

February 6, 2018

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 6th day of February, 2018; at 5:30 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: J. David Emert

Also present: Wade Bartlett, County Administrator.

Chairman Cooper-Jones called the work session to order.

In Re: County Administrator's Report

Mr. Wade Bartlett, County Administrator, reported two bids were received for the design and repair on the roof at the STEPS building. He said these bids cover the design, the bidding documents, the construction overview, and construction administration.

Mr. Bartlett said two bids were received, one from Six Sides Building Enclosure Consulting (\$35,000) and one from Crabtree Rohrbaugh & Associates (\$32,750); the Properties Committee recommends hiring Crabtree Rohrbaugh & Associates because they are the architect with other County projects.

Mr. Bartlett discussed several options for the roof replacement and warranties available; he said the failed portion of the roof will be removed, the skylights will be pulled and damage to the decking and insulation will be replaced. Mr. Bartlett said the cost of \$600,000-\$800,000 is less than initially thought. He added the Juvenile Judge office and courtroom must be complete by December 31 [2018]. Mr. Timmons said the priority is to get the roof on, the building cleaned up and retrofitted, Social Services moved, and the Judge's areas must be fixed. Mr. Timmons stated Josh will give a presentation at the next Board meeting

which will show what needs to be done in the judge's areas, the Magistrate, the Juvenile Courts area, Social Services, and STEPS. He said all parties have agreed and work can begin immediately. After that is complete, work will begin on the new area for the Clerk of the Court and Commonwealth Attorneys offices, and then work will begin on separating the Combined Courts.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to approve Crabtree Rohrbaugh & Associates as the designer for this project; the motion carried:

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:	J. David Emert		

Mr. Bartlett presented a summary report on financial information which is based on six months of data in the Fiscal Year; he said both the revenue and expenditures can have unexpected moves before the end of the Fiscal Year.

Mr. Bartlett said the General Fund Revenues will exceed the budget somewhere in the \$400,000 - \$500,00 range. Personal property provides the majority of revenue with approximately \$270,000 more in collection than budgeted. He said the Grantees Recordation Tax will exceed the budget by \$60,000, Merchants Capital will exceed the budget by \$50,000 and Fines will exceed the budget by \$30,000. Landfill Revenues have been extremely strong; the volume and size of construction in the area is the primary cause of this spike in revenues. This increase was factored into the new Solid Waste Fund when the Board approved its budget in November 2017. He said he anticipates revenues will decrease to a more normal level when the construction projects are complete.

Mr. Bartlett said in FY17 the cash in the General Fund, after subtracting the transfers to the water and sewer funds, increased a little more than \$700,000 while the landfill construction fund decreased approximately the same amount due to the payment associated with the new landfill cell.

When adding FY17 and the projected FY18 increases in cash, the total increases could be in the \$1.2 - \$1.5 million range. This cash will go a long way in funding the costs of the STEPS and Courthouse improvements.

Mr. Bartlett said he anticipates an increase in revenues in FY19 of \$300,000 - \$400,000 based on the County's normal revenue growth, but much depends on the changes in the NADA values for used cars. He added if used car values fall drastically, revenues could decrease.

Mr. Bartlett then presented FY19 increases in expenses to be accounted for:

County Health Insurance	\$ 45,000
Gasoline	\$ 18,000
School Composite Index	\$360,000 (possible state assistance)
School Health Insurance	\$450,000
Full Year of School Pay Raise	\$????
<hr/> TOTAL	<hr/> \$873,000

Mr. Bartlett said he will attend a meeting February 23 regarding the County health insurance; it is anticipated there will be a 5 – 5.5% increase. Discussion followed on health insurance.

Supervisor Emert entered the meeting at this time.

Mr. Bartlett said the Health insurance for the Schools may increase 25%, which would mean a cost of \$450,000.

Mr. Bartlett stated this fiscal year, we will incur a full year of the school pay raise, which went into effect February 2017. He said those are some of the larger expenses that are coming; with all of these expenses, it will be approximately \$950,000 or more.

Mr. Bartlett said the expected spending increases far outweigh the expected revenue increases. Some, if not all, of these increases could be offset with either a reduction in County expenses or additional state aid. He reviewed expenditures that will not be repeated:

Pay Raise	\$102,870
Sheriff – IBR system	\$200,000
<hr/> TOTAL	<hr/> \$302,870

Mr. Bartlett stated Prince Edward County is a slow growing county with very stable economic drivers such as the colleges, the hospital, assisted living facilities, and the school. He said many hotels have

been built which will allow more people to stay in the area, which in turn is an incentive for more businesses to open.

Mr. Bartlett said the County is close to breaking even with the revenues and expenditures.

Mr. Bartlett reviewed potential new programs for FY19:

Update / hosting County Website	\$ 6,000 (annual maintenance of \$1,500)
GIS	\$ 33,000 (annual maintenance of \$1,500)
Econ Dev Position	\$ 7,000
Animal Control Truck	\$ 40,000
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TOTAL	\$ 86,000

Mr. Bartlett stated the County website has not been updated in ten years; he recommended hiring an outside firm to update and handle annual maintenance. He said this would include mobile phone accessibility and make it easier for the citizens to make payments.

Mr. Bartlett stated the County is behind on GIS capability. He said a proposal has been received from Timmons Engineering, who would host the GIS system. Hiring Timmons would mean the County would not have to purchase the equipment; Timmons would host the data and update regularly. He said the cost of \$33,000 would include data conversion and updating, and access points and connections can be added; there would be a charge of \$5,000 annually to keep updating the GIS. He said this would be helpful for emergency services and economic development.

Mr. Bartlett stated a candidate has emerged for the Economic Development position; he said there is \$44,000 budgeted for the salary. He said this position was previously advertised twice and was unsuccessful in finding someone to fill this position. This candidate brings marketing experience and other skills needed for the position. Discussion followed.

Mr. Bartlett then stated there is a need for a truck for the Animal Control. He said there is currently one pickup truck with a topper, and cages are kept in the back. A new truck is needed with inserts for holding capability. Mr. Bartlett said it would cost approximately \$40,000. Discussion followed.

Supervisor Timmons asked if the surplus vehicles have been disposed of. Mr. Bartlett said they are still in the lot but are not on the insurance.

Chairman Cooper-Jones suggested all advertisements for positions be sent to the full Board. Discussion followed.

Supervisor Simpson said he would like to see the Economic Development position filled now. He said there are at least three positions in the Administrator's office not filled since the previous employees have left.

Mr. Bartlett said there has been no need to fill the positions. He said the Building Office Clerk and Receptionist position are currently being handled by one employee; there is not that great a workload with 10 building permits a month.

Mr. Bartlett said staff is working on a position description for an assistant for Mr. Rob Fowler. He said this person will not be fully certified and will work on ENS, but not Stormwater. Mr. Bartlett said there is a need for one employee at the landfill; a heavy equipment operator was hired about two weeks ago. Currently there are two positions advertised, one for General Manager and one for a trash truck driver.

Supervisor Townsend asked Mr. Bartlett and the Board to look at the Recreation line item and put something in the budget for recreation. He said it was discussed during the Strategic Planning meetings and on the Comp plan.

Supervisor Timmons said the Economic Development person needs to be hired.

Mr. Bartlett said he will bring vendors for the GIS and the website update to the Board meeting.

Mr. Bartlett said Prince Edward County relies on VEDP and VGA as all rural, smaller counties do, for our leads. The Economic Developer would build relationships and bring VEDP to Prince Edward County to see the facilities and what Prince Edward County has to offer. Discussion followed on the need for participation in the VGA and duties of an Economic Developer.

Supervisor Timmons said he expects the Economic Developer to also keep the Board informed on Workforce Development. Mr. Bartlett said he spoke to Dr. Brad Bryant at the Career Technical School regarding the Workforce Readiness Test, which has been given at the Career Technical School for the last four or five years. He said the program is already being done. Mr. Bartlett said he also spoke with Stephen Moret, President and CEO of VDEP, to ask about certification and the ACT Program. Discussion followed.

Supervisor Timmons said the Economic Developer needs to gather the data to promote the County and will need to find out what the VGA is doing for Prince Edward County and why Prince Edward County should remain involved. Further discussion followed.

Supervisor Jones said the new Economic Developer could see and give an opinion on the need for participation in the VGA.

Mr. Bartlett said the State wants the counties in Regional groups (VEDP). He said the State tells the county which planning district it is in.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to authorize the County Administrator to hire an Economic Developer, with an increase in the budget for the salary by no more than \$7,000, for a maximum of \$51,000; the motion carried:

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

Supervisor Wilck suggested reinstating the 20% reduction rule regarding outside agency donations.

Supervisor Timmons said the donations were capped at \$150,000. He said that during this budget process, the Board needs to evaluate if it wishes to continue at that level or reduce it to a level which had not been determined. He said it was the intent to decrease it until it was at a level that the Board was comfortable contributing to the entities that were most important.

After some discussion, the Board directed Mr. Bartlett to keep the donations as they were last year and the Board will determine the reductions.

The Board concurred that no tax increase be included in the budget.

Mr. Bartlett stated the Heart of Virginia [Festival] has announced its 40th anniversary this year and wishes to do a better job in promotion and activity, and the Board will likely see an increased request. He said it would be this fiscal year.

Supervisor Simpson said there is a maintenance position that was not filled when the previous employee left. Mr. Bartlett said it has not been funded for the last three years. Discussion followed on the maintenance staff.

Supervisor Timmons stated if more employees are necessary, that can be added to the budget. Supervisor Jones said with the renovations being done, some of the work won't need to be done.

Supervisor Townsend said the \$10,000 for labor from the jail was successful and he would like to see that continue.

Supervisor Simpson asked who does the Building permits, as he has heard complaints that there is not always someone available to provide permits that same day. Mr. Bartlett said Karen Fulcher does them. He said currently she is the only one but Mr. Fowler's new assistant will be cross-trained, and Cheryl Stimpson also has a rudimentary knowledge of the procedure.

Supervisor Timmons stated that in other places, it takes three months to obtain a building permit. Supervisor Simpson said the County has to make sure there is always someone available to take care of the citizens.

Mr. Bartlett stated that is normal practice; sometimes employees are ill or have to attend training.

Supervisor Jones suggested having the public call for appointments; discussion followed.

Supervisor Timmons said the audit at the Piedmont Regional Jail, which is scathing and talks about a misappropriation of funds, expense accounts, non-approvals, and a number of things. He said people have telephoned and are upset. Supervisor Timmons said he spoke with Mr. Bartlett and the Jail Authority has set up a Review Committee to look into this matter.

Supervisor Timmons said he is upset at the moral character that is being projected there; the superintendent is projecting a sense of inappropriate behavior at that level, and that seems to allow other people follow suit and those under him move to take advantage to any circumstance that happens. He said he has also been given information about improper behavior between the Superintendent and an employee; he said he is appalled at the Board for allowing this to continue. He said he is not condoning any of the behavior that is contrary to the standards by which we try to operate in this county. He said to the extent that the individuals are in violation of those policies, they should be removed immediately. He added that money was being spent that should not have been, on personal and lavish expenses, to that extent the money should be repaid to the counties, and asked for a full accounting of the monies being spent that Prince Edward County contributes from County citizens to the jail to make sure the County is not paying for things that it should not be. He said if it means hiring independent audit firm to go through every invoice and every expense, that needs to be considered.

Supervisor Wilck stated he is in agreement.

Supervisor Emert asked if the Authority oversees the Jail.

Supervisor Timmons asked what the Board of Supervisors may require to make corrections.

Mr. Bartlett said the Audit Committee has been tasked to find the details of what happened; the annual audit is not a forensic audit. A forensic audit would cost \$150,000 - \$200,000. Discussion followed.

Supervisor Timmons asked what can be done by this Board of Supervisors. Mr. Bartlett said it could present a resolution or a letter of expectations to go to the Authority, laying out the Board's issues, complaints and expectations.

Supervisor Jones said he was in contact with Mr. Garnett about the misappropriations and procedures; Mr. Garnett has pledged to delve deep into this to find out if there were misappropriations and if so, what they were. He added if necessary, procedures and change of personnel will be done.

Supervisor Wilck said standards can be set for expenses.

Supervisor Pride said the Strategic Committee met two years ago to look at the past and where the County is headed. She requested a meeting be scheduled after the budget process is complete.

Supervisor Emert asked about the disposition of county vehicles and the lack of insurance on those vehicles. Mr. Bartlett said the vehicles are not titled nor driven and are stored in salvage, waiting for a sale.

Supervisor Emert suggested joining with the Schools and Town to advertise surplus vehicles to save funds.

Supervisor Pride suggested the Board members contact the School Board member in their district and to attend the School Board meetings.

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

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	Howard F. Simpson		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

the meeting was adjourned at 7:10 p.m.