

March 29, 2018

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 29<sup>th</sup> day of March, 2018; at 2:00 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

C. Robert Timmons, Jr.

Jim R. Wilck

Absent: Jerry R. Townsend

Also present: Wade Bartlett, County Administrator; and Sarah Elam Puckett, Assistant County Administrator.

Chairman Cooper-Jones called the reconvened meeting to order for a budget work session.

In Re: Approval of County Emergency Operations Plan

Sarah Elam Puckett, Assistant County Administrator, stated the Commonwealth of Virginia requires the EOP be updated and officially approved by the Board of Supervisors every four years. She presented an overview of the proposed EOP, and highlighted several sections, including the support functions and annexes; the National Incident Management System, which is the federal mandate which states that every locality should have a common interoperable approach which allows communication between the localities to provide for mutual aid statewide and state-to-state; the CRC Hazardous Mitigation Plan, which prioritizes the hazards in Prince Edward County; the Concept of Operations; the succession of local authority and the control and authorities.

Chairman Cooper-Jones suggested waiting to take a vote until Supervisor Townsend arrived to the meeting; the Board concurred.

In Re: Review of Donation Requests

Mr. Bartlett stated the donation requests were level funded; he said some requests were higher. He said several have match requirements but not all must be a cash match.

Supervisor Timmons said that several years ago, a policy was set that would call for the reduction in funding to wean the agencies from the “payroll.” He said the goal was to reduce the amounts given and suggested a reduction of 10% unilaterally. Discussion followed.

Supervisor Wilck suggested combining the donations to Longwood University in one lump sum.

Mr. Bartlett said the donation to Longwood Center for Visual Arts must be able to show a matching grant; the County provides proof to the Arts Council before releasing funding to Longwood.

Supervisor Jones suggested leaving the donations level funded as they were last year. Discussion followed.

Supervisor Emert asked if STEPS has provided a list and referred to a program for heating and cooling. Mr. Bartlett said they have different programs; the funds they receive for the heating and cooling program is through Dominion [Energy Virginia] and the funds from the State go through Social Services. Mr. Bartlett said once the funds are exhausted, there is no further assistance. He added the Rapid Rehousing doesn’t provide much funding to them.

Following some discussion, the Board concurred to leave donations level-funded.

In Re: Review of Expenditures

Mr. Bartlett reviewed new and revised County programs. He recommended the hire of an attorney/IT position, and said with the new CAD system, the County will need to interface with what is being used currently. He said this will allow for a direct link with Farmville 911, County Dispatch, and General District Court, and allow “e-ticketing.”

Supervisor Timmons questioned the attorney costs and asked if Mr. Butler will take over all attorney duties.

Supervisor Wilck said the legal costs for the Town of Farmville are approximately \$18,000.

Supervisor Timmons stated Mr. Butler has brought in revenue for the County through the collections which more than covers his costs.

Mr. Bartlett said the funding from real estate taxes goes to the Real Estate line item. He said the attorney fees are much higher in other counties; much of the fees are for work the County has requested of the attorneys. He said some of the work relates to The Manor, Animal control, and deceased persons; discussion followed.

Chairman Cooper-Jones stated all jobs should be advertised. She said Mr. Butler does a fantastic job but the positions need to be open to the public, regardless of the position. She said acknowledgements that the County has received an application or that someone has been selected for a position should also be sent out to the applicants.

Supervisor Townsend entered the meeting at this time.

Chairman Cooper-Jones said the Board needs to know about all new hires and meet them.

Mr. Bartlett said the attorney/IT position will be advertised.

Supervisor Timmons questioned the professional services and asked if some of the revenue will phase out

Mr. Bartlett said the service is ongoing and is different from IT. He said the County is charged a flat fee and also a fee for mileage; the contractor is here several times a week. He said he mainly works on the BRIGHT/AS400 system, used by the Treasurer, Commissioner of Revenue, Payroll, Accounts Payable, Building Office, among others. Mr. Bartlett said there will likely have to be a transfer to a new software system in three or four years, which will be costly. Discussion followed.

Supervisor Timmons questioned the GIS System and Regional Jail costs. Mr. Bartlett said the amounts are driven by the number of inmate days. Discussion followed.

Supervisor Timmons then questioned the costs for refuse. Mr. Bartlett said there is a new [accounting] line and it will be transferred to Solid Waste.

Supervisor Timmons stated the line item shows an increase in funding for the library of \$24,000 over last year. He said using that number, the County is providing \$460,378. Mr. Bartlett said that includes the County's portion of the debt service; he added the increase is due to the IT which is shared with the Town

of Farmville, the library, and Buckingham County. He said the increase for the IT position is in consideration of everything the library does for the citizens which requires IT help.

Supervisor Jones requested an update on the loan with the YMCA building. Mr. Bartlett said that is included in the debt service. Mr. Bartlett said the principal is \$100,000 and the interest is \$31,000.

Supervisor Jones asked how many years are left on the loan. Mr. Bartlett said he believes there are four or five years left.

Supervisor Timmons asked for a document showing the status of the loans. Mr. Bartlett said he will have it to present at the next meeting.

Supervisor Emert asked for the status of the Prospect Depot project. Mr. Bartlett presented a brief history of the project.

Mr. Bartlett advised the Board that the County has received a request from the Town requesting \$600,000 to help fund the 911 Center; this is approximately two-thirds of the cost.

Supervisor Wilck said there needs to be re-negotiation with the Town, if that happens, regarding the cost of the Library; he said more people in the town use the library than residents outside the Town limits. He said it is the same for the 911 Center. He added that if they want to re-negotiate the cost of the 911 Center, it should be based on usage, not population.

Mr. Bartlett said the Town controls [the 911 Center]. He said the need is to look at the development of a board to run [the 911 Center] separately from the County or the Town. He said it should be run by law enforcement, fire and rescue, and EMS, and that board would be in charge of the management of the 911 Center.

Mr. Bartlett said there is \$50,000 in the Pay Raise Reserve Fund, for a contingency fund. He said several employees' salaries got out of whack over the years and a market study is needed. He said there are fewer people working for the County Administrator but they never compared their pay with a market study. He proposed doing a market study, then it would go to the Personnel Committee, then to the Board to make a decision on any change to Grades in comparison to what they are doing now in their jobs.

Supervisor Timmons said discussion on the health insurance rate will be held next Tuesday; the insurance agent will give an update on the County's status. He said the insurance agent reported an increase

of 5.5% is an absolute minimum but recommended a 7% increase and said the Schools will have a 25% increase in insurance rate. He asked what rate Mr. Bartlett figured into the budget.

Mr. Bartlett said he kept the same rate but expects it to increase 7%. He said that would be an increase of \$60,000 and wouldn't changing anything. He said he expects additional revenues or savings or a combination to cover it.

In Re: Approval of County Emergency Operations Plan (2)

Mr. Bartlett presented a brief overview of the discussion held on the County EOP for Supervisor Townsend.

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to adopt the County Emergency Operations Plan; the motion carried:

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

In Re: Review of Revenues

Mr. Bartlett said some of the revenues have been increased; there are new hotels and there has been an increase in building permits and real estate taxes. He said personal property is difficult to gauge. He said he reviewed comparisons of the NADA values of used cars and that did decrease in value, but not by a large amount. He said Public Service Corporations decreased; the State Corporation Commission assesses that.

Supervisor Wilck asked about the Lapp project and if the value to the land will increase. Mr. Bartlett said it may increase the value because of the use. He said the Planning Commission will meet at 6:00 p.m. and the Board of Supervisors will meet at 7:00 p.m. for discussion of that project.

Supervisor Timmons questioned a Revenue line item for the Sheriff and asked about the Centra overtime Reimbursement. Mr. Bartlett said the Sheriff's Department has an agreement with Centra to pay \$40 per hour for officers. The County pays overtime at \$31 or \$32; this program just started.

Supervisor Timmons questioned the revenue for the School Resource Officer. Mr. Bartlett said this is the last year the County receives that recovered cost from grant funding. He said Chris Joyner works on grants; he said he could add that to charge the schools to reimburse the cost.

Supervisor Timmons asked about the status of salvage vehicles. He said where they sit, they're losing value every day. Mr. Bartlett said locally, the County would only get scrap metal price. Discussion followed.

Supervisor Townsend questioned a line item for Board of Supervisors Health Insurance. Mr. Bartlett said that line will be moved into a different line item but was a refund from Anthem.

Supervisor Jones asked if there is any word on the pipeline. Mr. Bartlett said all of it will be taxable but will not be much.

Supervisor Townsend said the recreation in the rural areas must be addressed. He said the Board must realize the financial situation people in the County are experiencing, and to move the County forward, the Board must consider the rural areas and recreation. He presented two proposals to provide for recreation: through donation process or through line item appropriation for each district for recreation. He stated that during the Strategic Plan and the Comprehensive Plan discussions, the Board talked about providing recreation, and the Board needs to consider it in the budget. He said the children, especially in Leigh District which is 20 miles away [from Farmville], the citizens do not have a way to get into town. He said the Board needs to begin somewhere.

Mr. Bartlett discussed the County budget schedule with the absence of a state budget. He said the Board can authorize a public hearing at the normal time even if there is no state budget. He said by State Code, it is for informational purposes only and is an estimate of a budget. Mr. Bartlett said by Tuesday, we will need to know if stay with the same schedule; the Schools would have to adjust and can amend budget if there is something dire. Discussion followed.

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

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

the meeting was recessed at 4:01 p.m. until Tuesday, April 3, 2018 at 5:30 p.m. for a budget work session.