

**FLUVANNA COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Circuit Court Room**  
**August 21, 2019**  
**Regular Meeting 7:00pm**

**MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Mozell Booker, Fork Union District  
Patricia Eager, Palmyra District  
Donald W. Weaver, Cunningham District

**ABSENT:** Tony O’Brien, Rivanna District, Vice Chair

**ALSO PRESENT:** Eric M. Dahl, County Administrator  
Fred Payne, County Attorney  
Caitlin Solis, Clerk for the Board of Supervisors

**1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**  
At 7:00pm Chair Sheridan called to order the Regular Meeting of August 21, 2019.  
After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

<b>MOTION:</b>	Accept the Agenda, for the August 21, 2019 Regular Meeting of the Board of Supervisors.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>		Second			Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

**4 - COUNTY ADMINISTRATOR’S REPORT**

Mr. Dahl reported on the following topics:

- The Del. Rob Bell Citizen Lawmaker Award was given to Jeff Haislip (Fluvanna Commonwealth Attorney) and Amanda Petrylak who pushed for legislation that created stiffer penalties for crashes caused by intoxicated drivers.
- Jane Wilson from the Department of Social Services coordinated the effort that collected and distributed 64 backpacks filled with school supplies this year. Many of the donations came from Lake Christian Church.
- 2019 Fluvanna County Fair took place August 14<sup>th</sup> through the 17<sup>th</sup>. More details to come from Aaron Spitzer on the September 4, 2019 Board of Supervisors Meeting.
- TJPDC is working on a Zion Crossroads Small Area Plan jointly for Fluvanna and Louisa
  - Study area should include the commercial and industrial areas located off of the Zion Crossroads exit of I-64 in both localities, as well as encompassing the Spring Creek development on the Louisa County side of the boundary.
  - Fluvanna County side of Zion Crossroads has less development currently, but the project area will need to include the Urban Development Area as described in Fluvanna County’s 2015 Comprehensive Plan.
  - This meets the Counties’ desire for a land use, economic development and a traffic analysis plan for the Zion Crossroads area.
  - While discussing the need to develop a project boundary, the board requested moving the boundary further West on Route 250 and South to Little Creek Road on Route 15.
- Virginia war memorial is looking for an annual donation from Fluvanna County. The Board wants to look at the possible donation amount and schedule during budget season.
- Next BOS Meetings:

Day	Date	Time	Purpose	Location
Wed	Sep 4	4:00 PM	Regular Meeting	Courtroom
Wed	Sep 18	7:00 PM	Regular Meeting	Courtroom
Wed	Oct 2	4:00 PM	Regular Meeting	Courtroom

At 7:19pm Chair Sheridan opened the first round of Public Comments.

-Michael D. Jaffe 204 Woodslodge Ln, Keswick, VA 22947, resident since 1977. Expressed his displeasure of being removed from the Fluvanna County voter roll whilst being taxed by Fluvanna County.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:25pm.

**6 - PUBLIC HEARING**

*SUP 19:06 – Green Thumb Landscaping* – Holly Steele, Planner requested a special use permit for a landscaping materials supply business, with respect to 1.631 acres of Tax Map 20, Section A, Parcel 8. Ms. Steele expressed to the board this business will be a low-intensity use and will encourage economic development to the county. This use aligns with the Comprehensive Plan and will cause minimal, if any, impact to adjoining property owners.

- Mr. Michael Himes spoke on behalf of Ryan Pace as his representative and relayed his hard work and entrepreneurial efforts to the board.

At 7:33pm Chair Sheridan opened the first round of Public Comments.

- Mr. Thomas McDonald, 658 Bybees Church Road was in favor of Ryan Pace’s Business and as Green Thumb’s neighbor, recommended the Board approve the SUP.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:35pm.

If approved, Staff recommends the following conditions:

1. A site development plan sketch plan that meets the requirements of the Fluvanna County Zoning Ordinance must be submitted for review and approval within (60) days of Board of Supervisors approval;
2. The site must meet all Virginia Department of Transportation requirements.
3. The site must meet the requirements set forth by the Virginia Department of Health.
4. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
5. Hours of operation shall be between 7:00 am and 6:00 pm Monday through Saturday.
6. The Board of Supervisors, or its representative, reserves the right to inspect the business for compliance with these conditions at any time.
7. All outdoor storage of materials shall be screened from the view of public roads, rights of-way, and adjacent properties as required by Sec. 22-24-7 3. iii of the zoning ordinance.
8. The facility shall be constructed and receive final inspection from the Fluvanna County Department of Building Inspections within two (2) years of the date of approval of the special use permit or the SUP approval will expire and require a new SUP;
9. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.”

MOTION:	Approve SUP 19:06, a request for a special use permit for a landscaping materials supply business, with respect to 1.631 acres of Tax Map 20, Section A, Parcels 8; [if approved] subject to the nine (9) conditions listed in the staff report.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second	Motion			
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

*SUP 19:07 – Howard T. Brown II* – Brad Robinson, Senior Planner requested a special use permit to establish a restaurant and gas station, with respect to 2.587 acres of Tax Map 18, Section 3, Parcel 2.

At 7:42pm Chair Sheridan opened the first round of Public Comments.

- Ms. Genevieve Keller whose grandfather Floyd Pace owned the Cunningham market and operated it in 1917, spoke in favor of Wahoo BBQ and the gas station and the benefit it would have on the Cunningham Community.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:45pm.

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance must be submitted for review and approval.
2. The site must meet all Virginia Department of Health and Virginia Department of Transportation requirements.
3. All activity related to this application shall be confined to the area of the property containing the store, gas pumps/canopy and parking area.
4. Hours of operation for the restaurant shall be from 6 am to 10 pm Sunday-Saturday.
5. Any lighting shall not be directed toward adjacent properties and comply with Article 25 of the Fluvanna County Code.
6. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
7. The Board of Supervisors, or its representative, reserves the right to inspect the property for compliance with these conditions at any time.
8. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.
9. No sales and major service of automobiles shall be permitted on the premise.

MOTION:	Approve SUP 19:07, a request to establish a restaurant and gas station, with respect to 2.587 acres of Tax Map 18, Section 3, Parcel 2, [if approved] subject to the nine (9) conditions listed in the staff report.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

ZTA 19:02 – Temporary Signs – Douglas Miles, Community Development Director requested amending the Fluvanna County Zoning Ordinance to delete the sixty (60) day time limit from the Ordinance for exempt, political and temporary signs.

At 7:53pm 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 7:54pm.

MOTION:	Approve ZTA 19:02, an ordinance to amend Chapter 22 of the Fluvanna County Code by the amendment of Sections 22-15-2 General Provisions and Exempt Signs and 22-22-1 Definitions relative to political and temporary signs.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

7 - ACTION MATTERS

None.

7A – BOARDS AND COMMISSIONS

None.

8 – PRESENTATIONS

VDOT Quarterly Report—Alan Saunders, VDOT, Louisa Residency and Bethel Kefyalew, Residency Operations Engineer, updated the Board of Supervisors on the year to date fatal accidents, various projects in the county, traffic engineering, area land use, and maintenance activities.

- Mrs. Booker brought the Bremo Bluff area to VDOT’s attention and expressed concern over the roads being in poor condition and wanted to know the timeline of getting the roads improved. Mr. Saunders mentioned the patches with aggregate that was put down and the hot asphalt that is scheduled to go down by the next VDOT Quarterly review. He also referenced the structure improvements (bridge strengthening efforts) that

- will be done in the area as well that will take between 3 and 6 months and should cut down the heavy truck traffic that is affecting roads in the area.
- Mr. Weaver brought up tree limbs hanging in route 620 that need to be trimmed.
  - Mr. Dahl brought up signage on Antioch Springs lane and Mr. Saunders said it was completed.
  - Ms. Eager mentioned a citizen’s complaint about logging trucks using a private lane and passed along his contact information.
  - Mr. Dahl mentioned an accident on the intersection of route 53 and Ruritan Lake road that took out a power pole and asked what VDOT can do to improve the intersection.

*Strategic Initiatives Update* – Kelly Belanger Harris, Assistant County Administrator provided an overview of the completion statuses of 2018-2019 Strategic Initiatives with a focus on projects that are in progress, identified a few projects that cannot be completed or are no longer being pursued and briefly touched base on projects that have been completed.

Strategic Initiatives Program Areas

- Service Delivery
- Communication
- Project Management
- Economic Development
- Financial Stewardship and Efficiency

Ms. Harris expressed her desire to perform an internal communications audit as well as external survey to identify effective communication types to increase community outreach.

*HVAC Cost Comparison* – Calvin Hickman, Director of Public Works updated the Board on HVAC costs from 2015-2019. The discussion centered around whether to issue a new RFP to continue with an outside vendor to provide HVAC services for the County or transition towards bringing HVAC services in-house (hire a dedicated County employee).

- The costs of maintaining the HVAC systems currently in place on county buildings from 2015 to 2019 average of \$217,103 a year.
- With an average of \$136,955 attributed to contract labor costs.
- Between FY15-19 we spent \$1,085,517 on maintenance costs on our HVAC systems.

Mr. Weaver asked to get the budget broken down with how much we will be saving with worst case scenario and out of pocket amounts side by side.

**9 - CONSENT AGENDA**

The following items were discussed before approval:

H - Accounts Payable Report for July 2019 – Mary Anna Twisdale, Director of Finance

The following items were approved under the Consent Agenda for August 21, 2019:

- Minutes of August 7, 2019 – Caitlin Solis, Clerk to the Board
- Accounts Payable Report for July 2019 – Mary Anna Twisdale, Director of Finance
- CRMF - Public Safety Energy Recovery Unit – Dale Critzer, Assistant Director of Public Works
- ZXR CB&I Change Order # 1 – Cyndi Toler, Purchasing Officer

MOTION:	Approve the consent agenda, for the August 21, 2019 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for July 2019, in the amount of \$9,110,567.52.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Second				Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

**10 - UNFINISHED BUSINESS**

*Fluvanna Rescue Ambulance FY20 CIP* – Cyndi Toler, Purchasing Officer, presented Fluvanna Rescue’s request to change the FY20 CIP approved project from remounting Ambulance 49 to a new Ambulance replacement within the \$190,000 approved budget.

- As Part of the FY20 CIP process, the Board approved \$190,000 to remount ambulance 49.
- The rescue is requesting that instead of a remount, the county approve purchasing a NEW ambulance.
  - They would like a smaller box on a new ambulance
  - They would like to switch from diesel to gas

- Ambulance 49 is a 2010 Ford F450 4X4 diesel with a 170” PL Customs box.
  - We have been quoted for a remount to an F550 Diesel for \$153,542.00
  - We have been quoted estimates for an F450 gas between \$170,000 - \$180,000 with boxes between 150”-156” for a new vehicle.

MOTION #1:	Approve Fluvanna Rescue’s request to change the FY20 CIP approved project from remounting Ambulance 49 to a new Ambulance replacement within the \$190,000 approved budget.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	No	Absent	Yes	Yes
RESULT:	3-1 (Eager)				

Ms. Toler also presented a request to authorize the submission of the RSAF General Grant 80/20 Match Program application and if awarded, accept an award in the amount of up to \$48,000 to fund the Power Load and Power Cot to be installed in in either a remounted or new Ambulance 49, with a 20% County contribution of \$9,600.

- The financial assistance for Emergency Medical Services Grants Program, known as the **Rescue Squad Assistance Fund (RSAF)** Grant Program is a multi-million-dollar grant program for Virginia non-profit EMS agencies and organizations.
- The Power Load and Cot systems help reduce the risk of debilitating back injuries for EMS caregivers.
- There is a Cash Match required with the grant. We would be asking for an 80/20 split in cost. If approved, it is possible we could be reduced to a 50/50 split with the grant.
- RSAF is primarily a reimbursement grant that requires the grantee to make the purchase for the awarded item(s) and then submit an invoice for reimbursement.

PRODUCT	ESTIMATE COST	50/50 COUNTY COST	80/20 COUNTY COST
Power Load System	\$30,000.00	\$15,000.00	\$6,000.00
Cot Retention System	\$18,000.00	\$9,000.00	\$3,600.00

Crystal Mayo, Chief of the Fluvanna County Rescue Squad spoke in favor of getting a smaller box and a gas truck to reduce maintenance costs that are accumulating with the large box Diesel truck.

MOTION #2:	Approve the submission of the RSAF General Grant 80/20 Match Program application and if awarded, accept an award in the amount of up to \$48,000 to fund the Power Load and Power Cot to be installed in in either a remounted or new Ambulance 49, with a 20% County contribution of \$9,600.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion				Second
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

Ms. Toler also requested the \$190,000 from the Unassigned Fund Balance to the CIP project budget for the Fire and Rescue Vehicle Apparatus, to change funding for the Rescue Ambulance from debt to cash funded so the RSAF General Grant Match Program can be applied for. The Power Load and Power Cot will not be reimbursed if the ambulance is debt funded.

MOTION #3:	Approve a supplemental appropriation of \$190,000 from Unassigned Fund Balance to the CIP project budget for the Fire and Rescue Vehicle Apparatus, to change funding for the Rescue Ambulance from Debt to Cash funded.				
MEMBER:	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
ACTION:	Motion	Second			
VOTE:	Yes	No	Absent	Yes	Yes
RESULT:	4-0				

**12 - PUBLIC COMMENTS #2**

At 9:26pm Chair Sheridan opened the second round of Public Comments.  
With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 9:26pm.

**13 - CLOSED MEETING**

<b>MOTION:</b>	At 9:27pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.6, A.7, A.8 & A.19 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Investment of Funds, Litigation, Legal Matters and Public Safety.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

<b>MOTION:</b>	At 10:42pm, move 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.”				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

**14 - ADJOURN**

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, August 21, 2019 at 10:43pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

ATTEST: FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis  
Clerk to the Board

John M. Sheridan  
Chair