

VIRGINIA: AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS HELD IN THE POWHATAN VILLAGE BUILDING CONFERENCE ROOM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, ON MARCH 9, 2020, AT 6:00 P.M.

Board of Supervisors Present: David T. Williams, District 1, Chairman
Larry J. Nordvig, District 2
Michael W. Byerly, District 3
Bill L. Cox, District 4
Karin M. Carmack, District 5, Vice Chairman

Board of Supervisors Absent: None

County Staff Present: Ramona Carter, Director of Public Works (substituting for Bret Schardein, Interim County Administrator)
Charla Schubert, Director of Finance
John Wood, Information Technology Director
Sharon Rochelle, Director of Social Services.
Whitney Berriman, Library Director
Cathy Howland, 4H Extension Agent
Jeff Searfoss, Powhatan Sheriff's Office Chief Deputy,
Phil Warner, Fire and Rescue Chief
Tom Nolan, Director of Public Safety Communications
Karen Alexander, Director of Elections
Becky Nunnally, Chief Deputy Treasurer

Constitutional Officers Present: Jamie Timberlake, Commissioner of the Revenue
Teresa Dobbins, Clerk of the Court
Richard Cox, Commonwealth's Attorney
Brad Nunnally, Sheriff

1. Call to Order

Chairman Williams called the meeting to order at 6:30 P.M.

2. Pledge of Allegiance

Mr. Cox led the Pledge of Allegiance.

3. Invocation

Mr. Nordvig gave the Invocation.

4. Requests to Postpone Agenda Items and Additions, Deletions or Changes in the Order of Presentation

Mr. Nordvig requested to amend the agenda to add item 7a. a brief discussion to consider current and future economic conditions in relation to the budget.

Mr. Williams requested to amend the agenda to add a closed session at the end of the meeting.

5. Formal Approval of Agenda

Mrs. Carmack made a motion to approve the agenda as amended. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

**VOTE 5-0
MOTION Passed**

6. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board

Chairman Williams opened the first public comment period.

Seeing no one come forward, Mr. Williams closed the first public comment period.

7. Old Business

- a. Brief discussion to consider current and future economic conditions in relation to the budget.

Mr. Nordvig asked the Board to consider budget management options, including cash reserves, refinancing, cutting, and freezing spending to have ready in case the economy slows.

Mr. Cox advocated for a longer budget period, given the financial uncertainty.

- b. Discussion of Proposed FY21 Budget

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Chairman Williams turned the floor over Mrs. Schubert to begin the evening's budget presentations for departments that were not covered in the last budget meeting.

Office of Elections:

The expenses for the department were reviewed and discussed. Mr. Nordvig stated his opposition to unfunded mandates placed on localities by the state and federal governments.

Health and Welfare in General Fund:

Health Department requests a \$17,146.00 increase over last year.

Goochland Powhatan Community Service Board requests a \$20,000 increase.

Social Services Board, no increase in funding.

Tax relief for the elderly, no increase in funding.

Powhatan Community Action Agency is grant-funded.

Mr. Nordvig and Mrs. Carmack asked for details for the Health Department and GPCSB increases.

Mr. Nordvig asked for a review of tax relief for the elderly. Mr. Timberlake stated that the state sets the age at 65. Powhatan's Board of Supervisors sets three parameters for the program, maximum income- \$50,000, Assets- \$200,000, and relief caps of \$800.00. Mrs. Carmack asked how we make our citizens aware of the program. Mr. Timberlake stated that the information is on every tax bill.

Social Services Fund: increases for staffing and program-based addition.

Children's Service Fund: increase of \$160, 274 for Powhatan's share.

Mrs. Carmack asked for details on the requested additional positions. Mrs. Rochelle explained the additional positions are due to the requirement for evidence-based service. Mr. Byerly asked Mr. Rochelle to describe the Ride Assist Services volunteer program, which she did.

Library:

Increases for general expenses and the fee for the Law Library was moved back to the General fund because the fees collected do not cover the cost. Mrs. Carmack asked for a description of the Law Library. Mrs. Dobbins described it and the beneficial code search features. Mr. Williams asked if it was necessary. Mr. Dickie Cox said that it was good policy to make the online Law Library available to the public.

Mr. Byerly asked the number of Library staff. Mrs. Berriman replied 6.75 FTE. Mr. Byerly questioned the Library phone bills and non-capitalized computer equipment.

Mr. Nordvig reminded the public that the Library provides hotspots. He supports the program in light of the County's broadband issues.

Extension Office:

Increases for professional services. Mrs. Carmack asked for details. Mrs. Howland stated that the professional services fee is what the County pays toward their employee salaries. The remainder is paid by the state.

Treasurer:

Increase in postage requested due to rate increase.

Commissioner of Revenue:

Increase service contract, travel mileage, postage, conference and training, dues and associations. Reduction in supplies to offset those increases reduction and the reassessment budget due to it being an off-year. Mr. Byerly questioned travel mileage and tolls. Mr. Timberlake replied that he and two members of his department would be leaders in state organizations, which will require additional travel in FY21. Mr. Byerly asked what we get for maintenance contracts. Mr. Timberlake replied that much of this cost is printer and IT related items, and the NADA has doubled its fees twice.

Judicial and Public Safety: increase for telephone service

Circuit Court:

Maintenance service contract and training increases. Mrs. Dobbins explained that she has requested recertification for the Chief Deputy Clerk, who is the lowest-paid chief deputy in the County. She described the duties of the Chief Deputy Clerk. She detailed the quality of the work her Constitutional office performs and the revenue that it brings in.

Commonwealth's Attorney:

Mrs. Schubert reviewed increases and decreases to the Commonwealth's Attorney's budget for a total \$710.00 increase. Mr. Richard Cox reviewed his unfunded salary increase request for the Assistant Commonwealth's Attorney. The Assistant Commonwealth's Attorney took on supervision of the First Time Offender Program for juveniles, which was formerly under Social Services. Mr. Richard Cox described the HARP narcotics program. He further explained that he is not asking at this time for an additional attorney to manage the police body camera program. Mr. Nordvig asked Sheriff Nunnally if he foresees additional use of body cameras. Sheriff Nunnally said that he foresees more use in the next three years.

First Time Offender Program: requests a cell phone upgrade

Detention: Increase in beds for detention of juveniles.

Public Safety:

Sheriff:

Increases for salary for two part-time school resource officers, Line of Duty Act, maintenance service contract, conferences and training, and uniforms. Decreased ammunition budget. Sheriff Nunnally presented his department's compression issues. Mr. Williams asked what Mrs. Schubert and Ms. Carter for a plan to fix compression across all departments. The Board and Sheriff Nunnally discussed compression and salaries.

Animal Control: Increases for veterinary service, conferences and training, and dangerous dog registration and tags. Sheriff Nunnally reviewed the donations to Claws and Paws that helps with some vet care expenses.

Mr. Byerly questioned the reduction in health care costs for the Sheriff's office. Mrs. Schubert replied that she lists an amount that would cover the highest cost per employee and then adjusts as employees choose level of coverage. Mr. Byerly asked if we had shopped for auto insurance. Mrs. Schubert replied that she believes we will not get a better deal. Mr. Byerly and Sheriff Nunnally discussed auto maintenance. Mr. Byerly and Sheriff Nunnally discussed ballistic vests which must be fitted to each deputy and which must be replaced every five years at a cost of approximately \$1000 per vest.

Public Safety Communications:

Mr. Noland described increases to his budget for radio shelters and personnel. Mr. Williams asked Mr. Noland to describe the additional costs of the new LMR towers. Mr. Byerly asked if there was a better way to manage overtime expenses. Mr. Noland replied that the system they are using maximizes coverage for tax dollars spent. The Board and Mr. Noland held an extensive discussion of LMR towers and maintenance.

Fire and Rescue:

Maintenance service, apparatus fuel, postage, cell phones, specialized fire apparatus, auto, and building insurance, health and injury insurance for volunteers, rent to fire companies, conferences and training, community education. Reduce gas grease and oil. Increase auto repairs, matching funds for fire and EMS grants. Reduce volunteer uniforms. Increase to budget to fund the recruitment and retention program currently funded through a FEMA grant until the department can apply for and be awarded another grant. Increase for staff changes. Mrs. Carmack asked about the recruitment and retention item for \$7000. Chief Warner says the volunteer recruitment program is very successful, and he feels hopeful that we will again receive the grant. Mr. Nordvig asked Chief Warner to explain the training budget. Mr. Nordvig asked about the financial impact of having our own training facility and if it is worth doing. Mr. Byerly and Chief Warner discussed gas cards and cell phones. Chief Warner described the need for a Deputy Fire Chief to back him up. He is looking for someone with a high level of knowledge and management experience.

Emergency Management:

\$9698 requested for maintenance service contract for the citizen alert software. This cost is increasing.

- 8. Public Comment** (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Mr. Williams opened the first public comment period.

Mr. Able Harris, 2303 Three Bridge Road, stated that the Fair Association has experienced a problem with racism in the county. He said that county residents receive great benefits from the Fairgrounds, including meeting space, athletic practice areas, and in the past, a farmer's market location. Mr. Harris said that the books are available for inspection and that no funds have been misappropriated. He asked the Board to consider providing funding to the Powhatan County Fairgrounds because the fair is for all citizens of Powhatan.

Joanne Fico, 2762 Maidens Road, asked the Board to support the Library and listed many services provided by the Library. She noted that the Friends of the Library provides funding for programming. Staff funding is provided by the County, and she asks the Board to support increases.

9. County Administrator Comments

Ms. Carter, substituting for Interim County Administrator, Mr. Bret Schardein, had no comments.

10. Board Comments

There were no Board member comments.

11. Closed Meeting as authorized by the Code of Virginia, Section 2.2-3711(A)(5)

Chairman Williams asked Ms. Carter to read the motion to go into closed session

Ms. Carter read: Whereas the Board of Supervisors of Powhatan County desires to discuss in closed meeting the following matters: Discussion consideration of interviews for prospective candidates for employment, specifically the County Administrator. Whereas pursuant to code section 2.2 3711(A)(2) of the Code of Virginia, such discussion may occur in closed session, now therefore be it resolved that the Board of Supervisors of Powhattan County does hereby authorize the discussion of the aforestated matters in closed session.

Mr. Williams made the above in the form of a motion. Mr. Nordvig seconded the motion.

David T. Williams, Larry J. Nordvig, Michael W. Byerly, Bill L. Cox, Karin M. Carmack voted AYE

VOTE 5-0

MOTION Passed

12. a. Certification of Closed Meeting

Mr. Williams reconvened the meeting. Ms. Carter read the Certification of the Closed Meeting as follows: Do you certify to the best of your knowledge that:

The only matters discussed in the closed meeting were public business matters lawfully exempted from open meeting requirements, and

Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting just conducted?

Mr. Williams asked Ms. Carter to take a roll call vote:

Mr. Williams Aye
Mr. Nordvig Aye
Mr. Byerly Aye
Mr. Cox Aye
Mrs. Carmack Aye

**VOTE 5-0
MOTION Passed**

13. Adjournment

Chairman Williams adjourned the meeting at 9:15 P.M.

These minutes were approved on May 18, 2020, with a motion, second, and 5/0 vote.



5/22/2020

Bret Schardein, Interim Clerk Date
Powhatan County Board of Supervisors



5/26/2020

David T. Williams, Chairman Date
Powhatan County Board of Supervisors