Public Display

BOARD PACKET

BOARD OF SUPERVISORS

REGULAR MEETING

FEBRUARY 1, 2016

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
MONDAY, FEBRUARY 1, 2016
GENERAL DISTRICT COURTROOM
EDWIN R. SHIELDS COURTHOUSE ADDITION

AGENDA

1. Call to Order – 7:00 p.m.
2. Roll Call

Barber	***Barksdale***	***Blackstock***	***Davis***	***Hagerman***	***Scearce***	***Warren***
Barber	***Barksdale***	***Blackstock***	***Davis***	***Hagerman***	***Scearce***	***Warren***

3. Moment of Silence
4. Pledge of Allegiance
5. Items to be added to the Agenda
   (a)

Barber	***Barksdale***	***Blackstock***	***Davis***	***Hagerman***	***Scearce***	***Warren***
Barber	***Barksdale***	***Blackstock***	***Davis***	***Hagerman***	***Scearce***	***Warren***

APPROVAL OF AGENDA

Barber	***Barksdale***	***Blackstock***	***Davis***	***Hagerman***	***Scearce***	***Warren***
Barber	***Barksdale***	***Blackstock***	***Davis***	***Hagerman***	***Scearce***	***Warren***

HEARING OF CITIZENS

CONSENT AGENDA

6. (a) Minutes: January 4, 2016 – Re-organizational Meeting *Pages – 10-13*
   January 19, 2016 – Adjourned Meeting *Pages – 14-22*
   (b) Bill List – January 2016 (*on line)*
   (c) Ratify Declaration of Emergency – Effective January 22, 2016 *Pages – 23-24*

Barber Barksdale Blackstock Davis Hagerman Scearce Warren
Barber Barksdale Blackstock Davis Hagerman Scearce Warren

PRESENTATIONS

7. Presentation of Black History Month Proclamation *Pages – 26-27*

UNFINISHED BUSINESS

8. Expenditure Refunds for December 2015– *At their adjourned meeting on January 19, 2016, a motion was made by Mr. Barber, and seconded by Mr. Scearce, that required a 10-Day Layover that has now been met.* ***Roll Call Vote Required*** *Pages - 29-32*

Roll Call Vote

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

(Roll Call Vote Y or N)

NEW BUSINESS

9. Recommendations from Finance Committee – *The Finance Committee will meet at 5:30pm on Monday, February 1, 2016. Any recommendations from that committee meeting will be presented to the full Board.* *Pages – 34-35*
   (i) Review Revenues

Barber Barksdale Blackstock Davis Hagerman Scearce Warren
Barber Barksdale Blackstock Davis Hagerman Scearce Warren

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10. Amend Contract – Dominion 7 *Pages – 36-40*

Barber Barksdale Blackstock Davis Hagerman Scearce Warren
Barber Barksdale Blackstock Davis Hagerman Scearce Warren

11. Appropriation – Dominion 7 ***Requires a Motion and a 10-Day Layover*** *Pages - 41*

Barber Barksdale Blackstock Davis Hagerman Scearce Warren
Barber Barksdale Blackstock Davis Hagerman Scearce Warren

APPOINTMENTS

12. Tri-County Lake Administrative Commission – Pittsylvania County Citizen Representative *Page - 43*

BOARD ANNOUNCEMENTS

REPORTS FROM LEGAL COUNSEL

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REPORTS FROM COUNTY ADMINISTRATOR

1. Building/Grounds Monthly Report – January 2016: *Pages- 47-48*
2. Animal Control/Conservators of the Peace Monthly Report – January 2016: *Pages- 49-50*
3. Memorandum - Review of Comprehensive Plan *Pages- 51-55*

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CLOSED SESSION
ADJOURNMENT

Barber Barksdale Blackstock Davis Hagerman Scearce Warren
Barber Barksdale Blackstock Davis Hagerman Scearce Warren

Time: _____

TO BE ADDED

HEARING OF CITIZENS

CONSENT AGENDA

Pittsylvania County Board of Supervisors
Re-Organizational Meeting
January 4, 2016

VIRGINIA: The re-organizational meeting of the Pittsylvania County Board of Supervisors was held on Monday, January 4, 2016 in the General District Courtroom of the Edwin R. Shields Courthouse Addition in Chatham, Virginia. Clarence C. Monday, County Administrator, called the meeting to order at 7:00 p.m. The following members were present:

Tim R. Barber	Tunstall District
Joe B. Davis	Dan River District
Ronald S. Scearce	Westover District
Jessie L. Barksdale	Banister District
Jerry A. Hagerman	Callands-Gretna District
Robert W. Warren	Chatham-Blairs District
Elton W. Blackstock	Staunton River District

Mr. Clarence C. Monday, County Administrator and Clerk of the Board; Mr. J. Vaden Hunt, County Attorney; and Rebecca Flippen, Deputy Clerk were also present.

After a Moment of Silence, Mr. Monday led the Pledge of Allegiance.

Re-Organization of the Board:

Election of Chairman

Mr. Monday explained that under the By-laws adopted at the January 2015 Re-organizational Meeting, nominations for chairman and vice-chairman required both a nomination and a second, and that votes will be taken in the order that the nominations were made and that it takes four votes, the majority of the board, in order to select a chairman. He further read the responsibilities of the Chairman, as per named in the Board's By-laws. Mr. Monday opened the floor for nominations for Chairman of the Board of Supervisors for 2016.

Nomination was made by Mr. Blackstock, seconded by Mr. Barber, for Mr. Jessie L. Barksdale as Chairman. A nomination was made by Mr. Hagerman, seconded by Mr. Scearce, for Mr. Tim R. Barber as Chairman. No other nominations were made. Motion was made by Mr. Blackstock, seconded by Mr. Hagerman, to close the nomination, which was unanimously approved by the Board. The Board first voted on Mr. Blackstock's nomination of Mr. Barksdale as Chairman, which passed by a 4 to 3 vote of the Board, with Mr. Blackstock, Mr. Davis, Mr. Warren and Mr. Barksdale approving; and Mr. Hagerman, Mr. Scearce, and Mr. Barber opposing.

Mr. Monday then turned the meeting over to Mr. Barksdale as the newly elected Chair for the Board.

Election of Vice-Chairman

Nomination was made by Mr. Warren, seconded by Mr. Davis, for Elton Blackstock as Vice-Chairman. A nomination was made by Mr. Barber, seconded by Mr. Scearce, for Jerry Hagerman as Vice-Chairman. No other nominations were made. Motion was made by Mr.

Barber, seconded by Mr. Blackstock to close the nominations, which was unanimously approved by the Board. The Board first voted on Mr. Warren's nomination of Elton Blackstock for Vice-Chairman, which passed by a 4-3 majority vote of the Board, with Mr. Warren, Mr. Davis, Mr. Blackstock, and Mr. Barksdale approving; and Mr. Barber, Mr. Scearce and Mr. Hagerman opposing.

By Laws and Rules of Order

Motion was made by Mr. Blackstock seconded by Mr. Davis, to approve the Board of Supervisors' By-Laws as presented in the Board packet. Mr. Blackstock's motion passed by a 4-3 majority vote of the Board, with Mr. Barber, Mr. Scearce, and Mr. Hagerman opposing.

Motion was made by Mr. Barber, seconded by Mr. Blackstock, to approve Robert's Rules of Order, Newly Revised 11th Edition, as modified, by the Board of Supervisors to meet the necessary requirements of the State Code of the Commonwealth of Virginia as the official Rules of Order for Pittsylvania County, Virginia, which was unanimously approved by the Board.

Set Day and Time of Regular Meeting

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to adopt the Day/Time of the Board meetings as presented, which was unanimously approved by the Board.

Appointments of Committees by Chairman:

Mr. Barksdale appointed the following Board members to:

Standing Committees

(a) Finance/Insurance Committee: Mr. Elton W. Blackstock- Chair, Mr. Joe B. Davis; Mr. Robert W. Warren; and Mr. Jessie L. Barksdale
(b) Personnel Committee: Mr. Robert W. Warren- Chair, Mr. Joe B. Davis, Mr. Ronald S. Scearce
(c) Property/Building Committee: Mr. Jerry A. Hagerman - Chair, Mr. Tim. R. Barber, Mr. Ronald S. Scearce
(d) Legislative Committee: Mr. Joe B. Davis- Chair, Mr. Tim R. Barber, Mr. Jessie L. Barksdale

Special Committees

(e) Solid Waste Committee: Mr. Robert S. Scearce-Chair, Mr. Jerry A. Hagerman, Mr. Joe B. Davis
(f) Computer/Radio/Telecommunications Committee: Mr. Ronald S. Scearce- Chair, Mr. Jerry A. Hagerman, Mr. Tim R. Barber
(g) Board of Supervisors/School Board Liaison Committee: Mr. Ronald S. Scearce-Chair, Mr. Robert W. Warren, Mr. Jessie L. Barksdale
(h) Fire & Rescue Policies and Procedures Committee: Mr. Tim R. Barber-Chair, Mr. Jerry A. Hagerman, Mr. Joe B. Davis
(i) Economic Development Committee: Mr. Robert W. Warren-Chair, Mr. Joe B. Davis, Mr. Elton W. Blackstock
(j) Agricultural Development Board: Mr. Robert W. Warren
(a) Animal Welfare Facility Committee: Mr. Elton W. Blackstock-Chair, Mr. Jessie L. Barksdale, Mr. Tim R. Barber

Other Appointments by Mr. Barksdale were:

(a) Board Member (1) to the Pittsylvania County Planning Commission – Mr. Joe B. Davis
(b) Board Member (1) to the Virginia Association of Counties (VAC0) – Mr. Jessie L. Barksdale
(c) Board Members (3) to the Metropolitan Planning Organization (MPO) – Mr. Jessie L. Barksdale, Mr. Ronald S. Scearce, Mr. Joe B. Davis (Assistant County Administrator for Planning & Development is the Alternate)
(d) Elected Officials (2) to the SARA Title III (LEPC) – Mr. Elton W. Blackstock, Mr. Tim R. Barber
(e) Board Member (1) to the Pittsylvania County Social Services Board – Mr. Jessie L. Barksdale
(f) Board Member (1) to the Roanoke River Basin Association – Mr. Jessie L. Barksdale
(g) Board Member to the Dan River Business Development Center (DRBDC) – Mr. Joe B. Davis
(h) Board Members (2) to the West Piedmont Planning District Commission (WPPD) – Mr. Ronald S. Scearce; Mr. Joe B. Davis
(i) Board Member (1) to the Fire/Rescue Emergency Medical Advisory Committee (EMAC)
(j) Board Member (1) to the Local Elected Officials (LEO) – Mr. Jessie L. Barksdale
(k) Board Member (1) to the Tri-County Lake Administrative Commission (TLAC) – Mr. Jerry A. Hagerman

Approval of Agenda

Motion was made by Mr. Barber, seconded by Mr. Blackstock, to approve the agenda, which was unanimously approved by the Board.

Hearing of the Citizens

Richard Shumate of the Westover District offered a word of prayer. Afterwards, he questioned if any of the parked vehicles in the storage field around the proposed animal shelter site on U.S. Hwy 29 were usable by the County.

No one else signed up to speak.

Consent Agenda

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve the Consent Agenda, which was unanimously approved by the Board.

(a) Minutes: December 7, 2015 Regular Meeting
December 15, 2015 Adjourned Meeting
Bill List: December 2015 (Online)

News Business

Appointments by the Board

Motion was made by Mr. Davis, seconded by Mr. Barksdale, to appointment Mr. Robert W. Warren as the local government representative to the Community Policy Management Team (CPMT), which was unanimously approved by the Board.

Motion was made by Mr. Warren, seconded by Mr. Blackstock, to appoint Clarence Monday to the Tri-County Lake Administrative Commission for a one (1) year term beginning February 1, 2016 through January 31, 2017, which was unanimously approved by the Board.

Motion was made by Mr. Hagerman, seconded by Mr. Blackstock, to appoint Sherwood Zimmerman as the Leesville Lake Association Representative to the Tri-Lakes Administrative Commission for a one (1) year term beginning February 1, 2016 through January 31, 2017, which was unanimously approved by the Board.

Motion was made by Mr. Blackstock, seconded by Mr. Davis, to appoint Jessie L. Barksdale and Robert W. Warren as Pittsylvania County Board of Supervisors representatives on the Regional Industrial Facility Authority, and to appoint Elton W. Blackstock as an alternate Pittsylvania County Board of Supervisors representative on the Regional Industrial Facility Authority; which passed by a majority vote of 5 to 2, with Mr. Barber and Mr. Scearce opposing.

Adjournment

Motion was made by Mr. Barber, seconded by Mr. Davis, to adjourn, which was unanimously approved by the Board. The meeting adjourned at 7:40pm.

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Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors

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Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors

Pittsylvania County Board of Supervisors
Tuesday, January 19, 2016
Adjourned Meeting

VIRGINIA: The Adjourned Meeting of the Pittsylvania County Board of Supervisors was held on Tuesday, January 19, 2016 in the General District Courtroom of the Edwin R. Shields Addition in Chatham, Virginia. Jessie L. Barksdale, Chair, called the meeting to order at 7:00 p.m. The following members were present:

Jessie L. Barksdale	Banister District
Elton W. Blackstock	Staunton River District
Tim Barber	Tunstall District
Ronald S. Scearce	Westover District
Jerry A. Hagerman	Callands-Gretna District
Robert W. Warren	Chatham-Blairs District
Joe B. Davis	Dan River District

Mr. Clarence C. Monday, County Administrator, Mr. J. Vaden Hunt, County Attorney, Mr. Odie H. Shelton, Jr., Director for Code Compliance, Ms. Kim Van Der Hyde, Director of Finance, and Ms. Rebecca Flippen, Deputy Clerk to the Board were also present.

Mr. Barksdale led the Moment of Silence, and then the Pledge of Alliance.

Approval of Agenda

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve the agenda, which was unanimously approved by the Board.

Hearing of the Citizens

James Yeatts of the Chatham-Blairs District submitted a letter to the Board of Supervisors that he said expressed his dissatisfaction of the amount of personal property tax levied on motor homeowners in Pittsylvania County.

Henry Maxey and Raymond Jones of the Tunstall District and residents of Jones Mill Road expressed many concerns on the unsafe areas on Jones Mill Road. Both stated the road, which connects Irish Road to Dry Fork Road, was in great need of upgrades, particularly since the recent repairs to the bridge over Pudding Creek made by VDOT would in encourage an increase in traffic that would damage the rest of the road needing repairs. Mr. Maxey and Mr. Jones requested the Board to ask VDOT to consider straightening the blind curve on the road for safety purposes.

This concluded the Hearing of the Citizens.

Consent Agenda

Motion was made by Mr. Barber, seconded by Mr. Hagerman, to approve the Consent Agenda, which was approved by the Board of Supervisors.

(a) Proclamation – Black History Month – February 2016

Pittsylvania County Board of Supervisors
PROCLAMATION

BLACK HISTORY MONTH
"Hallowed Grounds: Sites of African American Memories"

Whereas, *the Board of Supervisors of Pittsylvania County takes pride in joining Americans throughout the country in recognizing February 2016 as National Black History Month; and*

Whereas, *Black History Month pays tribute to the contributions that African Americans have made to America in their struggles for freedom and equality to enhance our awareness and understanding of our Nation's history; and*

Whereas, *the theme for 2016,* ***"Hallowed Grounds: Sites of African American Memories"*** *acknowledges places that have been central in the making of African American memories, of which the story of America cannot be told without preserving, and reflecting places where African Americans have made history; and*

Whereas, *Virginia is the home of many sites along The African-American Heritage Trail that provide a glimpse into the life of African-American; labors born by slaves, entrepreneurship of free blacks, the devotion to religion and education, and service to our country; and*

Whereas, *all citizens are encouraged to visit these sites in order to learn and preserve valuable history of not only African Americans, but also the making of our country; then*

Now, Therefore, Be It Resolved, *that the Pittsylvania County Board of Supervisors do hereby proclaim the month of February, 2016, as Black History Month, and encourage the citizens of Pittsylvania County to be actively involved in this observance with appropriate programs, activities, and ceremonies.*

Public Hearings

Rezoning Cases

Case 1: Wanda Kay Adkins – Dan River Election District: R-16-001

R-1, Residential Suburban Subdivision District to A-1, Agricultural District

Mr. Barksdale opened the public hearing at 7:13 pm. Mr. Shelton explained that Wanda Kay Adkins had petitioned to rezone a total of 29.78 acres, two (2) parcels of land, located on State Road 728/Hillside Road, in the Dan River Election District from R-1, Residential Suburban Subdivision District to A-1, Agricultural District. Once the properties are rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with opposition, recommended denying the petitioner's request. Wanda Adkins was there to represent the petition and Ms. Adkins deferred questions to be answered to husband, Earl Adkins. Mr. Adkins stated he felt there were some misconceptions in the community about what the Adkins use intent for the property once it was rezoned from R-1 to A-1. Mr. Adkins stated that all he wanted to do was put some milk cows and beef cattle on the property. Mr. Adkins submitted material to the Board that listed every resident on Hillside Road, how many acres were owned by each property owner, and according to information

Mr. Adkins submitted, the total acreage owned was 968, 78% of which was already zoned A-1, and 22% zoned R-1. Furthermore, Mr. Adkins said that 70% of the road frontage of Hillside Road was zoned R-1. Mr. Adkins stated that he and Ms. Adkins own farmland in other areas of the County had have won Clean Water Farm awards from the Pittsylvania County Soil & Water Conservation District. Lastly, Mr. Adkins stated that he would be willing to sign a proffer stating the only agricultural use for the property would be for milk cows and beef cattle. Linda Cantrall, Jerry Riddle, and Keith McCoy signed up to speak opposing the rezoning and gave the following reasons for their opposition: Concerns for how the property would be used in the further in the event the Adkins' sold the property after it was rezoned to A-1; and they all owed property zoned R-1 across from the Adkins' property and felt approving the request to rezone to A-1 would decrease their property values. No one else signed up to speak and Mr. Barksdale closed the hearing at 7:26 pm. Motion was made by Mr. Davis, seconded by Mr. Barber, to deny rezoning Case R-16-001 from R-1 to A-1, feeling that by granting the petitioner's request, it would be spot zoning, and in conflict with the County's Comprehensive Plan. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Davis's motion to deny rezoning from R-1 to A-1 was unanimously approved by the Board.

Case 2: Benny R. Saunders, Sr. – Staunton River Election District: R-16-002
R-1, Residential Suburban Subdivision District to A-1. Agricultural General

Mr. Barksdale opened the public hearing at 7:35 pm. Mr. Shelton explained that Benny R Saunders, Sr., had petitioned to rezone a total of 1.93 acres, two (2) parcels of land, located on State Road 754/ Gallows Road, in the Staunton River Election District from R-1, Residential Suburban Subdivision District to A-1, Agricultural District. Once the properties are rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioner's request. Benny Saunders was there to represent the petition. No one else signed up to speak and Mr. Barksdale closed the hearing at 7:36 pm. Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve rezoning Case R-16-002 from R-1 to A-1, and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board.

Case 3: Carl Mayo – Banister Election District: R-16-003
A-1, Agricultural District to RC-1, Residential Combined Subdivision District

Mr. Barksdale opened the public hearing at 7:36 pm. Mr. Shelton explained that Carl Mayo had petitioned to rezone 1.50 acres, located on State Road 726/Malmaison Road, in the Banister Election District from A-1, Agricultural District to RC-1, Residential Combined Subdivision District. Once the property is rezoned to RC-1, all uses listed under Section 35-267 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioner's request. Mr. Carl Mayo was there to represent. No one signed up to speak and Mr. Barksdale closed the hearing at 7:37 pm. Motion was made by Mr. Blackstock, seconded by Mr. Warren to approve the petitioner's request to rezone Case R-16-003 from A-1, Agricultural District to District from RC-1, Residential Combined Subdivision District; and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board.

Case 4: Beatrice E. Robertson & Kimberly E. Rice– Staunton River Election District: R-16-004
B-2, Business District, General to RC-1, Residential Combined Subdivision District

Mr. Barksdale opened the public hearing at 7:38 pm. Mr. Shelton explained that Beatrice Robertson and Kimberly Rice had petitioned to rezone 7.60 acres, located on State Road 608/Ridgeway Road, in the Staunton River Election District from B-2, Business District, General to RC-1, Residential Combined Subdivision District. Once the property is rezoned to RC-1, all uses listed under Section 35-267 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioners' request. Beatrice Robertson and Kimberly Rice were there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:39 pm. Motion was made by Mr. Blackstock, seconded by Mr. Barber to approve rezoning Case R-16-004 from R-1, Residential Suburban Subdivision District to A-1, Agricultural District and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board.

This concluded the rezoning cases.

Public Hearings

Public Hearing to receive citizen input on the proposed amendment to Chapter 6-6.3, Property Exempt by Classification or Designation, of the Pittsylvania County Code. The proposed amendment would establish a tax exempt status for real property to include Parcels #1377-87-3469 and #1377-87-4402 owned by Bachelors Hall Volunteer Fire Department.

Mr. Barksdale opened the public hearing at 7:41pm. Mr. Monday explained at their meeting on December 15, 2015, the Board of Supervisors approved a request from the Bachelors Hall Volunteer Fire Department for a Public Hearing for the purpose of citizen input on amending PCC § 6-6.3 to include the property known as Parcels #1377-87-3469 and #1377-87-4402 as tax exempt by classification/designation. These two parcels of property in Pittsylvania County are as follows:

1) Tax Parcel #1377-87-3469, 0.46 acre located at 1301 Berry Hill Road, VA and is a portion of the property being occupied by Bachelors Hall Volunteer Fire Department; and

2) Tax Parcel #1377-87-4402, a building located at 1301 Berry Hill Road, VA and is a portion of the property being occupied by Bachelors Hall Volunteer Fire Department.

The public hearing has been duly advertised. The Office of the Commissioner of the Revenue has calculated the levy for #1377-87-3469 at $29.40 and the levy for #1377-87-4402 at $262.55. The total amount of levy exemption would be $291.95. Dean Fowler, President of the Fire and Rescue Association, stated Bachelors Hall Volunteer Fire Department has indicated that paying the taxes on the property has created a financial burden on the that department. No one else signed up to speak and Mr. Barksdale closed the hearing at 7:42pm. Motion was made by Mr. Scearce, seconded by Mr. Davis, as follows:

"The Board of Supervisors hereby designates the property owned by The Arc of Southside, Inc., known as

1) Tax Parcel #1377-87-3469, 0.46 acre located at 1301 Berry Hill Road, VA and is a portion of the property being occupied by Bachelors Hall Volunteer Fire Department; and

2) Tax Parcel #1377-87-4402, a building located at 1301 Berry Hill Road, VA and is a portion of the property being occupied by Bachelors Hall Volunteer Fire Department;

to be exempt by designation since said real property is used specifically for benevolent purposes".

The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Scearce's

motion was unanimously approved by the Board.

This concluded the public hearings.

New Business

The Animal Welfare Facility Committee met at 3:30pm on January 19, 2016 and the following motion came from the committee to the full Board of Supervisors:

"To approve amending Dominion 7's contract for additional architectural and engineering work that would include scope of work, construction, a Request For Proposal (RFP) on construction, and overseeing the RFP". The Board unanimously approved the committee's motion. Mr. Monday stated that the amended contract would be presented to the Board at their next meeting on February 1, 2016 for the Board's approval.

The Finance Committee met at 4:30pm on January 19, 2016. Mr. Blackstock, Chairman of the Finance Committee, stated Robinson, Farmer, & Cox Associates presented a summary of the County FY2015 Audit. Mr. Blackstock stated he was very pleased to announce Robinson, Farmer, & Cox Associates stated the County received an "A" on its audit and that the firm had no comments/negative finds during the audit process.

Motion came from the Finance Committee to the Board of Supervisors, recommending financing of the $15 Million 2012 School Notes for a 15 year term and to defer the action until March 2016. This motion was unanimously approved by the Board.

Mr. Monday explained that H.F. Haymore, former Clerk of Court received notification from the State Compensation Board that there are additional technology trust funds available to Pittsylvania County in the amount of $5,288.00 for FY 2016. These funds would be used for service contracts and data processing. These funds would be reimbursed 100% from the State Compensation Board. Therefore, the following budget amendment needed to be approved and the monies appropriated from the State Compensation Board.

100-4-021600-3320	2,600.00
100-4-021600-3161	2,688.00
	5,288.00

Motion was made by Mr. Barber, seconded by Mr. Blackstock, to approve and appropriate $5,288.00 to the Clerk of Court Budget, noting that Mark Scarce, the new Clerk of Court was aware of this request and was in agreement with the use of these funds. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Barber's motion was unanimously approved by the Board.

Mr. Monday explained Pittsylvania County recently received notification of a grant awarded by the J.T. Minnie Maude Charitable Trust in the amount of $22,578.40 to purchase rescue equipment. This grant was to be used for purchasing "28 EZ-IO Aero Power Drivers and accessories intravenous Vascular Systems" and did not require a local match. Motion was made by Mr. Warren, seconded by Mr. Barber, to approve and make the appropriation of $22,578.40 for J.T. Minnie Maude Grant. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Warren's motion was unanimously approved by the Board.

Motion was made by Mr. Barber, seconded by Mr. Scearce to reappropriations of following Expenditure Refunds for December 2015: reappropriation of $39,075.51 as follows: $100.00 to Clerk of Court-Copier Lease (100-4-021600-60051), $301.72 to Sheriff-Subsistence & Lodging (100-4-031200-5530), $50.00 to Sheriff-Parts (100-4-031200-6030), $350.00 to Sheriff-Halloween Contributions (100-4-031200-5878), $4,000.00 to Sheriff-DARE Supplies (100-4-031200-6002), $20.11 to Sheriff-Fuel (100-4-031200-6008), $3,375.00 to Sheriff-Capital Outlay Vehicle (100-4-031200-8105), $4,414.52 to VFD-Communication Equip. (100-4-032200-6004), $43.30 to VFD-United Way Contribution, $15.85 to Building Inspections-Training (100-4-034000-5540), $65.10 to Animal Control-Professional Health Services (100-4-035100-3110), $25.00 to Animal Control-Donations (100-4-035100-5883), $1,105.65 to Recreation-Rec. Supplies (100-4-071100-6014), $260.00 to Library-Postage (100-4-073100-5210), $110.13 to Library-Office Supplies (100-4-073100-6001), $26.00 to Library-Books & Subscriptions (100-4-073100-6012), $285.47 to Youth Commission (100-4-081200-5696), $30.00 to Non-Departmental-Awards & Certificates (100-4-091200-5840), $500.00 to SOVA AMP Tour-Administrative Expense (250-4-094227-5899), $22,747.66 to WIA-Rent (251-4-353853-6014), $1,250.00 to WIA-Other Operating (251-4-353878-6014). This motion required a 10-Day Layover.

Mr. Monday explained that Pittsylvania County received notification of two separate grants for the Workforce Investment Board. The first Notice of Obligation (NOO) was received from the Virginia Community College System, state fiscal agent, for the Workforce Investment Act for a Workforce Innovation and Opportunity Act (WIOA) Transition Grant in the amount of $15,000. This grant was to be used for dislocated workers. The second grant was received from the Dan River Region Collaborative and totals $22,000. This grant did not require a local match but did require the WIB to perform various employment recruitment efforts. Motion was made by Mr. Barber, seconded by Mr. Hagerman, for the appropriate a total of $37,000.00 to the WIA (Fund 251) Budget and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Barber's motion was unanimously approved by the Board.

Mr. Monday explained Pittsylvania County recently received notification of a grant award from the Virginia Department of Fire Programs. This grant in the amount of $700 was to be used to purchase hardware for Riverbend Volunteer Fire Department and did not require a local match. Motion was made by Mr. Barber, seconded by Mr. Scearce, approve and appropriate $700 to the VFIRS-Hardware Grant (250-4-032402-8107) and to authorize the County Administrator to complete the appropriate paperwork to accept the grant. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Barber's motion was unanimously approved by the Board.

Diane Adkins, Director for the Pittsylvania County Public Library, addressed the Board with issues of concerning the Mt. Hermon Branch Library, which is currently in a small leased space in the Mt. Hermon Courtyard. Ms. Adkins stated the following problems that branch library now faced: The facility's needs have outgrown its space. There has a 150% increase in program participation since 2013, and an average of 521 new branch patrons added each year. The Mt. Hermon branch is second only to the main library in the numbers of people using it and the items that were checked out each month. More space is needed for collection; a meeting room space is needed to accommodate the many programs the branch hosts, which includes early literary classes and services to tweens and

teens. In addition, Ms. Adkins provided information that stated Internet demand and public computer usage was maxed out at about 12,000 sessions per year; and the library branched had 46,880 patron visits in 2015. The Library Board of Trustees has instructed Ms. Adkins to search for a suitable site to relocate the library branch. Ms. Adkins located a site at the Tuscarora Village Shopping Center on Franklin Turnpike she hopes the Board will consider for a future site of the Mt. Hermon Branch Library. No action was taken by the Board of Supervisors at this time.

Mr. Monday explained that in October 2014, the Board of Supervisors approved Resolution 2014-10-03 formally requesting the completion of a Comprehensive Analysis (Study) of the County's Fire/EMS System and directed the County Administrator to take necessary action to request the same from the Virginia Fire Services Board (VFSB). The Virginia Fire Services Board has completed the study, and recommendations were reported to the Board of Supervisors on December 7, 2015. At that time, the Board requested the matter be placed on the January 19, 2016 agenda for discussion. Staff requests the Board of Supervisors authorize the County Administrator to work with the President of the Fire & Rescue Association to form a committee to review study recommendations. Motion was made by Mr. Blackstock, seconded by Mr. Warren, to authorize the County Administrator to work with the President of the Fire & Rescue Association to form a committee to review study recommendations, which was unanimously approved by the Board.

Mr. Monday explained each year members of the Board of Supervisors and the County Administrator attend the annual Virginia Association of Counties Conference. Each locality is guaranteed 3 hotel rooms where the conference is being held. Beyond that, those wishing to attend are on a wait-list. The Board of Supervisors does not have a written policy on how reservations for the guaranteed rooms are decided. Staff respectfully requests the Board of Supervisors consider and approve a policy from one of the selections provided, or provide their own policy that meets the Board intent: (A) Chair, VACo Representative (if same as Chair, then VACo Steering Committee member), County Administrator; (B) First 3 sign-ups (with sign-up requests submitted no sooner than July 1st of conference year); (C) By Rotation; or (D) By Lottery: or by one of their choosing. The policy's intent is not to limit the number of members wishing to attend the conference; the intent is for staff to know the priority for reserving the guaranteed rooms. Motion was made by Mr. Blackstock, seconded by Mr. Barksdale, to approve Option A. Mr. Barber stated he was in agreement that the Chairman needed to attend, but the other 2 guaranteed reservations via a lottery process .A Substitute motion was made by Mr. Barber, seconded by Mr. Warren, to table the matter until the Board had time to consider the matter. The Board voted on the substitute motion made by Mr. Barber, and unanimously agreed to table the matter.

Mr. Monday explained that at the Board of Supervisors' meeting on December 7, 2015, a proposed policy was presented for the Board's review and consideration concerning presentations/recognitions by the Board. The Board elected to table action until the new 2016 Board of Supervisors took office in January and have the Board consider the policy after its' reorganization meeting. Motion was made by Mr. Davis, seconded by Mr. Barber, to approve the policy, which was unanimously approved by the Board.

The purpose of certificates, resolutions or plaques is to memorialize or commend individuals or groups for such distinctions as:

Certificates (To be mailed with cover letter – no formal presentation)	Resolutions (Formal presentation at a BOS Meeting)	Plaques and/or Jefferson Cups (Formal presentation at BOS Meeting)	County Staff Recognitions
Eagle Scouts and Girl Scout Gold Awards and other local, regional, or statewide distinctions or designations, including community service achievement/ awards;	Upon the death or retirement of prominent members of the community, with 25 or more years' service to the community	Upon retirement or end of term for members of the Board of Supervisors	At discretion of County Administrator's Office (flowers for deaths, annual awards recognitions, anniversaries, retirements, birthdays of staff).
Individuals or teams receiving first place in a local or regional event, competition, or championship	Individuals or teams receiving first place in a statewide or national event, competition, or championship	Other individual or groups to be determined by BOS on a case-by-case basis	
Anniversaries (50th, 75th)	Significant anniversaries of organizations, businesses, churches (25-year increments)		
Anniversaries of Pastors with Churches (25th or more, in five-year increments)	Upon death, retirement or end of term for constitutional officers (Sheriff, Clerk of Court, Commissioner of Revenue)		
Birthdays (100 or older)			

Appointments

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to re-appoint the following members of the Pittsylvania County Beautification Committee for terms beginning January 1, 2016 thru December 31, 2016:

George Henderson – Tunstall District
Mollie Holmes – Banister District
Marie Young – Callands/Gretna District
Mary Lee Black – Chatham/Blairs District
Diane Donnelly – Staunton River District

Mr. Blackstock's motion was unanimously approved by the Board.

Mr. Barksdale stated that he would remain as the Board's representative on the committee for the same one year term period as the committee members.

Motion was made by Mr. Davis, seconded Mr. Barksdale, to appoint Ruth Walden as the Dan River District representative on the Pittsylvania County Beautification Committee for a term beginning January 1, 2016 thru December 31, 2016, which was unanimously approved by the Board.

Board Announcements

Mr. Warren stated that while he attended VACo's New Supervisors' Forum in Richmond earlier in the month, NACo encouraged counties to take advantage of NACo's Prescription Program for anyone who did not have prescription coverage via insurance, Medicaid, or Medicare. Mr. Warren asked staff to begin the process of getting the County signed up for the program and then putting the information online and distributing to media sources so the citizens can take advantage of this program.

County Administrator's Reports

Mr. Monday stated Mark Narron had been hired as Pittsylvania County's Animal Shelter Manager. Mr. Narron would begin work on February 1, 2016.

Adjournment

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to adjourn the meeting, which was unanimously approved by the Board. The meeting ended at 8:50 pm.

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Ratify Resolution For Declaration of Emergency	**AGENDA DATE:** 02-01-2016 **ITEM NUMBER:** 6(c)
SUBJECT/PROPOSAL/REQUEST: Request for Board of Supervisors to ratify resolution.	**ACTION:** Yes **INFORMATION:** **CONSENT AGENDA:** **ACTION:** **INFORMATION:**
STAFF CONTACT(S): Monday; Davis	**ATTACHMENTS:** Resolution **REVIEWED BY:** GNS

BACKGROUND:

44-146.21. Declaration of local emergency.

A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.

DISCUSSION:

On January 22, 2016 a Winter Storm brought severe heavy snowfall for Pittsylvania County. As a result of the storm, auto accidents, and other weather related emergencies occurred. The County Emergency Services System was responding to calls requesting immediate assistance from citizens all over the County. County Administrator acting as the Deputy Director of Emergency Services issued a Local Emergency on January 22, 2016.

RECOMMENDATION:

Staff recommends the Board of Supervisors ratify the resolution. Effective February 1, 2016.

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
RESOLUTION
2016-01-01

DECLARATION OF EMERGENCY

Winter Storm

Whereas, Pittsylvania County has consulted with the National Weather Service and does hereby find that:

Due to the potential winter storm event, the County of Pittsylvania is facing serious road hazards with fallen trees and power outages for homes and businesses as a result of heavy snow and wind gusts.

Due to these hazards, a condition of extreme peril of life and property necessitates the Declaration of Emergency.

NOW, THEREFORE, I HEREBY PROCLAIM that an emergency now exists throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency the powers, functions, and duties of the Director of Emergency Management of the County of Pittsylvania, shall be those prescribed by law and the ordinances, resolutions, and approved plans of the County of Pittsylvania in order to mitigate the effects of said emergency.

Effective: January 22, 2016

Clarence Monday
County Administrator/
Deputy Director of Emergency Services

PRESENTATIONS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Presentation of Black History Month Proclamation	**AGENDA DATE:** 02-01-2016 **ITEM NUMBER:** 7
SUBJECT/PROPOSAL/REQUEST: Presentation of Proclamation	**ACTION:** No **INFORMATION:**
	CONSENT AGENDA: **ACTION:** **INFORMATION:**
STAFF CONTACT(S): Mr. Monday	**ATTACHMENTS:** 1. 2016 Black History Month Proclamation **REVIEWED BY:** GM

BACKGROUND:
At their meeting on Tuesday, January 19, 2016, the Board of Supervisors approved a proclamation proclaiming February 2016 as Black History Month in Pittsylvania County, Virginia.

DISCUSSION:
Mr. Willie Fitzgerald, President of the local chapter of the National Association for the Advancement of Colored People (NAACP), will be present to accept the proclamation.

RECOMMENDATION:
Staff submits this to the Board of Supervisors for their consideration.

Pittsylvania County Board of Supervisors

Proclamation

BLACK HISTORY MONTH

"Hallowed Grounds: Sites of African American Memories"

Whereas, *the Board of Supervisors of Pittsylvania County takes pride in joining Americans throughout the country in recognizing February 2016 as National Black History Month; and*

Whereas, *Black History Month pays tribute to the contributions that African Americans have made to America in their struggles for freedom and equality to enhance our awareness and understanding of our Nation's history; and*

Whereas, *the theme for 2016,* ***"Hallowed Grounds: Sites of African American Memories"*** *acknowledges places that have been central in the making of African American memories, of which the story of America cannot be told without preserving, and reflecting places where African Americans have made history; and*

Whereas, *Virginia is the home of many sites along The African-American Heritage Trail that provide a glimpse into the life of African-American; labors born by slaves, entrepreneurship of free blacks, the devotion to religion and education, and service to our country; and*

Whereas, *all citizens are encouraged to visit these sites in order to learn and preserve valuable history of not only African Americans, but also the making of our country; then*

Now, Therefore, Be It Resolved, *that the Pittsylvania County Board of Supervisors do hereby proclaim the month of February, 2016, as Black History Month, and encourage the citizens of Pittsylvania County to be actively involved in this observance with appropriate programs, activities, and ceremonies.*

Given under my hand this day 19th day of January, 2016.

Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors

Clarence C. Monday, County Administrator
Pittsylvania County Board of Supervisors

UNFINISHED BUSINESS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Expenditure Refunds for December 2015-*Motion made by Mr. Barber and seconded by Mr. Scearce and has now met the 10-day layover requirement*	**AGENDA DATE:** 02-01-2016 **ITEM NUMBER:** 8 **ACTION:** Yes **INFORMATION:** **CONSENT AGENDA:** **ACTION:** **INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Budget Amendment for expenditure refunds	**ATTACHMENTS:** 1.Expenditures Refunds Executive Summary from 01-19-2016 2. Memo concerning December 2015 Expenditure Refunds
STAFF CONTACT(S): **Monday, VanDerHyde**	**REVIEWED BY:** GVB

BACKGROUND:

DISCUSSION:
Attached is a list of expenditure refunds for the month of December 2015 for review. As discussed earlier with the Board, the simple routine of putting every refund back in the budget is extremely time consuming and leaves room for errors. To stay in balance with the Treasurer, we need to reappropriate refunds into the budget so the budget would increase with every expenditure refund.

RECOMMENDATION:
Staff recommends the reappropriation of $39,075.51 as follows: $100.00 to Clerk of Court-Copier Lease (100-4-021600-60051), $301.72 to Sheriff-Subsistence & Lodging (100-4-031200-5530), $50.00 to Sheriff-Parts (100-4-031200-6030), $350.00 to Sheriff-Halloween Contributions (100-4-031200-5878), $4,000.00 to Sheriff-DARE Supplies (100-4-031200-6002), $20.11 to Sheriff-Fuel (100-4-031200-6008), $3,375.00 to Sheriff-Capital Outlay Vehicle (100-4-031200-8105), $4,414.52 to VFD-Communication Equip. (100-4-032200-6004), $43.30 to VFD-United Way Contribution, $15.85 to Building Inspections-Training (100-4-034000-5540), $65.10 to Animal Control-Professional Health Services (100-4-035100-3110), $25.00 to Animal Control-Donations (100-4-035100-5883), $1,105.65 to Recreation-Rec. Supplies (100-4-071100-6014), $260.00 to Library-Postage (100-4-073100-5210), $110.13 to Library-Office Supplies (100-4-073100-6001), $26.00 to Library-Books & Subscriptions (100-4-073100-6012), $285.47 to Youth Commission (100-4-081200-5696), $30.00 to Non-Departmental-Awards & Certificates (100-4-091200-5840), $500.00 to SOVA AMP Tour-Administrative Expense (250-4-094227-5899), $22,747.66 to WIA-Rent (251-4-353853-6014), $1,250.00 to WIA-Other Operating (251-4-353878-6014). MOTION MADE BY MR. BARBER AND SECONDED BY MR. SCEARCE AND HAS NOW MET THE 10-DAY LAYOVER REQUIREMENT. ***ROLL CALL VOTE REQUIRED***

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Expenditure Refunds for December 2015-*Requires a motion and a 10-day layover.*	**AGENDA DATE:** 1-19-16 **ACTION:** Yes **CONSENT AGENDA:** **ACTION:**	**ITEM NUMBER:** 10(d) **INFORMATION:** **INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Budget Amendment for expenditure refunds	**ATTACHMENTS:** Expenditures Refunds Memo	
STAFF CONTACT(S): **Monday, VanDerHyde**	**REVIEWED BY:** GM	

BACKGROUND:

DISCUSSION:
Attached is a list of expenditure refunds for the month of December 2015 for review. As discussed earlier with the Board, the simple routine of putting every refund back in the budget is extremely time consuming and leaves room for errors. To stay in balance with the Treasurer, we need to reappropriate refunds into the budget so the budget would increase with every expenditure refund.

RECOMMENDATION:
Staff recommends the reappropriation of $39,075.51 as follows: $100.00 to Clerk of Court-Copier Lease (100-4-021600-60051), $301.72 to Sheriff-Subsistence & Lodging (100-4-031200-5530), $50.00 to Sheriff-Parts (100-4-031200-6030), $350.00 to Sheriff-Halloween Contributions (100-4-031200-5878), $4,000.00 to Sheriff-DARE Supplies (100-4-031200-6002), $20.11 to Sheriff-Fuel (100-4-031200-6008), $3,375.00 to Sheriff-Capital Outlay Vehicle (100-4-031200-8105), $4,414.52 to VFD-Communication Equip. (100-4-032200-6004), $43.30 to VFD-United Way Contribution, $15.85 to Building Inspections-Training (100-4-034000-5540), $65.10 to Animal Control-Professional Health Services (100-4-035100-3110), $25.00 to Animal Control-Donations (100-4-035100-5883), $1,105.65 to Recreation-Rec. Supplies (100-4-071100-6014), $260.00 to Library-Postage (100-4-073100-5210), $110.13 to Library-Office Supplies (100-4-073100-6001), $26.00 to Library-Books & Subscriptions (100-4-073100-6012), $285.47 to Youth Commission (100-4-081200-5696), $30.00 to Non-Departmental-Awards & Certificates (100-4-091200-5840), $500.00 to SOVA AMP Tour-Administrative Expense (250-4-094227-5899), $22,747.66 to WIA-Rent (251-4-353853-6014), $1,250.00 to WIA-Other Operating (251-4-353878-6014). THIS ITEM REQUIRES A MOTION AND A 10-DAY LAYOVER.

PITTSYLVANIA COUNTY

VIRGINIA

Finance Department
P. O. Box 426
Chatham, Virginia 24531

Phone (434) 432-7740
Fax (434) 432-7746
Gretna/Hurt (434) 656-6211
Bachelors Hall/Whitmell (434) 797-9550

MEMO TO: Clarence C. Monday
County Administrator

FROM: Kim Van Der Hyde KVDH
Finance Director

SUBJECT: December Expenditure Refunds

DATE: January 11, 2016

The list below shows all expenditure refunds that were sent to the Finance Department during the month of December. I am recommending that all of the following expenditure refunds be reappropriated by the Board of Supervisors:

100-4-021600-60051	**Clerk of Court-Copier Lease** Reimbursement	100.00
100-4-031200-5530	**Sheriff-Training & Education** Reimbursement	301.72
100-4-031200-6030	**Sheriff-Parts** Restitution/Insurance Claim	50.00
100-4-031200-5878	**Sheriff-Halloween Contributions** Halloween Donations 100-3-000000-189913	350.00
100-4-031200-6002	**Sheriff-DARE Supplies** DARE Donation 100-3-000000-189915	4,000.00
100-4-031200-6008	**Sheriff-Fuel** Reimbursement	20.11
100-4-031200-8105	**Sheriff-Capital Outlay Vehicle** Insurance Claim	3,375.00
100-4-032200-6004	**VFD-Communication Equip** Insurance Claim	4,414.52

100-4-032200-5667	**VFD-United Way Contributions** United Way Contributions 100-3-000000-189912	43.30
100-4-034000-5540	**Building Inspections-Training** Reimbursement	15.85
100-4-035100-3110	**Animal Control-Professional Health** Reimbursement	65.10
100-4-035100-5883	**Animal Control-Donations** Donation	25.00
100-4-071100-6014	**Recreation-Rec Supplies** Reimbursement	1,105.65
100-4-073100-5210	**Library-Postage** Friends of the Library Reimb	260.00
100-4-073100-6001	**Library-Office Supplies** Friends of the Library Reimb	110.13
100-4-073100-6012	**Library-Books & Subscriptions** Donation	26.00
100-4-081200-5696	**Youth Commission-Donations** Youth Commission Donations 100-3-000000-189917	285.47
100-4-091200-5840	**Non-Departmental-Awards & Cert** Christmas Party	30.00
250-4-094227-5899	**SOVA AMP Tour-Admin** Donation	500.00
251-4-353853-6014	**WIA-Rent** Rent Payments (251-3-000000-150201)	22,747.66
251-4-353878-6014	**WIA-Other Operating** Community Impact Grant (251-3-000000-353878)	1,250.00

TOTAL DECEMBER EXPENDITURE REFUNDS $39,075.51

NEW BUSINESS

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

AGENDA TITLE: Recommendations from Finance Committee	**AGENDA DATE:** 02-01-2016	**ITEM NUMBER:** 9
SUBJECT/PROPOSAL/REQUEST: Recommendations from Finance Committee	**ACTION:** Yes	**INFORMATION:**
	CONSENT AGENDA: **ACTION:**	
STAFF CONTACT(S): Mr. Monday	**INFORMATION:**	
	ATTACHMENTS: 02-01-2016 Finance Committee Agenda	
	REVIEWED BY:	

BACKGROUND:

DISCUSSION:
The Finance Committee of the Pittsylvania County Board of Supervisors will meet at 5:30 pm on Monday, February 1, 2016. (See attached agenda). Any recommendations from that committee will be presented to the full Board of Supervisors.

(a) Review Revenues
(b) Open Discussion/Questions/Comments

RECOMMENDATION:
Staff submits this to the Board of Supervisors for their consideration.

FINANCE COMMITTEE
Pittsylvania County Board of Supervisors

Monday, February 1, 2016
5:30 PM

Main Conference Room

Captain Martin Building

1 Center Street

Chatham, Virginia

AGENDA

1. Call to Order 5:30 pm
2. Roll Call
3. Approval of Agenda
4. New Business
    (a) Review Revenues
    (b) Open Discussion/Questions/Comments

5. Adjournment

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Amend Contract – Dominion 7	**AGENDA DATE:** 02-01-2016 **ITEM NUMBER:** 10
SUBJECT/PROPOSAL/REQUEST: Amendment – Dominion 7 Contract	**ACTION:** Yes **INFORMATION:**
	CONSENT AGENDA: **ACTION:** **INFORMATION:**
STAFF CONTACT(S): Mr. Monday; Mr. Hawker	**ATTACHMENTS:** 1. Contract Amendment – Dominion 7 **REVIEWED BY:** CM

BACKGROUND:
In September 2014 Pittsylvania County sent out a Request for Proposal (RFP) # 14-10-05 for Needs Assessment, Feasibility Site Analysis, Building Program Study and Plan for an Animal Shelter and Architect and Engineering Services for the Shelter. After completing the procurement requirements the Board of Supervisors contracted with Dominion 7 to provide the needs assessment and site analysis to locate a new animal shelter for the County. The County has since purchased property known as the Piedmont Chevrolet site on Route 29 to meet this purpose.

DISCUSSION:
On January 19, 2016 Dominion 7 presented a conceptional design with revised floor plan for Phase 1 to the Animal Welfare Facility Committee. Dominion 7 had been working with a review committee consisting of County staff and County residents in order to reduce the size the overall project, thus reducing the cost by an estimated 2 million dollars. County staff has negotiated with Dominion 7 in accordance with RFP # 14-10-05 to proceed with the full design, bidding process, award and construction administration for this project. This contract amendment totals $270,450.

RECOMMENDATION:
Staff recommends the Board of Supervisors approve the contract amendment in the amount of $270,450 and authorize the County Administrator to execute the agreement.

DOMINION SEVEN architects

January 21, 2016

Mr. Clarence C. Monday
County Administrator
1 Center Street
Chatham, VA 24531

Re: New Animal Shelter Phase 2

Dear Clarence:

First of all thank you for choosing Dominion Seven Architects for your project. This letter will serve as an amendment to our existing contract for the animal shelter project dated December 8, 2014.

Proposed Project

The work involves the development of the Phase 1 portion of the project as described in our presentation to the Board of Supervisors on January 19, 2016. The work will also include the development of 4 additive alternates, which is work that is proposed in the Phase 2 portion of the project. The additive alternates are as follows:

- Additive Alternate #1: 428 square foot addition to the building for housing a Dog Real Life Room and Visitation Room.
- Additive Alternate #2: New roof for the Phase 2 portion of the building (approximately 8,700 square feet.
- Additive Alternate #3: New veneer with thermal insulation on the existing exterior walls of the Phase 2 portion of the building.
- Additive Alternate #4: New exterior fenced dog exercise areas and freestanding livestock shelter.

Professional Services

We will provide you with Architectural, Civil Engineering, Structural Engineering and Mechanical/Electrical/Plumbing services and some miscellaneous consulting services specifically required for this project. We intend on continuing our relationship with the engineering firms that have assisted us on the Phase 1 portion of the project.

We will divide our efforts into five phases: Pre-Contract Documents Testing, Construction Documents, Bidding, Construction Administration and Additional Services during Construction. A description of each phase is as follows:

1000 Jefferson St. – Suite 2A – Lynchburg, VA 24504
434-528-4300 Phone – **434-528-4756** Fax

Pre-Construction Documents Testing: The Work is for additional testing of the existing building and site.

- Hazardous Material Survey: The Building Official will require testing for asbestos containing materials and lead paint prior to issuing a building permit. If these materials are present we will include the abatement of them in the Construction Documents.
- Geotechnical Services: Provide 6 standard penetration test borings to a depth of 20 feet in order to determine that bearing capacity of the soil to accommodate the new building.

Construction Documents: The Work will include detailed development of the architectural, civil, structural and mechanical/electrical/plumbing trades of the project. Our work will include the following:

- Continue with the development of the conceptual design.
- Further evaluate condition and construction of the existing building by performing field investigations.
- Meet with the Building Official to review the Work and obtain his preliminary approval.
- Develop drawings and specifications.
- Provide updates on the estimated cost of construction.
- Meet with the Owner to review the design during the course of the project.
- Work with the County Procurement Office to develop the Owner/Contractor Agreement which will be included in the Contract Documents.
- Provide the Contract Documents (drawings and specifications) to the Owner.

Bidding:

- Development of the newspaper advertisement for the public bidding of the project with the County Procurement Office.
- Coordination and issuance (electronic copies) of the Construction Documents to contractors.
- Conduct the contractor pre-bid meeting.
- Answer contractor questions.
- Issue addendum if required.
- Attend bid opening and tabulation of bids.
- Review bids and make a recommendation to the Owner.

Construction Administration: We propose to provide you with the following services during construction:

- Development of the Owner/Contractor agreement for construction
- Conduct pre-construction meeting
- Review product and system submittals and shop drawings
- Select colors
- Attend regular twice monthly site meetings with the Contractor and Owner

1000 Jefferson St. – Suite 2A – Lynchburg, VA 24504
434-528-4300 Phone – **434-528-4756** Fax

- Review the work for conformance with the Contract Documents and document in writing and with photographs the work to date
- Review and certify the Application for Payment
- Review contractor's request for information (RFI's)
- Issue proposal requests and change orders if required
- Provide Substantial Completion inspection and issue punch list
- Issue Certificate of Substantial Completion
- Review warranty, record documents and other closeout information
- Provide Final Completion inspection

Additional Services: We will provide the following additional services during construction.

- Special Inspections: The Building Code requires 3rd party testing of certain structural components of the project. These include the foundation, masonry walls and structural steel.
- VSMP: The Virginia Department of Environmental Quality requires for sites where an acre of land is disturbed that a Stormwater Pollution Prevention Plan be developed and submitted to them for their review and approval to be in accordance with the federal Clean Water Act.

Owner Provided Services

We have not included the design and specifying of the furniture, fixtures and equipment as described in the Conceptual Design report. This includes the furniture selection, information technology (IT) systems and security systems. We will include empty conduit and boxes for the IT and security systems to be installed as part of our Construction Documents.

Our structural engineer will also need a lift to evaluate the roof structure of the existing building from the interior of the building. We have not included any rental cost for that lift.

Insurance

We will provide insurance for the duration of the project which includes Worker's Compensation for our staff, General Liability and Professional Liability. The Professional Liability insurance will be for $1,000,000 per occurrence and $1,000,000 in aggregate as previously agreed upon. The cost for any additional coverage requested by the county beyond the $1,000,000 industry standard will be passed on to the county as a reimbursable expense.

1000 Jefferson St. – Suite 2A – Lynchburg, VA 24504
434-528-4300 Phone – **434-528-4756** Fax

Proposed Professional Fees

Our proposed fees are based on the scope of work included in this proposal and the estimated cost of construction. Our lump sum fee will be divided into the following phases:

Pre-Construction Documents:		$ 10,350
• Hazardous Material Survey:	$5,750	
• Geotechnical:	$4,600	
Phase 1 Construction Documents:		$180,000
Additive Alternates Construction Documents:		$ 5,500
• Additive Alternate #1:	$4,000	
• Additive Alternate #2:	$ 500	
• Additive Alternate #3:	$ 500	
• Additive Alternate #4:	$ 500	
Bidding & Negotiation:		$ 9,500
Construction Administration:		$ 60,500
Additional Services:		$ 4,600
• Special Inspections:	$3,450	
• VSMP Permit:	$1,150	
Total:		$270,450

We will invoice monthly, with payment due within 30 days. After that time, unpaid invoices will accrue interest at 1% per month. Reimbursables will be invoiced at cost plus 15% and include travel, printing, and reproduction.

Contractual Arrangement

If this fee proposal meets your approval we will develop an American Institute of Architects standard agreement for your review and signature.

Please execute one copy of this agreement and return it to us.

Sincerely,

Blair Smith, RA, LEED AP

Accepted By: Clarence Monday, County Administrator Date:

_____ _____

cc: file

APPROVED AS TO FORM

J. VADEN HUNT, ESQ.
ATTORNEY, PITTSYLVANIA COUNTY

1000 Jefferson St. – Suite 2A – Lynchburg, VA 24504
434-528-4300 Phone – **434-528-4756** Fax

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Appropriation – Dominion 7	**AGENDA DATE:** 02-01-2016	**ITEM NUMBER:** 11
SUBJECT/PROPOSAL/REQUEST: Appropriation – Dominion 7	**ACTION:** Yes	**INFORMATION:**
	CONSENT AGENDA: **ACTION:**	**INFORMATION:**
STAFF CONTACT(S): Mr. Monday; Mr. Hawker	**ATTACHMENTS:**	
	REVIEWED BY: CM	

BACKGROUND:

DISCUSSION:
Dominion 7 has submitted a contract amendment to the Board of Supervisos to proceed with the full design of the new animal shelter that will be located on Hwy 29. The amendment includes meeting procurement requirements through the bid process, contract administration, and project closeout. The cost for the contract amendment is $270,450.

RECOMMENDATION:
Staff recommends the Board of Supervisors appropriate $270,450 from unappropriated funds to line item 310-4-094130-316300; Requires a 10-Day Layover.

APPOINTMENTS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Appointment – Tri-County Lake Administrative Commission (TLAC); Citizen Representative	**AGENDA DATE:** 02-01-2016	**ITEM NUMBER:** 12
	ACTION: Yes	**INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Appointment	**CONSENT AGENDA:** **ACTION:**	**INFORMATION:**
STAFF CONTACT(S): Mr. Monday	**ATTACHMENTS:** No	
	REVIEWED BY: GM	

BACKGROUND:

DISCUSSION:
Tri-County Lake Administrative Commission's appointments are for a one-year term, beginning February 1, 2016 through January 31, 2017.

Pittsylvania County appoints a citizen representative to this Commission. Mr. John Lindsey, the current appointment has expressed that he does not want to be re-appointed. Nomination has been submitted by the Honorable Jerry A. Hagerman to appoint Mr. Henry A. "Hank" Davis, Jr. as Pittsylvania County's citizen representative to the Tri-County Lake Administrative Committee for a one-year term beginning February 1, 2016 thru January 31, 2017.

RECOMMENDATION:
The staff submits this to the Board for their review and consideration.

REPORTS FROM BOARD MEMBERS

REPORTS FROM LEGAL COUNSEL

REPORTS FROM COUNTY ADMINISTRATOR

PITTSYLVANIA COUNTY
VIRGINIA

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Gretna/Hurt (434) 656-6211
Bachelors Hall/Whitmell (434) 797-9550

MEMORANDUM

To: Otis S. Hawker, Assistant County Administrator

From: Kaylyn Myers, Administrative Assistant III, County Administration Kaylyn Myers

Date: January 29, 2016

Subject: **COMPLETED WORK ORDERS – JANUARY 2016**

Attached please find a listing, by department, of completed work orders for the month of January. This list does not reflect work orders in progress but not yet completed, actual expenses incurred, or routine maintenance necessary for the smooth operation of the County facilities. However, it does reflect the total number of man-hours.

Presently, there are approximately 8 work orders still outstanding.

If you have any questions concerning this, please do not hesitate to contact me.

KM
Attachment

cc: Clarence Monday, County Administrator
Darrell W. Dalton, Superintendent of Building & Grounds

BUILDING & GROUNDS MAINTENANCE
WORK ORDERS COMPLETED FOR MONTH OF JANUARY 2016

	NO. W/O	MAN-HOURS
ANIMAL CONTROL		
ARMORY		
A S C S / EXTENSION / USDA-FSA		
BOARD OF SUPERVISORS		
BUILDING & GROUNDS		
BUILDING INSPECTIONS		
CAPTAIN MARTIN BLDG	1	2
CENTRAL ACCOUTING		
CENTRAL PURCHASING		
CIRCUIT COURT	2	3
CLERK OF COURT	4	12
CODE COMPLIANCE (PLANNING COMMISSSION & ZONING)		
COMMISSIONER OF REVENUE	5	28
COMMONWEALTH ATTORNEY		
COMPACTOR SITE		
COUNTY ADMINISTRATOR AND ASST. COUNTY ADMIN.		
COUNTY ATTORNEY	1	1
COURTHOUSE (1968 ANNEX)		
COURTHOUSE (EDWIN R. SHIELDS)	1	5
CSA - CPMB		
DEPOT BUILDING	4	9
EMERGENCY 911 FACILITY	1	1
ENVIRONMENTAL HEALTH		
FINANCE		
FIRE MARSHAL		
GENERAL DISTRICT COURT	2	5
GRANTS ADMINISTRATION		
HEALTH DEPARTMENT	3	4
HUMAN RESOURCES	1	2
HUMAN SERVICES FACILITY		
INDUSTRIAL PARKS		
INFORMATION TECHNOLOGY		
JAIL	48	23
JUVENILE & DOMESTIC COURT		
JUVENILE & DOMESTIC COURT SERVICES UNIT		
LANDFILL	1	4
LIBRARY	1	1
LITERACY		
MAGISTRATE		
MOSES BUILDING	1	1
OLD DOMINION AG. COMPLEX		
PCED BUILDING		
PURCHASING		
REASSESSMENT		
RECREATION: RAIL-TRAIL & WAYSIDE PARK		
RECREATIONAL		
REGISTRAR-VOTING PRECINCTS		
SHERIFF		
SOCIAL SERVICES	3	3
TREASURER	2	8
VICTIM WITNESS		
OTHER: 4380 BERRY HILL RD		
RINGGOLD DEPOT		
CALLANDS CLERKS OFFICE		
OLD BLAIRS SCHOOL		
KENTUCK WALKING TRAIL		
TOTAL WORK ORDERS COMPLETED - JANUARY 2016	81	112
YEAR TO DATE *07/01/2015 - 06/30/2016*	543	839

PITTSYLVANIA COUNTY
VIRGINIA

Otis Hawker, Interim
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Fax (434) 432-7714
Gretna/Hurt (434) 656-6211

MEMORANDUM

To: Otis S. Hawker, Assistant County Administrator

From: Pete Boswell., Chief Animal Control Officer

Date: January 29,2016

Subject: **Conservators of the Peace**
Solid Waste Monitoring Report

The Animal Control Officers whom have been appointed to the position of Conservators of the Peace monitoring solid waste sites in Pittsylvania County, as per Pete Boswell, Chief Animal Control Officer, for the period of through,

Description	Number	Remarks
Total hours monitored	6 hrs	.
Vehicles entering sites	28	
Vehicles checked	5	
Summons' issued	0	
Court Cases	0	
Convictions	0	

If you have any questions concerning this, please do not hesitate to contact me.

PITTSYLVANIA COUNTY
VIRGINIA

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MEMORANDUM

To: Otis S. Hawker, Assistant County Administrator

From: Pete Boswell., Chief Animal Control Officer

Date: January 29,2015 , Subject: **Animal Control Activity Report**

During the period of December 29,2015_, through January 28,2016_, the Animal Control Officers responded to calls; 299 and 75 follow up calls as per Pete Boswell, Chief Animal Control Officer, resulting in the following:

Description	Number	Remarks
Animals taken into custody:	48	
Dogs	40	
Cats	4	
Other	4	1- OPOSSUMS 3 pot belly pigs
Animals on hand at month end	15	
Animals dispatched	7	4-due to injuries / BITES-
Licenses checked	45	
Court cases	9	
Summons	4	
Animals Adopted	2	
Animals returned to owners	3	
Cats taken to the Humane Society	4	
Animals Transferred	19	14-FCHS 5- MHSPCA
Injured animals picked up	3	
Animals found in traps	4	
Exposures: Human/Saliva	1	
Exposures: Dogs/Cats/Wildlife	0	
Dog Bites	4	
Cat Bites	0	
Cruelty Checks	2	
Well-being Checks	21	
Cat/Dog Fights	4	
Investigated killings by dogs/cats	1	
Investigate killings by Coyotes	0	

If you have any questions concerning this, please do not hesitate to contact me.

PITTSYLVANIA COUNTY
VIRGINIA

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Assistant County
Administrator
for Planning & Development
P.O. Box 426
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Phone (434) 432-7974
Fax (434) 432-7714
www.pittsylvaniacountyva.gov
Greg.sides@pittgov.org

Memorandum

To: Clarence Monday, County Administrator

From: Gregory L. Sides, Assistant County Administrator for Planning & Development GLS

Date: January 29, 2016

Subject: **Review of Comprehensive Plan**

As noted in the attached documents, the Pittsylvania County Planning Commission has completed its required five year review of the comprehensive plan. The Commission determined that the most frequently used part of the plan, the Future Land Use Map, is still viable and useable for decision making and that no significant changes were required. One road number was changed on the map to account for a VDOT revision.

At their December 1, 2015 meeting, the Planning Commission voted 6 to 0 (2 members absent) to accept the minor revision and approve completion of the required five-year review process.

Attachments

PITTSYLVANIA COUNTY
VIRGINIA

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Greg.sides@pittgov.org

Memorandum

To: Pittsylvania County Planning Commission

From: Gregory L. Sides, Assistant County Administrator for Planning & Development

Date: November 2, 2015

Subject: **Update of Comprehensive Plan – Future Land Use Map**

At your October 6, 2015 meeting we discussed the Code of Virginia requirement that the Planning Commission review its Comprehensive Plan at least once every five years. The Commission consensus was that there had not been major changes in the County over the last five years and that the plan still met its intended purpose. There was a request to revise the Future Land Use Map to show a highway route number change and to bring the revised map back to the Planning Commission for approval. The unanimously approved motion was "We have completed the five year review and recommend that the Land Use Map be updated to account for changes since 2010."

Attached is the revised Future Land Use Map with one change, Route 863 has been changed to Route 311. Staff is not aware of the need for any other changes. Only two figures of the Comprehensive Plan are proposed for revision because these are the only Future Land Use Map pages that show Route 311.

It may be advisable for the Planning Commission to vote to accept the revised maps as presented in accordance with the five year review process requirement.

Attachments

PITTSYLVANIA COUNTY
VIRGINIA

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Memorandum

To: Pittsylvania County Planning Commission

From: Gregory L. Sides, Assistant County Administrator for Planning & Development

Date: October 5, 2015

Subject: **Review of the Pittsylvania County Comprehensive Plan**

The current version of the Pittsylvania County Comprehensive Plan was recommended by the Pittsylvania County Planning Commission and adopted by the Pittsylvania County Board of Supervisors in 2010. The Code of Virginia requires periodic review of the Plan. Section 15.2-2230 of the Code of Virginia states the following:

> **15.2-2230 Plan to be reviewed at least once every five years** – at least once every five years the comprehensive plan shall be reviewed by the local Planning Commission to determine whether it is advisable to amend the plan.

The most frequently used part of the County Comprehensive Plan is the Future Land Use Map. This part of the Plan still seems to be viable and usable by the Planning Commission and the Board in making land-use decisions. Staff has not recommended any changes to this section of the Plan.

The Planning Commission may want to consider whether it is "advisable to amend the plan" at this time. The Commission may choose to maintain the current plan or consider revisions either on an as-needed basis or at a point in the future after the newly elected Board of Supervisors is in place.

Attachment

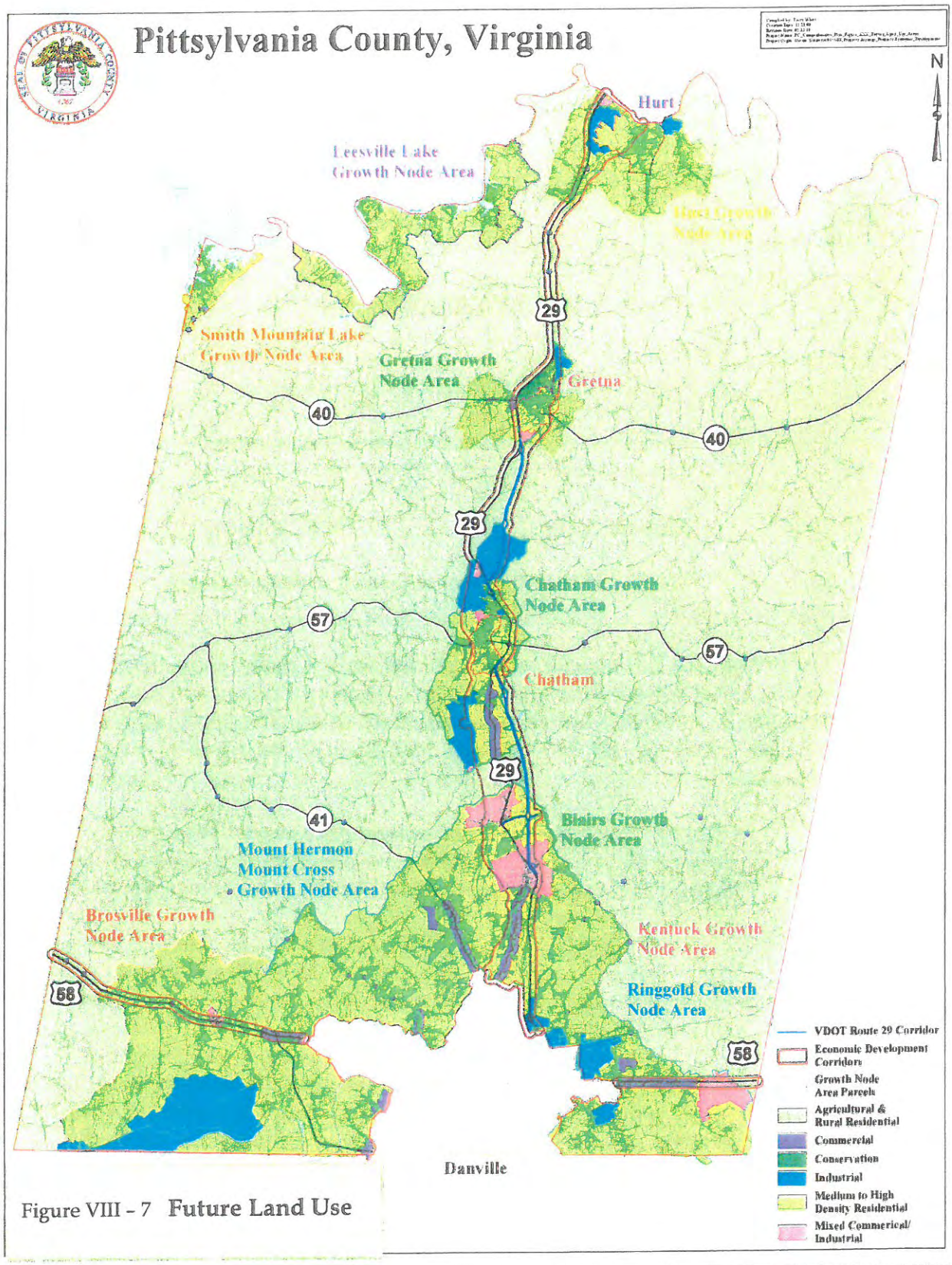

Figure VIII - 7 **Future Land Use**

Code of Virginia

§ 15.2-2230. Plan to be reviewed at least once every five years.

At least once every five years the comprehensive plan shall be reviewed by the local planning commission to determine whether it is advisable to amend the plan.

Code 1950, § 15-964.8; 1962, c. 407, § 15.1-454; 1975, c. 641; 1997, c. 587.

ADJOURNMENT