

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Courtroom, Fluvanna Courts Building
72 Main Street, Palmyra, VA 22963
December 18, 2024
Budget Work Session 5:00pm
Regular Meeting 6:00pm

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
Mike Goad, Fork Union District
Timothy M. Hodge, Palmyra District
Tony O’Brien, Rivanna District (*entered meeting at 5:18pm*)

ABSENT: John M. (Mike) Sheridan, Columbia District, Vice Chair

ALSO PRESENT: Eric M. Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Dan Whitten, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE
At 5:00pm, Chair Fairchild called to order the Budget Work Session of December 18, 2024. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

- FY26 NON-PROFIT BUDGET PRESENTATIONS**
- LAJC - Legal Aid Justice Center (*could not attend*)
 - TJPDC - Thomas Jefferson Planning District Commission
 - MACAA - Monticello Area Community Action Agency
 - CVPED - Central Virginia Partnership for Economic Development
 - PVCC - Piedmont Virginia Community College

RECESS FOR DINNER AND CLOSED SESSION

14 - CLOSED MEETING

MOTION:	At 5:39pm, move 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.6 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Employees of the Department of Emergency Services; County Administrator performance evaluation; Prospective Industry – Prospective business update in the Palmyra and Columbia Districts; Investment of Funds – Shared septic and drain field easement for a county-owned property; county utility easement in the Columbia District; Legal Matters – contract user grants under the water and sewer ordinance in Zion Crossroads.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION:	At 6:06 pm, 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.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Motion	Second	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE
At 6:11pm, Chair Fairchild called to order the Regular Meeting of December 18, 2024. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

MOTION:	Accept the Agenda, for the December 18, 2024 Regular Meeting of the Board of Supervisors, as presented.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:

Announcements and Updates - New Employees

- Megan Morris, Commissioner of the Revenue, Deputy III, Started December 9th

New Power to Butterfly Garden Greenhouse

- Power was completed to the Butterfly Garden greenhouse on December 3, 2024.
- Power was requested by the Master Gardeners whom manage the Butterfly Garden so they can grow their own plants from seeds instead of buying them from garden centers. Solar power, both panels and wind turbine, were tried first but didn’t provide enough energy to keep the moisture out of the greenhouse.
- The Master Gardeners plan to use the greenhouse as a demonstration on how to grow plants inside and transplant outdoors. The greenhouse is also open to the public for viewing daily.
- The Master Gardeners were given a \$1,000 donation from Tenaska that was deposited into the County Parks and Recreation’s donation funds to help pay for the installation.
- This will also allow for power to the Community Garden as well as other possible future uses in that area.

The Fire Departments partnered with Social Services on their Share the Warmth Drive.

- They collected new or gently used coats, blankets and gloves.
- More than 25 large bags and boxes of winter items were delivered to our office.
- The items will be distributed this week to families, children and seniors served by the Social Services Christmas program.
- Social Services extends a huge thank you to the Fire Departments for their collaboration and for their support of our community; and for the generosity of everyone who contributed.

Virginia Tourism Corporation Announces Grant Funding for Fluvanna County Tourism

- Fluvanna County received \$5,000 from VTC’s Microbusiness Marketing Leverage Grant Program. These funds will be used to build on the success of the Find Fluvanna campaign and promote Fluvanna County as a destination to visit in Spring 2025.

Spotlight on Business

- Congratulations to Edgewood Apiaries who recently won second place at the VA FAIRS Bull Pen pitch competition on December 3rd, winning \$5,000.
- Finalists showcased their innovative ideas that enhance agricultural and forestry labor and sustainability; food safety; rural health; or supply chain resilience.
- Edgewood Apiaries also received \$2,500 as a competition finalist.

Next BOS Meetings

Day	Date	Time	Purpose	Location
Wed	Jan 8	5:00 PM	Organizational/Regular Meeting	Circuit Court
Wed	Jan 8	7:00 PM	Budget Work Session – Nonprofit Presentations	Morris Room
Wed	Jan 22	5:00 PM	Budget Work Session – Nonprofit Presentations	Morris Room
Wed	Jan 22	6:00 PM	Regular Meeting	Circuit Court

- The Board amended the agenda to include the COAD Report and the first Public Comments.

MOTION:	Accept the Agenda, for the December 18, 2024 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

5 - PUBLIC COMMENTS #1

At 6:17pm, Chair Fairchild opened the first round of Public Comments. With no one wishing to speak, Chair Fairchild closed the first round of Public Comments at 6:17pm.

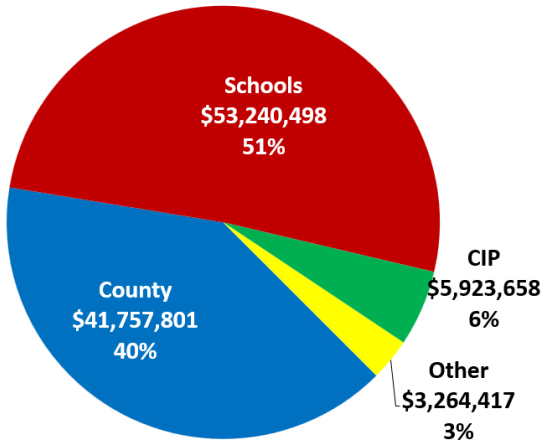
6 – BOARDS AND COMMISSIONS

None.

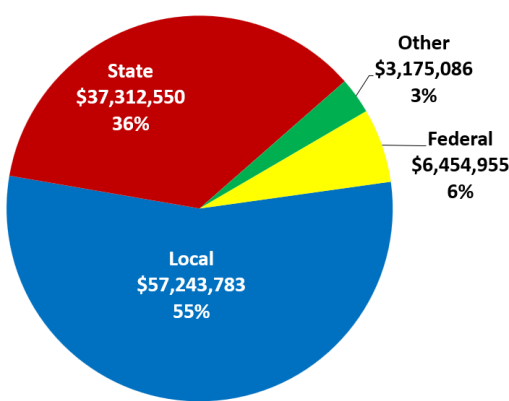
7 – PRESENTATIONS

FY24 Annual Comprehensive Financial Report (ACFR) – Tori Melton, Director of Finance & David Foley, Robinson, Farmer, Cox Associates

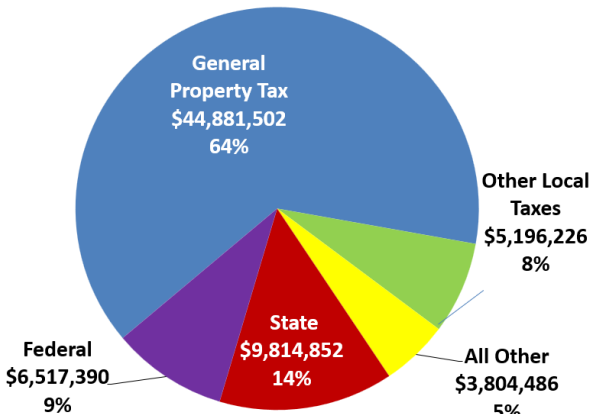
Total Expenditures - Budget



Total Revenues - Budget



FY24 General Fund Revenues



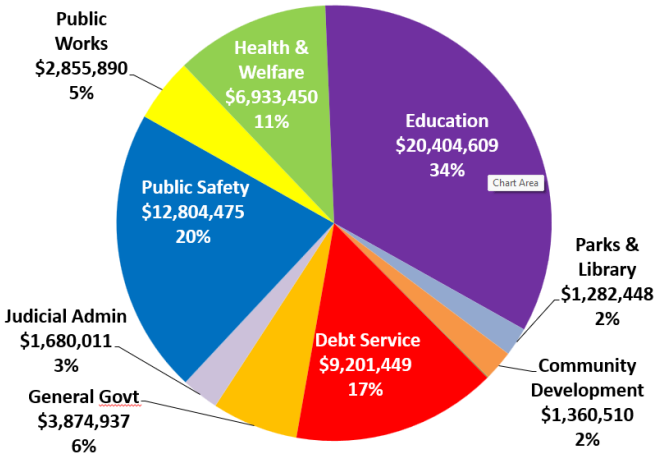
FY24 General Fund Revenues

A	B	C	D	E	F
Revenue Source	FY23 Actual	FY24 Amended Budget	FY24 Actual	Over/(Under) Budget	FY23 to FY24 Inc/Dec
General Property Taxes	\$41,890,987	\$43,989,909	\$44,881,502	\$891,593	7.14%
Other local taxes	5,257,571	4,992,680	5,196,226	\$203,546	-1.17%
Permits and fees	410,101	434,925	278,454	(\$156,471)	-32.10%
Fines and forfeitures	56,019	40,800	44,386	\$3,586	-20.77%
Use of money	933,377	190,000	1,574,694	\$1,384,694	68.71%
Charges for services	1,052,853	1,059,920	1,284,953	\$225,033	22.04%
Miscellaneous	327,495	74,447	283,692	\$209,245	-13.38%
Recovered Cost	445,232	338,280	338,307	\$27	-24.02%
Commonwealth	8,794,385	10,033,592	9,814,852	(\$218,740)	11.60%
Federal	2,363,396	2,332,896	6,517,390	\$4,184,494	175.76%
Total	\$61,531,416	\$63,487,449	\$70,214,456	\$6,727,007	14.11%

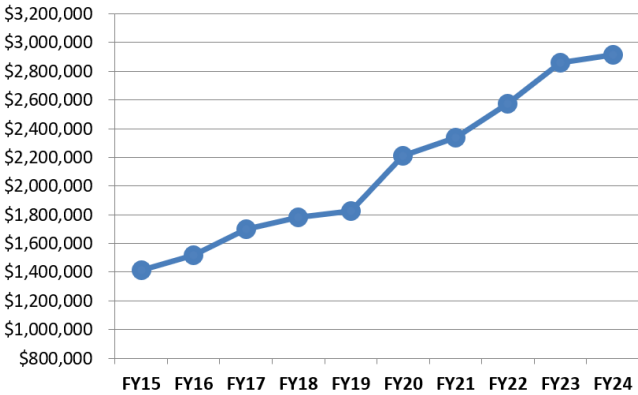
FY24 Top 4 Local Revenues

A	B	C	D	E	F	G	H
Revenue Source	FY19	FY20	FY21	FY22	FY23	FY24	FY23 to FY24 Inc/Dec
Real Estate Taxes	\$23,789,823	\$24,432,282	\$24,813,669	\$25,303,021	\$27,068,698	\$28,708,083	6.1%
Personal Property Taxes	6,963,184	7,297,986	7,897,774	8,599,090	10,657,073	10,985,179	3.1%
Public Service Corporation	5,143,581	5,483,117	4,242,195	4,518,233	3,517,709	4,453,895	26.6%
Local Sales Taxes	1,826,331	2,208,895	2,336,399	2,571,149	2,858,762	2,916,857	2.0%

FY24 General Fund Expenditures



Sales Tax Revenues – FY15 to FY24



Board of Supervisors Minutes
FY24 General Fund Expenditures

December 18, 2024
FY24 General Fund Results

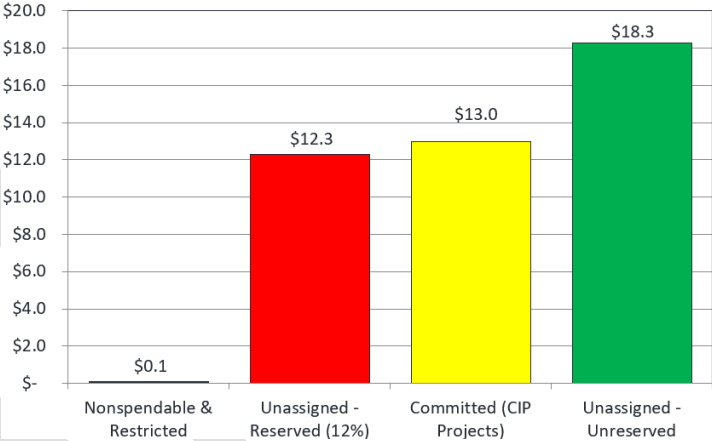
A	B	C	D	E	F
Expenditure	FY23 Actual	FY24 Amended Budget	FY24 Actual	Over/(Under) Budget	FY23 to FY24 Inc/Dec
General Govt	\$3,429,382	\$4,034,129	\$3,874,937	(\$159,192)	12.99%
Judicial Admin	1,628,228	2,071,294	1,680,011	(\$391,283)	3.18%
Public Safety	10,586,669	13,292,582	12,804,475	(\$488,107)	20.95%
Public Works	2,751,107	3,201,304	2,855,890	(\$345,414)	3.81%
Health & Welfare	6,663,796	9,365,164	6,933,450	(\$2,431,714)	4.05%
Education	17,725,626	21,935,252	20,404,609	(\$1,530,643)	15.11%
Parks, Rec. & Library	1,116,154	1,338,988	1,282,448	(\$56,540)	14.90%
Comm. Development	782,463	1,506,839	1,360,510	(\$146,329)	73.88%
Non-departmental	48,550	212,876	39,045	(\$173,831)	-19.58%
Debt Service	9,212,778	10,050,599	9,201,449	(\$849,150)	-0.12%
Total	\$53,944,753	\$67,009,027	\$60,436,824	(\$6,572,203)	12.03%

Year Ended June 30, 2024	
Revenue	\$ 70,214,456
Expenditures	(60,436,824)
Excess of revenues over expenditures	9,777,632
Transfers out (CIP, ZXR and Sewer)	(4,161,577)
Change in fund balance	5,616,055
Fund balance beginning of year	38,038,970
Fund balance at end of year	\$ 43,655,025

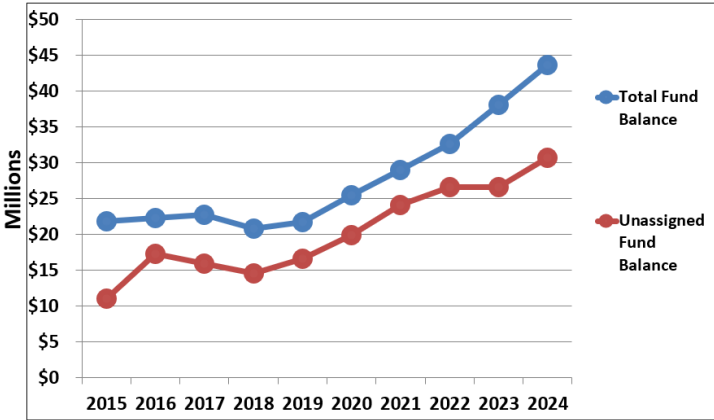
General Fund Balance June 30, 2024

As of June 30, 2024	
Nonspendable (e.g., Leases)	\$4,370
Restricted (e.g., FUSD Debt Reserve)	\$71,882
Committed (e.g., CIP Projects)	\$12,998,520
Unassigned	\$30,580,253
Total	\$43,655,025
Unassigned Fund Balance Target per Policy	\$12,268,030
Excess Above Target	\$18,312,223

General Fund Balance (\$43.6M)
– as of June 30, 2024



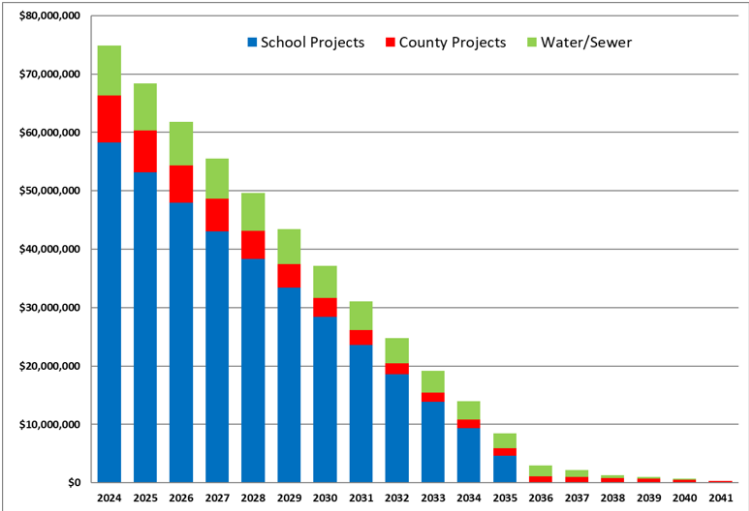
General Fund Balance – FY15 to FY24



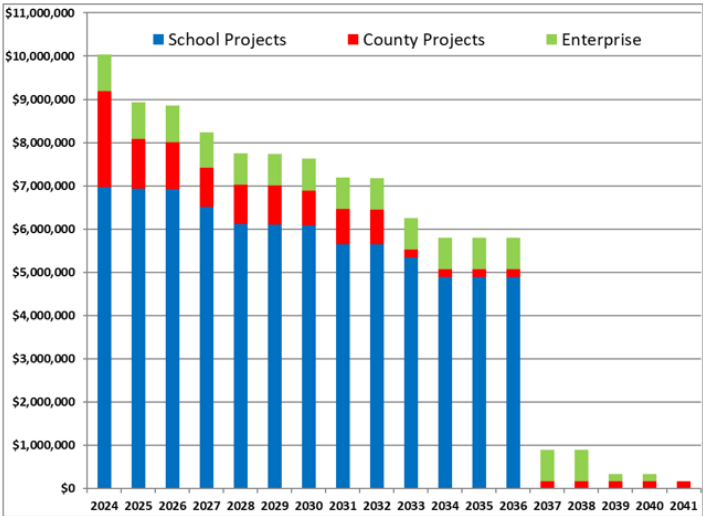
Debt & Capital Leases - June 30, 2024

A	B	C	D
Outstanding Debt	2023	2024	FY23 to FY24 Inc/Dec
General Obligation Bonds	\$61,331,511	\$57,039,383	-7%
State Moral Obligation Bonds	630,000	410,000	-35%
Qualified Energy Conservation Bond	4,997,952	4,496,950	-10%
Capital Leases/Notes Payable	6,135,212	4,357,311	-29%
Water/Sewer Bonds	9,047,249	8,545,153	-6%
Total	\$82,141,924	\$74,848,797	-9%

Total Debt (at end of FY24)



Annual Debt Service (at end of FY24)



Children's Services Act Semi-Annual Report – Bryan Moeller, CSA Program Manager

Mr. Moeller presented a mid-year update of the Children's Services Act program including FY24 Purchase of Services and Total Expenditures, CSA Expenditure History, CSA Expenditures by Month, per capita spending in the region, and the need for funding increases.

EMS Cost Recovery Program – Eric Dahl, County Administrator

Discussion

- Staff is seeking guidance on the EMS Cost Recovery Program. The Finance Department has received questions from volunteers for having to provide health insurance information due to the language on Form 1.3 - Ambulance Fee Waiver Request. This created a deeper analysis of the EMS Cost Recovery Program policies, as well as on the Form 1.3 - Ambulance Fee Waiver Request.
- Of particular focus in the EMS Cost Recovery Program is Section 1.3.6. - Policy, Subsection E.:
E. Fire, rescue, and law enforcement personnel volunteering in or employed by Fluvanna County will not be billed for any charges not covered by insurance incurred in the performance of their duties.
- A discrepancy was identified between the Program policy section identified above and on Form 1.3 - Ambulance Fee Waiver Request. On the form under Section A. – Patient Information, there is a section that states:
Household member who is Fire, Rescue, or Law Enforcement person currently volunteering in or employed by Fluvanna County? (Name: _____).
- Depending if the person answers "Yes or No" to this question, the form states to skip Section B – Financial Information.
 - Additionally, this section of the form creates interpretation discrepancy as well:
 - Is this only applicable for the "Household member who is Fire, Rescue, or Law Enforcement person currently volunteering in or employed by Fluvanna County"? Does this mean a volunteer or paid employee who is Fire, Rescue, or Law Enforcement person and those that live in the household are eligible?
 - Is this only applicable for the "Household member who is Fire, Rescue, or Law Enforcement person currently volunteering in or employed by Fluvanna County"? Does this mean Fire, Rescue, or Law Enforcement person currently volunteering in or someone employed by the County is also eligible (not being Fire, Rescue, or Law Enforcement)?
 - Should the waiver be eligible to others in the household besides the volunteer or someone employed by the County?
 - Additionally, the policy itself under Section 1.3.6. - Policy, Subsection E. is worded so it only applies to "Fire, rescue, and law enforcement personnel volunteering in or employed by Fluvanna County will not be billed for any charges not covered by insurance incurred in the performance of their duties"?
 - After speaking with the County Attorney, at minimum, language changes are needed either on the Form 1.3 - Ambulance Fee Waiver Request and/or to the EMS Cost Recovery Program as well.

Recommendations

- Clarify language under EMS Cost Recovery Program in Section 1.3.6. - Policy, Subsection E.:
 - E. Fire, rescue, and law enforcement personnel volunteering in or employed by Fluvanna County will not be billed for any charges not covered by insurance. incurred in the performance of their duties.
- Clarify language under EMS Cost Recovery Program in Section 1.3.6. - Policy, Subsection E.:
 - E. Fire, rescue, and law enforcement personnel volunteering in or paid by Fluvanna County or employed by employees of Fluvanna County will not be billed for any charges not covered by insurance. incurred in the performance of their duties.
- Clarify language on Form 1.3 – Ambulance Fee Waiver Request to make it a requirement that a Fire, Rescue, or Law Enforcement person currently volunteering in or paid by Fluvanna County or employees of Fluvanna County provide Section B. – FINANCIAL INFORMATION, to include health insurance.
 - The difference between the ambulance bill total and what health insurance covers could then be eligible for the ambulance fee waiver.
- The current Form 1.3 – Ambulance Fee Waiver Request mentions "Household member who is Fire, Rescue, or Law Enforcement person currently volunteering in or employed by Fluvanna County".
 - Are members of the household also eligible? Staff's recommendation is yes, but a definition of household should be included.
 - A definition could be that it applies only to "spouse and children".
 - Does it apply to children up to age 26, the legal age for coverage under their parent's health insurance?
 - Do the children need to live in the household?

9 - PUBLIC HEARING

ZTA 24:06 – Amendments to the Fluvanna County Zoning Ordinances, amending §22-22-1, to include crematoriums and pet crematoriums in the definition of "Funeral home" and to include animal training in the definition of "Commercial kennel." – Todd Fortune, Director of Planning & Dan Whitten, County Attorney

- This proposed ZTA would amend the Fluvanna County Zoning Ordinance by amending §22-22-1, to include crematoriums and pet crematoriums in the definition of “Funeral home” and to include animal training in the definition of “Commercial kennel.”
- These amendments clarify that:
 - 1. Cremation of both human and pet remains is a permitted activity at funeral homes; and
 - 2. Animal training is a permitted activity at commercial kennels.
 - The Planning Commission held a public hearing on November 12, 2024 to consider the proposed ZTA. The Commission voted 5-0 to recommend approval.

At 7:15pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:15pm.

MOTION:	Approve ZTA 24:06, an ordinance to amend and reordain “The Code of the County of Fluvanna, Virginia” by amending §22-22-1, to include crematoriums and pet crematoriums in the definition of “Funeral home” and to include animal training in the definition of “Commercial kennel.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

ZTA 24:07 – Amendments to the Fluvanna County Zoning Ordinances, amending §§15-4-1 and 22-26-7 to clarify the requirements of the phrase “shielded and screened from view.” – Todd Fortune, Director of Planning & Dan Whitten, County Attorney

- This proposed ZTA would amend the Fluvanna County Zoning Ordinance by amending §§15-4-1 and 22-26-7 to clarify the requirements of the phrase “shielded and screened from view.”
- These amendments clarify that the requirement that inoperable vehicles be “*shielded or screened from view*” can be met by:
 - 1. placing the vehicle within a fully enclosed building or structure;
 - 2. placing the vehicle within an area completely enclosed either by a solid, rigid, opaque fence composed of standard fencing materials or by a landscaped arrangement of non-deciduous trees, sufficient in height, spacing, density and circumference to eliminate visibility of the vehicle;
 - 3. covering the vehicle with a tarpaulin or other vehicle cover.
- The Planning Commission held a public hearing on November 12, 2024 to consider the proposed ZTA. The Commission voted 5-0 to recommend approval.

At 7:18pm, Chair Fairchild opened the Public Hearing. With no one wishing to speak, Chair Fairchild closed the Public Hearing at 7:18pm.

MOTION:	Approved authorization to advertise for a public hearing on January 22, 2025 in reference to ZTA 24:07, an ordinance to amend and reordain “The Code of the County of Fluvanna, Virginia” by amending §§15-4-1 and 22-26-7 to clarify the requirements of the phrase “ <i>shielded or screened from view</i> ” can be met by: 1) placing the vehicle within a fully enclosed building or structure; 2) placing the vehicle within an area completely enclosed either by a solid, rigid, opaque fence composed of standard fencing materials or by a landscaped arrangement of nondeciduous trees, sufficient in height, spacing, density and circumference to eliminate visibility of the vehicle.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION:	Amend previous motion to include fitted car covers.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

Sign Regulation Discussion – Todd Fortune, Director of Planning & Dan Whitten, County Attorney
Staff is seeking guidance on enforcement of the sign ordinance.
Of particular focus is Sec. 22-15-2. - General provisions, Paragraph 2:

Any temporary exempt sign, defined in Section 22-22-1 of this Code, shall be posted a reasonable time before prior to and shall be removed a reasonable time after, but in no event greater than ten days after the event, election, production, group, occurrence, speaker, program or seasonal activity to which the temporary sign refers.

Signs are continuing to appear around the County; in response to increased removal of signs in the VDOT right-of-way, County staff has noticed these same, or similar, signs appearing on private property just outside of the VDOT right-of-way. Resident concerns regarding business, as well as election signs has prompted staff to seek additional guidance on sign regulation enforcement.

- After some discussion, the Board decided not to take any action on the subject.

Code Enforcement Update – Todd Fortune, Director of Planning

- **An update regarding Code Enforcement activities and process.**
- To date, staff have investigated 13 Code Compliance cases since January 1, 2024.
- In October 2024, staff finalized an online form for citizens to report concerns related to possible code violations: <https://www.fluvannacounty.org/planning/webform/report-concern>
 - The form is now live.
 - The person submitting the form has the option to remain anonymous.
- Anyone who wishes to report a concern has three options:
 - Complete the form online.
 - Stop by the Planning and Zoning Office in person (staff will assist them in completing the form).
 - Contact the Planning and Zoning office by phone (staff will assist them in completing the form).
- **Staff request guidance on the following issues:**
 - Code enforcement investigations: Complaint-driven or proactive enforcement?
 - No definition of Code Enforcement Officer in the County Code.
 - Code currently stipulates complaints are to be handled by Zoning Administrator.
 - Designation of authority to Code Enforcement Officer.
 - Documentation of all complaints.
 - Online form (Report a Concern).

After some discussion, the Board asked staff to bring back a more formal enforcement definition, and allow staff to file complaints.

8 - ACTION MATTERS

FY24 to FY25 Carryover Request – Theresa McAllister, Management Analyst
Per Fluvanna County Financial Policies - Budget 3.1.10 Reappropriation of Balances (Carryovers):
Had budget authority in FY24

1. Initiative/Project was started in FY24, but was not able to be completed.
 - a. **Meets existing policy.**
2. Initiative/project not started in FY24 due to circumstances.
 - a. **Meets existing policy.**

No budget authority in FY24

1. Requesting carryover of FY24 remaining funds to cover certain one-time special or capital projects that are not already approved/funded.
 - a. **Does not meet existing policy.**
2. Requesting carryover of FY24 remaining funds for unanticipated operating expenses not included in the FY25 budget
 - a. i.e., Not funded in FY25, but request/need has been identified; asking for unexpended FY24 dollars to cover that request/need (rather than wait until FY26 budget).
 - b. **Does not meet existing policy.**

MOTION:	Approve the following carryover requests of FY24 unexpended budget lines from the listed departments to the FY25 Department Budget lines as specified and in the amounts listed:																			
	<table><tr><td>Item</td><td>Department</td><td>Budget Line</td><td>Amount</td><td>Meets Policy</td></tr><tr><td>A</td><td>Health Department</td><td>Contract Services</td><td>\$61,124</td><td>No</td></tr><tr><td colspan="3">Total</td><td>\$61,124</td><td></td></tr></table>					Item	Department	Budget Line	Amount	Meets Policy	A	Health Department	Contract Services	\$61,124	No	Total			\$61,124	
	Item	Department	Budget Line	Amount	Meets Policy															
	A	Health Department	Contract Services	\$61,124	No															
	Total			\$61,124																
With a total amount of \$61,124 to be re-appropriated.																				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan															
ACTION:			Second	Motion																
VOTE:	No	No	Yes	Yes	Absent															
RESULT:	2-2																			

MOTION:	Approve the following carryover requests of FY24 unexpended budget lines from the listed departments to the FY25 Department Budget lines as specified and in the amounts listed:
---------	--

	Item	Department	Budget Line	Amount	Meets Policy
	A	Health Department	Contract Services	\$36,000	No
			Total	\$36,000	
With a total amount of \$36,000 to be re-appropriated.					
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Motion	Second		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

Recommendation for Appointment to the Board of Zoning Appeals – Eric Dahl, County Administrator
The Fluvanna County Board of Supervisors recommends Board of Zoning Appeals (BZA) members, who are then appointed by the Fluvanna County Circuit Court to serve. Three positions available with terms to begin January 1, 2025 and end December 31, 2029. Edward Zimmer, Harold Morris, and James Winsett are incumbents seeking reappointment to the Board of Zoning Appeals.

MOTION:	Recommend to the Circuit Court Edward Zimmer, Harold Morris, and James Winsett for appointment to The Board of Zoning Appeals, At-large position, with a term to begin January 1, 2025 and ending December 31, 2029.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

- FY24 CIP Stage Cover - Change of Location Request* – Aaron Spitzer, Director of Parks and Recreation
- After the deadline for the FY24 CIP budget submittals, a new stage was completed in the front of Pleasant Grove Park. Since the completion of the new stage in the front of the park, it is being used for County Fair entertainment, the County’s annual Groovin’ at the Grove concert series, and Scout movie nights. I am asking for the \$70,000 approved funds for the back stage in Pleasant Grove Park to be used for the newer front stage at Pleasant Grove Park.
 - Approval would open opportunities for music performances in the park that requires a stage without the extra work on Parks and Recreation’s staff to put up and take down a tent before each event. This will also allow for the possibility of additional rental revenue with the stage being covered at all times and available to use without a lot of staff set up time.
 - Architectural Partners signed a term contract with the County on January 18, 2024 to provide architectural services on an as-needed basis. The attached proposal includes preparation of construction documents for the stage canopy and assisting with the bidding and construction phase. The cost for services will not exceed \$13,725.

MOTION:	Approve the use of the approved FY24 CIP funds of \$70,000 originally for the back stage at Pleasant Grove Park to be used for the engineering and construction of a stage cover over the newer front stage at Pleasant Grove Park.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION:	Approve Project Agreement #01 between Fluvanna County and Architectural Partners for professional services for the Pleasant Grove Park stage canopy totaling \$13,725, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

10 - CONSENT AGENDA

The following items were discussed before approval:

P - Minutes of December 4, 2024

Q - Resolution Recognizing Alanah McLaughlin - Eagle Scout

The following items were approved under the Consent Agenda for December 18, 2024:

- Minutes of December 4, 2024 – Caitlin Solis, Clerk to the Board
- Resolution Recognizing Alanah McLaughlin - Eagle Scout – Eric Dahl, County Administrator
- Accounts Payable Report for October 2024 – Teresa McAllister, Management Analyst
- Accounts Payable Report for November 2024 – Teresa McAllister, Management Analyst
- FY25 Public Works Insurance Claim – 2014 Chevrolet Silverado 3500 – 0744 – Tori Melton, Director of Finance
- FY25 Public Works Insurance Claim – 2023 Chevrolet Silverado – 3751 – Tori Melton, Director of Finance

MOTION:	Approve the consent agenda, for the December 18, 2024 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for October 2024 in the amount of \$4,474,431.48 and November 2024 in the amount of \$3,204,733.23, and the Minutes of December 4, 2024, as amended				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

11 - UNFINISHED BUSINESS

None.

12 - NEW BUSINESS

None.

13 - PUBLIC COMMENTS #2

At 8:49pm, Chair Fairchild opened the second round of Public Comments. With no one wishing to speak, Chair Fairchild closed the second round of Public Comments at 8:49pm.

MOTION:	At 8:50pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Employees of the Department of Emergency Services; County Administrator performance evaluation.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION:	At 9:28 pm, 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.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION TO EXTEND

- At 9:29pm, a motion was made to extend the Board of Supervisors meeting.

MOTION:	Approve a motion to extend the December 18, 2024 Regular Board of Supervisors meeting to 9:30pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

MOTION:	Adjourn the regular meeting of Wednesday, December 18, 2024 at 9:29pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Absent
RESULT:	4-0				

ATTEST: FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair

DRAFT



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia
RESOLUTION No. 39-2024
A RESOLUTION RECOGNIZING
ALANAH MCLAUGHLIN
AWARD OF EAGLE SCOUT STATUS

The Fluvanna County Board of Supervisors adopted the following resolution on Wednesday, December 18, 2024

WHEREAS, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

WHEREAS, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

WHEREAS, Alanah McLaughlin has completed all the requirements for becoming an Eagle Scout; and

WHEREAS, Alanah has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

WHEREAS, Boy Scout Troop 1154 convened an Eagle Scout Court of Honor on December 15, 2024 at 4:00 p.m. at Lake Christian Church, Palmyra, Virginia; and

WHEREAS, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

NOW, THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors joins Alanah's family and friends in congratulating him on her achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding youth as one of its citizens.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a regular meeting of the Board held on the 18th of December, 2024, by the following vote:

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Chris Fairchild, Cunningham District	X					
John M. Sheridan, Columbia District				X		
Mike Goad, Fork Union District	X					
Timothy Hodge, Palmyra District	X					X
Anthony P. O'Brien, Rivanna District	X				X	

Attest:

Christopher S. Fairchild, Chair
Fluvanna County Board of Supervisors