

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS’
FINANCE COMMITTEE
June 15, 2021**

VIRGINIA: The Pittsylvania County Board of Supervisors’ Finance Committee was held on June 15, 2021, in the Board Meeting Room, 39 Bank Street, SE, Chatham, Virginia 24531. Ronald S. Scearce, Chairman, called the Meeting to Order at 2:30 PM. The following members were present:

Attendee Name	Title	Status	Arrived
Ronald S. Scearce	Chairman; Westover District	Present	2:22 PM
Charles H. Miller, Jr.	Supervisor; Banister District	Present	2:19 PM
Joe B. Davis	Supervisor; Dan River District	Present	2:20 PM
Timothy W. Dudley	Supervisor; Staunton River District	Present	2:21 PM

Warren and Ingram were also present.

APPROVAL OF AGENDA

Motion to approve Agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Davis
SECONDER:	Dudley
AYES:	Scearce, Miller, Davis, Dudley

NEW BUSINESS

a. External Funding Appropriations (Staff Contact: Kim Van Der Hyde)

Consensus of the Committee for no funding to be cut.

b. Selection of two (2) Volunteer Agencies for Annual Audit (Staff Contact: Kim G. Van Der Hyde)

Hunt selected and Keeling Volunteer Fire Department and Callands Volunteer Fire Department at random for the audit.

Motion for Keeling Volunteer Fire Department and Callands Volunteer Fire Department be selected for an audit of cash receipts and disbursements by Harris, Harvey, Neal and Co., LLP.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Davis
SECONDER:	Dudley
AYES:	Scearce, Miller, Davis, Dudley

c. FY22 Contingency Budget Appropriations (Staff Contact: Kim G. Van Der Hyde)

Van Der Hyde reviewed FY22 Budget contingencies as presented in the packet.

Motion to approve the purchase of the BJA Bulletproof Vests and the Purchase of one van for the Sheriff's Department.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Davis
SECONDER:	Dudley
AYES:	Scarce, Miller, Davis, Dudley

d. Solid Waste Equipment Purchase Financing (Staff Contact: Chris Adcock/Kim Van Der Hyde)

Request for Proposal ("RFP") # 2021-04-19 was issued for purchase of a rebuilt/used bulldozer for County Landfill operations. Six (6) RFP responses were received on May 14, 2021. A committee comprised of Public Works employees reviewed and ranked each RFP response based on the following three (3) categories: (1) Qualifications/Experience of the offeror; (2) Completeness/Responsiveness of the RFP response; and (3) Cost. Adcock stated that Marcel #1 is the top pick but presented all three (3) for the Committee's review.

Warren stated he supports the middle choice (Marcel #2) due to the proposals all met the specifications that the County requested. Davis also stated he would support the middle choice.

Motion to authorize County Staff to: (1) apply for financing and to enter the VRA fall bond sale; and (2) award the bulldozer bid (Marcel #2) as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Davis
SECONDER:	Miller
AYES:	Scarce, Miller, Davis, Dudley

e. Review of Revenue Options (Staff Contact: Kim Van Der Hyde)

Due to the upcoming reassessment and the Board's desire to rely less on real estate tax revenue, County Staff suggested consideration of alternate revenue sources, including additional taxation methods. By creating more revenue sources, the tax burden can be shared by more citizens than just County property owners. County Staff reviewed and provided information on alternative means of raising revenue for the County as follows:

- 1.) County Food and Beverage Tax (increasing from 4% to 6%)
- 2.) Transient Occupancy Tax
- 3.) Disposable Plastic Bag Tax
- 4.) Fire Tax
- 5.) Cigarette Tax
- 6.) Marijuana Tax
- 7.) Cable Franchise Fee

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County Staff recommended the Committee proceed with items 1 and 2. The other items would require further research to see how other localities are handling these items. There was consensus of the Committee to not consider the Disposable Plastic Bag Tax.

Motion to set two (2) separate Public Hearings to hear citizen input on: (1) increasing the meals tax from 4% to 6%; and (2) instituting a Transient Occupancy Tax at a rate of 4%.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joe B. Davis, Supervisor - Dan River District
SECONDER:	Timothy W. Dudley, Supervisor - Staunton River District
AYES:	Scarce, Miller, Davis, Dudley

f. Parks and Recreation Full Time Program Assistant (Staff Contact: Holly E. Stanfield)

The County's Parks and Recreation Department recommended transitioning the part-time position of Administrative Assistant to a full-time position of Parks & Recreation Programs Assistant. This position will continue to provide administrative support to the department, including answering phones and greeting customers. In addition, the Program Assistant will provide direct support to recreation programs, activities, and scheduling. With an increased demand for a return to youth sports, rental, etc., there is a definite need for additional staffing to help facilitate and grow departmental programs and events in service to the community.

Motion to approve the full-time position in Park & Recreation as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dudley
SECONDER:	Davis
AYES:	Scarce, Miller, Davis, Dudley

g. Time and Attendance Software (Staff Contact: Holly E. Stanfield)

The County's Purchasing Department issued a Request for Proposals ("RFP") for Time and Attendance on February 9, 2021. County Staff posted the advertisement on its website, the Virginia Business Opportunity site, and ran the advertisement in *The Chatham Star Tribune*. The County received ten (10) proposals and had the top three (3) ranking vendors give a presentation. The Evaluation Committee concluded that Andrews Technology was the best fit for the County. The Contract will be for five (5) years.

Motion to award the Contract to Andrews Technology as attached and presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Miller
SECONDER:	Davis
AYES:	Scarce, Miller, Davis, Dudley

h. Gretna Debt Relief Request (Staff Contact: Kim Van Der Hyde)

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The County received a letter from David Lilly, Gretna Town Manager, on April 29, 2021, concerning Gretna’s annual payment to the PCSA of \$25,000 for the purchase of a water system based on an existing Agreement between Gretna and PCSA executed in May of 2013. The Agreement stipulated that Gretna would pay to PCSA a total of \$350,000 for said water system over a fourteen (14) year period. Gretna currently owes a balance to the PCSA of \$125,000, which it is requesting to be forgiven in its entirety due to budget constraints. The County Water and Sewer Fund is currently using these payments to cover its existing Budget. Elimination of this payment would create a \$25,000 budgetary short fall from FY22 thru FY26.

Motion to the deny Gretna’s request for debt relief in the amount of \$125,000.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dudley
SECONDER:	Davis
AYES:	Scarce, Miller, Davis, Dudley

i. Comp Board Pay Increase Adjustment (Staff Contact: Kim Van Der Hyde)

The State Compensation Board (“Comp Board”) approved a five percent (5%) Cost of Living Adjustment (“COLA”) for all Comp Board reimbursable positions. Since this increase exceeded the County’s approved COLA of 1.4%, the County was required to pay the 5% increase to all Constitutional Office Staff to receive these funds from the State. As such, the County will be paying all Constitutional Officers’ and their staff a 5% COLA, while County employees will only receive 1.4%. For there not to be a disparity in salaries among all County Staff covered under the County’s Pay Plan, it will be necessary to hold all Treasurer, Commissioner of Revenue, and Sheriff’s Office Staff COLA increases until such time as the County employees catch up to the 5% increase that was given this year. This could take several years to accomplish.

Provided to the Committee was a letter to each Constitutional Office Staff Member in the Treasurer, Commissioner of Revenue and Sheriff’s Office to explain this increase and how it will affect them in the future. This letter will not be sent to the Commonwealth’s Attorney, nor the Clerk of Court, since they do not participate in the County’s personnel policy or pay plan.

Motion to recommend that each Comp Board affected employee receive the explanation letter as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Davis
SECONDER:	Dudley
AYES:	Scarce, Miller, Davis, Dudley

j. Items for July Finance Meeting (Staff Contact: Kim Van Der Hyde)

Van Der Hyde presented the following items that will need to be discussed at the July Finance Committee Meeting:

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- a.) Economic Development Grading Options
 - b.) Review of CARES Act and ARPA projects
 - c.) Minimum Wage Change Requirement-Effective January 1, 2022
 - d.) EMS Hard Billing
- k. Approval of FY2022 Volunteer Agency Appropriations (Staff Contact: Christopher C. Slemp)**

The Volunteer Fire and Rescue Agencies receive various amounts of funding from the County during the year. The FY2018 County Budget changed Volunteer Agency support from a reimbursement system to a direct appropriation. Due to many changes within the Fire and Rescue System over the past years, it was determined that the funding needed to be studied and possible changes needed to occur. The Fire and Rescue Commission (“FRC”) appointed an Ad-Hoc Committee to review the allocation. The Ad-Hoc Committee met several times and made a final recommendation to the FRC. The Committee suggested a funding formula that was based more on call volume than other factors, and this was approved at the FRC’s April 27, 2021, Meeting.

Motion to approve the appropriations as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dudley
SECONDER:	Davis
AYES:	Scarce, Miller, Davis, Dudley

MATTERS FROM COMMITTEE MEMBERS

None.

ADJOURNMENT

Scarce adjourned the Meeting at 4:15 PM.

Robert W. “Bob” Warren, Chair
Pittsylvania County Board of Supervisors

David M. Smitherman, Clerk
Pittsylvania County Board of Supervisors