for the office.

Commissioner of the Revenue Budget Brief – Andrew (Mel) Sheridan, Commissioner of the Revenue, presented the FY18 budget request. Highlights included: revenue streams which are administered through the Commissioner of Revenue's office and detailing the tax relief programs available to County citizens, and a reduction of the number of third-party data management by moving to Munis.

The FY18 Budget Request included:

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| • \$3,600 – Stonewall Technologies – VamaNet | • \$2,400 – Business Data of Virginia – System Support |
| • \$4,500 – Stonewall Technologies – CAMRA software | • \$100 – Virginia Interactive LLC – DGIF access fee |
| • \$1,500 – Blue Ridge Mass Appraisal – assessing | • \$90 – DMV Access fee |
| • \$4,400 – NADA – vehicle pricing | • \$180 – Kodiak Shredding |
| • \$1,500 – Vessel Valuation – boat pricing | |

Clerk of the Circuit Court Budget Brief – Tristana Pace Treadway, Clerk to the Circuit Court, presented the FY18 Budget for the Clerk of the Circuit Court's office. The FY18 Budget Request includes a \$9,500 increase.
This request includes:

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| • \$2,300 - Professional Services: Transition to Case Imaging System (annual fee) | • \$200 – Lease/Rent: Shredding service of \$180/yr. |
| • \$500 - Technology Trust Fund: Redaction of SSN & future scanning of marriage licenses | • \$100 – Dues or Association membership: All must be members to participate in Career Development |
| • \$6,000 - Record Preservation: LVA grant \$31,000+ paid & received so far in FY17 | • \$200 - Books/Publications: Fee collected with each civil case filed |
| • \$200 – Maintenance Contracts: Increase in maintenance of aging copiers | |

Utilities Staffing Requirements – FY18 and Beyond—Steven M. Nichols, County Administrator and Wayne Stephens, Director of Public Works and County Engineer, updated the Board on the staffing needs of Public Works/Utilities. These changes are precipitated by the two water projects ongoing in the county, and anticipated needs of staff to manage the system, and associated billing and accounts receivable.

Palmyra Traffic Pattern Option—Wayne Stephens, Public Works Director and County Engineer, presented a draft plan for improving traffic flow in the Village of Palmyra. The plan would make create a one-way traffic flow in parts of the Village, eliminate parallel parking in these areas, and increase safety and efficiency. Mr. Stephens indicated that the plan does not widen the existing roads and would be accomplished with signage and paint. Staff will set up a community meeting to review the plan for local residents and to solicit feedback.

Energy Contract Update—Steven M. Nichols, County Administrator and Eric Dahl, DCA and Finance Director, updated the Board on the status of the VA Saves thru VRA (Taxable) 15 Year Amortized Loan through VA Saves through VRA. On January 6, 2017 the percentage rate was 0.98. As of Feb 2, 2017 the rate has dropped to 0.91%.

FY18 Staff Pay and Benefits—Steven M. Nichols, County Administrator, provided an update on FY18 Health Insurance options and costs, as well as potential pay plan impacts depending upon the State legislature’s actions.

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING

At 9:13pm, Mr. O’Brien moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.5 & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Prospective Industry, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O’Brien, Sheridan, and Weaver. NAY: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 10:21pm, Mr. O’Brien moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) 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.” Mr. Weaver seconded. The motion carried, with a roll call vote, of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

Upon entering Open Session, Mr. Nichols briefed the Board on a meeting with Mrs. Eager, Mr. Payne, and Mr. Gene Ott who resides in Fox Hollow subdivision, the purpose of which was to address the roads in Fox Hollow subdivision and insufficiencies that are prohibiting the roads from being accepted into the VDOT Secondary System of roads.

ADJOURN

MOTION:

At 10:43pm Mr. O’Brien moved to adjourn the Work Session meeting of Wednesday, February 8, 2017. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O’Brien, and Weaver. NAYS: None. ABSENT: None.

ATTEST: FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

John M. Sheridan
Chair