

VIRGINIA: A REGULAR MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD IN THE GENERAL DISTRICT COURTROOM OF THE COUNTY GOVERNMENT CENTER ON AUGUST 6, 2009 AT 7:00 P.M.

PRESENT: SUPERVISOR M. SHERLOCK HOLMES, CHAIRMAN
 SUPERVISOR JOHN M. SEWARD, VICE-CHAIRMAN
 SUPERVISOR ERNEST L. BLOUNT
 SUPERVISOR REGINALD O. HARRISON
 SUPERVISOR JUDY S. LYTTLE

ALSO

PRESENT: MR. TYRONE W. FRANKLIN, COUNTY ADMINISTRATOR
 MRS. MELISSA D. ROLLINS, DIRECTOR OF FINANCE & TECHNOLOGY
 MR. JEFF GORE, HEFTY & WILEY
 MRS. MARY H. SHAW, TREASURER
 MRS. DEBORAH NEE, COMMISSIONER OF REVENUE
 MS. RHONDA R. MACK, COMMUNITY DEVELOPMENT DIRECTOR
 MR. STACEY WILLIAMS, BUILDING OFFICIAL
 SHERIFF HAROLD D. BROWN

I. CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Holmes. Chairman Holmes asked for a moment of silence. Following the moment of silence, he asked the citizens to stand and say the pledge of allegiance.

II. CONSENT ITEMS

- Approval of July 2, 2009 Minutes
- Approval of **June, 2009**

	Accounts Payable	Additional	Total
General Fund	- \$ 106,749.69	\$ 635.27	\$107,384.96
Debt Service	- \$ -0-	\$ -0-	\$ -0-
Capital	- \$ 23,094.64	\$ -0-	\$ 23,094.64
Water & Sewer	- \$ 27,282.16	\$ -0-	\$ 27,282.16
Totals	- \$ 157,126.49	\$ 635.27	\$157,761.76
- Approval of **August, 2009**

	Accounts Payable	Additional	Total
General Fund	- \$153,661.55	\$ 23,705.77	\$177,367.32
Debt Service	- \$126,341.41	\$587,352.26	\$713,693.67
Capital	- \$ 7,554.82	\$ -0-	\$ 7,554.82
Water & Sewer	- \$ 327.34	\$ 367.31	\$ 694.65
Totals	- \$287,885.12	\$ 636,425.34	\$924,310.46
- Appropriation Requests – **August, 2009**

A. School System	\$ 1,238,146.00
B. Department of Social Services	\$ 160,000.00

- **FY 08-09 & FY 09-10 Budget Supplemental Appropriation Requests**
 1. Clerk of Circuit Court – Part/time Help \$4,500.00
 2. Clerk of Circuit Court – Grant Award \$4,997.00 (carryover)
 3. Department of Planning – Grant Award \$5,000.00 (grant)
\$1,855.00 (FY 09 carryover)
 4. Southampton Roads Resource \$1,500.00 (FY 09 carryover)
Conservation & Development Council
- **FY 08-09 Capital Projects – Appropriations To FY 09-10**
 1. High School Renovation Project \$2,708,984.00
 2. Elberon Heights Community Improvement Project \$ 483,359.00

Mr. Franklin advised the Board that under “Consent Item” it should be approval of July, 2, 2009 minutes rather than June 4, 2009.

Supervisor Harrison moved to approve the consent items with the noted correction and as enumerated; Vice-Chairman Seward seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

B. PROGRESS REPORTS

A. VDOT

Mr. William Richardson, Asst. Residency Administrator, appeared before the Board and stated that the Route 31 project (ferry) was scheduled to be complete on July 11th, however, there was a problem with the base stone and base asphalt. He stated that those issues have been resolved. On Wednesday, the contractor started milling out four inches and replaced it with base asphalt. Mr. Richardson further stated that the plan is to finish the base repairs Friday and next week place the top with 1 ½ inches of asphalt. Unless there are weather problems or some other problem, they are hoping to be complete next week. The new official completion date is August 21, 2009.

Vice-Chairman Seward inquired about vehicles getting around the stopped ferry traffic. Mr. Richardson responded that he wants to get the project complete and then see what needs to be done to legally allow the Riverview Drive traffic to get around stopped traffic. He stated that some type of signing may be necessary.

Supervisor Harrison reported that there were some potholes on Laurel Springs Road between Laurel Drive and Oak Hill Road. Mr. Richardson stated that VDOT would patch the road.

Supervisor Lyttle also reported pot holes and edge raveling on Burnt Mill Road between Hog Island Road and the Isle of Wight County line. Mr. Richardson stated that VDOT staff will look at the road and patch the areas as needed.

Mr. Franklin asked Mr. Richardson regarding the proposed cuts, whether there would be any impact on Surry County. Mr. Richardson stated that the cuts would be in several stages (600 people centrally would be affected). Surry County is in stage three and staff would be notified in December of their job status. He stated that that does not mean they will be laid off, some would be transferred while some people may retire.

B. Treasurer

1. Investment Letter

Chairman Holmes stated that the county had received a letter from Mrs. Mary Shaw, Treasurer.

He stated that as of July 2, 2009, the county had \$10,746,759.91 in the LGIP Fund. Chairman Holmes stated that as of June, 2009, interest had accrued in the amount of \$5,077.62 increasing that balance to \$10,751,837.53. During the month of July, 2009, \$2,500,000.00 was transferred from the LGIP to the General Fund, decreasing the balance to \$8,251,837.53.

Chairman Holmes stated that as of August 6, 2009, the county had \$8,251,837.53 in total investments.

C. County Administrator

1. Presentation – U.S. Census Bureau 2010

Mr. Franklin advised the Board that Mrs. Patricia R. Knight, Partnership Specialist, with the U.S. Census Bureau 2010 was present tonight to give the Board a brief presentation on the importance of the 2010 Census Partnership Program. He asked Mrs. Knight to come forward. Mrs. Patricia R. Knight appeared before the Board and introduced herself to the Board. She showed a slide presentation of the Census 2010 Partnership Program. The goal of the Census Bureau's partnership program is to combine the strengths of local governments, community-based organizations, faith-based organizations, schools, media, businesses and others to ensure a complete and accurate 2010 Census. In conclusion, Mrs. Knight asked the Board to consider partnering with the Census 2010 Program.

Discussion ensued among the Board members and Mrs. Knight.

Supervisor Lyttle moved to approve the county participation in the 2010 Census Partnership Program and report back at the next meeting how the county plans to promote 2010 Census Partnership in Surry County; Supervisor Harrison seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

2. Public Hearing Request – Surry County Vehicle Tax Ordinance

Mr. Franklin informed the Board that included in the Board’s agenda packet was a draft of the Surry County Vehicle License Ordinance. The ordinance provides for the licensing of motor vehicles, amends the license fee year and will eliminate license decals. Mr. Franklin stated that some of the advantages were: 1) save money, no need to purchase decals and eliminate 2nd and 3rd mailings, 2) everyone whose vehicles are registered in the county will pay and 3) increase revenue.

He stated that about 70 localities have eliminated county decals. Staff recommends that the Board schedule a public hearing on September 3rd to consider the draft ordinance.

Supervisor Lyttle moved to schedule a public hearing to consider the Surry County Vehicle License Tax Ordinance on September 3rd at 7:00 p.m. ; Vice-Chairman Seward seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

3. CIP/Invoices – High School Renovation

Mr. Franklin advised the Board that he had received correspondence from the School System requesting payments to Froehling & Robertson, Inc., Red Hill Distributors, Inc., Ballou Justice Upton Architects, Coggin Electrical Specialists, Inc. and C. Ray Kellogg Co., Inc. for services rendered relative to the high school renovation project:

- Froehling & Robertson, Inc. - \$ 2,293.63
- Red Hill Distributors, Inc. - \$ 67,329.20
- Ballou Justice Upton Architects - \$ 9,750.00
- Coggin Electrical Specialists, Inc. - \$ 45,800.00
- C. Ray Kellogg Co., Inc. - \$ 12,309.75

Supervisor Lyttle moved to authorize payment to Froehling & Robertson, Inc., Red Hill Distributors, Inc., Ballou Justice Upton Architects, Coggin Electrical Specialists, Inc. and C. Ray Kellogg Co., Inc. in the aggregate amounts as outline above; Supervisor Harrison seconded the motion;

Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

4. Government Center Carpet Renovation

Mr. Franklin advised the Board that included in the Board's agenda packet was a proposal from Cherry Carpet, Inc. for the installation of carpet in the older portions of the Government Center. Cherry Carpet has offered to provide and install the carpet through an existing state contract for \$101,577.00. He stated that it was the intent to have this work done during the courthouse renovation.

Mr. Franklin stated that if authorized by the Board, funds to cover this expense will come from the Courthouse/Government Center Construction Project funds.

Supervisor Lyttle moved to authorize the County Administrator to execute a contract with Cherry Carpet, Inc. to provide and install carpet in the older portions of the Government Center for a cost of \$101,577.00; Supervisor Blount seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

5. Appointments

A. Virginia Gateway Region Board

Mr. Franklin advised the Board that he had received correspondence from Mrs. Renee Wyatt Chapline, Executive Director of Virginia's Gateway Region advising that the terms of office for Surry County's representatives has expired and will expire on September 30, 2009:

- Supervisor Reginald O. Harrison – Term expires on September 30, 2009
- Mr. John Newby – Term expired June 30, 2009.

Supervisor Blount moved to re-appoint Supervisor Harrison and Mr. John Newby to serve as Surry County's representatives on the Virginia Gateway Region Board to a one year term; Vice-Chairman Seward seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

B. Planning Department

Mr. Franklin stated that Ms. Rhonda Mack, Community Development Director, advising that several members of the following Boards and Commission term has expired or will expire soon:

- **Board of Zoning Appeals**

S. Wallace Edwards, III – Surry Election District. Term expired 10/14/2008
Quincy Elder – Bacons Castle Election District. Term expired 10/14/2008.

Vice-Chairman Seward stated that Mr. Edwards has indicated that he is not willing to serve another term.

Supervisor Lyttle moved to recommend Quincy Edler name to the Circuit Court for re-appointment to the Board of Zoning Appeals for a four year term; Supervisor Harrison seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

- **Board of Historic and Architectural Review**

Gordon W. Bohannon – Surry Election District. Term expired 09/31/2008.
Roger Clayton, Jr. – Claremont Election District. Term expired 05/23/2009.

Supervisor Harrison moved to re-appoint Mr. Gordon Bohannon and Mr. Roger Clayton, Jr. to the Board of Historic & Architectural Review as the Surry and Claremont Election District representatives respectfully retroactive October 1, 2008 (Bohannon) and retroactive June 1, 2008 (Clayton) to five year terms; Supervisor Blount seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

- **Wetlands Board**

Quincy Edler – Bacons Castle Election District. Term expired 10/14/2008.
Russell R. Savedge, Jr. – Dendron Election District. Term will expire 08/30/2009.

Supervisor Lyttle moved to reappoint Quincy Edler and Russell R. Savedge, Jr. to the Wetlands Board as the Bacons Castle and Dendron Election District representatives retroactive November 14, 2008 (Edler) and September 1, 2009 (Savedge) to four year terms; Supervisor Blount seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

- **Planning Commission**

Gabriella Clark - Dendron Election District. Term expired 07/14/2008.

Supervisor Blount moved to reappoint Gabriella Clark to the Planning Commission as the Dendron Election District representative retroactive July 14, 2008 to a four year term; Supervisor Harrison seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

IV. UNFINISHED BUSINESS

A. Debt Service Overview

Mr. Franklin stated that per the directive of the Board of Supervisors, staff had prepared information on the county's debt service to include the report prepared by the county's financial advisor on the potential impact of the acquisition of future debt. He stated that this is being revisited based on the discussion relative to acquiring additional debt for school construction. He asked Mrs. Rollins to come forward and provide the Board with an overview of the county's debt service.

Mrs. Rollins appeared before the Board and showed a slide presentation on Surry County's Debt Service Overview Fiscal Year 2010-2030 (see attached).

She stated that the county currently has nine projects associated with debt financing to include capital leases, general obligation bonds, water & sewer revenue bonds and qualified bank loans. The total amount outstanding is \$32.45 mil - Principal component \$22.70 million; Interest component \$9.75 mil. The maturity/final payment dates range from FY 2010-2029.

Mrs. Rollins stated that debt capacity is evaluated by measuring compliance against **two** key financial policies: 1) debt as a percentage of assessed value shall not exceed 3% and 2) debt as a percentage of general governmental expenditures shall not exceed 10%. She stated that based on the county's existing outstanding debt (\$22.7 mil), the current financial ratios are below the established policies, however, the acquisition of \$15.0 mil in additional debt will exceed the debt as a percentage of general government expenditures limitation of 10%. According to the financial model prepared by the county's financial advisor, the available capacity in order to remain within the existing policies is about \$5.0 mil.

In conclusion, Mrs. Rollins stated that the tax rate impact of additional debt. The annual debt service payment on a \$15.0 mil bond/loan is estimated at \$1.1 mil (based on today's interest rates). The tax rate increase needed to generate revenue to pay the additional debt service is \$0.05 cents (each one cent on the tax will generate approximately \$236,000).

Discussion ensued among the Board members.

Supervisor Lyttle moved to authorize the school system to complete an application to see whether the school system qualifies for a bond for construction project; Supervisor Blount seconded the motion; Supervisors Holmes, Seward and Harrison voted naye.

Chairman Holmes recommended that the two finance committees meet with staff to see what effect the additional debt would have on the county.

2. Land Development Ordinance Update

Ms. Rhonda Mack, Community Development Director, appeared before the Board and showed a slide presentation on the Land Development Ordinance. She stated that staff and the consultant had been working on this project for almost a year. During the June meeting of the Ordinance Steering Committee, the chair, staff and consultant discussed the pace and progress of the work on the Zoning Ordinance update. She stated that in light of the summer months and poor attendance, it was agreed to proceed in preparing sections of the ordinance. The sections would be sent to the committee during the summer and review of draft provisions would resume at the first meeting on September 15, 2009 and subsequent meetings at what is hoped to an accelerated pace.

Ms. Mack reviewed the revised schedule for the completion of the Zoning Ordinance Update.

Mr. Franklin asked Mr. Jeff Gore to come forward and give the Board an update on the county's ordinance. Mr. Jeff Gore appeared before the Board and stated that his office had received a draft of the recodification. He stated that his office was doing a final proof and after which, would return the final draft back to the firm by the end of the month.

V. BOARDS CONCERNS

Supervisor Lyttle stated that she was a member of the Southampton Roads RC&D Council and gave a brief synopsis of the Board. She stated that the Council had not received its funding from the federal

government yet. She talked about Isle of Wight receiving \$28,000 and the Plastic Bag Recycling Program in IOW. She also stated that the county is getting a compactor for recycling. Supervisor Lyttle asked the support of the Board in banning plastic in the county.

Supervisor Harrison stated that one of his constituents had inquired about recycling in the general and what were the opportunities for recycling in Surry County.

Supervisor Blount commended Mrs. Rollins on her presentation regarding the debt overview. Chairman Holmes concurred with Supervisor Blount.

VI. CITIZENS COMMENTS

Chairman Holmes asked all persons wishing to speak to come forward and be recognized by the chair and announced that they had three minutes to speak.

Mr. Mike Eggleston of the Dendron Election District, appeared before the Board and asked for an update on the \$674,000 delinquent taxes, how much has been collected, talked about the elimination of county stickers, wondered how would the county stop illegal people coming into the county and using the dump sites and did the representative from Census Bureau 2010 say that illegal aliens would be counted for congressional portion.

Mr. John Stokes of the Surry Election District, appeared before the Board and stated that he supported a recycling program in the county.

Mrs. Helen Eggleston of the Dendron Election District, appeared before the Board and commended the Board in regards on its action relative to incurring additional county debt.

Mrs. Bessie Shepard of the Surry Election District, appeared before the Board and talked about the Coal Power Plant relative to pollution.

Mr. Claude Reeson of the Carsley Election District, appeared before the Board and talked about Isle of Wight County's plastic bag program. He stated that it was a good thing. He stated that the county needed to look at eliminating plastic bags in the county.

A citizen from the Claremont Election District, appeared before the Board and asked who does the members from the several boards and commission that the Board of Supervisors appointed or reappointed

reports to. Mr. Franklin gave a brief explanation of each board and/or commission duties.

Mrs. Lisa Craig of the Surry Election District, appeared before the Board and stated her dismay of the Land Use Committee not meeting during the summer. She stated that she was disturbed that the Board members asked the residents how could they serve or help the Board and she did not get an adequate response.

VII. CLOSED SESSION

Vice-Chairman Seward moved that the Board convene in closed session pursuant to Virginia Code Section 2.2-3711(A) (1), a personal matter involving the salary or other compensation of a specific individual and Virginia Code Section 2.2-3711 (A)(29), a discussion of the award of a public contract involving the expenditure of public funds where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board; Supervisor Harrison seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

Supervisor Harrison moved that the Board of Supervisors return to open session and certify by roll vote, that the closed session just concluded, nothing was discussed except the matter or matters permitted to be discussed under the provisions of the Virginia Freedom of Information Act in the motion; Vice-Chairman Seward seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

Supervisor Harrison moved to increase the County Administrator's salary to \$95,000 retroactive July 1, 2009; Vice-Chairman Seward seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.

VIII. ADJOURNMENT

Supervisor Harrison moved that the meeting be adjourned; Supervisor Blount seconded the motion; Supervisors Holmes, Seward, Blount, Harrison and Lyttle voted in favor of the motion.