

The minutes to Board of Supervisors meetings contained within this website are **unofficial** and are provided solely for the convenience of the website user. The **official** minutes to Board of Supervisors meetings are maintained on paper, bound and are available to the public Monday through Friday 8:30 a.m. - 5:00 p.m. in the office of the County Administrator, located in the Pamplin Government Center, 14016 Boydton Plank Road, Dinwiddie, Virginia. For further information, please contact the Clerk of the Board of Supervisors at (804) 469-4500 or by e-mail at [arussell@dinwiddieva.us](mailto:arussell@dinwiddieva.us).

VIRGINIA: AT THE CONTINUATION MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE MULTI-PURPOSE ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 13<sup>TH</sup> DAY OF FEBRUARY, 2002, AT 8:30 A.M.

PRESENT: EDWARD A. BRACEY, JR., CHAIRMAN ELECTION DISTRICT #4  
ROBERT L. BOWMAN, IV, VICE-CHAIR ELECTION DISTRICT #3  
HARRISON A. MOODY ELECTION DISTRICT #1  
DONALD L. HARAWAY ELECTION DISTRICT #2  
AUBREY S. CLAY, ELECTION DISTRICT #5

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Mr. Edward A. Bracey, Jr., Chairman, called the continuation meeting to order at 8:39 A.M.

**IN RE: CLOSED SESSION**

Mr. Clay stated I move to close this meeting in order to discuss matters exempt under section:

- **Personnel Matters, § 2.2-3711 A.1, of the Code of Virginia,** (candidates for employment OR the assignment, appointment, promotion, performance, demotion, discipline, salaries, compensation, resignation of employees) Administrative Staff, and Public Safety

Mr. Haraway seconded the motion. Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye", the Board moved into the Closed Meeting at 8:40 A.M.

A vote having been made and approved the meeting reconvened into Open Session at 10:49 A.M.

**IN RE: CERTIFICATION**

**Whereas**, this Board convened in a closed meeting under § 2.2-3711 A.1, for the purpose of Personnel – Administrative Staff; and Public Safety

**And whereas**, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

**Now be it certified**, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

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Upon Motion of Mr. Clay, Seconded by Mr. Haraway, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye", this Certification Resolution was adopted.

**IN RE: DISCUSSION OF GRANTS**

Wendy Weber Ralph, Interim County Administrator, stated the Board requested Staff to check on some companies who write grants and report to you. Ms. Cindy Timko, Secretary, Public Safety, contacted Capital Development Services about writing grants and she has some information to share with you.

Ms. Timko passed out copies from Capital Development Services to the Board. She commented that this agency primarily helps non-profit agencies obtain fund raising dollars and apply for grants. The fees for their services are based on an hourly rate plus expenses. Ms. Timko reported there is a directory on corporate and foundation giving for grant seekers that is available at the Library but it can't be checked out.

The Board had a lengthy discussion regarding whether to hire a company to write grants or hire a full time employee to write grants for the County. They decided to investigate this issue further before making any decisions.

**IN RE: DISCUSSION OF FUND BALANCE**

Mrs. Wendy Weber Ralph, Interim County Administrator, presented the following list of funds that have been committed or spent to date from the undesignated fund balance:

**FUNDS SPENT/COMMITTED TO DATE**

\$ 287,642	Public Safety Building – committed
43,000	GIS – 1 <sup>st</sup> year – flyover- committed
25,000	Route 1 Corridor Study – committed
223,000	Dinwiddie Fire Truck – purchased
130,000	Trash Truck- purchased
130,200	2 Ambulances – County share – purchased
165,000	Balance – Historic Courthouse – committed
12,000	Namozine Roof – completed
418,000	McKenney Rescue Engine - purchased
50,000	Jail Repairs - in progress
\$1,483,842	<b>TOTAL</b>

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In addition to these items, there is some monumentation that needs to be put in place before the GIS flyover and the Historic Courthouse is going to have a change order that Mr. Faison will be presenting to you. One of them is the ceiling in the Courtroom, which has to be maintained in the same style and color. This is a total of \$1.5 million of the surplus, which has been spent or committed to as of this date.

\*Note - The CIP Committee is presently working with \$1,000,000 from this fund for FY02.

Mrs. Ralph commented that the draft list the CIP Committee is working on for planning purposes is also attached. We are working on the projects listed and we try to set aside \$1 million for those projects. Now we will have to go back and try to fit them into the money. The Board has not committed any funds for these projects yet, Mrs. Ralph stated. She commented she was trying to give the Board some idea of what the committee is doing and the projects that have been submitted to the Committee for their consideration.

There was a lengthy discussion about the undesignated fund balance and what funds have and have not been set aside. Mrs. Ralph explained the funds have to be designated or the auditor treats it as a total balance of undesignated money. The Board asked for a list of all the funds that have been designated to this point. Mrs. Ralph commented that list was the list she distributed. She pointed out that Staff wanted to let the Board know some of the other things that are being considered for these funds, so you could see that the money could be used up fairly quickly if the Board takes action. But that decision, of course, is up to the Board.

**IN RE: GIS FLYOVER -- ADDITIONAL MONUMENTATION**

Mr. David Thompson, Zoning Administrator/Senior Planner, stated the State is placing some temporary monuments in the County for the scheduled fly over for the GIS. These monuments are aerial panel points used to identify parcels of land in the northeast portion of the county for the fly over. Mr. Thompson stated those aerial points will be removed once the State completes the flyover. He stated he had received 2 out of 3 bids for survey services required for the placement and coordination of 20 aerial panel points and 20 monument pairs to be placed in the northeast section of the county in addition to those set by the State.

The aerial panels will be set in time for a fly over which will take place on or after February 28, 2002. Data from the GPS coordination will be completed by March 15, 2002. These monuments will enhance surveying and mapping data and other capabilities for future GIS use.

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The monuments consist of a #5 rebar set in concrete with an aluminum disk stamped "Dinwiddie County Control Monument" with an identifying number. A recovery card for each monument will be created with references for recovery and datum both horizontal and vertical. There will also be developed an index map of the points showing their general location for use in conjunction with the recovery cards.

Mr. Thompson stated the cost for the monuments will not exceed \$20,500. He commented he was still waiting for a bid to come in but he was certain the cost would not exceed \$20,500. Mr. Thompson asked for authorization to proceed with the monumentation for the 1 to 200 scale area in the northeast portion of the county.

Upon Motion of Mr. Moody, Seconded by Mr. Clay, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye",

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia authorizes the Zoning Administrator/Senior Planner to proceed with the contract for survey services required for the placement and coordination of the 20 pairs of monuments in the northeast portion of the county for the GIS fly over at a cost not to exceed \$20,500.

**IN RE: BUDGET REVIEW**

The Board of Supervisors met with the following Agencies to discuss their proposed 2002-2003 budget:

**CRATER DETENTION**

Mrs. Ralph commented, as you are aware we had to add \$50,000 to the budget for the Crater Detention Home last year. She stated she was afraid this year that amount could be \$200,000 to \$250,000. This money is not all for our kids; however, we are in the Regional Detention Home and the County has to pay our portion of the costs. The children are mainly from Petersburg and Hopewell and they have recognized that. We are in the process of taking a big step that will help the County. We are working on a formula now where each locality will only pay extra funds when we exceed our designated bed space. When the home is full, the locality that needs the space will be responsible for paying the costs. Also, they are taking steps to try and reduce the amount of time the kids have to stay in detention. Through Judges – working with them to help them realize not all of the kids need to go to detention there are other ways of dealing with them. Mrs. Ralph commented, until that time we will have to deal with what our judges do and what these people can do.

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## COURT SERVICES

Mrs. Ralph asked Mr. H. L. Parrish, Probation Supervisor, to present his budget and briefly explain to the Board the possible legislative changes that may affect his agency.

Mr. Parrish stated we have been very fortunate in Dinwiddie County. When we were placed in the Regional Detention System we decided that we needed 4 beds and that was 12 to 15 years ago. We have not had to increase that number in fifteen years which is remarkable. But all of the other participants have tripled, five times, seven times their number of beds. What's killing Dinwiddie County is the fact that we have not abused the system. Dinwiddie is having to pay \$28,000 per month for Petersburg's and Hopewell's kids to be housed somewhere else. Mr. Parrish commented that the judge is the factor, which we have no control over. He is going to do what he feels is necessary. We can show him that something less than detention is appropriate and have good results from it.

The budget for the County this year has some additions in it for travel and training. This is primarily to help us get better trained to find services other than detention to help our kids. There is a proposal before the General Assembly to cut the VJCCA Program, which is a grant of \$54,570. Six million dollars has already been cut out of the program. Every locality in the state has been categorized and given a ranking. The ranking determines what percentage the match for each locality is going to be from 10 % to 50%. Dinwiddie came in with an above average stress, high stress being the most. Mr. Parrish stated it is my guess; but we could be looking at between a 10% to 20% match for the County. Presently there is no match required for the County. If we have a 20% match the program will cost us \$11,000 to keep it in place. He commented he felt this was a small amount compared to having to send a kid to Culpepper.

Mrs. Ralph asked Mr. Parrish and Mrs. Marie Grant to explain their programs and give examples of cases with good results.

Mr. Parrish commented, there are 3 basic programs to divert kids from going to court at all for minor offenses: 1) 12 Week Program – (Parenting Classes) VJCCA 2) First Offender Program – child has to go to court – this is a 6 Month Program with intensive intervention 3) Community Service Program – child needs some punishment for their offense – keeps kids from going to detention. The extra money we ask the County to spend to keep this program in place, to make up for the State's withdrawal, is going to be well worth what you might have to pay if they are sent to detention.

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**IN RE: VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT**

Mr. Parrish asked Ms. Marie Grant to give some examples of the kids that went through the programs and helped to keep them out of detention.

Ms. Grant stated there have been hundreds of kids who have come through the programs in the last 3 to 4 years. She commented there was one young man who went through both the 1<sup>st</sup> Offender Program and the Community Services Program who stuck out as a good example of how VJCCA works. One young man stuck out in her mind about 3 years ago; he successfully completed the programs. She stated about 2 weeks ago he came to her and asked if he could work with some of the Community Services kids as a result of him being in our program.

Mrs. Ralph asked Ms. Grant to comment on the Mentoring Program. The Mentoring Program is used when we see a child who needs positive role modeling contact. This is a child who is in a single parent household who might be stagnant or need one-on-one help. What we try to do is contract with a private provider to work one on one with that child. We try to match them with someone who has similar interests. They work with the child to give them special attention and to help build their self-esteem.

Mr. Parrish reiterated if legislation changes they would need some additional funding from the County for their programs.

**IN RE: LUNCH RECESS**

Mr. Bracey called for a lunch recess at 12:29 P.M. The meeting reconvened at 1:02 P.M.

**IN RE: BUDGET REVIEW – SHERIFF’S DEPARTMENT**

The Board of Supervisors met with the Sheriff’s Department to discuss their proposed budget.

Captain Alvin Booth gave an overview of the changes in their proposed FY 2002-2003 budget.

**IN RE: SHERIFF’ S DEPARTMENT – REQUEST TO PURCHASE AUTOMATIC FINGERPRINTING MACHINE**

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Mr. Alvin Booth, Captain, stated last year the Board approved the purchase of an automatic fingerprinting machine. The LiveScan Network System was implemented in Virginia in 1994. Within 15 minutes of an arrest, LiveScan prints are processed, arrest data added to CCH, arresting agency notified of results and electronically sent to FBI. However, before they could order the machine the Compensation Board deleted it from the budget. He stated last Wednesday he received a call from the State Police and the Comp Board has reinstated funding for the machine in the amount of \$29,277. Mr. Booth stated there was a letter sent to us from the Compensation Board to that effect but he could not locate it. The good news is the cost of the machine has decreased from \$38,400.00 to \$28,853.00. The County will not have a match and we will actually make some money. Mr. Booth commented he would get a copy of the letter from the Compensation Board. He asked for authorization to purchase the machine.

Mrs. Ralph asked the Board to make the motion contingent upon receipt of a letter of verification from the State Compensation Board. Mr. Booth stated he would get a copy of the letter from the Compensation Board and present the request to the Board at the next meeting.

**IN RE: AUTHORIZATION TO USE JAIL PHONE COMMISSION FUNDS – FOR PERSONAL PROPERTY BAGS**

Captain Alvin Booth remarked that the jailors were experiencing problems keeping inmates personal belongings together. He showed the Board a meshed bag that could be locked that he would like authorization to purchase. He commented that the cost of the bag is \$10 and the funds would be taken out of the jail phone commission money.

Upon Motion of Mr. Haraway, Seconded by Mr. Clay, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bracey, voting "Aye", (Mr. Bowman was not present at roll call)

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia authorizes the Sheriff's Department to purchase the personal property bags for the inmates with funds from the Jail Phone Commission Fund.

**IN RE: SHERIFF'S DEPARTMENT – AUTHORIZATION TO PURCHASE SURVEILLANCE CAMERA'S FOR JAIL WITH FORFEITED ASSET SEIZURE FUNDS**

Continuing Captain Booth requested authorization to replace the camera's in the Jail at a cost not to exceed \$2000 from the drug asset seizure fund. He showed the Board the old camera and explained the problems they were experiencing with it.

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Upon Motion of Mr. Haraway, Seconded by Mr. Bowman, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that authorization is granted for the use of \$2,000 from the Forfeited Asset Sharing Fund for the purchase of the surveillance cameras for the jail, as described by Captain Booth.

**IN RE: SHERIFF'S DEPARTMENT – AUTHORIZATION TO PURCHASE BOB BARKER DRYING RACKS WITH JAIL PHONE COMMISSION FUNDS**

Continuing Captain Booth requested authorization to purchase 32 collapsible racks for the inmates to hang wet towels on, at a cost of \$69.00 each. These funds would be expended from the jail phone commission funds for a total cost of \$2,208. He demonstrated how the rack would collapse for safety reasons.

Upon Motion of Mr. Haraway, Seconded by Mr. Bowman, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that authorization is granted to purchase 32 collapsible racks for the inmates at a cost not to exceed \$2,208 from the jail phone commission funds.

**IN RE: BUDGET WORKSHOP SESSION CONTINUED**

**PUBLIC SAFETY**

Mr. David Jolly, Director of Public Safety, presented his proposed FY03 budget and reviewed the new line item requests with the Board.

Mr. Jolly stated he requested two new full time positions. One position is for a grant writer. He commented that he felt this position could pay for itself over a period of time. Continuing he pointed out the other position is for a Fire Prevention Officer. Several years ago the County adopted the Fire Prevention Code and to ensure the enforcement of that code an Officer is going to be needed.

**EMS**

Mr. David Jolly presented the FY 2002-2003 budget for the EMS Department. The County Administrator pointed out that the board has authorized hiring the second crew, which would bring the total of EMT's to 16. He also

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suggested cross training so they could help the Volunteer Fire Departments if needed.

## DINWIDDIE VOLUNTEER FIRE DEPARTMENTS

Mr. Jolly stated he put an extra \$11,000 in the budget this year for maintenance for the Volunteer Fire Departments. He commented with the new buildings now; it is important to maintain them. We have never included funding for maintenance for the buildings in the past. If the County provides for one VFD it would not be fair not to include all of them in the request.

The issue of helping the volunteers with the ladder truck for the NVFD was discussed. It was agreed that the County Administrator would talk with the County Attorney to see what the County can legally do. She voiced her concern about not following County guidelines and the other agencies doing the same.

### **IN RE: APPOMATTOX REGIONAL LIBRARY**

Mr. Charles Koutnik, Executive Director, Appomattox Regional Library, gave an update on patron usage of the libraries. There has been a significant increase over the past year. He thanked the Board for the new facilities the County has built. The library received 30 new computers from the Gates Foundation that helped increase usage also.

Mr. Koutnik provided the following copy of the fact sheet on the proposed reduction of State aid by 25% to the Public Libraries.

#### THE EFFECT ON THE APPOMATTOX REGIONAL LIBRARY SYSTEM

Below are facts based on an analysis of how the Appomattox Regional Library System's financial plans for FY 2002/2003 would be effected by Governor Gilmore's budget. If his budget were passed, the result would be a reduction of funding for the library of \$91,523.

#### **IF THE CUT HAPPENS:**

Only \$64,128 will be available from State Aid for professional salaries and wages according to state law formulas. To remain at local staffing levels and maintain present hours and services, \$22,800 in local funding will have to be removed from other budget lines including \$16,541 from the Books and Materials Budget. All resources used by the public for research and reading come from this budget line.

The planned Books and Materials Budget for next year was budgeted at \$179,775, only a \$270 increase from the previous year. This was possible due to

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funds from the State Infopowering Program to pay for an online periodical database and the addition of local funds. Due to the proposed reduction in state funds and the relocating of local funds to the personnel budget, only \$112,271 will be available for books and materials.

This represents a decrease of 37.5% for books and other reader materials.

This amount of a decrease is possible only by the Library receiving an asked for 5.52% increase in funding from the local jurisdictions (Hopewell, Prince George County, Dinwiddie County). Otherwise the decrease will be much larger than 37.5%.

This current year we are buying about 857 books, audiotope sets, videos, etc. per month. With the proposed cut we will only be able to buy about 521 of these items per month.

We ask that Virginia Public Libraries not take such a disproportionate cut in their budgets. People depend on information and reading more than ever. We want your library to be the best, with all the latest innovations, yet keeping all the traditional services that people have come to expect from their libraries. We are part of the educational system and education is the key to our future.

There was also a discussion concerning continuing to allow Ft. Lee residents to use the library services since they no longer contribute financially. With the financial status of the State funding, the Board felt everyone should contribute to be able to use the system.

**IN RE: CLOSED SESSION**

Mr. Clay stated I move to close this meeting in order to discuss matters exempt under section:

- **Personnel Matters, § 2.2-3711 A.1, of the Code of Virginia,** (candidates for employment OR the assignment, appointment, promotion, performance, demotion, discipline, salaries, compensation, resignation of employees) Administrative Staff

Mr. Haraway seconded the motion. Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye", the Board moved into the Closed Meeting at 5:11 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 5:41 P.M. .

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**IN RE: CERTIFICATION**

**Whereas**, this Board convened in a closed meeting under § 2.2-3711 A.1, for the purpose of Personnel – Administrative Staff

**And whereas**, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

**Now be it certified**, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

Upon Motion of Mr. Moody, Seconded by Mr. Haraway, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting “Aye”, this Certification Resolution was adopted.

**IN RE: ADJOURNMENT**

Upon Motion of Mr. Haraway, Seconded by Mr. Clay, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting “Aye”, the meeting adjourned at 5:42 P.M.

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Edward A. Bracey, Jr.  
Chairman

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Wendy Weber Ralph  
Interim County Administrator

/abr