

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Circuit Court Room  
JANUARY 10, 2018  
Organizational & Regular Meeting 4:00pm**

**MEMBERS PRESENT:**

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

**ALSO PRESENT:**

Steven M. Nichols, County Administrator  
Fred Payne, County Attorney  
Kelly Belanger Harris, Clerk for the Board of Supervisors

**1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND MOMENT OF SILENCE**

At 4:00pm Mr. Steven M. Nichols, County Administrator, called to order the 2018 Organizational Meeting. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**2018 Organizational Meeting of the Fluvanna County Board of Supervisors**

*Election of Chair* - This action will elect a Chair to the Board of Supervisors for 2018. Mr. Steven M. Nichols, County Administrator, called for nominations.

Mrs. Booker nominated Supervisor Sheridan. Mr. O'Brien seconded.

VOTE COUNT: 4-0-1. AYE: Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None. ABSTAIN: Sheridan.

With a vote of 4-0-1, Supervisor Sheridan was elected Chair, and the nomination/voting process was complete.

Following the election of Chair, Mr. Nichols turned the gavel, and the meeting, over to Chair Sheridan.

*Election of Vice-Chair* - This action will elect a new Vice-Chairperson to the Board of Supervisors for 2018. Chair Sheridan opened the floor for nominations for Vice-Chair.

Mrs. Eager nominated Supervisor Booker. With a second by Mr. Weaver, the vote passed 4-0-1. AYE: Sheridan, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None. ABSTAIN: Booker.

*Resolution Entitled "Organizational Meeting of the Fluvanna County Board of Supervisors 2018"* - The Code of Virginia requires an annual organizational meeting of the Board of Supervisors for the election of officers and the conduct of such other business as to meeting times and dates.

**MOTION:**

Mrs. Eager moved to adopt the Resolution entitled "*Organizational Meeting of the Fluvanna County Board of Supervisors 2018*" which designates the location, day, and time of meetings.

Meeting Place: Circuit Courtroom of the Fluvanna County Courts Building

Meeting Times: Day Meetings begin at 4:00 p.m. and end at 8:00 p.m., unless extended;  
Night Meetings begin at 7:00 p.m. and end at 11:00 p.m., unless extended;  
When scheduled, Work Sessions begin at 4:00 p.m. prior to the evening meeting.

Mrs. Booker seconded. The motion carried with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Selection of Dates for the Board Meetings* - This action will adopt the Board of Supervisors 2018 Regular Meeting Calendar.

**MOTION:**

Mrs. Booker moved to adopt the Board of Supervisors 2018 Regular Meeting Calendar as presented. Mr. Weaver seconded and the motion carried with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

*Adoption of Board By-Laws and Rules of Practice and Procedures* - This action will adopt the Fluvanna County Board of Supervisors By-Laws and Rules of Practice and Procedures.

**MOTION:**

Mrs. Eager moved to adopt the revised 2018 Fluvanna County Board of Supervisors By-Laws and Rules of Practice and Procedures. Mr. Weaver seconded and the motion carried with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

*Appointment of Board of Supervisor Members to Boards, Commissions, and Committees*—Steven M. Nichols, County Administrator

After discussion,

**MOTION**

Mrs. Booker moved to make the following Supervisor appointments to various boards and commissions for terms effective January 1, 2018, through December 31, 2019. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

The following appointments were made:

- Weaver - Agricultural/Forestry Advisory Committee
- Weaver - Audit Committee
- Sheridan - Columbia Task Force
- Booker - Community Policy Management Team (CPMT)
- Nichols - Emergency Services Director (Chair or COAD - § 44-146.19)
- Sheridan - Finance Board (Chair)
- Booker – Fluvanna Partnership for Aging
- Booker - Fork Union Sanitary District Advisory Committee
- O'Brien - Parks & Recreation Advisory Board
- O'Brien - Piedmont Workforce Investment Council
- Eager - Planning Commission
- Booker - Rivanna River Basin Commission (RRBC) - Mbr #1
- O'Brien - Rivanna River Basin Commission (RRBC) - Mbr #2
- Eager - Social Services Board
- O'Brien - Thomas Jefferson Planning District Commission (TJPDC)
- Sheridan - Virginia Association of Counties (VACo) Legislative Contact (Chair)
- Booker - Youth Advisory Council (YAC)

and realigned the appointment term of the Jail Board to coincide with the other Board appointments. Mr. Weaver will continue to serve as the Fluvanna Representative.

### **3 - ADOPTION OF AGENDA**

**MOTION**

Mr. O'Brien moved to accept the Agenda, as revised, noting that *TAB R: Information Management Policy 5.2. - Website Privacy* has been deferred, for the January 10, 2018 Regular Meeting of the Board of Supervisors. Mrs. Booker seconded and the Agenda was adopted by a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, and Weaver. NAYS: None. ABSENT: None.

### **4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Nichols reported on the following topics:

- Community & County Staff Recognitions
  - Appointment of new Community Volunteer Coordinator - Ms. Carol Tracy Carr, Effective January 1, 2018. She can be reached at volunteer@fluvannacounty.org.
  - New County Emergency Management Coordinator Hired: Ms. Debbie Smith selected from seven applicants. Two decades of fire and rescue experience, integrity, collaborative nature, and a drive to learn. Started her new role on Jan 8<sup>th</sup>
  - Fourth Active Older Adult Center at Beaver Dam Baptist Church, opening January 16, 2018.
- Business Spotlight – Bright Ideas, 95 Zion Station Ct., Troy, VA United States, 22974
- Announcements and Updates
  - Closing on grant purchase of Columbia Properties – Jan 11th
  - Columbia Demolition Invitation for Bids (IFB)

IFB Release Date:	January 12, 2018
Mandatory Pre-Bid Conference (those attending the October 6, 2017 pre-bid conference are not required to attend again)	Thursday, January 25, 2018, 2:30 p.m. St. Joseph's Roman Catholic Church, Columbia, VA
Deadline for Questions	Friday, February 2, 2018 by 4:00 p.m.
Bid Due Date	Thursday, February 15, 2018 by 4:00 p.m. EDT

- Commissioner, Treasurer, and Court Services Building Renovation - Expect to finish the week of Jan 15
- The County closed on the sale of the old schools:
  - Dec 15th - Former Cunningham Elementary School - \$118,750.00
  - Dec 22nd - Former Columbia Elementary School - \$85,000.00

- Blue Ridge Juvenile Detention Center proposed distribution of remaining Debt Service funds (amounts back to Fluvanna):
    - Allocation of remaining Debt Service Account: \$50,309.44
    - Allocation of remaining Debt Service Reserve Account: \$74,279.53
  - Undertaking Master County Policy Chapters and Numbering Project
- Upcoming Meetings

Day	Date	Time	Purpose	Location
Wed	Jan 17	4:00 PM 7:00 PM	Budget WS - Non-Profits & Regular Meeting	Courtroom Courtroom
Sat	Jan 20	9:00 AM	Leadership Planning Retreat	LM Fire Station
Wed	Feb 7	4:00 PM 7:00 PM	Regular Meeting & COAD FY19 Budget & Revenues/Expend.	Courtroom Courtroom
Wed	Feb 14	7:00 PM	Budget WS - Constitutional Officers	Morris Room
Wed	Feb 21	4:00 PM 7:00 PM	Budget WS - FCPS FY19 Adopted Budget & Regular Meeting	Courtroom Courtroom
Wed	Feb 28	7:00 PM	Budget WS – Agencies	Morris Room

Chair Sheridan asked Mr. Payne to provide an update on the Wheelin' Sportsman Hunt at Pleasant Grove, noting that the event was successful.

## **5 - PUBLIC COMMENTS #1**

At 4:36pm Chair Sheridan opened the first round of Public Comments.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 4:36pm.

## **6 - PUBLIC HEARING**

None.

## **7 - ACTION MATTERS**

*Real Estate Contract of Sale Amendment*—Steven M. Nichols, County Administrator, presented a request to approve an amendment to the contract of sale related to parcels in the former Town of Columbia. Mr. Nichols remarked that the action is administrative in nature. Regarding the acquisition of several parcels (with four structures) in the former Town of Columbia is part of the FEMA Hazard Mitigation Grant project, these parcels and structures are all within the 100 year flood plain, and once acquisition is complete, t will be demolished. Following final survey of the properties being purchased, it was found that Parcel -63A should be removed from the transaction, as the property line has been found to be much closer to the house on -63B than expected so that there is not room for a driveway where planned by the current owner. This will also resolve the potential problem of the satellite dishes located on -63A, but belong to the house on -63B. The TJPDC has requested a change in the Scope of Work of the VDEM grant, with a proportionate reduction of the \$22,000 purchase price (for -63 and -63A together) by \$6,250 based on the relative width/area of -63A. Since parcel -63A is unimproved, theTJPDC and the County do not expect this change to be controversial in any way. The full grant is approximately \$200K; \$140 federal, \$40K State, and \$10K Local contributions.

Following brief discussion,

### **MOTION**

Mr. O'Brien moved to approve amendment of the Real Estate Contract of Sale approved by the Board of Supervisors on May 17, 2017, to purchase the parcels identified on the tax maps of the County of Fluvanna, Virginia as Parcels 54A-1-63 and 54A-1-63A, with such amendment to remove Parcel 54A-1-63A from the transaction, and to reduce the total purchase price from \$22,000 to \$15,750, and authorize the County Administrator to execute the contract, subject to approval as to form by the County Attorney, and to carry out all rights and responsibilities of the County in connection with the contract. I further move to accept the deed or deeds delivered pursuant to the contract, subject to approval as to form by the County Attorney, and authorize the County Administrator to execute the County's acceptance in accordance with Virginia Code Section 15.2-1803. Mrs. Booker gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Information Management Policy 5.2. - Website Privacy*—Steven M. Nichols, County Administrator - **DEFERRED**

*Contract for GIS System Update/Upgrade and Hosting Services*—Eric Dahl, Deputy County Administrator and Finance Director, presented a request to ratify and approve a contract with Hurt & Proffitt, Inc., for GIS System and Hosting.

Timeline and Details:

- RFP Issued in October 2017 and closed November 2017
  - 4 submissions received
  - Hurt & Proffitt chosen by RFP Committee
    - In business over 44 years; providing GIS Services for over 23 years.
    - Included with H&P Costs:
      - \$14,850.00 for year one
      - \$12,650.00 per year starting at year 2

- WebGIS Development Fee Waived
  - WebGIS Maintenance \$6,000.00/year
  - Monthly Parcel Maintenance \$1,700.00/year
  - Monthly E911 Maintenance \$1,750.00/year
  - Monthly Spillman Flex CAD Update \$700.00/year
  - Monthly Misc. GIS Maintenance\Support \$1500.00/year
  - Monthly Mapbook Updates (PDF) \$1000.00/year
  - Training \$2,200.00 One time
- Current GIS costs: \$15,500 per year
    - Current GIS vendor cost: \$14,600 per year
    - GIS Web Hosting; \$6,200.00 per year
    - Secure map service for EnerGov; \$1,200.00 per year
    - Data Maintenance: \$7,200.00 per year
  - Current Addressing vendor cost: \$900 per year

Mr. Mel Sheridan, Commissioner of the Revenue, remarked on the selection of Hurt & Proffitt, and his satisfaction with the product and service.

#### MOTION

Mrs. Booker moved the Board of Supervisors approve the contract between Fluvanna County and Hurt & Proffitt, Inc., for GIS System Update/Upgrade and Hosting Services in the amount of \$14,850.00 for year one and further authorize the County Administrator to execute the agreement subject to the County Attorney revisions for a proper agreement and approval as to form. Mrs. Eager offered second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

*Appointment to Columbia Area Renewal Effort (CARE) Task Force*—Steven M. Nichols, County Administrator presented the slate of candidates for the Columbia Area Renewal Effort (CARE) Task Force position that was vacated when Mr. John Hammond resigned. There was one candidate, Ms. Carolyn Tinsley.

With no discussion,

#### MOTION

Mrs. Booker moved to appoint Carolyn Tinsley to the Columbia Area Renewal Effort (CARE) Task Force, with terms to begin immediately and end June 30, 2018. Mrs. Eager gave second and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver.

### **8 - PRESENTATIONS**

None.

### **9 - CONSENT AGENDA**

The following items were approved under the Consent Agenda for January 10, 2018:

*Approval of Open Space Contract for Andrew J. Jr. & Carol A. Mills* – Andrew M. Sheridan, Commissioner of the Revenue

*Approval of Open Space Contract for Linda F. Staiger, Trustee of the Staiger Living Trust* – Andrew M. Sheridan, Commissioner of the Revenue

*FY18 Aid to Localities Funding – Fire Department*—Mary Anna Twisdale, Management Analyst

*FY18 1st & 2nd Quarter Voluntary Contributions*—Mary Anna Twisdale, Management Analyst

#### MOTION

Mrs. Booker moved to approved the consent agenda, for the January 10, 2018 Board of Supervisors meeting. Mr. Weaver seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

### **10 - UNFINISHED BUSINESS**

Mr. O'Brien inquired about the status of Strategic Zoning. Mr. Nichols indicated that a presentation addressing the issue will be on the next meeting's agenda.

Mrs. Eager requested to be allowed to travel out of state to tour the LKQ facility in York, PA.

#### MOTION

Mr. Weaver moved to approve the request for Mrs. Eager to travel out of state to tour the York, PA facility of LKQ. Mrs. Booker seconded and the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.

Mr. O'Brien request a status update of the disc golf course. Aaron Spitzer, Director of Parks and Recreation provided the update and remarked that it is hoped to have a Grand Opening in the April.

### **11 - NEW BUSINESS**

None.

**12 - PUBLIC COMMENTS #2**

At 4:59pm Chair Sheridan opened the second round of Public Comments.

With no one else wishing to speak, Chair Sheridan closed the second round of Public Comments at 4:59pm.

**13 - CLOSED MEETING****MOTION TO ENTER INTO A CLOSED MEETING**

At 4:59pm, 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.4, A., A.6, A.7 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Privacy of Individuals, Investment of Funds, Litigation, and Legal Matters. Mrs. Booker seconded. The motion carried, with a vote of 5-0. AYE: Sheridan, Booker, Eager, O'Brien, and Weaver. NAY: None. ABSENT: None.

**MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION**

At 6:05pm, 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.

**MOTION**

Mrs. Eager moved to accept the most recent offer to settle the case pending in Circuit Court between the County and Lexon; to authorize the County Attorney to endorse an appropriate order dismissing the case as "agreed"; and to authorize the County Administrator to execute a release of the County's claim, approved as to form by the County Attorney; all of the foregoing subject to receipt by the County of the amount of \$30,000. With a second by Mrs. Booker the motion passed 5-0. AYE: Sheridan, Booker, Eager, O'Brien, & Weaver. NAY: None. ABSENT: None.  
Discussion

**14 - ADJOURN****MOTION:**

At 6:08pm Mr. Weaver moved to adjourn the regular meeting of Wednesday, January 10, 2018. Mrs. Booker seconded and the motion carried with a vote of 5-0. AYES: Sheridan, Booker, Eager, O'Brien, & Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

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Kelly Belanger Harris  
Clerk to the Board

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John M. Sheridan  
Chair



**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia  
**RESOLUTION No. 01-2018**

**A RESOLUTION RECOGNIZING THE 2018 ORGANIZATIONAL MEETING  
OF THE BOARD OF SUPERVISORS**

At the annual Organizational Meeting of the Fluvanna County Board of Supervisors held in the Fluvanna County Courts Building at 4:00 PM on Wednesday, January 10, 2018, the following resolution was adopted by the Board of Supervisors, the vote being as shown below and recorded in the minutes of the meeting.

**WHEREAS**, the Code of Virginia requires an annual organizational meeting for the Board of Supervisors for the election of officers and the conduct of such other business as to meeting times and dates and,

**WHEREAS**, the Board of Supervisors does now conduct such an organizational meeting;

**NOW, THEREFORE BE IT RESOLVED** by the Board of Supervisors that it does hereby designate the Circuit Courtroom in the Fluvanna Courts Building as its meeting place for Regular Meetings to be held on the first Wednesday of each month at 4:00 p.m. and the third Wednesday of each month at 7:00 p.m., except for the month of July when the only meeting shall be on the first Wednesday starting at 4:00 p.m., breaking for dinner, then reconvening at 7:00 p.m. for additional business or public hearings. When scheduled, Work Sessions will generally be held the third Wednesday of each month at 4:00 p.m. prior to the regular meeting.

**BE IT FURTHER RESOLVED** by the Board of Supervisors that it does hereby designate the fourth Wednesday at 7:00 p.m. as the meeting date for any such regular meeting that is postponed due to weather or such other circumstances.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors at the annual Organizational Meeting of the Board held on the 10<sup>th</sup> day of January, 2018;

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X				X	
Patricia B. Eager, Palmyra District	X					
Anthony P. O’Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X					X

A Copy, teste:

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Kelly Belanger Harris

Clerk to the Board of Supervisors

Fluvanna County, Virginia