

March 30, 2017

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 30th day of March, 2017; at 2:00 p.m., there were present:

Pattie Cooper-Jones

Robert M. Jones

Odessa H. Pride

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Absent: Calvin L. Gray

Also present: Wade Bartlett, County Administrator.

Chairman Jones called the special meeting to order for a Budget Work Session.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to move the meeting from the Board of Supervisors room to the Board of Supervisors Conference Room; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	Howard F. Simpson
	Robert M. Jones		Jim R. Wilck
	Odessa H. Pride		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		

Absent: Calvin L. Gray

The Board members relocated the meeting to the Board of Supervisors Conference Room.

In Re: Budget Work Session

Mr. Wade Bartlett, County Administrator, discussed his process for estimating the revenues and expenses; he stated as in the past, he created spreadsheets showing many years, some which are broken down by month. He said he is comfortable with the revenue numbers.

Mr. Bartlett said the latest assessed values were used and explained the process the Commissioner of Revenue uses to compute those amounts. He said the commercial buildings are prorated, building permits and apartment complexes are added to the tax roll once they are substantially complete. Mr. Bartlett said the hardest item to compute are the Blue Book values on used vehicles, which won't be known until after the budget is complete.

Mr. Bartlett stated the Real Estate tax and Personal Property tax revenues combined are approximately \$10 million.

Mr. Bartlett then said the increase in revenues will allow funds for salary increases and the health insurance costs which are going up. He said VRS and Group Life insurance costs are about the same, and Workers Compensation costs are up slightly.

Supervisor Timmons asked Mr. Bartlett to pass word to the Constitutional Officers that they did a good job holding down expenses.

Mr. Bartlett stated the Sheriff's Department will have a large capital item in his budget. The CAD/reporting system must be replaced because the vendor for the current system went out of business. This is impacting many communities across the Commonwealth. A new system is budgeted in the Capital Equipment section of the budget at a cost of \$200,000. In addition, the County must purchase new voting machines at a cost of \$140,000. The vendor chosen by the Electoral Board will split the cost over two fiscal years, therefore, \$70,000 is contained in the proposed budget. Mr. Bartlett stated he has allocated \$32,000 for the replacement of computers, printers, copiers and other office equipment.

Supervisor Timmons questioned the large capital item for the Sheriff; Mr. Bartlett said he has requested three new SUVs. Mr. Bartlett said the SUVs are requested instead of cars because of the increased stability in bad weather; the cost is expected to be approximately \$40,000 for each vehicle, which includes the installation of radio equipment, lights and cages necessary.

A brief discussion followed on vehicles to be declared surplus.

Supervisor Timmons then asked about expenses. Mr. Bartlett stated he spoke with the department heads and Constitutional Officers and all are doing well in their budgets. He said the only concern is the Animal Shelter; the renovation costs are not included in the budget. He said the dog runs are being painted and the fencing and doors will need to be replaced. Discussion followed.

Supervisor Timmons asked Mr. Bartlett about the legal fees and Mr. Ennis' role in the issues with The Manor. Supervisor Timmons also requested a closed session be held on April 11 for an update on the legal issues with The Manor. Mr. Bartlett said that in addition to legal work with The Manor, Mr. Brian Butler has been working on Real Estate Tax collection. Discussion followed regarding Mr. Butler's progress and the procedure to advertise and sell property for tax delinquency.

Chairman Jones asked if the County is advertising for Economic Development staff. Mr. Bartlett said that in addition to advertising to fill that position, he has also been in touch with the VGA and is researching possibly sharing that position and costs with Buckingham and Cumberland Counties for that position.

Mr. Bartlett said he expects the Enterprise Zone will be active this year with Adams Construction, W.C. Newman, Tri-Boro, and the renovation of a building on Main Street. He said the business must be open before they qualify for the Enterprise Zone.

Discussion followed regarding Economic Development Fund budget. Mr. Bartlett said it increased from \$23,368 to \$43,368, the difference of \$20,000 is for a proposal by an entity called Retail Strategies. He said they conduct demographic studies, such as the per capita spending and traffic counts in front of an area, and they then present a pitch to retail organizations regarding locations for those retail organizations in Prince Edward County. Mr. Bartlett said usually there is a cost for each locality of approximately \$100,000, but if several localities group together, the vendor is willing to give VGA a cost reduction. There is approximately \$690,000 in that fund.

Supervisor Simpson asked why a delinquent property cannot be sold right away once it is ready. Mr. Bartlett said Mr. Butler would advertise all of the properties at one time due to advertising costs. Discussion followed. Supervisor Simpson then asked by the 9.9-acres by the Manor Golf Course couldn't be sold.

Chairman Jones stated he would like to have Mr. Butler attend a meeting.

Mr. Bartlett said he could not approve any subdivision of that property until a state road is put in. There cannot be a state road put in until the existing non-state road is taken into the state system. He said he could not approve a subdivision in The Manor under the current guidelines and policies that the Board has

passed; he said he cannot authorize subdivision of that ten acres or any land in the Residential Planning Community because it doesn't meet the criteria. Discussion followed.

Supervisor Timmons questioned the "Contingency" line item. Mr. Bartlett stated it was started last year and is not assigned to anything in particular; he said anything larger than \$10,000 should require action by the Board. Discussion followed.

Supervisor Townsend asked for more details on the two part-time positions. Mr. Bartlett said they would be under General Properties Department and would be approximately 2,080 work hours at \$10 per hour, or \$20,800, plus unemployment and FICA, for a total of approximately \$23,000. These positions are necessary to help maintain county facilities.

Supervisor Timmons said the School funding increase is close to \$800,000 with the ADM and other sources. Mr. Bartlett stated their budget will increase \$750,000 overall with an increase in staff funding to bring the school budget to almost \$25,700,000.

Chairman Jones asked about the use of the SCOPE building. Mr. Bartlett stated rental use of the building has increased over the past year. Supervisor Timmons stated the building is in need of repair and cleaning. Discussion followed. It was determined the Clerk's Office and the Ag Building also need work; Mr. Bartlett said the costs may be included in the Courthouse renovation budget and he is waiting on a revised proposal. Further discussion followed.

Mr. Bartlett stated he did not fund all charitable organizations the amounts they requested, with the exception of the Piedmont Senior Resources due to the software for "No Wrong Door" program. He said there will be a kick-off in the next few weeks, and it may help all of the service organizations, including Social Services. He said the focus is to create a software program where all service organizations input data on clients and all organizations can see what benefits the client has received.

Supervisor Wilck asked since Longwood University took over the Moton Museum, should they receive just one payment for all of Longwood University. Mr. Bartlett stated the Center for Visual Arts donation must be separate in order for them to receive a funding match.

Supervisor Townsend stated the Virso Recreation and Community Center was not recommended for funding; he asked the Board to consider moving \$6,000 funding from the YMCA and \$4,000 funding from PEFYA to provide \$10,000 to have a revenue base to maintain the facilities. Supervisor Townsend

then asked the Board to consider a purchase of adjacent property for a walking trail and restroom facilities.

Discussion followed.

Supervisor Wilck stated the Library is looking for a 3% increase. He said the new director has cut all overtime and the increase is not for a raise; an additional \$6,000 is to cover an increase in cost of the health insurance.

Supervisor Townsend said the Library receives \$205,000 now.

Supervisor Wilck stated the Library serves over 100,000 people a year.

Supervisor Pride stated she is in support of the library.

Mr. Bartlett stated the Library funding is not through the donations to outside agencies and would not subject to the \$150,000 limit [previously set by the Board.]

Mr. Bartlett stated it was brought to his attention there is a baseball field in Meherrin but is located in Lunenburg County. He said the Board could consider joining with Lunenburg to fix up the field for use; he said the Fire department owns the field.

Mr. Brian Butler, Deputy County Attorney, stated the 9.974-acre parcel at the golf course is located behind the clubhouses and is not connected to the spine road. He said an order was entered on it, authorizing its sale. He said he intended to do several at a time due to the cost of advertising; he explained the delay with several other parcels. Mr. Butler explained the process to get the 9.974-acre parcel to its current status. He stated he would need to advertise the tax sale twice in a fifteen-day period in order to hold the sale. Discussion followed.

The Board concurred to have Mr. Butler advertise and sell the 9.974-acre parcel.

Supervisor Timmons reviewed the conditions for outside organizations to be eligible for funding from the County. He said the 501(c)3 and non-profit organizations must provide financial documentation.

Supervisor Simpson said he would like to have the health insurance representative come to a meeting to report to the full Board. Chairman Jones said a conference call was held earlier in the day, and another one will be held prior to the information being presented to the full Board. Supervisor Timmons stated the self-funding will be through Anthem.

On motion of Supervisor Timmons, seconded by Supervisor Wilck, and adopted by the following vote:

Aye:	Pattie Cooper-Jones	Nay: None
	Robert M. Jones	
	Odessa H. Pride	
	Howard F. Simpson	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	Jim R. Wilck	
Absent:	Calvin L. Gray	

the meeting was recessed at 3:48 p.m. until Tuesday, April 4, 2017 at 5:30 p.m. for a work session and the presentation of the School budget, to be held in the Board of Supervisors Room.