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**Virginia:**

AT A CONTINUED MEETING of the Nelson County Board of Supervisors at 1:00 p.m. in the General District Courtroom located on the third floor of the Nelson County Courthouse, in Lovingston Virginia.

Present:

Allen M. Hale, East District Supervisor – Vice Chair  
Thomas H. Bruguere, Jr. West District Supervisor  
Larry D. Saunders, South District Supervisor – Chair  
Constance Brennan, Central District Supervisor  
Thomas D. Harvey, North District Supervisor  
Stephen A. Carter, County Administrator  
Candice W. McGarry, Administrative Assistant/Deputy Clerk  
Debra K. McCann, Director of Finance and Human Resources  
Jackie Britt, Registrar  
Judy Smythers, Circuit Court Clerk  
Angie Johnson, Treasurer  
Anthony Martin, Commonwealth Attorney  
Ron Robertson, Captain, Sheriff's Department  
Jean Payne, Commissioner of Revenue  
Angie Rose & Allison McGarry, Department of Social Services  
Susan Rorrer, Information Systems  
Jaime Miller, Public Safety  
David Thompson, Building Inspections Department  
Maureen Kelley, Tourism and Economic Development  
Tim Padalino, Planning and Zoning Department  
Theresa Brooks, Animal Control Department

Absent: Emily Harper, Parks and Recreation Department

**I. Call to Order**

Mr. Saunders called the meeting to order at 1:05 PM, with all Supervisors present to establish a quorum. Mr. Saunders then noted that Mr. Bruguere would need to leave the meeting at 3:15 PM and got the Board's consensus to address Other Business, if any, as the first item of business.

**II. FY15-16 Budget Work Session (Constitutional Officers/Registrar & Departments)**

**Constitutional Officers/Registrar**

*Registrar/Electoral Board*

Jackie Britt - Registrar

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Ms. Britt noted that next fiscal year was going to be the most expensive in a while because there were three (3) different elections. She noted that they would have the largest ballot and would have seven (7) different ballot styles. She noted there would likely be March presidential primaries for both parties and also a June primary. She noted that the primaries were not budgeted for but the funding would come before the Board for approval as they occurred. She added her office was doing voter registrations now gearing up to the November local races.

Mr. Hale noted that the big ticket items was the voting machines and Ms. McCann advised that these were funded in the proposed budget and the most recent pricing information had been provided the Board for their consideration. Ms. Britt noted that they had conducted a demonstration day where the Electoral Board reviewed three (3) different systems and they found that the best equipment was provided by Election Services Online and this was a digital optical scan based system. Ms. McCann noted that the budgeted amount may need to increase slightly.

Ms. Britt noted again that this selection came from various factors, such as weight of the machines for one. She noted that some workers were elderly and this mattered. She added that they had a relationship with the company already from them programming the touch screens. She noted that their system had a touch screen component and would replace two (2) systems with one (1) that did both things. She added that all ballots would be paper based which would be very helpful when there was a recount. She further explained that with the new system, every voter would have a paper ballot that was printed out and fed into the same receiver that tallied them. She noted that the system would also provide one tape per precinct.

Mr. Hale inquired if this system was being used by others and Ms. Britt noted it was and it was approved by the State. She added that the ones using it were very pleased with it. She noted that this system would also save time in reporting results.

In response to questions about what would be done with the old equipment, Ms. Britt noted that they could try to sell the current equipment to other localities that were not prepared to get new systems yet.

Mr. Hale then asked how long the new system would be in use and Ms. Britt noted that the lifespan was estimated to be ten to twelve (10-12) years. She added that they would have a maintenance contract as they did currently on the Winvote machines.

Mr. Saunders asked about the lead time on ordering these and Ms. Britt noted it was approximately ninety (90) days. She noted that she wanted to get them ASAP so they could train on them before the first election and they also wanted to do public sessions to demonstrate them.

Mr. Carter noted that other than the new voting machines, the Registrar's budget was basically unchanged. Ms. Britt confirmed it was a flat lined budget; however she reminded them that she would come back to ask for primary expenses as they were held.

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*Circuit Court Clerk*

Judy Smythers-Circuit Court Clerk

Ms. Smythers noted that she had submitted a flat line budget. She thanked the Board for giving her more funding for Part Time help and she noted that it had helped tremendously. She noted that her office traffic had increased due to the Atlantic Coast Pipeline and noted that on April 28<sup>th</sup>, nineteen (19) parcels would be auctioned off and that generated a lot of public interest. She added that there would be the same amount auctioned off in August as well.

Ms. Smythers reported that on February 15, 2015, her office started using a new CIS system that allowed them to be able to scan in everything filed with them at no cost to the County. She added that the Judge could call documents up electronically from the bench now and did not need the paper file. She noted that eventually attorneys would be able to subscribe to the system and pull up documents from their offices and they were excited about that.

Ms. Smythers then noted that she was applying for another Library of Virginia grant to reconstruct and repair about ten (10) will books and there was no cost to the County for this.

Ms. Smythers also noted their excitement about the new judge coming on July 1st. She noted that it would be Judge Garrett, who was presently the Juvenile & Domestic Relations Judge in Amherst County.

She then noted that they were very excited about the upcoming renovations and that these were moving along. She noted that their intent was to have Circuit Court hearings in the General District courtroom and they would coordinate this with others. She noted that they may move jury trials to Amherst during construction; but were not sure. She added that the Architect did have a staging schedule worked out to accommodate them and that she had worked with them in Lynchburg and they were able to coordinate not having to close up shop while the work was going on.

Mr. Bruguiere noted that Judge Gamble had been involved in the renovation planning thus far and he inquired about including the new Judge. Ms. Smythers then advised that Judge Garrett had deferred to Judge Gamble on this so there was no stumbling block there.

Ms. Brennan asked when construction would begin and Mr. Carter advised that the bid date was anticipated to be early June; and mobilization would start sixty (60) days after that.

Ms. Smythers noted that they were working on integrating the Supreme Court data system into the County system and that it was good to have the Supreme Court involved from the start. She added that they would try to coordinate a central data room etc.

Mr. Hale then inquired as to whether or not deeds could be printed from her office and Ms. Smythers noted that this can be done now; however this was a paid subscription service. She

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added that they had around twenty-three (23) subscribers and the service had been offered since 2011. She noted that the \$400 annual fee was required by the Supreme Court and was paid quarterly. She added that this was economical for title examiners and attorneys and that the system did enable them to get plats if the plat was a scannable plat. She noted that this was not possible for the oversized plats; but if it was scanned into her system then the subscribers could get it. She explained that the user was given a username and password and this system did not interfere with her office operations at all.

*Treasurer*

Angie Johnson - Treasurer

Ms. Johnson noted that she had submitted a flat line budget as well.

She then reported that she had achieved certain goals she had set when she took office. She noted that mainly, the office was accredited with the State and the Treasurer's Association of Virginia. She noted that there were many requirements in order to reach this and it had enabled them to be more aggressive on collections. He noted that collections had to be above 95% for Real Estate taxes, above 90% for Personal Property taxes and that they were well above this for the current year taxes. She noted that they also had have information available to taxpayers and had to prepare and deliver reports to the Board of Supervisors each month.

Ms. Johnson then noted that she had also gotten her certification as a Master Governmental Treasurer and two of her Deputies were certified as Master Governmental Deputy Treasurers. She noted that in order to receive this certification, they had to learn the processes of collection. She noted that her office divided \$1,800 over the employees for this and it came back to the County through collections. She noted that they had brought in over \$1,000,000 in delinquent tax sales and in surplus funds. Ms. Johnson then noted that this was part of a career development program that was dependent upon funds appropriated by the General Assembly and that none had been approved this year.

She then noted that they did continuing education because it increased their knowledge of and proficiency in operations, giving employees a feeling of achievement and worth.

Ms. Johnson then noted that they have had successful tax sales and that she appreciated all that the Board had done for the office.

In response to questions, Ms. Johnson noted that it took four (4) years to get certified and that she and her staff had been working the classes in over time when they could.

Ms. Johnson then noted that they could garnish wages with a Treasure's lien which saved time and money because there was no court process involved.

Mr. Hale then inquired as to which Deputies were certified and Ms. Johnson noted that Ms. Leslie Carter and Ms. Neely Hull were certified and had been with the County for over seven (7) years. She noted that the other two (2) Deputies had been in the office for over

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three (3) years and were now eligible to receive certification training and would over the next few years.

*Commonwealth Attorney*

Anthony Martin – Commonwealth Attorney

Mr. Martin noted that he had submitted a flat line budget and he appreciated the funding for last fiscal year. He noted that the part time salary increase had allowed them to increase efficiency and he would possibly be able make some decreases in other lines in the future.

Mr. Martin noted that they were trying to move traffic cases to local ordinance to improve county revenue. He added that since he had taken office, they have had joint trainings with Sheriff's office and had increased efficiencies there. He noted that they now run their own driving transcripts etc. whereas dispatchers previously did this. He noted that had partnered with several agencies to establish a child sexual assault team and were required to have one by July 2015. He added that they had to meet and review cases every sixty (60) days and the purpose was to improve response times in these cases. He noted that one existed already for adults and the new one was specifically for children.

Mr. Hale inquired as to how they liked their new office and Mr. Martin noted that they loved it. He added that everyone that comes in is amazed at how good it looks and the humidity issues were being resolved.

*Sheriff*

Ron Robertson - Captain

Captain Robertson confirmed that they were training continuously and that the last two (2) deputies would be out of training in April and they would have a full staff. He noted that they tried to offset training costs with grants.

Captain Robertson noted that one thing was not budgeted. He noted that since 2008, the demand for their services had increased about 1-2% per year which had resulted in overtime. He noted that they were trying to deal with problem now by altering work schedules; however it was a vicious cycle that they seemed to not be able to win. He noted that a full staff was not enough. He added that this created more paperwork and the Sheriff was requesting that their part time secretary be made full time. He noted that this was necessary for a smooth operation and was vital for the input of reports and other information into the criminal justice system. He added that he thought it was unnecessary to wait until the new Sheriff was elected as was advised by the Finance Department.

He noted that he was happy with rest of the budget as recommended and thanked the Board for the extra funding last year.

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*Commissioner of Revenue*

Jean Payne – Commissioner of Revenue

Ms. Payne noted that she had requested a flat line budget.

She then noted that she understood the Board wanted an update on the 2014 LOKN Revenues. She reported receipt of the following: meals tax: \$25,306, lodging: \$45,411, Business Licenses for food vendors (54) \$1,620 and craft vendors (75) \$2,250. She noted that the State Sales tax was not known yet; but she was still receiving funds this month. It was noted that the total was right around \$75,000; however this did not count indirect lodging revenue but was for tents, campers etc. at LOCKN.

Ms. Payne noted that in order to collect lodging taxes, she went to websites and has gotten more lodging tax from those who were advertising.

Mr. Hale then asked how one managed taxes paid by vendors who pay taxes in the locality where their business was located. Ms. Payne noted that the State had a form that they filled out and when they went to a different locality, they were supposed to pay a portion to that locality. Mr. Hale supposed that a lot of this was lost. Ms. Payne then confirmed that the vendors at farmer's markets here paid taxes here. She noted that she had been told that they collected the sales tax there at the market and remitted it as a lump sum from the farmers' market.

Ms. Brennan inquired as to the revenues received from the FESTY and other festivals and Ms. Payne noted she would look this up.

Ms. McCann noted that she had provided tax information on the Machinery and Tools and the last page listed what had been assessed. It was noted that the rate was \$1.25 per hundred and was prorated.

Mr. Hale noted that this was collected on some and not all and that perhaps the County should do away with it. He noted it was only \$13,000 in revenue and that it was rare to see a governing body eliminate a tax and they should set a precedent here.

**Supervisors took a Five Minute Break**

**County Departments**

*Social Services*

Angie Rose (Director) and Allison McGarry (Administrative Services Manager)

Ms. Rose introduced herself as the new Director of Social Services and then introduced Ms. Allison McGarry, Administrative Services Manager) to present their budget request.

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Ms. McGarry introduced herself as the Administrative Services Manager and CSA Coordinator for the County.

She noted that they had not requested an increase in local money, and that the increases in their budget were due to increases in state and federal funding with no local match.

Ms. McGarry reported an increase in adoption subsidies this year because they had adopted out five (5) children. She noted that these kids were in foster care and were adopted by their foster care families. She added that most parents voluntarily terminated their rights and allowed them to be adopted. She noted that there have been more of these in the last several years and that most were taken into care due to drug issues. She noted that these children received a monthly subsidy until they turned eighteen (18).

Ms. McGarry noted that they had submitted a second amended budget to account for the projected 8.5% increase in Health Insurance and the 3% salary increase; which amounted to a \$16,000 increase in local money for the year. She added that this would be incorporated into the budget and that Social Services would not have a salary increase of 3% for the entire year because 2% would be funded by the state at September 1, 2015.

Ms. Brennan then noted that Social Services was doing a good job of managing funding and providing services to the elderly and children.

Mr. Bruguiere inquired as to the need for more service workers that had been suggested by the previous Director. Ms. McGarry explained that there had been no Medicaid expansion that had necessitated more workers; however caseloads had increased, making it possible that they would need another benefit program specialist in the future.

Ms. McGarry noted that their staff dealt with Medicare for Adults for certain programs; however they did not issue Medicare.

Ms. McGarry then reported that in the CSA budget, expenditures were higher this year than they had been; however there was nothing pressing to report.

#### *Finance and Human Resources*

Debbie McCann -Director of Finance and Human Resources

Ms. McCann noted her budget decreased due to the change in personnel. She noted that \$10,520 was related to this and \$2,300 was in operational expenses. She noted that her department had eliminated the maintenance agreement for the larger printer that was no longer being used.

Ms. McCann then reported that the County had one hundred and fifty-two 152 employees including DSS and that sixteen (16) of those were on elected boards. She noted that there were forty-one (41) full time and eight (8) part time employees in Constitutional Offices, thirty-nine (39) full time and thirty-nine (39) part time or seasonal County employees. She noted that these were primarily solid waste and recreation employees. She added that there were nine (9) full time employees at the Department of Social Services.

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Ms. McCann then reported that her departmental challenges centered on payroll and Health insurance with the implementation of the Affordable Care Act. She added that the IRS changed the definition of spouse and because of that, every time an employee wanted to claim a spouse, they had to provide documentation of this. She added that they had found out that Local Choice will pass along a fee to the County called Patient Center Outreach Trust Fund fee. She noted this was a Nonprofit agency authorized to investigate the effectiveness of medical treatment and that they would assess \$2 for every person covered under their plan. She noted that this fee was estimated to be \$320 total per year. She noted that they would have to report to the IRS along with paying the fee. Ms. McCann then noted that in 2015, the County would be required to issue a 1095B to employees that showed employee and dependents etc. and that this was information that was not currently maintained in the County's system. She noted that the software was being revised to facilitate the collection of this information so that they could generate these forms at the end of the year. She added that this was the IRS's means of collecting information on who had Health Insurance.

Ms. McCann then reported that the High Cost Insurances Tax (Cadillac tax) went into effect in 2018. She noted this was a 40% tax if the IRS limit of \$850 per month for single coverage was exceeded and that taxes would be assessed on the excess. She noted that the County would want to ensure that its offerings did not exceed these limits and have to pay this tax. She noted that an impact of this is that Local Choice was encouraging discontinuing the Key Advantage Expanded plan. She noted that the premiums for single of this plan was \$650 per month, which was still under the limit. She added that all of the County's plans were still under the limits; however she would be monitoring it and she would not be surprised if the expanded plan was eliminated by them.

Ms. McCann then reported that the County had four (4) Family Medical Leave Act (FMLA) applications in the last four (4) months. She noted that these required a lot of tracking of leave and paperwork. She noted that they consisted of mostly intermittent leave, so this was less disruptive than large blocks of time.

Ms. McCann then noted that there were seven (7) employees on the Hybrid VRS plan, which also required extensive record keeping and employees had to set up a portal to make changes to their contributions. She noted that these people were coming to Finance to get help with this.

Supervisors then asked if Ms. McCann would email the Board with the breakdown of employees.

### *Technology/E911*

Susan Rorrer – Director of Information Systems

Ms. Rorrer noted that a new emergency notification system was not funded in the proposed budget. She noted that the current product would be discontinued by the mapping vendor and if the Board was still interested in having this, she recommended using EverBridge which was on State Contract and was used by the state and many of other localities. She

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noted that system was not as robust with land-line phones but would meet the need of those who would not be likely to self-enroll. She noted that the EverBridge system would cost \$7,500 per year and this cost would be offset by the \$3,700 in savings from discontinuing the Geocomm system annual maintenance. She added that the new system would offer greater functionality and she noted that every time they current system was used, the County was paying \$1,000 in fees. She noted that the EverBridge system was more versatile and would be used more. She then noted that she would not encourage the Board to abandon having a notification system. She reiterated that this would cost approximately \$3,800 per year more than what was budgeted now. She added that the first year there would be an \$8,500 set up cost and then it would go to \$7,500 annually.

Ms. Rorrer then explained this had a web interface and people could enroll themselves and take themselves out with there being no staff time taken up by this. She added that it could send notifications to both Cellular lines and landlines and had a texting function.

In response to questions about GIS, Ms. Rorrer noted that it was okay, but could not be used to make pretty maps. She noted that the County was doing a data audit to make sure that the GIS topography was matching up with the tax database. She added that they wanted to keep this current and it was a constantly changing product.

Ms. Rorrer noted that printing a new map book was on the to-do list. She noted that the most recent one was nine (9) years outdated right now; however people were still asking for it. She noted that this should be done in the current fiscal year as well as the County road map product.

### *Public Safety*

Jaime Miller -Emergency Services Coordinator

Ms. Miller noted that her department had not had any significant complications other than the health of dispatchers. She noted that one had been in a major accident and they had sickness that hit eleven (11) out of twelve (12) dispatchers.

Ms. Miller noted that she had two (2) major updates. One, they were in 100% compliance with Region Ten and Mental Health training and were all trained to handle these calls now. She added that there was one (1) new dispatcher to be certified who was still in their probationary period. Two, they were conducting monthly in house training that was boosting the personal health and self-confidence of the dispatchers.

Ms. Miller noted that the new radio system bumps had been overcome and they had worked with the Information Systems Department on it.

Ms. Brennan asked if she knew how many Sheriff's Department employees were CIT trained and Ms. Miller noted she was not sure.

Mr. Harvey asked if the Dispatchers pay was in line with other employees in the County and Mr. Carter noted that his had been studied before and Nelson was middle of the pack in the

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region. Mr. Harvey noted that Dispatchers were some of the lowest paid employees in the County and it needed to be looked at.

Mr. Harvey then noted that there were some innovative people in dispatch working with new things such as putting texts over the phones. He noted that they can send out the original page and then can go back later and add more details such as updating the patient's age etc. Ms. Miller added that they had changed the call types to be more descriptive so that responders could have a better idea of the type of call it was. She added that dispatchers had worked with those who were working in the field to come up with these.

Mr. Bruguire noted that the radios were much better now and many of the issues came from people talking before pushing the buttons on the radio. He added that there was better coverage and they were clearer. It was noted that coverage was still bad in the Rockfish and Nellysford areas.

### *Building Inspections*

David Thompson -Building Code Official

Mr. Thompson noted that the main issue facing his office was a manpower problem. He noted that when they had someone on vacation, there was no one to fill in. He added that Ms. Slough did residential and light commercial inspections and that he was the only one certified to do E&S and plan reviews.

Mr. Thompson noted that 100 days out of 250 days they were short staffed and this had been difficult. He noted that he would like an Assistant Building Code Official but would settle for another Inspector so he could be in the office more.

Ms. McCann noted that Mr. Thompson had originally submitted for an Assistant Building Official and she had now worked up the numbers for another inspector. She then noted how it would be broken up by inspections per employee.

Mr. Thompson noted that he would want to get someone certified and really needed someone else certified in E&S. He noted that DEQ had established a training module and it would be at least a year to complete (intermittently).

Mr. Carter noted that the challenge would be getting someone qualified to be an Assistant Building Official and he thought they could get a Building Inspector and work towards that. He added that they needed people in the field and he was not sure they needed another administrator.

Mr. Thompson added that the person should be able to talk to engineers.

Ms. Brennan noted that an Assistant Building Official could do inspections and more and for \$5,000 more, they could get a lot more.

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Mr. Hale noted he would need to see the volume of work of the office over the last three (3) years prior to making a decision adding that if the volume of work had not increased he was not sure. Mr. Thompson then distributed this information to the Board.

Mr. Carter noted that it had been four to six (4-6) years ago that the department had a consent agreement with DCR on the E&S program and they were required to check these permits frequently.

Mr. Thompson then reported that the Blue Ridge Tunnel trail was looking very good where the contractor had put down stone 15 ft. into the entrance.

### *Building and Grounds*

Paul Truslow -Buildings and Grounds Supervisor

Mr. Truslow noted the Capital Outlay budget that included funding for the needed repairs to the Calohill building and he noted there were some other smaller increases in his budget.

Mr. Truslow then noted that there were two (2) options to consider on the roof and this was the reason for the price difference. He noted that the \$30,000 option was a fifteen (15) year repair. He added that there was heat in the building but never any air and the HVAC solution would cost roughly \$15,000.

Mr. Harvey noted that they could get more efficient heaters than what was in there now. He added that the Firehouse had radiant heaters that were gas and had been very good. Mr. Truslow noted that was what was currently there.

Mr. Truslow then reiterated that roof Option 1 has a 15 year warranty and was a Carlisle membrane. He noted that he did not approve of this solution. He noted that Option 2 used a metal gauge roof and he felt good about that.

Mr. Saunders then asked if they would do an impoundment lot in that area and Mr. Carter noted that was the plan. Mr. Truslow added that the lot had been cleared off and they could see what was there now.

Mr. Hale noted that he assumed that he would move all of his operations over there and he asked what the thought was on the use of the old Cannery location. Mr. Truslow noted that he could eventually move over there and Mr. Carter noted the old building could be used for storage. It was noted that the roof there was very new and did not leak; however, the back shed was the problem and needed to come down. Mr. Carter iterated the need for records storage.

Mr. Truslow noted that he needed to get two (2) more quotes on the roof and then he could proceed. Supervisors agreed by consensus to fix the roof now in this fiscal year. Mr. Carter noted that the County had the funds now, they just weren't budgeted.

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Mr. Saunders asked about the paving at the Gladstone collection site and Mr. Thompson noted that Padgett was going to provide him with a paving quote ASAP so he could decide if they wanted to go forward. It was discussed that he should get pricing for paving and concrete; and Mr. Truslow noted he needed to recheck the site measurements.

Mr. Harvey noted that he thought that concreting the site might make more sense since there was so much twisting and turning in there with trucks. Mr. Truslow noted that there would be a cure time issue with concrete and it may take up to twenty-one (21) days. It was discussed that a temporary site may be able to be set up, possibly at the Gladstone Rescue Squad area, while the concrete was curing if they went this route.

*Recreation (Report submitted)*

Ms. McCann noted that Ms. Harper was not able to attend due to having some minor surgery and she noted that her budget was essentially the same and she had just shifted some lines.

Mr. Carter noted that he has encouraged Ms. Harper to work with the Schools on upgrading the NMS fields for their joint use.

*Community Development/Tourism*

Maureen Kelley -Director of Tourism and Economic Development

Ms. Kelley distributed figures from the Virginia Tourism Corporation (VTC) showing the past five years of revenue growth for Nelson.

She then noted that she had submitted a flat line budget. She noted that local tax receipts continued to incrementally increase and shown by the data provided by the state.

Mr. Harvey then questioned why the Board had not been notified that she was working with seven – eight (7-8) businesses that were not disclosed. Ms. Kelley noted that until the businesses were ready to announce then they did not have a disclosure. Mr. Harvey indicated that he would like to know what businesses the County was working with so that the Board could see if it was something they would want. Ms. Kelley noted that she would work with Mr. Carter on that.

Mr. Carter noted that regional and state economic development entities gave lists of prospects to localities that anyone could be working with at any time. Mr. Hale noted he did not really know what businesses she was talking to but agreed that it would be of value for them to know. He noted that there would be some prospects that he would be enthusiastic about and some that he would like to go somewhere else. He added that he just wanted the information.

Mr. Carter noted that using the Regional Economic Development Partnership as an example; if ten-twenty (10-20) prospects were reported, less than one would want to look at Nelson because the County does not have the needed infrastructure. He noted that he was not sure that seven or eight (7 or 8) were planning to come here.

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Ms. Kelley noted that she could provide the information regarding the businesses without naming them and Mr. Harvey noted that he just wanted improved communication on this.

*Planning and Zoning*

Tim Padalino- Director of Planning and Zoning

Mr. Padalino noted that he had requested a Planner position that was not funded in the proposed budget. He noted this to be an entry level position requested due to a feeling of necessity. He noted that his department was highly scrutinized and this was a function of how complicated things were and the legal aspects involved. He noted that there was a high level of work done to get things ready to go forward to the Planning Commission or the Board of Supervisors and that current development review alone would justify the position. He added that without it, there was an inability to do any long range planning as well and work needed to be done on the Comprehensive Plan to update it. He added that the Lovingson Revitalization Plans came up occasionally and there could be simple plans and a strategy put together in house if he had more manpower.

Mr. Saunders then questioned the need for a summer intern. Mr. Padalino noted he had requested this because it had come up in the past and a Nelson resident needed an internship for college and it was right around the time the budget requests were due. He noted that this person was a local person, however that may not always be the case. He added that the person who had inquired about it was conducting a study abroad since then so they have had no correspondence on this since then. He noted that this person could help get Planning GIS data more interactive which would be a very practical thing that would provide lasting value to the County.

Mr. Harvey inquired as to how many positions his department currently had and Mr. Padalino noted himself and Mr. Massie, who worked in Planning ten – fifteen (10-15) hours per week. He noted that this was mostly spot duty and had been very helpful. Mr. Carter explained that the County limited him to twenty-nine (29) hours per week total and that Mr. Massie also still worked as the Recycling Coordinator. Mr. Harvey noted he spent around fourteen (14) hours per week or so doing that. Mr. Carter confirmed and noted that Mr. Massie had a graduate degree in Planning as did Mr. Padalino and had been the former Planning Director in Amherst County.

Ms. Brennan noted she would like to see another Planner help with the Planning and she noted that the thought more work in that department would come with the Atlantic Coast Pipeline. She added that she would still like to see the Floodplain Manager come and report on this.

Mr. Hale then noted that he would like for Mr. Padalino to show the volume of work in the office for the last three (3) years so he could see if the level of work had gone up substantially and that he would like this to decide. He noted that they had asked Mr. Thompson for the same information.

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Mr. Padalino noted that at the moment, he could quantify his emails and noted that in looking at a 15 month average he sent approximately fifty-two (52) per week that contained substantive information. He noted that this was eleven (11) per day and it took up a lot of time. He noted that he meets a lot with prospective applicants and some applications never come to fruition. He noted that Mr. Massie had been very helpful with code enforcement. He noted that the future Planning impetus would be the continual increase in activity since he came on as a Planner and since LOCKN.

Mr. Harvey then questioned why there had not been anything to come to them from the Planning Commission in the last six months and Mr. Padalino noted that a lot of what the Planning Commission was getting was site plans and he was doing a lot of amended site plans. He then gave several examples of things the department was doing that did not go before the Planning Commission or the Board of Supervisors.

Mr. Carter added that plants did not go to the Board and there had been no rezoning requests lately. Mr. Padalino then added that there were 6-8 projects pending right now that may go forward.

Mr. Harvey then noted that his was a tough job and may be the worst one; however consistency and fairness was important. Mr. Padalino agreed and noted that a second Planner would certainly help in those areas.

#### *Animal Control*

Theresa Brooks – Animal Control Supervisor

Ms. Brooks noted that an item not funded in the proposed budget was for the part time Shelter Attendant to go to full time. She noted that they did have a new part time Animal Control Officer starting in April.

Ms. Brooks related that keeping the part time Shelter Attendant hours at twenty-nine (29) hours was hard. She noted that the Attendant worked five (5) hours a day per week with a day off and then three (3) hours on Saturday and Sunday. She noted that the challenge was that if the shelter was at 1/2 capacity, they were able to get basic essential functions done; however if it was at full capacity, someone had to come in from the field to help. She added that they were working more with other rescue groups, one in Roanoke and one in Richmond and when they came in to transfer animals, the paperwork could take up to forty-five (45) minutes if there were multiple animals. She added that they could not do animal reclaims and/or adoptions during week.

Ms. Brooks related that it was not just the daily routine, they were required to make an animal custody record every time an animal came in. She noted the animal had to be checked and evaluated for needed veterinary attention and then taken in if needed. She noted that once they were back, they may need to be medicated every eight or twelve (8 or 12) hours. She noted that currently, she did the medications in the morning and someone else came in to do the evening rounds. She then noted that keeping up with and picking up supplies was another duty.

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Ms. Brooks also noted that they had fourteen (14) runs for dogs, twenty (20) for cats, and could hold up to eight (8) in the isolation room. She noted that they have been full and on occasion have had to use carriers for cats; however when they got to that point, they called the SPCA to free up space. She added that in springtime, it got busy and would be until fall.

Ms. Brooks then reiterated that they were able to the basic essentials but this was taking away from the Officers' work on the road because they had to come in to assist with shelter duties.

Ms. Brennan asked what they did about vacation and sickness and Ms. Brooks noted that she had been out of the field with her surgery and Kevin had been on call for seven (7) days straight. She noted that they have been managing the afterhours calls over the phone and then can assist the callers the following day. She then noted that the only time they had to go out, was if an animal was injured or there was a bite case. She noted that bite cases required quarantine and follow up.

Ms. Brooks then distributed pictures of the new kennel run doors and sound proofing that had been installed at the shelter.

### **III. Other Business (As May Be Presented)**

This item was discussed as the first order of business as follows:

#### *A. Introduced: Report on FERC Scoping Meeting and Pipeline*

Ms. Brennan noted that she would like to report on the FERC Scoping meeting that was held the previous Wednesday at the Nelson County High School.

She noted that 203 people signed up to speak and a lot did not get to sign up because they were told they would not have a chance to speak due to time constraints. She noted that only 78 did get to speak. She reported that there were many irregularities in the meeting and in the materials that were distributed and there was a lot of public outrage over these irregularities. She added that she had sent information on this to Senator Warner and Senator Kaine and noted that these irregularities had also occurred in Augusta County at their FERC Scoping meeting. She noted that Senator Warner had written to FERC regarding this. She advised that FERC had served dinner to those that they had encouraged to come and signed these people up early to give comments. She noted that the first 17 speakers spoke in favor of the pipeline and were allowed to use up time that those opposed to it could have used. She added that they had also signed up people who were not there.

Ms. Brennan then noted that because so many others were not allowed to speak, she would like the Board to send a letter to FERC asking for another Scoping meeting. She added that Augusta County had done this as well. She also noted that since an alternate route had been proposed one week before the meeting, she suggested that the Board write to FERC to ask that they extend the comment period another 30 days to accommodate those on the new route. She added that Augusta County had done this as well.

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Ms. Brennan then reported that the Nelson 151 group had passed a resolution the previous day regarding the pipeline.

Ms. Brennan then asked if someone would make a motion to send the letter to FERC asking for another Scoping meeting and an extension of time for comments.

Mr. Hale moved that the Board of Supervisors send a letter to FERC requesting an additional Scoping Meeting in Nelson County due to the inability of many to speak to the subject.

Mr. Harvey noted that they could also ask them to provide their procedural rules in writing also.

Mr. Hale then amended his motion to include asking FERC to provide procedural details on how the meeting is conducted and Ms. Brennan seconded the amended motion.

Mr. Bruguiere noted he had no problem with it, but wondered if FERC would count the previous meetings as a scoping meeting. Staff noted that they had a presence at other meetings; however they were not as officials as at the scoping meeting. Mr. Carter added that they were at Dominion's meetings as observers.

There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion.

Ms. Brennan then asked if anyone would ask for an extension of time to allow new folks on alternate routes time to comment. Supervisors suggested she make the motion and Ms. Brennan moved that the Board of Supervisors send a letter to FERC asking for an extension of the scoping period for another 30 days and Mr. Hale seconded the motion.

It was noted that the first comment period was to end on April 28, 2015. Mr. Saunders then noted that thirty days would be around May 28, 2015. Supervisors briefly discussed how many days were in May and the new deadline with the additional thirty days.

Ms. Brennan then amended her motion to make the new extension until May 28, 2015 and Mr. Hale seconded the amended motion.

There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion.

*B. Introduced: Carter Smith Resigning from Electoral Board*

Ms. Brennan noted that Carter Smith was resigning from the Electoral Board and she would like a resolution for him thanking him for his 30 years of service.

*C. Introduced: Budget Meeting with Agencies*

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Ms. Brennan inquired as to the Agencies coming to the next budget work session the following week. Mr. Carter suggested that this be deferred from then and Ms. McCann noted that this could be decided that day. She added that she did not feel that it was feasible to do this next Tuesday now.

*D. Introduced: Meeting on Lovington Healthcare Center*

Ms. Brennan reported that she and staff and some other met about the Lovington Healthcare Center building and she inquired if there was any follow up by staff yet. Mr. Carter noted that it was on his to do list and he would follow up with Mr. Jones and have him base his response on using the building as is.

*E. Introduced: Meeting with Dominion Resources Scheduled for April 15th*

Mr. Saunders noted that he would like to defer the April 15<sup>th</sup> meeting with Dominion Resources to a later date. He added that he felt like the Board would not get the answers they wanted and there were a lot of unanswered questions.

Mr. Hale agreed that it was not necessary when the routes had not been decided.

Mr. Bruguere added that he would like for them to nail down a route and then the Board could ask questions. He added he would like to see them pick one.

Mr. Hale noted the difficulties that they have being on the outside of process and to his knowledge they had not been provided a criteria for their route selection. He added that he would like to see the rationale behind it and that it was appropriate for them to know and this was troublesome to him.

Mr. Bruguere noted that it was a requirement for them to provide alternate routes to FERC and Mr. Hale noted that he did not think the shifts in parts of the route in Nelson County consisted of an alternate route.

Mr. Carter noted that they could reroute differently but once it got to Lovington, it would follow a similar path. He added that the alternate segments seemed to be there to avoid things and he agreed it was not completely different.

Ms. Brennan then noted that there was now a leg coming down from Tyro in the Western part of the county.

Mr. Saunders suggested that they have the meeting when the final route was determined and the application made. He added that this would eliminate questions that would not affect some people.

Mr. Carter noted that as the process moved to application, substantial input would be received from DEQ, Marine Resources, DHR etc. and Dominion would have to answer their

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questions. He added that there would be an extensive review process and questions should be addressed before their final submission to FERC.

Mr. Saunders noted that if something did come up then the Board could reconsider meeting with them.

Mr. Carter then noted the Forest Service's response to Dominion's request to survey in the National Forest. He related that they had given them a categorical exclusion because there was no significant impact; however within that submission, the Superintendent had to answer nine (9) questions with six to 8 (6-8) sub-questions and a lot of these answers were "to be determined".

Mr. Harvey noted that he thought they needed to meet with them and that they should not put this off for more than thirty (30) days. He added that he wanted the question answered of whether or not consumers along the route could tap into the line.

Mr. Hale noted that there may be answers that were accurate and some that were inaccurate. He added that it was not likely that they would have clear accurate answers that could ever be counted on.

Supervisors agreed by consensus to discuss this in the near future; however they would cancel the scheduled meeting with Dominion on April 15, 2015.

**IV. Adjourn and Continue Until March 31, 2015 at 4:00 PM in the General District Courtroom for the Conduct of a FY15-16 Budget Work Session.**