

VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT CENTER ON THURSDAY, OCTOBER 6, 2016 AT 7:00P.M.

PRESENT: SUPERVISOR JOHN M. SEWARD, CHAIR
SUPERVISOR JUDY S. LYTTLE, VICE-CHAIR
SUPERVISOR KENNETH R. HOLMES
SUPERVISOR GIRON R. WOODEN, SR.
SUPERVISOR MICHAEL H. DREWRY

ALSO

PRESENT: MR. TYRONE W. FRANKLIN, COUNTY ADMINISTRATOR
MR. BRENDAN HEFTY, COUNTY ATTORNEY
MS. TERRI HALE, DIRECTOR OF FINANCE
MS. RHONDA RUSSELL, DIRECTOR OF PLANNING
DR. MICHAEL THORNTON, SUPERINTENDENT, SURRY PUBLIC SCHOOLS
MS. GAIL CLAYTON, CLERK, SURRY COUNTY CIRCUIT COURT
MR. RICKY WOODARD, SUPERVISOR, SURRY COUNTY MAINTENANCE DEPT.
MRS. VALERIE PIERCE, DIRECTOR, SURRY SOCIAL SERVICES

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Seward who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance.

CONSENT ITEMS

1. Approval of September 1, 2016 Minutes, Board of Supervisors
2. Approval of September 22, 2016 Minutes, Board of Supervisors Continued, Closed Session Meeting
3. Approval of October 2016 Accounts Payable:

	Accounts Payable	Additional	Total
General Fund	\$151,378.97	\$157,832.19	\$309,211.16
Debt Service	\$0.00	\$0.00	\$0.00
Capital	\$16,170.00	\$25,754.00	\$41,924.00
Water & Sewer	\$43,038.77	\$155.72	\$43,194.49
CSA	\$0.00	\$3,325.00	\$3,325.00
Indoor Plumbing	\$0.00	\$78.00	\$78.00
Juror Payments	\$0.00	\$0.00	\$0.00
Totals	\$210,587.74	\$187,144.91	\$397,732.65

4. Appropriation Requests:

School System - October 2016	Instruction	\$650,000.00
	Admin./Health	\$75,000.00
	Pupil Transp.	\$85,000.00
	Operation/Maint.	\$125,000.00
	Food Serv.	\$40,000.00
	Debt Service	\$0.00
	Capital Projects	\$0.00
	Technology	\$55,000.00
	Total	\$1,030,000.00
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Dept. of Social Serv. - October 2016		\$140,000.00

5. FY 16 Budget Amendment, CSA: \$17,310.00

6. FY 16 Budget Amendment, School System \$229,048.13

Supervisor Lyttle made a motion that the Board approve the Consent Items as enumerated. Supervisor Holmes seconded the motion. Supervisors Lyttle, Holmes, Wooden, Drewry and Seward voted affirmatively to approve the motion.

PROGRESS REPORTS

1. VDOT

A. Resolution 2016-19: VDOT Project

Ms. Frances Bailey, Project Coordinator I, informed Board Members that the Virginia General Assembly had adopted a new program to prioritize regional transportation projects for funding, Smart Scale, formerly House Bill 2 (HB2). The new process is intended to score projects more equitably with varied weighting based on criteria appropriate for the localities in respective regions (i.e. rural, urban, etc.). Ms. Bailey further informed that staff identified as a high priority project for inclusion in the FY2016-FY2022 funding cycle, proposed intersection improvements to Colonial Trail East/State Route 10 and Bacon's Castle Trail/White Marsh Road/State Route 617. The proposed intersection improvement project that seeks to realign the intersection of State Route 10 East E (Colonial Trail E) at State Route 617 (Bacons Castle Trail/White Marsh Road) by installing a left-turn and right-turn lane for eastbound traffic on State Route 10. A component of the project also includes the realignment of State Route 10 to reduce the curve leading up to this intersection from the eastbound direction. A right turn lane is also included for State Route 10 E turning westbound onto Route 617 taking vehicles off the through lanes. To support the cost of the proposed project at \$6,017,448, Ms. Bailey informed that grant funding would be sought and no local match would be required; under these circumstances, if the grant is not awarded the project will not proceed.

Supervisor Lyttle made a motion that the Board authorize Resolution 2016-19 in support of the Surry County 2016 Smart Scale application submittal. The motion was seconded by Supervisor Wooden and was unanimously approved.

2. Treasurer

A. Investment Letter

Chairman Seward read the Investment Letter submitted by Mrs. Faye Warren, Treasurer, which stated the following: as of the September 1, 2016 meeting, it was reported that the balance in the LGIP Fund was \$13,740,255.75. Since that report, accrued interest for August, 2016 in the amount of \$6,632.31 had increased that balance to \$13,746,888.06. Since the last report, \$3,000,000 was transferred from the LGIP to the General Fund leaving a balance in the LGIP of \$10,746,888.06. As of October 6, 2016 the County had \$11,246,888.06 in total investments, including one CD valued at \$500,000.00 which will mature on January 28, 2018.

3. County Administration

A. Presentation: National 4-H Week

Mr. Zhamare' Slade and Miss Dani Jones, students enrolled in the Surry County 4-H program addressed the Board to inform that the week of October 2-8, 2016 was being observed as National 4-H Week. They reported that there are over 300 individual members in the Surry County 4-H program participating in community clubs, project clubs, after school groups and residential and day camping events. In addition, another 500 youth are enrolled through cooperative programs in the schools. They reported on various accomplishments of 4-H members and asked that the Board consider adopting a proclamation designating October 2-8, 2016 as National 4-H Week in Surry County.

Supervisor Holmes made a motion that the Board approve the proposed proclamation. Supervisor Lyttle seconded the motion and all present voted affirmatively.

B. Presentation: Projects Update & Award of Contract

Mr. Brian Camden, Project Manager, addressed the Board to provide updates regarding County projects. Mr. Camden reported that as a result of comments made by the Army Corps of Engineers and the Virginia Marina Resources Commission, staff has re-submitted the Joint Permit Application for the Gray's Creek Marina fishing pier and boat slips/docking system. The agencies objected to the location of the fishing pier and the fact that it traversed extensive wetlands. As a result, the design team has removed the fishing pier from the plan. The layout for the boat slips/docking system has been approved with

minor revisions; the addition of a fishing pier will be reconsidered at a later date.

Relative to the upgrade to the Town of Dendron Water System, Mr. Camden reported that the design has been approved by the Virginia Department of Health. However, staff was recently notified that Mid-Atlantic Broadband Company (MBC) plans to install fiber optic cable along Route 31 south of James Street and that this activity may be in conflict with the proposed water main in the area. Staff has met with MBC and remains hopeful that an equitable solution will be achieved. VDOT has submitted their review comments with regard to work proposed in the VDOT right-of-way and engineers are preparing responses to the comments. Engineers are also preparing updates to the cost models for the project.

Mr. Camden further informed the Board that RFP 01-2016EJ was published in June, 2016 and received twelve (12) responses from architectural firms. Waller, Todd & Sadler Architects of Virginia Beach was deemed by the selection committee to be the most qualified and their cost was among the lowest at \$85,000. Mr. Camden recommended authorizing the County Administrator to enter into a contract with Waller, Todd & Sadler Architects to provide the Pre-Planning Studies and Architectural Services as outlined in the RFP at a cost not to exceed \$85,000.

Supervisor Drewry expressed a desire to delay action on this item until after the Citizens Comments portion of the agenda in the event that any of his constituents wanted to address their comments to this particular issue.

C. Supplemental Appropriation, Capital Projects

Ms. Terri Hale, Director of Finance, addressed the Board to request a supplemental appropriation for FY16 capital expenses in the amount of **\$1,549,847.65**. She explained that many of the projects included in the recent CIPs became multi-year projects where the approved local share wasn't needed in the year budgeted. From FY12 to FY16 the Board approved CIP local shares totaling \$4,650,935.00. Of this amount only the \$1.55M noted above was spent, or 33% of the cumulative approved local shares. That is, the unspent local dollars have remained in the County's fund balance.

Supervisor Lyttle made a motion that the Board authorize a supplemental appropriation for FY16 as enumerated. The motion was seconded by Supervisor Holmes and unanimously approved.

D. Presentation: Maintenance Department Update

Mr. Ricky Woodard, Maintenance Supervisor, addressed the Board to provide an update with regard to the activities of the Maintenance Department. He reported that the Surry County Department of Maintenance is responsible for the upkeep (interior, grounds, and mechanical systems) of fourteen (14) County-owned buildings: the Government Center, Recreation Center, Surry Library, Claremont Library, Health Department, Office on Youth, New Maintenance Building, Resource Center, Old Jailhouse, Historic Courthouse, Visitor Center, Head Start Building (on Lebanon Road), Animal Pound, and the Old Dendron Post Office. Numerous projects have been completed or are pending to improve existing conditions of each building.

Mr. Woodard stated that maintenance of the Historic Surry County Courthouse is of utmost concern. Specifically, it has been a challenge trying to maintain the temperature and humidity in the records room containing all of the County's historic records volumes, as is required for their ongoing preservation. Staff has enlisted vendors who have made numerous service calls to the building to address this ongoing issue. Supervisor Wooden invited Ms. Gail Clayton, Clerk of Circuit Court, who was in attendance to join the conversation. Ms. Clayton provided Board Members with environmental guidelines issued by the Library of Virginia (**attached**).

Additionally, Mr. Woodard discussed the subject of building security stating the County's insurer, VACORP, had conducted a Facility Security Assessment in November, 2015 with the assistance of the Maintenance Staff. A copy of their assessment was provided to Board Members. In an attempt to acknowledge and address the recommendations included in this assessment, Mr. Woodard informed that staff has contacted vendors to solicit quotes for security upgrades.

E. Appointments: Youth Services Citizen Board

Mr. Franklin informed the Board of the need for two appointments to the Surry County Youth Services Citizen Board. Supervisor Lyttle made a motion that the Board appoint Mr. Michael Townsend (representing LPJ Middle School) and Mr. Jacob Saurino (representing Surry County High School) for terms beginning October 1, 2016 and ending September 30, 2017. The motion was seconded by Supervisor Holmes and received unanimous approval.

F. Appointment: Crater District Agency on Aging Board of Directors

Mr. Franklin informed the Board of the need to appoint a representative for Surry County to the Crater District Area Agency on Aging (CDAAA). Supervisor Holmes made a motion that the Board re-appoint Mrs. Gwendolyn Brown to the CDAAA for a term beginning

October 1, 2016 and ending September 30, 2019. Supervisor Drewry seconded the motion; all present voted affirmatively.

UNFINISHED BUSINESS

1. Appointments: Surry County Economic Development Authority
No action was taken.

2. Action on Subdivision Ordinance Amendment 2016-01

Ms. Rhonda Russell addressed the Board to inform that although the Board conducted a Public Hearing to consider the proposed Subdivision Ordinance in June, 2016, staff was requested to add language dealing with solid waste management in subdivisions of more than five lots requiring that a homeowners association make provisions for private trash collection. With the new provisions, Board members had requested at their meeting in September that action be delayed so as to allow them enough time to read through the entire ordinance. Tonight, Ms. Russell asked the Board to consider the proposal to repeal and reenact the Subdivision Ordinance with an effective date of November 1, 2016 so that two training sessions could be scheduled.

Supervisor Drewry made a motion that the Subdivision Ordinance Amendment 2016-01 be adopted with amended language stating that receptacle must be provided "that are periodically serviced to remove debris in the trash containers". The motion was seconded by Supervisor Lyttle and unanimously approved with the effective date of November 1, 2016.

NEW BUSINESS

None.

PUBLIC HEARING

1. Ordinance 2016-03: Dogs Deserve Better Tax Exemption

Mr. Brendan Hefty, County Attorney, informed that legal counsel for the applicant was unable to attend the Board's meeting due to a family emergency. The applicant has requested that the Board reschedule the public hearing to take place at their February, 2017 meeting and to re-advertise as needed.

Supervisor Holmes made a motion that the Public Hearing be rescheduled and requested for the February 2, 2016 meeting of the Surry County Board of Supervisors. The motion was seconded by Supervisor Wooden and unanimously approved.

CITIZEN COMMENTS

Mrs. Helen Eggleston (Dendron District) appeared before the Board to express her concerns regarding fiscal responsibility and her opposition to a new recreation facility.

Ms. Gail Clayton (Carsley District) addressed the Board to provide additional information regarding the environmental issues in the Historic Courthouse.

Mrs. Gwendolyn Brown (Dendron District) addressed the Board to thank them for re-appointing her to the Crater District Area Agency on Aging and to report that the CDAAA charter/by-laws had not been updated since 1975. She also expressed her support for new recreational facilities in the County.

Mr. Mike Eggleston (Dendron District) appeared before the Board to express concerns about numerous issues including the Town of Dendron Water System upgrade and the system’s proximity to proposed fiber optic cable, proposed improvements to County recreation facilities and Hampton Roads Sanitation District.

PROGRESS REPORTS (cont’d)

Supervisor Lyttle made a motion that the Board authorize the County Administrator to enter into a contract with Waller, Todd & Sadler Architects to provide the Pre-Planning Studies and Architectural Services as outlined in RFP 01-2016EJ at a cost not to exceed \$85,000. The motion was seconded by Supervisor Holmes and unanimously approved.

CLOSED SESSION

Supervisor Lyttle made a motion that the Board convene in closed session to discuss a personnel matter involving a specific employee as permitted by Virginia Code §2.2-3711(A)(1). The motion was seconded by Supervisor Wooden and unanimously approved.

Supervisor Lyttle made a motion, seconded by Supervisor Wooden, that the Board return to open session and certify, by roll call vote, that only those public business matters exempted from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed or considered in the closed session.

PRESENT	VOTE
Chairman Seward	Aye
Vice-Chair Lyttle	Aye
Supervisor Wooden	Aye
Supervisor Holmes	Aye
Supervisor Drewry	Aye

ADJOURNMENT

There being no further business before the Board, Supervisor Holmes made a motion to adjourn. The motion was seconded by Supervisor Lyttle and unanimously approved.

GOOD STORAGE ENVIRONMENT GUIDELINES

- Store in a clean, climate-controlled area, off the floor and away from heaters, vents, and sources of water and intense, direct light
- Keep temperatures below 70 degrees F
- Keep relative humidity between 30–50%
- Avoid extreme fluctuation in temperature and humidity
- Minimize exposure to dust, smoke, air pollution, and fumes
- Keep storage areas clean and check regularly for pests
- Use UV filter enclosures on fluorescent bulbs and turn lights out when not in use
- No food, beverage, or tobacco use

The Circuit Court Records Preservation Program (CCRP) is a cooperative program between the Library of Virginia and the Virginia Court Clerks Association (VCCA) to preserve the historic records created by Virginia's circuit courts. For more information, e-mail ccrp@lva.virginia.gov or visit the Library of Virginia's website:

WWW.LVA.VIRGINIA.GOV

Image: Record room in the clerk's office at the Prince Edward County Courthouse, 1917, Library of Virginia.



LIBRARY OF VIRGINIA