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**Virginia:**

AT A CONTINUED MEETING of the Nelson County Board of Supervisors at 9:00 a.m. in the former Board of Supervisors Room located on the fourth floor of the Nelson County Courthouse.

Present: Allen M. Hale, East District Supervisor  
Thomas H. Bruguere, Jr. West District Supervisor  
Constance Brennan, Central District Supervisor - Chair  
Larry D. Saunders, South District Supervisor – Vice Chair  
Thomas D. Harvey, North District Supervisor  
Stephen A. Carter, County Administrator  
Candice W. McGarry, Administrative Assistant/Deputy Clerk  
County Department Heads

Absent: David Thompson, Building Official

**I. Call to Order**

Ms. Brennan called the meeting to order at 9:15 am with all Supervisors present to establish a quorum.

**II. Board of Supervisors Work Session**

Mr. Carter noted to the Board that each County Department Head and Constitutional Officer had prepared their remarks which had been put into a power point presentation for the Board's review. He noted that the Board would hear presentations from the County Departments that day and would also hear from Judge Gamble.

**A. Presentations by County Departments**

**1. Animal Control – Theresa Brooks, Animal Control Supervisor**

Ms. Brooks noted that her department budget was \$158, 534. She noted that they were having euthanasia done through the Lovingson Vet Office at a cost of \$60-\$80 per animal. She reported that they were on target to meet their budget through the first six months of the fiscal year. She added that the Veterinarian bill line item could be unpredictable; however she thought that the current funding was sufficient. She then noted that Food Lion was providing them with damaged bags of food and this was cutting down on this expense.

Ms. Brooks then noted her staffing as follows: Herself, Theresa Brooks Full-time Animal Control Supervisor, Kevin Wright Part-time Deputy Animal Control Officer, Kelly Giles Part-time Deputy Animal Control Officer, and Charlie Kincaid Part-time Animal Shelter Attendant. She noted that Mr. Wright would be going to ACO School in the spring and then Ms. Giles would go. She noted that they averaged about 29 hours per week and were managing responses to calls after hours. She noted that after hours, they were responding to

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animal attacks or to assist deputies making arrests of persons with an animal in the car. She added that she had been working with Dispatch on what calls needed immediate attention or could wait until the next business day and this had been working well. She added that Ms. Giles filled in on the road from time to time and helped in the shelter. Ms. Brooks then noted that the SPCA was helpful in advertising for them regarding their animal population.

Ms. Brooks then discussed her proposed needs as follows:

Install vertical lift doors in dog kennel: Ms. Brooks noted that currently, there was a solid wall in the back of the kennel that separated the animals. She noted that having vertical lift doors would help in transferring dogs from one side of the kennel to the other. She added that this would also be helpful when they were dealing with aggressive dogs and cleaning the kennels; as this would allow for minimum contact. She noted that these would also help in preventing the spread of communicable diseases by minimizing the tracking of germs into other spaces.

Install Cat and puppy kennels in current cat room: Ms. Brooks described these kennels as being much like a rabbit kennel. She noted that these were six units that rolled. She explained that currently, there was no separation from cat to cat and they had three units with eighteen spaces. She noted that they staggered the use of units to provide for minimum contact between animals. She added that the smaller cats could crawl out pretty easily so they have been using bird cages with removable pans for smaller cats.

In response to questions, Ms. Brooks noted that she would like to do cage banks in order to have a cat side and a puppy side. She noted that the cost of one cage bank was about \$1500 for a fiberglass one, which was cheaper than ones made of stainless steel. She added that the isolation room had to have solid tops and side kennels; which cost \$600 and the doors ranged between \$200- \$300.

Outside Kennel runs: Ms. Brooks suggested that they could start with one or two. She noted that the SPCA in Augusta County would start taking animals from other areas since they had openings now. She noted that the outside runs would give the dogs the opportunity to get outside and this would be helpful when they were cleaning the interior runs. She noted that there was no cost to the County to transfer animals to the Augusta SPCA and that they would come and pick them up. She added that they had adoption clinics and were working with the Almost Home SPCA to notify them of when animals came out of the required holding period.

Addition to the office at the pound: Ms. Brooks noted that currently, she was working out of the office beside Jaime at the Courthouse 2-3 days per week when she had paperwork to do. She added that this freed up the computer at the shelter for others to use. She noted that she would like an office space on site at the shelter to be able to better manage the department.

Update current office space to provide working area for each officer: Ms. Brooks noted that she currently had two small desks with computers there.

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Acoustic pads: Ms. Brooks explained that it was often loud in the shelter and they currently wore earplugs because of the volume.

Mr. Saunders then asked Ms. Brooks to prioritize her wish list and Ms. Brooks noted the following order of priorities for her department.

1. Acoustic Pads or some sort of sound barrier – she noted that other options were made of flammable material and were not really an option. She noted that they could suspend from the ceiling, were 2x3 ft panels on a wire and had round stainless steel rings on each corner where the wire attached. Members briefly discussed the options related to this request.

2. Addition to the office

3. Vertical doors between kennel runs

Mr. Saunders then suggested that they could do some of this at a time and they briefly discussed the logistics of this. Members agreed that none of these items appeared to be very expensive and would make the department more efficient.

Members then asked about the required holding period for animals and Ms. Brooks noted it was five days with no collar and ten days with a collar. In response to questions, she noted that both officers were in training for euthanasia with the local Vet. Members discussed the pros and cons of the ACOs doing this and Mr. Carter noted he preferred to proceed cautiously with this because of the previous problems. Mr. Bruguere suggested using a drug that was not as highly regulated for this and it was noted that two drugs were used for this procedure.

In conclusion, Mr. Harvey inquired about the department's vehicles and it was noted that one had been purchased in 2012. Ms. Brooks noted that they had two on the road and used one to pick up supplies etc. It was noted that one was also on order and that it would be another ten years until they would need another.

## **2. Building Inspections – David Thompson, Building Code Official**

Mr. Carter noted that Mr. Thompson was unable to attend to present his department's needs and that he would fill in. Mr. Carter noted that Mr. Thompson had requested to:

Fill Assistant Building Code Official vacancy: Mr. Carter noted that this was the position that Mr. Thompson vacated when he became the Building Code Official. He noted that he thought the department needed another inspector that could do storm water management inspections rather than this position.

Acquire a 4x4 SUV for Department use: Mr. Carter noted that Mr. Thompson preferred the SUV to the trucks and it was mostly a personal preference. He noted that their current vehicles were 2005 or 2006 models and that the previous Building Code Official, Mark Bolt,

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had preferred the Colorado trucks. It was the consensus of the Board to reconsider this when a vehicle needed to be replaced.

Digitize Records: Space was running out to store paper records.

### **3. Economic Development and Tourism – Maureen Kelley, Director of ED &T**

Ms. Kelley noted her FY14 budget was \$290,708 and expenditures were on track with the budget. She noted that her staff included two full time and five part time staff members, with the office being open 361 days a year, from 9 am until 5 pm.

Ms. Kelley noted her FY15 priorities as follows:

Launch new tourism website: Ms. Kelley noted that the web sites would be linked and this one would be there to maximize meals and lodging opportunities. She noted that these revenues went from \$148,000 to \$173,000 between 2008-2012. She noted the increase was mostly on the meals side and that her department was working to increase the lodging side by working with a hotel franchising company on lodging. She added that the County had 1300 rooms and they were working with the Commissioner of Revenue to be sure that the lodging folks were paying each month. She added that the County had picked up Wintergreen condos for the first time last year due to the sale.

Work with Lockn' Festival to maximize local involvement and economic impact: Ms. Kelley noted that the estimate on spending was \$8 million for the first year. She noted that she was working on engaging local and regional opportunities and that LOCKN promoters were looking at having a town hall type meeting for local businesses to get information on how to participate in the event and to get a better understanding of how it worked. She reported that the lodging tax revenue was \$14,000. She noted that the County needed to have better dialogue with vendors on site to facilitate them buying business licenses and to be sure they were filing their taxes. Mr. Harvey wondered if holding the event was worth the disturbance it caused.

In response to questions, Ms. Kelley noted that the town hall style meetings would include the County staff more so that the County could be more involved in the process. Mr. Carter added that all vendors should be required to get a business license and the Board agreed. Ms. Kelley also noted that there would be a resident component to the meetings as well and that LOCKN was committed to doing this. Mr. Harvey suggested that they hold separate meetings for vendors and citizens and Ms. Kelley noted that they would need to figure out how best to handle this. She noted that a mass gathering permit would streamline the permitting process and strengthen relationships.

Increase existing business visitation: Mr. Hale inquired as to how many parcels were left in the Colleen Business Park and it was noted that there was 16 acres in one piece on the left hand side and it could be split up as needed.

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Ms. Kelley then noted her FY15 needs as follows:

Complete updated market analysis: Ms. Kelley noted that the last one had been done in 2005 and she would like to do this again.

Facilitate Route 151 corridor strategic planning: Ms. Kelley recommended that they look at updating the Comprehensive Plan for this. Mr. Harvey suggested that Route 151 had been over-studied and it only benefitted those included in the strategic planning. Ms. Kelley noted that she wanted to make this more community driven as opposed to coming from an outside entity.

Mr. Hale and Mr. Harvey both indicated that they wanted to be more informed earlier in the process when things happened and Ms. Brennan noted she would like to work more closely with Ms. Kelley and Mr. Padalino on this. Ms. Kelley noted that she and Mr. Padalino met biweekly to discuss what was going on in the County and Mr. Harvey suggested that communication needed to come from them to the Board.

Ms. Kelley then noted that the 151 Group was the catalyst and that they were looking to the Board and staff for direction and help. Mr. Harvey noted that a land inventory needed to be done on the 151 corridor; however he thought this was very limited.

Expand the Broadband network: Ms. Kelley noted that this was longer term but was critical for businesses and residents.

Study expanding water and sewer in the Route 29 and 151 corridor areas: Ms. Kelley noted that they were close to capacity at the business park and would not be able to recruit another brewery there. She noted Route 151 was an area of growth. Mr. Hale noted that there were limitations there due to treatment capacity; but that there were opportunities. Mr. Saunders noted that the County needed to expand the water and sewer plants before expanding the lines.

#### **4. Emergency Services and Public Safety Dispatch – Jaime Miller, Emergency Services Coordinator**

Ms. Miller reported that there were nine Full-time dispatchers and three Part-time dispatchers in her department. She noted that there were a minimum of two on shift at all times, their primary focus was training on new skills and technology, and their main focus was keeping up with technology changes such as Next Gen 911 to assure that the department was trained and ready.

Ms. Miller then noted that she did not see any immediate needs for the Center; however looking into the future, the trends in call volume showed them increasing, which may lead to examining the need for additional part-time employee when call demand necessitated it.

Ms. Miller noted that there were VDEM training course hosted in the County that involved all agencies in the county and they would do active shooter training the following year. She

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also noted that the Dispatch Center was holding up well, routine cleaning was scheduled and there was room for growth in consoles since some were not currently being used.

In conclusion, Ms. Miller noted that in the future, when the Suburban was replaced, she would like to replace it with a smaller, more economical four wheel drive vehicle; nothing larger than an Explorer. She added that she would also like to examine the possibility of the Board appointing a Deputy Coordinator to assist with damage assessments, etc. during emergency situations.

In response to questions, Ms. Miller noted that there was nothing in the Suburban now other than maps, damage assessment materials, and the thermal imager. She added that the vehicle model year was 2004-2005 and its mileage was 78,000 miles. Supervisors confirmed that the vehicle was purchased with 20,000 miles on it. Ms. Miller added that she was not sure where the cache of radios went and supposed they were loaned out when she assumed the position. Ms. Brennan inquired about the status of crisis intervention training for the dispatchers and Ms. Miller noted that CIT training for two dispatchers will be done in March and then they will be at 100% training for crisis intervention. Ms. Miller noted that this training had already been used by dispatchers in talking down a suicidal person. She added that these efforts were recognized in a recent CIT publication. It was then noted that in terms of staffing, only one dispatcher had left in the two years she has been in her position.

##### **5. Finance and Human Resources – Debra K. McCann, Director of Finance & HR**

Ms. McCann noted that her departmental FY14 budget was \$234,195. She noted that besides herself her department was comprised of two Finance Technicians. She added that for Accounts Payable, her department issued two hundred twenty-five checks per month; they oversaw the purchasing process, issued purchase orders, and ensured policy compliance. In addition, they managed all of the Transfer Station billing accounts and billed approximately twenty-five accounts per month.

Ms. McCann then described the Human Resources functions of her department and noted that in payroll processing, they had one hundred fifty-four employees and appointees to pay; which was comprised of seventy-six full time and forty-nine part time employees. She noted that there were also about twenty-nine seasonal employees including the Board of Supervisors and other appointees. Ms. McCann noted that the HR functions included coordination of all benefits for full time employees, and coordinating the hiring process to fill vacancies. She noted that they also processed the General Ledger month end and year end processes. Additionally, they handled budget preparation and development, managed insurance claims, and handled payables, receivables and the bank accounts for the EDA and Blue Ridge Tunnel Foundation.

Ms. McCann then discussed FY14 Priorities for her department as follows:

EMS Revenue Recovery: New Vendor-EMS Management Consultants, Inc. Lewisville, North Carolina Claims Management Fee-4.75% of net collections (savings of 2%) and transitioned to begin services on 12/1/2013. Ms. McCann noted that the County had

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experienced a 9% decline in revenues from FY10 and even though the County increased rates April 1, 2012, the collections did not increase to the anticipated level. She noted that it was determined that the previous billing company's employee turnover, untimely billing, and lags in collections contributed to this and so the County contracted with another company; EMS Management Consultants, out of Lewisville. Ms. McCann added that her department had been involved in setting things up for the new vendor and the collections for FY14 would come out somewhat ahead of budgeted.

Major Grants: Ms. McCann noted that her department was involved in the CDBG Community Improvement Grant for Broadband Network Project, National Telecommunications and Information Administration Broadband Technology Opportunities Program, CDBG Community Improvement Grant for BRMC Dental Clinic, Transportation Enhancement Program for Crozet Tunnel Restoration, Transportation Enhancement Program for Blue Ridge Trail, and other grants.

Ms. McCann noted that in addition to these, the County had about twenty other smaller grants going on at any one time. She noted that her department did quarterly reporting and filed for reimbursements for these grant funds. She added that the major grants required more effort on the part of staff and that Davis Bacon compliance was an example. She explained how grant contractor's wage rates were verified against the prevailing federal wage. She further explained that this required the conduct of contractor employee interviews to verify the work they did and how they were being paid and that this applied to all of the major grants noted. She then noted that prevailing wages varied by trade and region.

Ms. McCann noted that CDBG grants may also require the tracking of job creation and LMI beneficiaries as was done for the broadband grant. She noted this involved contacting businesses and having them certify on certain forms their hires and having their employees fill out certain forms to say what they were being paid etc. She noted that only the last two grants discussed were still active.

Impacts of Recent Legislation to Employee Benefits:

*Affordable Care Act:* Ms. McCann noted that the Act ended pre-existing conditions; adult children could stay on their parents' plan until age 26, it limited the amount of premium that could go towards administrative costs, allowed for emergency care, and prohibited waiting periods in excess of 90 days. She noted a negative of the Act was that there was now a \$95 penalty for not having minimum coverage.

Ms. McCann then noted that notices had been given to employees and HR had received signed acknowledgements back.

Ms. McCann then noted that the Act says employers must provide affordable coverage to employees and their dependent children. She noted affordable was defined as costs could not be more than 9.5% of household income for individual coverage. She added that a full time employee was defined as an employee that worked more than 30 hours per week and the County definition had always been 40 hours per week. She noted that the Act contained

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employer penalties for offering no coverage and less than 95% of full time employees. She noted that the penalty was \$2,000 per year for every full time employee after the first 30. She added there was a penalty if the employer's plan was not considered affordable. Ms. McCann noted that there were also new reporting requirements associated with this and the compliance date had been moved to January 1, 2015. She then explained that an employer had to track weekly hours for all part time employees to be sure they were in compliance with the Act. She noted that they also had to establish a measurement period; which for the County was July 1, 2013 and then a stability period had to be established. She noted that an area of uncertainty was how the effective date would affect the county with the County being on a fiscal year. She noted that the earliest implementation date would be July 1, 2014 and the latest July 1, 2015. She added that staff would bring forward a plan for those meeting the 30 hour work week threshold to the Board for consideration during work on the FY15 budget.

*VRS Hybrid Plan:*

Ms. McCann noted that this benefit applied to employees hired after January 1, 2014. She noted that these employees had a 5% contribution that got split between two places. She added that the employee could also voluntarily contribute to the investment portion of the retirement plan and could get an employer match of 1% and then .5% on each additional percentage with a maximum contribution of up to 4%. She noted that this plan did not cost the County any more money; however it took more staff time to manage it. She noted that employees had the option to make changes to these elections quarterly.

*Virginia Local Disability Program:*

Ms. McCann noted that her department had to assist employees in completing paperwork and filing claims etc. She noted that Unum was the company that VRS was working with. She added that the County paid short term disability benefits and Unum paid the long term disability.

*FY15 Budget:*

Ms. McCann noted that staff was processing the Departmental and Agency funding requests into the FY15 Budget.

*Reassessment impact to Real Estate tax rate:*

Ms. McCann noted that the estimated required tax increase to maintain current revenue levels was \$.12 cents. She added that it was hard to estimate the land use taxes that would be deferred and that the Commissioner of Revenue has said it would be the end of February before staff would have these numbers.

Ms. McCann then reported that the VRS and Group Life insurance rates would incur a .71% decrease or \$20,000 savings. She noted that a 5% increase in Health Insurance premiums was anticipated, which would be an increase of \$28,000.



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*Preliminary Revenue projections:*

Ms. McCann noted that the projected revenues were looking good except for interest earnings, which were lower than projected.

*FY15 Needs:*

Ms. McCann noted that her department was in need of another full time Finance Technician whose primary duties would include grant writing and management. She noted that over the last five years, the responsibilities of her department had grown significantly. He noted that she had one employee resigning as of June 30, 2014 and that position carried significant workload for the department. She noted that her department did not use vehicles and equipment but did use people and that they were at times struggling to keep up with all of their tasks.

Ms. McCann then noted that records disposal had been put on the back burner and they were running out of space. She added that there was no time for her staff to attend training and that they were tied down with everyday work. She added that she thought her department could generate more savings for the County if they could focus more on procurement.

In response to questions, Ms. McCann noted that the County Administrator's Secretary was not involved in purchasing. She noted that the Departments were doing more of the nitty gritty work and her department reviewed it. She noted that the more complex procurement occurred with larger projects that required the issuance of Requests for Proposals or Invitations for Bid. She noted that Ms. Bowling had done some limited purchasing for the Maintenance Department at one time, however this was now being done by the Departments.

**6. Information Systems, Susan Rorrer, Director of Information Systems**

Ms. Rorrer noted that her department consisted of herself and an Information Systems Specialist. She noted that her department was responsible for the following budgets: Information Systems \$213,892.00, E-911 \$314,717.00, and Broadband \$139,550.00. She then explained that current projects her department was working on were the Radio System and Broadband. She noted that the Radio project should be completed by September and that the County's hands were tied by West Virginia for FCC licensing. She added that RCC was having discussions with them and they were making progress; however there was no one that could influence the NRAO to move more quickly.

Ms. Rorrer noted that their departmental responsibilities included: Operating the county IT network, phone system, security system, and the 911 system including six tower sites. She noted that her department maintained and updated the County GIS data, including address assignments, road centerline updates, and parcel updates.

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Ms. Rorrer also noted that her department supported broadband network operations through contract development, site leasing, management of the Network Operator, the outside plant contractor, the tower sites, and associated procurement functions.

Ms. Rorrer then discussed her departmental priorities for the upcoming year as follows:

*Install physical & environmental alarms at all tower sites:*

Ms. Rorrer noted that these alarms were needed at the radio sites and broadband sites and would provide monitoring for high temperatures, smoke etc. and she would like to work on a proposal for the costs for this. She related that they had a number of problems with high temperatures recently and the County needed to be proactive in maintaining proper shelter environments.

*Pave Martin's Store tower access road:*

Ms. Rorrer noted that this was a steep drive and was starting to erode and was getting wash boarded. She added that the road was washing into the CVEC compound and leaving a muddy area.

*Install backup generators at broadband tower sites, Relocate to new office space*

*Add staff to Support IS/broadband operations:*

Ms. Rorrer noted that this would enable staff to devote more time to being proactive instead of reactive.

*Expand broadband network and increase revenue stream:*

Ms. Rorrer noted that she thought that there needed to be more public education on the benefits of the network and more advertisement.

*Design new county roadmap and county map book:*

Ms. Rorrer noted that she would like to do a folded product with an index and distributed some examples. Supervisors briefly discussed this favorably and it was noted that this could be done at minimal cost.

Ms. Rorrer then discussed additional budgetary considerations, noting she would like to install an adequate cooling system in the data room of the former Board of Supervisors room which was not well vented and held in heat generated by the equipment. She noted she would like to implement an enhanced emergency notification system to include text messaging; she would like to expand wireless internet access in the courthouse Courtroom and meeting rooms, and improve the GIS website; creating a tower layer in GIS with planning and zoning information.

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Supervisors then discussed the need to improve the GIS system and its accuracy. In response to questions, Ms. Rorrer noted that every new plat that was recorded was sent to Timmons and put into the GIS. It was noted that changes had happened in the last month with parcel data within the GIS system and Ms. Rorrer noted that this could be done in house with additional staffing. Mr. Hale suggested that he would like to see a person at the Planning District Commission who could work on GIS with all of the member localities. Ms. Rorrer then noted that Timmons was paid a per parcel charge and that the current budgeted amount for this was \$10,000.

In conclusion, Ms. Rorrer noted that her department's primary needs were new office space, additional staff to support IS/broadband operations, and installing physical & environmental alarms at the tower sites.

**Maintenance, Maintenance Supervisor Paul Truslow:**

**Mr. Truslow noted his departmental requests/needs as follows:**

Boom/Bucket truck with Minimum 35 ft Reach:

Mr. Thompson noted that his department currently only had two employees and they were subcontracting a lot of work out which had been working well. He noted that there were thirty-five (35) lights at the Courthouse and Collection Sites that were above 24ft high and he thought the County could buy a used truck for about \$10,000 to \$13,000. Mr. Harvey suggested checking with CVEC and Dominion Power. Mr. Truslow noted he only wanted a Ton rated truck that could be driven around the Courthouse lawn if needed. Mr. Harvey suggested that the truck could be shared between the County and the Schools and it was noted that all lights were not uniform in the types of bulbs and ballasts so it was hard to contract this out to someone else.

One man Boom Lift for Interior Repairs and Replacement of Lighting and Other Fixtures:

Mr. Truslow noted that there were fifty-nine (59) lights in the Courthouse that were over 12 feet off of the ground. He added that he had recently rented one at a cost of \$500 per week. He noted that it would be beneficial to have one on site to be able to work around court schedules etc. He noted it would have to meet size criteria to maneuver around the Courthouse building and would be stored with the Board tables etc. He added that he thought the schools had these and he could check with them. Mr. Carter noted that he thought the schools had a genie lift which was not really transportable. Mr. Truslow added that he would need to check on the pricing of these.

Replace 3 Doors at the Rear of Courthouse :

Mr. Truslow noted that these doors were currently glass and not a solid door, like all of the others. He noted that replacing these would decrease the possibility of security breaches. He added that solid steel doors to match the others would cost around \$2,000 each for the door and jamb; not installed. He added that the current doors were not very stable but the back

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ones were pretty solid. Mr. Harvey questioned whether or not they had historic value and he agreed that they needed to go. Mr. Saunders suggested that this work could be incorporated into another construction project.

The Board then agreed by consensus to replace these doors now rather than waiting until next year.

Purchase Used VDOT Chemical Spreader Truck:

Mr. Truslow noted that this would be kept on-site at the Courthouse with the price to be determined at auction. He noted he could go to a VDOT sale in Harrisburg and get one that would hold some volume to be able to spread 2 or 3 times. He noted that the County was using a contractor now for this and if the County had its own, it could be used at both the Courthouse and at the collection sites. The Board and staff discussed using a spreader that attached onto a pick up instead and that way, the department would not have to maintain a vehicle.

Mr. Truslow then offered his opinion that records management was a big issue for the County and that a bonafide records room should be established downstairs. Mr. Carter noted that a concern was that eventually an elevator would come up from there; however he agreed that the County was keeping a lot of records. He noted that they did shred records periodically and that records could possibly be stored off site. Mr. Hale noted that the bottom of the Jefferson Building could be utilized.

Mr. Carter noted that he thought the County needed to bring someone in like an intern to streamline the number of records that are kept. Ms. Brennan noted that they should look at this issue on an ongoing basis.

In response to questions, it was noted that the lower part of the red jail was storing residual parts such as doors and frames etc. and that Southern Air had located ventilation units in there which really broke up the space. Mr. Harvey then inquired if the old Kirt's Auto building would be of benefit to the Maintenance Department and Mr. Truslow noted he thought it would and it could be used as a storage facility. Mr. Carter added that it could be used operationally as well. Mr. Saunders noted that if the IS Department moved out of the basement area, the County could have that space for storage as well. Mr. Carter noted that this would be a matter of how much space would be taken up by the future elevator and tunnel.

In conclusion, Mr. Truslow agreed that the old Kirt's Auto building would be a good office space for his department.

**Department of Parks and Recreation, Emily Harper Director of Parks & Recreation:**

Ms. Harper noted that her total budget amount remained the same; however she had shifted funds between lines as follows: Youth Sports – Increased costs for Supplies 71020-5412 & Officials 71020-3017 due to an increase in the number of players & teams. She noted that there had also been an increase in costs for trail maintenance this year that would not

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necessarily occur for FY15. She added that her department would have costs associated with Virginia Blue Ridge Railway Trail Bridge Inspections and the Claudius Crozet Blue Ridge Tunnel Inspections in FY15. Ms. Harper noted that the Blue Ridge Railway Trail had five (5) bridges and these would need inspection regularly. She added that this trail had several wash outs last year and the cost was \$2,400 to clear culverts. She added that this cost was shared with Amherst County and that the trail was used heavily by families.

Ms. Harper then noted that her department consisted of herself, a Recreation Technician, and Seasonal Part-Time Employees for Youth Sports & Special Events.

Ms. Harper then noted that her Department Projects/Activities include:

Virginia Blue Ridge Railway Trail – Ms. Harper noted that Phase III was currently under construction and would be done well before the deadline of April 14th. She noted this included restoration of the Depot which entailed a new roof and siding, painting, and putting on a deck that was handicapped accessible. She noted that the scales would be restored. She added that the scale shed was being restored with Foundation funds not grant funds. She then noted that staff was working on an exit from the trail on the Tye River side.

Sturt Property

Scenic Rivers – Ms. Harper noted that the recent request for Scenic River Designation was currently being considered by the General Assembly.

Claudius Crozet Blue Ridge Tunnel

Youth and Adult Sports – Ms. Harper reported that youth sports were gaining participation and adult sport participation was declining. She added that interest was declining overall in the area.

Ms. Harper noted that she hoped to have a good partnership with the fall baseball league. She added that they played on Oak Ridge property so it was hard to improve the fields. She noted that she would like to improve what was there; however she was not sure the County should put a lot of money into someone else's property. She added that she was hoping the County would have a recreation center somewhere in the future.

Youth and Adult Classes

Special Events- Ms. Harper noted that these were the egg hunt, triathlon, nelson downriver race, and the Halloween event etc.

Ms. Harper then discussed her department's current needs as follows:

Improvements to current facilities Soccer Fields - Tye River Elementary School Fields & Rockfish Ruritan Park:

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*TRES Fields:* Large Field – 280’x150’ Poor Condition, Small Field – 120’x60’ Fair Condition

*Rockfish Ruritan Fields:* Large Field – 280’x150’ Fair Condition, Small Field – 120’x60’ Fair Condition

Ms. Harper noted that Soccer was a two season sport and that area travel soccer teams also used the fields. She added that the County paid \$1,500 per year to the Ruritans for field maintenance.

*Dixie Youth Fields:* owned by Oak Ridge Estate and is a Practice/Games Site

Ms. Harper noted that the baseball league wanted to put in dugouts on the coaches pitch fields and to install bridges. Mr. Saunders advised that there was a back road going into the site that could be used to get equipment in.

Ms. Harper then noted that the fall ball travel team was using the RVCC field and this was not associated with the County’s Recreation program. She noted that the field at RVCC had been offered for the Recreation Department to use and she noted there were also fields at the new Rockfish Elementary school. She added that these needed some work, but participation was also needed there. Mr. Harvey noted that he thought the Recreation Department should use County owned property. Ms. Harper noted that logistically, there were more kids on the southern side of the County and she did not want to move them.

Ms. Harper then discussed her department’s future needs which included the future recreation facility with an indoor pool to share with the schools, a large gym with room for classes and athletic fields: Soccer/Football (all purpose), Baseball/Softball, and Walking Trails.

In response to questions, Ms. Harper noted that her staff was looking at identifying put-ins and take-outs for canoers and kayakers; however she noted that they wanted to lease the spot at Rucker’s Run to make this an official spot. She noted that the Rockfish River at Woods Mill would be a possibility also. She also noted that Scenic River Designation was a possibility to be looked at for other rivers.

Mr. Hale then noted that Doug Coleman of the Nature Conservancy was interested in studying a trail system on the Sturt property. Ms. Harper noted that she was concerned about the trail maintenance there and partying was a concern due to its remote location. She added that it had the potential for great trails and was a beautiful spot. She noted that she would like to add that they would need more staff eventually for trail maintenance.

Mr. Saunders suggested that the timber be cut for revenue at the Sturt property and Ms. Harper noted that this could be an educational opportunity as well.

**B. Lunch 12:00pm – 1:00pm**

Supervisors then broke for lunch and continued the meeting thereafter.

**C. Reconvene and Continue Presentations by County Departments**

**Department of Planning and Zoning – Tim Padalino, Director of P&Z:**

Mr. Padalino noted that his department consisted of himself and a Secretary and he noted that Grant Massie worked 10-15 hours per week with Planning and Zoning.

Mr. Padalino then outlined his department’s responsibilities and activities as follows:

- “Agent” for all daily, weekly, and monthly Departmental tasks...
- Interpreting + administering + enforcing the Zoning Ordinance and Subdivision Ordinance: Processing “administrative” reviews/approvals Plats / Tower Permits / Special Events Permits / (and others) Processing “legislative” types of applications SUPs / Rezonings / Variances / Appeals / Site Plans
- Enforcing the Zoning Ordinance: Code enforcement (alleged zoning violations)

Mr. Padalino noted that a new complaint based enforcement procedure had been implemented.

- Providing the public with support and assistance re: County policies and procedures applicants (before/during/after permitting process) general public (wide variety of inquiries/requests)
- Attempting to continue the chapter-by-chapter updates of the 2002 Comprehensive Plan: Transportation chapter, County Profile appendix chapter, and Portrait of Nelson County chapter
- Serving as 1 of 2 Nelson Co. representatives on TJ Planning District Commission Along with Sup. Hale (Commission Chairman)
- Coordinating with Econ. Dev. & Tourism: –Assisting confidential “prospect(s) not yet announced” on proposed development projects and providing project-specific guidance on zoning laws and permitting process

Mr. Padalino noted that he also worked closely with Tom Eich, VDOT, Information Systems, and County Administration.

Mr. Padalino then discussed his Department’s priorities as follows:

- Conduct important “long-range planning” and “strategic planning” projects:
  - Develop Rockfish Valley Area Plan
  - Project scope: Rte. 151 and Rte. 664 corridors
  - Focus: land use + community development + economic development

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- Public interest formally expressed by “Nelson 151” Scope of Work has been drafted; is ready for review
- Policy Reviews: identify/develop/propose important Ordinance amendments
  - Zoning Ord. Article 20: “Communication Tower Ordinance” (ongoing)
  - Zoning Ord. Article 4: “Lots Allowed Chart” / A-1 divisions (ongoing)
  - Subdivision Ord. Article 3: “Administrative Plat Reviews”
  - Zoning Ord. Article 4: “A-1 Land Uses/Agri-Business/Agri-Tourism”
  - Zoning Ord. Article 4: “Special Events Permits”
  - Zoning Ord. Article 4: “Wayside Stands”
  - Zoning Ord. Article 12: “Signs”

Mr. Bruguiere noted a bill in the General Assembly that would allow some uses as an addendum to The Right to Farm Act. Mr. Padalino added that there was also a Farm Brewery bill that would mirror farm winery provisions. Mr. Hale added that the Bill removed the County completely from regulating these activities. Mr. Padalino noted it also involved events, noise, and customary uses.

- Create new full-time position: entry-level planner:
  - Currently, Department workload merits 2<sup>nd</sup> professional staff member.
  - Additionally, other County priorities (long-range planning and policy reviews) are not possible with the current level of capacity or availability of the Dept.
  - 1 new hire = 2x capacity of the Dept.
    - better manage existing responsibilities and duties; and
    - undertake important community projects “in-house”
  - 2<sup>nd</sup> full-time planner = most effective and most cost-efficient solution to increase capacity
- Re-evaluate office arrangements:
  - Determine if any available location would better suit current and/or future Department operations.
    - Courthouse location = convenience and efficiency:
      - closer to Clerk’s Office (Deed Books and recorded plats)
      - closer to County Administrator’s Office
    - If a new full-time position were created, the current location (McGinnis Building) would likely no longer provide sufficient office space.
- Evaluate Department vehicle:
  - determine condition and expected longevity
    - 1999 Subaru Outback has 129K miles
    - Questionable performance / reliability:
      - especially on secondary roads
      - especially in middle gears



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In conclusion, Mr. Padalino then discussed his Needs/Requests as follows:

- Create Entry Level Planner position Improve capacity for ongoing daily/monthly duties  
Establish ability to undertake priority projects (internally)
- Undertake long-range / strategic planning
- Update Nelson County Comprehensive Plan
- Develop Rockfish Valley Area Plan
- Re-evaluate office space •Current and Future
- Evaluate current Department vehicle
- Possibly acquire new vehicle for Department use

Mr. Hale noted that at the PDC level, discussion has been how they could create value for rural counties. He added that a point that had been made was that Charlottesville and Albemarle had large planning staff and one thing to consider was the County farming some work out to the PDC to take advantage of their resources. Ms. Brennan agreed and noted that they had helped with updating the Transportation Chapter of the Comprehensive Plan even though there were some flaws.

Mr. Harvey noted that he did not think the County needed to do a Route 151 plan because it benefitted wineries and they would get what they want. Ms. Brennan added that the County could benefit in updating the Comprehensive Plan with this.

Mr. Padalino added that he saw it more as a community plan rather than the 151 Group's plan. Mr. Harvey then noted that he questioned the right to value one person's land more greatly than another. Mr. Padalino noted that he thought that the Route 151 study would be a valuable tool in protecting the assets and character of the area. He added that it was not meant to be exclusive but rather it would create a more thoughtful development.

Mr. Harvey then noted that Silverback Distillery was the most visible building on Route 151 and Ms. Brennan noted that she would like to get citizens more involved in the process. Mr. Harvey noted that he did not think citizens would get involved until something went in right beside them.

Mr. Hale then noted that he thought it made sense to study this with the Board and staff. Mr. Harvey noted that he thought there was a disparity in how businesses were treated. He added that Silverback Distillery did the minimum required for setbacks etc. and there was no construction entrance there at the site and he thought it was because this was a special interest business. He added that they were driving beside the fence and entering the highway from several places and bringing mud out in the road etc. Ms. Brennan then noted that she thought this was a perfect example of why the Board needed to look at the Zoning Ordinance etc.

Supervisors and Staff then briefly discussed the pending Tower Ordinance as follows:

Mr. Harvey reiterated that the term view shed was used repeatedly in the Tower Ordinance and he questioned the difference between the impacts of looking at a small tower top from looking at the houses at Wintergreen. Mr. Padalino noted that he thought the difference was

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when transitioning from a pristine view to one with something already in it. He added that he personally believed that towers should be along the road with other utility poles and lines etc. and that mountain ranges and areas should be protected.

Mr. Harvey then commented that he thought that the Martin Store tower was the worst visually and he was not sure why the County went with silver towers. Supervisors then briefly discussed the visibility or not of various tower colors.

Mr. Hale then noted that he thought it was the Board's consensus that the Tower Ordinance not be concerned with anything under 40 feet and Mr. Harvey and Ms. Brennan indicated their agreement. Mr. Hale added that he thought these should be by right and no fees should be associated with them.

Mr. Padalino noted that the main goal was to get the monopole regulations right. Mr. Harvey noted that he wanted to provide affordable internet access to as many as possible and as quickly as possible. Mr. Hale then noted that there was currently no regulation on the Arrington Cold Storage building antenna, the Shipman water tower, or the one on top of Naked Mountain that provided service to his survey business. Mr. Saunders agreed that the regulations needed to be loosened up some in order to get service provision going.

Mr. Hale noted that the section on Personal Wireless Services should be taken out of the Ordinance, Mr. Harvey suggested that view-shed be taken out of the Ordinance, and Mr. Bruguere suggested that the Scenic Byway setbacks should not be so restrictive.

Mr. Hale then noted that he thought citizens should have the opportunity to comment on tower applications; so they should have a public hearing process.

Mr. Padalino noted that he was not opposed to removing the Class IV provisions from the Ordinance. Mr. Carter noted his concern was that the County needed to be sure that the Class IV equipment was registered with the Commissioner of Revenue so the providers would pay business personal property taxes. He noted that the rates were \$2.95 per \$100 in value and that other businesses were subject to this taxation. Mr. Hale suggested that this be excluded from business personal property taxes because he thought it might not be worth collecting. Mr. Carter noted that these businesses would have to register their towers, equipment etc. Mr. Hale then noted that he thought this was administered as a voluntary tax and Mr. Carter noted that it was not a voluntary tax and he did not think the Board should look the other way on this. Supervisors then agreed the County should ensure tax collection was done; however it did not need to be part of the Zoning Ordinance.

Mr. Padalino noted that he did not think this should be regulated by his department as a land use issue.

Supervisors then agreed by consensus to remove the entire section on Class IV towers from the Tower Ordinance and schedule a work session with Phil Payne on February 5<sup>th</sup>.

Mr. Padalino then added that collocations did require an elevation drawing be submitted because some were approved with certain conditions. He noted that requiring this was a

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standard way to understand what was going on the tower. He noted that his office could accept sketch amendments to the original site plan. Mr. Carter noted that maybe it was possible the company could file a certified letter stating that the tower could withstand the loading, rather than submitting an amended site plan.

Mr. Bruguere then noted he was in favor of collocation over building new towers. Mr. Padalino advised that currently, tower applicants had to certify that they had looked at all options to collocate prior to proposing a new tower. Mr. Carter noted the process would be streamlined as long as they submitted a plan that said the tower could hold the loading and filed it with the Planning and Zoning Office.

In response to questions regarding the status of High-top Tower, Mr. Carter noted that they were looking into whether or not SCS could indemnify the County on this. He noted that Mr. Payne was looking at this and that he had concerns because he did not think the County could be fully protected. It was noted that there currently was an antenna from the PBS station on the tower.

In conclusion, Staff noted that it would attempt to schedule Mr. Payne to work with the Board on the Tower Ordinance during the February 5th session, the following day.

**Department of Social Services, Michael Kohl, Director**

Mr. Kohl noted the following case statistics for Calendar Year 2013:

2013 DSS Nelson County Local Funds – \$339,700  
Matched funds from State/Feds – \$798,654 for total of \$1,138,354.00

Eligibility 8 unit members

Food Stamps (Snap)..... 1118 average open cases each month  
Family & Children Medicaid..... 616 average open cases each month  
SSI Medicaid..... 268 average open cases each month  
Age/Blind/Disabled Medicaid ..... 510 average open cases each month  
TANF..... 36 average open cases each month  
Fuel Assistance..... 649 total cases for year  
Cooling Assistance..... 349 total cases for year  
Child Care..... 32 total cases for year  
VIEW..... 42 total cases for year

Child Protective Services 1 unit member

New Investigations opened..... 90 total investigations for year  
On-going cases open..... 5 average open cases each month

Mr. Kohl noted that this was from three to six months of tracking.

Foster Care 1 unit member

10 children in foster care  
3 children adopted out of foster care

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CSA.....31 children served  
\$603,339.44 total budget - 30.91% local match rate (72% for school placements)

Adult Protective Services 1 unit member

New APS Investigations..... 67 total investigations for year  
On-going cases (AS)..... 7 average open cases each month  
Personal Care Screenings..... 73 total screenings for year Companion  
Services..... 4 average open cases each month  
Guardianships..... 14 total cases for year

Mr. Kohl noted they were seeing an increase in personal care screenings and that they worked in concert with the Health Department on these.

Administration 3 unit members: Director, Admin Services Manager, Office Associate

Mr. Kohl then noted that Medicaid Expansion in Virginia would mean a possible case increase of 780 cases and that their office was dealing with the complexity of new Medicaid applications. Mr. Kohl noted that he did not think this would happen in Virginia; however he was not sure. He noted that if it did, there would be 780 new people eligible based on the estimates made 7-8 months ago. He noted that tax records were used to estimate this and he added that if it happened, he hoped the applications would be streamlined.

Mr. Kohl then noted his department's needs as follows:

5 year plan -New Building

Mr. Kohl noted that currently the monthly rent was \$1847.11 with a 15% local match rate which would end on May 2015, when the building was fully depreciated. Mr. Kohl noted that more space would be needed if Medicaid Expansion happened as they would need to add two full time workers. He added that the building was intended to be temporary and he worried about the age of the building and failing systems over time. He noted that the top floor of the Region Ten Building was looked at and it was determined to be too small as it was smaller than the building they were currently in.

**Solid Waste and Recycling - Grant Massie, Solid Waste and Recycling Coordinator**

Mr. Massie noted that for the Board's consideration was restarting to take glass for recycling at the Rockfish and Shipman Collection sites. He noted that startup costs were estimated at approximately \$20,000 – \$30,000 and would include site preparation and the purchase of a container for each site.

Mr. Massie then noted that there was no market for glass recycling right now; however if the Board wanted to do this, he recommended implementing a pilot program at Rockfish and Shipman.

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He noted that the cost of recycling glass at Sonoco was \$24/Ton and the County was now paying \$28/Ton for general waste disposal. He added that the transportation was 32 miles roundtrip between Sonoco and the Region 2000 landfill and these costs would be saved if they did this.

In response to questions, Mr. Massie noted he was not sure where Sonoco took the glass and they seemed to be evasive about this. Mr. Massie then advised that glass recycling was done in the Valley and between the markets and the federal government regulations; classifying recycling as waste was narrowing the recycling down to 25% of the material due to contamination. He added that recycling glass did not make sense economically; however philosophically he thought the County should do it.

Ms. Brennan suggested that staff do a return on investment analysis on this and Mr. Carter noted it was being developed. Mr. Hale noted it was worth pursuing to him if it saved money on the tipping fee and transportation and he was even happy if it broke even.

Supervisors asked about recycling commercial glass and Mr. Massie noted that the Transfer Station could have a container to accept glass.

In conclusion, it was noted that the County would save approximately \$30 per trip by taking glass to Sonoco.

**County Administration – Stephen Carter, County Administrator:**

Mr. Carter noted that his department consisted of himself, Ms. McGarry, and Ms. Turner and that his FY 14-15 Budget was \$321,619.

Mr. Carter then noted that his Department's input(s) for Board of Supervisor's Consideration as follows:

- Maintain the County's Budgetary and Fiscal Stability

Mr. Carter noted he was more concerned with what the Board wanted to do with the County than with what he would like to see. He noted that he would recommend keeping the County's budget stable; however even if the Board chose to go to \$.72 on the real estate tax rate, they may not have the fiscal margin to do what Judge Gamble asked unless they used nonrecurring monies that could impact cash flow.

Supervisors asked for staff to provide the Board with a chart showing debt service balances and amount(s) due.

Mr. Carter suggested that the Board not consider using fund balance for the things presented by the Departments and rather use nonrecurring money to pay for some of these items presented. He added that he would like the opportunity to counsel the Board on the impacts of any funding decisions.

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Mr. Carter then suggested that the Board consider whether or not the County should do its next reassessment in 2016 rather than in 2018. He noted that the County had 5% growth in sales for the year and that there was an uptick in overall sales. He added that it may be advantageous to do it sooner rather than later. He also noted that the County would be back to its original four year cycle if it were done again in 2016. He supposed the County would see some uptick in values. Mr. Bruguere noted that he thought Wintergreen being for sale was a huge uncertainty now.

Mr. Carter noted that when the Board considered the real estate tax rate, they would need to think about how much financial ability they wanted to have.

Mr. Harvey noted that if they were to reassess as of 2016, it would have to start now. Ms. Brennan added that she thought Wintergreen was a big factor.

- Foster Greater Economic Development

Mr. Carter noted that in looking at Weldon Cooper's population projections, the County only grew by eleven (11) people last year. He noted that the County ought to work on business growth and development by funding the Tourism and Economic Development department more to market the County more and expand businesses. He added that he thought Broadband was key in doing this.

Mr. Carter also advised that the Board look at the Comprehensive Plan as a part of this. He suggested that they look at both the Route 151 and Route 29 corridors; with the Route 29 corridor being more strategic in his opinion. He added that the Board should somehow convince Mr. Larkin to sell the County his property along Route 29 which had the potential for a larger water source and something could happen there. He added that their focus should be from Colleen to Lovingston.

Mr. Carter noted that the County needed to look seriously on how to expand its water and sewer facilities. It was noted that a lot would be spent; however there would not be a large customer base. Mr. Hale noted that the Service Authority was close to capacity now; however it depended on how the water was drawn out. He noted that there was more room if it was done monthly.

Mr. Carter then reiterated the importance of expanding broadband in the County.

- Establish a Board Prioritized 5 Year Capital Improvements Plan

Mr. Carter noted that the Courthouse renovation, Library expansion, Recreation Center, and new County Offices were still on the plan. He noted that if the Board would prioritize it, then staff could target it and get it done. He added that at this point, the Judge was more concerned with meeting the Clerk's space needs than the overall Courthouse renovation.

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- Evaluate Need for Additional County Personnel & Assess Employee Compensation

Mr. Carter asked the Board to consider staffing requests and he noted that the County's compensation plan was now twenty-five (25) years old and should be looked at. He added that he thought fair compensation was important and he referenced that the school division's comparison pool has been Albemarle County etc. and that the County had the highest starting teacher's salaries in the area. He added that Ms. McCann's counterpart made \$50,000 more than her and had more staff.

Mr. Harvey noted he thought that the Dispatcher salaries needed to be increased. Mr. Carter advised that salaries be looked at across the board.

- Complete an Independent SWOT Analysis of County & School Division Operations

Mr. Carter noted he was not sure this was needed; however if the Board was wondering if staff was doing a good job, he would welcome this analysis.

Mr. Bruguere noted that this may be beneficial along with a compensation study. Ms. Brennan noted she did not think the SWOT was necessary but did agree that they should have another salary study done. Mr. Carter asked that the Board be open to it as the current salary structure has been in place since the early nineties.

Ms. Brennan then agreed with Mr. Harvey on the Dispatch salaries.

Mr. Harvey then suggested that Ms. Turner could pick up a lot of the things that Ms. McCann mentioned that he thought Ms. Bowling was doing. Mr. Carter noted that they would be using her for these things; however it would be difficult for her to do routine Finance things and work for the County Administrator. He added that the staff all worked together and worked as a team; however the Board would need to consider adding staff at some point. He noted that although some projects were ending, the mission was not to give up on getting more things done.

Mr. Bruguere noted that public perception was that the County had too many employees that made too much money.

Mr. Carter noted that the County has added staff in solid waste; however, the County was at or below what it was costing when this system was revamped. He added that the County Organization was basically the same as it was fifteen (15) years ago.

Mr. Carter then emphasized that he wanted the Board to be well informed in order to make decisions and that they have been highly effective to date.

Mr. Harvey noted that he thinks that staff priorities and Board priorities had gotten a little off track. He added that he thought the Board needed to have more input on things and that they were not working on the same goals and objectives for Broadband and they needed to

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get back to these. Mr. Carter noted that if the Class IV towers were de-regulated then this should make wireless broadband deployment easier and they could see how that worked.

Ms. Brennan then noted that she was setting up 2x2s with the School Board and that they would meet separately with the school board. It was noted that the School Board meetings were at 7pm on the third Thursdays of the month. The Board then agreed by consensus to meet with them at one of their meetings.

**D. Honorable J. Michael Gamble, Circuit Court Judge – 2:00pm**

The honorable Judge Gamble addressed the Board and noted that his purpose was to bring back into the thoughts of the Board the consideration of expanding the Circuit Court Clerk's Office space and renovating the Courtroom.

He noted that to his recollection, there were many different renderings of what his area would be; however there was no appreciable extra room given to the Clerk's Office in those. He noted that expansion of the Clerk's Office was essential. He added that in trying to get a secretary's office for the Judge, the space of the jury room was reduced. Judge Gamble noted that he had previously concluded it to be unwise to ask the County and its citizens to renovate that area until it was known what extra space was available. He noted that it appeared now that they could achieve more room in the Clerk's facilities and it would be enough to satisfy their requirements for a number of decades. He noted that most court files would be digital within the next 10 years and this would alleviate the need to keep finding file space.

Judge Gamble then noted that his second reason for asking for this was that the Courtroom was getting to be in bad shape. He added it needed refurbishing and needed a sound amplification system.

He noted that the Board needed to begin the process of thinking about this. He noted that previously another concern had been providing for a different traffic flow in the courtroom; however he noted he did not think this was as big a concern now. He noted that Pittsylvania County's courtroom had been renovated and was a good example of what he thought would work and he would love to see the Board take a trip there for a visit. He added that if he could get another witness room that would be helpful as currently the Defendant's witnesses had to be placed out in the hall for jury trials. Judge Gamble noted that he appreciated the demands on County funds; however he did not want to be forgotten.

Mr. Hale noted that the Board was focusing on the Clerk's office needs and he noted that the plan was to move the Commissioner of Revenue from that corner for the Clerk's use. He then noted that a question had been posed as to whether or not the vacated space where the old courts used to be would be worth considering as a space that the Judge and his secretary could be moved to. Judge Gamble noted that he thought everything was on the table. He noted that he was not concerned with his accommodations as long as he could get in and out of the courtroom without encountering people in the hallways etc. Supervisors then agreed



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that restoring his courtroom to showcase its historic value was something the Board wanted to do.

Ms. Brennan then noted that the Board would reconstitute the Courthouse Committee to begin looking at this. She noted that the Board was hoping that they could do both the Courtroom and rest of the area as well.

**III. Adjourn and Continue to February 5, 2014 at 9:00am in the Board of Supervisors Room of the Courthouse, Lovington VA for Continuation of Board of Supervisors Work Session**

At 3:54 pm, Mr. Hale moved to adjourn and continue the meeting until 9:00 am on February 5, 2014 and Mr. Saunders seconded the motion. There being no further discussion, Supervisors voted unanimously by voice vote to approve the motion and the meeting adjourned.