

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 REGULAR MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE BOARD MEETING ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 20TH DAY OF FEBRUARY, 2002, AT 2:00 P.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

OTHER: DANIEL SIEGEL COUNTY ATTORNEY

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**IN RE: CALL TO ORDER – INVOCATION – PLEDGE OF ALLEGIANCE**

Mr. Edward A. Bracey, Jr., Chairman, called the regular meeting to order at 2:00 P.M. followed by the Lord's Prayer and the Pledge of Allegiance.

**IN RE: AMENDMENTS TO THE AGENDA**

Mr. Bracey asked if there were any amendments to the Agenda. Mrs. Wendy Weber Ralph, Interim County Administrator, stated there was a need to add an item under Closed Session – Personnel - Public Safety.

Upon Motion of Mr. Moody, Seconded by Mr. Bowman, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye", the above amendment (s) was approved.

**IN RE: MINUTES**

Upon Motion of Mr. Clay, Seconded by Mr. Haraway, 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 the minutes of the January 30, 2002 Continuation Meeting, February 6, 2002 Continuation Meeting, February 6, 2002 Regular Meeting are hereby approved in their entirety.

**IN RE: CLAIMS**

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

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BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the following claims are approved and funds appropriated for same using checks numbered 1028942 through 10289082 (void check(s) numbered 1028630 - 1028941) for:

**Accounts Payable FY 2001- 2002:**

|                               |                      |
|-------------------------------|----------------------|
| (101) General Fund            | \$ 243,393.45        |
| (103) Jail Commission         | \$ .00               |
| (104) Marketing Fund          | \$ .00               |
| (222) E911 Fund               | \$ 1,786.42          |
| (223) Self Insurance Fund     | \$ .00               |
| (225) Courthouse Maintenance  | \$ 5,309.59          |
| (226) Law Library             | \$ 108.44            |
| (228) Fire Programs & EMS     | \$ 6,314.50          |
| (229) Forfeited Asset Sharing | \$ .00               |
| (304) CDBG Grant Fund         | \$ 800.00            |
| (305) Capital Projects Fund   | \$ 59,491.42         |
| (401) County Debt Service     | \$ <u>87,831.17</u>  |
| <b>TOTAL</b>                  | <b>\$ 405,034.99</b> |

**IN RE: DINWIDDIE ELEMENTARY SCHOOL RENOVATION PROJECT – REQUISITION NUMBER 37 (IDA1997A- TRANSFERRED PROCEEDS – #1/28/02)**

Mrs. Ralph stated the following invoices are included in Payment Request Number 37 (IDA1997A - #Transferred Proceeds – 1/28/02):

|                                |                 |
|--------------------------------|-----------------|
| JAMES E. & ROBERT M. LEWIS     | \$ 7,893.00     |
| VIRCO, INC.                    | 6,871.45        |
| TRI-CITY OFFICE PRODUCTS, INC. | 605.35          |
| TRI-CITY OFFICE PRODUCTS, INC. | 900.00          |
| TRI-CITY OFFICE PRODUCTS, INC. | 185.32          |
| ELECTRONIC SYSTEMS, INC.       | 5,645.37        |
| LAWERENCE SANAITARY CO., INC.  | <u>8,679.00</u> |

**TOTAL REQUISITION #37 \$ 30,788.49**

Mrs. Ralph stated these invoices have been reviewed and approved by the Superintendent.

Mr. Bracey asked Dr. Worner if the claim for James & Robert Lewis for remodeling 4 rooms in the old maintenance shop and the communications

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cabling being done by Electronic Systems, Inc., was in the original CIP for the Dinwiddie Elementary School Project. Continuing he questioned if this work was being done for the Elementary School or if it is for some other department. He requested Dr. Worner to submit the original CIP for this work in writing to be given to our Attorney's to look at before these two claims are paid. He also asked for a written report on when the projects were going to be closed out.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number 37 (IDA1997A - Transferred Proceeds – #1/28/02) in the amount of \$30,788.49 be approved with the condition that our County Attorney takes a look at the original CIP to make sure the claims for James & Robert Lewis and Electronic Systems, Inc., are in the original CIP for the Dinwiddie Elementary School Renovation Project Fund.

**IN RE: DINWIDDIE HIGH SCHOOL GYMNASIUM BLEACHER  
PROJECT – REQUISITION NUMBER 38 (IDA1998A-  
TRANSFERRED PROCEEDS – #1/28/02)**

Mrs. Ralph stated the following invoices are included in Payment Request Number 38 (IDA1998A - Transferred Proceeds – #1/28/02):

|                              |                     |
|------------------------------|---------------------|
| STEPP CONTRACTING            | \$ 3,800.00         |
| J.H. PENCE COMPANY           | <u>62,340.00</u>    |
| <b>TOTAL REQUISITION #38</b> | <b>\$ 66,140.00</b> |

Mrs. Ralph stated these invoices have been reviewed and approved by the Superintendent.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number 38 (IDA1998A - Transferred Proceeds – #1/28/02) in the amount of \$66,140.00 be approved and funds appropriated for CIP expenses from the School Completion Project Account.

**IN RE: CITIZEN COMMENTS**

The following citizen(s) signed up to comment.

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1. Reverend Robert Rowland, 18404 Bonneville Lane, Dinwiddie Virginia, came forward and offered his and other ministers services to open the meetings in prayer. He commented that most Churches have mid-week services on Wednesday nights. He asked the Board to consider changing their meetings to another night so more citizens could attend the meetings.
2. Michael W. Bratschi, 23500 Cutbank Road, McKenney, Virginia, came before the Board requesting that the School Resource Officer position at the Middle School be kept in the budget. He also expressed his concerns about the Sheriff's Department handling of the demotions and firing of the Deputies at the jail. Continuing he commented on the safety issues involved with the deputies driving small cars instead of a larger safer car like the Crown Victoria.

Mr. Bracey commented that the Sheriff is an elected Official. He does not come under the supervision of this Board. If anyone has a complaint or praise he would be the one to set up the appointment with.

**IN RE: VDOT – REPORT**

Mr. Richard Caywood, Resident Engineer, Virginia Department of Transportation, came forward and presented the following update:

Mr. Caywood presented the Board with copies of three handouts from VDOT's website. He commented after taking office in January 2002, Governor Warner directed VDOT to develop a plan to reshape the six-year plan as a result of the economic downturn. Mr. Caywood commented on the three handouts:

1. VDOT's Illustrative Six Year Highway Construction Program Details for All Systems and All Programs
2. Secretary Clement's Remarks
3. Factors to Consider When Comparing Secondary System Allocations

He stated he will work on the issues with the County but will not be able to get too deep into this process until the allocation numbers are final; after the General Assembly completes their budget work. Maintenance should not be impacted significantly in the long run under this scenario. There will be some short-term cash issues this fiscal year. The long-term growth rate of 4% is forecasted.

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Mr. Caywood reported Route 619 - winter shutdown will be extended through the 1<sup>st</sup> of April due to the cash flow situation. Anticipate resumption of work at that time – this will delay some of the expenditures into next year.

**IN RE: COMMISSIONER OF THE REVENUE – REPORT**

Mrs. Deborah M. Marston, Commissioner of the Revenue, was not present.

**IN RE: TREASURER**

Mr. William E. Jones, Treasurer, came forward and stated he had nothing new to report to them. He presented his report for the month of January 2002.

He requested that the Board approve the Investment Policy. Mrs. Ralph asked if he had provided it to the Board. He replied no. She requested that he resubmit it next month. Mr. Jones replied he would be happy to.

**IN RE: COMMONWEALTH ATTORNEY – REPORT**

Mr. T. O. Rainey, III, Commonwealth Attorney, came forward stating he had nothing to report, but would answer any questions the Board may have.

**IN RE: SHERIFF'S DEPARTMENT – REPORT**

Sheriff Samuel Shands, came forward presenting his report for the month of January 2002.

1. Reported that the contractors were making very good progress on the jail. He commented it looked almost as good as it did in 1972 when it first opened. He invited the Board over to take a look at it.
2. Mr. Haraway asked for an update on the dog situation at Mansfield. Sheriff Shands stated Mr. Beville has that information.

**IN RE: SHERIFF' S DEPARTMENT – GRANT FOR PURCHASE OF AUTOMATIC FINGERPRINTING MACHINE**

Sheriff Samuel Shands stated he had received a letter from the State Compensation Board indicating they have approved \$29,277 for the purchase of the LiveScan automatic fingerprinting machine in this budget year. He requested authorization to purchase the machine.

Mrs. Ralph stated there is a requirement that the County Administrator write a letter concurring with the request and stipulating to the following:

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1. The funds must be expended by June 15, 2002
2. The Compensation Board will not be responsible for any additional operating costs
3. The Compensation Board will not be responsible for any maintenance costs
4. The Compensation Board will not be responsible for any additional personnel to operate the equipment

Upon Motion of Mr. Moody, 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 Sheriff's Department to accept the funds in the amount of \$29,011.00 for the purchase of the automatic fingerprinting machine, with no local match required, and the County Administrator is authorized to sign any paperwork required to accept the grant.

**IN RE: SHERIFF'S DEPARTMENT – REPORT – CON'T**

Mrs. Ralph informed Sheriff Shands that the grant information for the School Resource Officer would be sent to him and it had to be returned by April 1, 2002.

Mrs. Ralph also commented that Mr. Chris Smith called to compliment him for visiting his site and taking care of the problem.

**IN RE: BUILDING INSPECTOR – REPORT**

Mr. Dwayne H. Abernathy, Building Inspector came forward presenting his report for the month of January 2002.

**IN RE: ANIMAL WARDEN – REPORT**

Mr. Steven R. Beville, Animal Warden, came forward presenting his monthly update for January 2002.

Mr. Beville gave an update on the dog situation at Mansfield. Friday, February 8 – made a site visit and met with owner – Dogs on site -10 Pit Bulls – 1 Rottweiler – 2 puppies (3 months old). All but 2 dogs were chained and confined in a fenced in area. He had a discussion with Mr. Underwood regarding the proposed ordinance limiting the number of dogs to 3, being considered by the County and the problems that have been reported by the neighbors. Mr. Beville stated the vet records indicated the dogs were all vaccinated – tags and license are up to date and he is not selling the puppies. The site was relatively clean for

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that number of dogs. Another site visit was made last week and the number of adult dogs was reduced to 8.

Mr. Haraway asked if the owner indicated whether or not he would reduce the number of dogs to 3. Mr. Beville responded no. But he is putting up some wood privacy fence across the back of the property, which should help the situation some.

Mr. Haraway requested Mr. Beville to continue with follow up site visits. Mr. Beville commented he had done all he legally could and both he and the Sheriff agreed that the safety factor has been met. He replied he would continue to make site visits.

Mrs. Ralph asked Mr. Beville and Sheriff Shands if they did everything they could under the laws in our County Code now. Both replied yes.

Mr. Bowman asked if the County needed to limit the number of dogs permitted depending on the lot size. Mr. Beville stated yes.

Mr. Bowman asked about the complaint on Sterling Road that had 20 dogs on a lot. Mr. Beville replied that situation was completely different. Those dogs are small and if you drove by that home you wouldn't know they were there. Mr. Bowman commented but the neighbors do.

Mr. Haraway asked Sheriff Shands if he agreed with the information Mr. Beville presented. He replied yes.

**IN RE: DIRECTOR OF PLANNING – REPORT**

Mr. William C. Scheid, Director of Planning came forward and presented his monthly update for January 2002.

1. Mr. Scheid reported a committee was set up by the Planning Commission last Wednesday night to work on the proposed dog ordinance. Two citizens will be asked to serve on the committee.

**IN RE: REQUEST TO ATTEND 2002 ANNUAL VIRGINIA AMERICAN PLANNING ASSOCIATION CONFERENCE – DIRECTOR OF PLANNING & ZONING ADMINISTRATOR**

Mr. Scheid requested authorization for himself and the Zoning Administrator to attend the 2002 Annual Virginia American Planning Association Conference in Roanoke on March 25-27, 2002 at a cost not to exceed \$560.00. The conference was budgeted for and funds are available.

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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",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that authorization is granted to the Director of Planning and Zoning Administrator/Senior Planner to attend the 2002 Annual Virginia American Planning Association Conference in Roanoke on March 25-27, 2002, at a cost not to exceed \$560.00.

**IN RE: DIRECTOR OF PLANNING – REPORT – CON'T**

Mr. Scheid continued his report.

2. Workshop scheduled for Planning Commission and Board of Supervisors to discuss major projects affecting future land use in the County – March 13, 2002 at 2:30 P.M. – Eastside Community Enhancement Center

Mr. Bowman commented that he wanted to know about meetings in his district. He requested that the Interim County Administrator send the Board members a schedule of her weekly appointments. He asked if the Board is responsible for the bills the elected officials make with the County Attorney. Mr. Bowman also asked for a report next month for the claim, which was approved today, for the meeting the Commissioner of Revenue had with the County Attorney.

**IN RE: ZONING ADMINISTRATOR/SENIOR PLANNER REPORT**

Mr. David S. Thompson, Zoning Administrator/Senior Planner came forward and presented his January 2002 monthly report.

1. A committee was formed by the Planning Commission to work on the off-street truck-parking ordinance as well.

**IN RE: RECESS**

Mr. Bracey called for a recess at 3:28 P.M. The meeting reconvened at 3:37 P.M.

**IN RE: SOCIAL SERVICES – REPORT**

Ms. Peggy McElveen came forward and gave an update on the conversion from Food Stamp coupons to Electronic Benefit Transfer effective

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May 1, 2002, which is mandated for use by October 1, 2002. She also reported they received a cash award for the Food Stamp Payment Accuracy Award.

**IN RE: SOCIAL SERVICES – REQUEST AND APPROVAL OF APPROPRIATION OF FUNDS FROM DONATIONS**

Ms. McElveen requested a resolution to appropriate funding received by her department through donations. The funds received are as follows:

|   |              |
|---|--------------|
| • Calvary Episcopal Church                  | \$ 375.00    |
| • Titmus Foundation                         | 400.00       |
| • Dinwiddie Ruritan Club                    | 100.00       |
| • St. John’s Catholic Church                | 1,000.00     |
| • Concord Presbyterian Church (youth group) | 48.00        |
| • Poole Christian Church                    | 243.41       |
| • Dinwiddie Middle School (student group)   | <u>69.00</u> |
| TOTAL                                       | \$2,235.41   |

Mrs. McElveen stated that no local match funds would be required.

Upon Motion of Mr. Moody, Seconded by Mr. Clay, 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 supplemental appropriations from donations in the amount of \$2,235.41 for the FY 2002 Social Services are hereby approved.

**IN RE: SUPERINTENDENT OF SCHOOLS – REPORT**

Dr. Scott Worner, Assistant Superintendent of Schools, came forward and stated he had nothing new to report, but would answer any questions the Board might have.

**IN RE: PARKS AND RECREATION – REPORT**

Mr. Timothy C. Smith, Director of Parks and Recreation, stated he had provided the Board with his January 2002 monthly report.

1. Dinwiddie Diamonds recently received a grant from Chaparral Steel for furnishings in their Senior room but they haven’t found out the amount.

**IN RE: REQUEST FOR FUNDING FOR DINWIDDIE COUNTY’S 250<sup>TH</sup> CELEBRATION**

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Mr. Smith presented a request for funding the County's 250<sup>th</sup> Celebration. It is going to cost \$10,000 for the 25 events. The 25 events will begin in May 2002 and conclude May 2003. The majority of this would be going towards the pyrotechnic/fireworks display for the kick-off event and Holiday Parade. The Board asked the Interim County Administrator her opinion of the agenda and funding. Mrs. Ralph commented overall the agenda and the concept are very good because a lot of the events are already ongoing. The funding would be spread over a two-year budget, which would help. Mr. Smith stated one of the vendors would help sponsor the celebration also.

Upon Motion of Mr. Haraway, Seconded by Mr. Clay, 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 the proposed agenda is hereby approved for the Dinwiddie County's 250<sup>th</sup> Celebration; and funding is appropriated in the amount of \$10, 000 to be spread over this year and the FY 2002-2003 budget year.

**IN RE: SOUTH CENTRE CORRIDORS RESOURCE  
CONSERVATION AND DEVELOPMENT COUNCIL**

Mr. Smith presented the request from RC&D's Council to help with the start up cost for the local office. The funds will be used for letterhead, postage, training, and travel for the council. They are requesting that each locality contribute \$1,000 of un-appropriated funds to carry them forward until June 30, 2002. The council also requested funding for the full fiscal year starting July 1, 2002 in the amount of \$3,000 from each locality. The \$3,000 will be an annual request.

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

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia hereby appropriates funds in the amount of \$1,000 to the RC&D Council for start-up costs; contingent upon participation by the other localities in an equal amount.

**IN RE: WASTE MANAGEMENT – REPORT**

Mr. Dennis King, Director of Waste Management came forward to present his report for January 2002.

**IN RE: PUBLIC SAFETY OFFICER – REPORT**

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Mr. David M. Jolly, Public Safety Officer, came forward and presented his January 2002 update.

**IN RE: AUTHORIZATION TO HIRE – EMT - MR. RYAN CRUTCHFIELD**

Upon motion of Mr. Haraway, seconded by Mr. Clay, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey voting "Aye", authorization is granted for Administration to hire Mr. Ryan Crutchfield as an Emergency Medical Technician, at Grade 10, Step A, at an annual salary of \$23,507, effective March 1, 2002.

**IN RE: COUNTY ATTORNEY – REPORT**

Mr. Daniel Siegel, County Attorney, came before the Board stating he would like to start today with updating the Board on litigation matters on a monthly basis in Closed Session.

**IN RE: BUILDINGS AND GROUNDS - REPORT**

Mr. Donald Faison, Buildings and Grounds Superintendent, came forward and stated he provided his monthly update for December 2001 in the Board packages.

**IN RE: DINWIDDIE COUNTY HISTORIC COURTHOUSE RENOVATION – CHANGE ORDER #2**

Mr. Donald W. Faison, Superintendent of Buildings and Grounds came forward to request approval of change order Number 2 on the Dinwiddie County Historic Courthouse Renovation. Change Order Number 2 is for the additional well casing pipe, replacement of deteriorated steam pipe, deleting the exterior water line and the time extension which are being finalized, for a sum not to exceed \$3,472.93

Upon motion of Mr. Clay, seconded by Mr. Haraway, 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 Change Order Number 2, described above, is hereby approved and authorization is granted for the County Administrator to execute same.

**IN RE: DINWIDDIE COUNTY HISTORIC COURTHOUSE RENOVATION – CHANGE ORDER #3**

Mr. Donald W. Faison, Superintendent of Buildings and Grounds came forward to request approval of change order Number 3 on the Dinwiddie County

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Historic Courthouse Renovation. Change Order Number 3 is to paint the ceiling in the courtroom with a faux finish to match the old finish for a sum not to exceed \$8,000. Mr. Faison commented; he, the Architect, and Subcontractor believe that the faux finish proposed for the courtroom ceiling will closely match the old finish. This is a very unique finish and it will make the ceiling stand out. The color has been reviewed by the Department of Historic Resources and they recommend that this method be used on the ceiling.

Upon motion of Mr. Moody, seconded by Mr. Clay, 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 the above described, Change Order Number 3, is hereby approved and authorization is granted for the County Administrator to execute same.

**IN RE: AUTHORIZATION TO PURCHASE CHAIRS FOR ADMINISTRATION BUILDING**

Mr. Faison stated he received the following bids for 25 chairs for the Administrative Offices and Board Room as listed below:

| COMPANY                  | PER EACH | COST        |
|--------------------------|----------|-------------|
| TRI-CITY OFFICE PRODUCTS | \$329    | \$8,225     |
| STAPLES                  | \$189    | \$4,725     |
| A. .P THINGS & INC.      | \$305    | \$7,625     |
| NATIONAL BUSINESS FURN   | \$433.05 | \$10,826.25 |

Mr. Faison requested authorization to proceed with purchasing the 25 chairs at a cost not the exceed \$8,000. Administration is still trying to insure the chairs selected will be of suitable quality.

Upon motion of Mr. Haraway, seconded by Mr. Clay, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey voting "Aye", authorization is granted for Administration to proceed with purchasing the 25 chairs at a cost not the exceed \$8,000.

**IN RE: AUTHORIZATION TO PURCHASE DOOR LOCKS FOR JAIL**

Mr. Faison, Buildings and Grounds Superintendent, reported that six Mortis locks for the doors at the jail have to be replaced. He stated he had received three bids. The lowest one was from Pleasant's Hardware for \$1,614.00. He requested authorization to proceed with the purchase so the doors could be refinished and replaced at the jail.

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Upon Motion of Mr. Clay, Seconded by Mr. Moody, 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 Buildings and Grounds Superintendent to proceed with the purchase of the six Mortis locks for the doors at the jail at a cost not to exceed \$1,614.

**IN RE: AUTHORIZATION TO REPAIR RESTROOM -  
COURTHOUSE**

Mr. Faison reported pursuant to instructions from the Board he had received two bids for the repairs to the men's restroom at the Courthouse. The faucet and sink repairs are not included in the bid these repairs will be done by Colonial Plumbing.

| COMPANY            | BID     |
|--------------------|---------|
| J.D.N. Enterprises | \$1,185 |
| Arizona Limited    | \$2,200 |

Upon Motion of Mr. Haraway, Seconded by Mr. Moody, 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 the Buildings and Grounds Superintendent is authorized to proceed with the contract with J.D.N. Enterprises for the repairs of the men's restroom at the Courthouse at a cost not to exceed \$1,185.

**IN RE: AUTHORIZATION TO REPLACE FENCE – WELL HOUSE  
AND WATER STORAGE TANK BEHIND THE SOCIAL  
SERVICES BUILDING**

Mr. Faison presented bids to replace the fence around the well house behind the Social Services Building, which was damaged by a windstorm:

| COMPANY                       | BID     |
|-------------------------------|---------|
| J.D.N. Enterprises (PVC)      | \$4,385 |
| Russell Fence Co, Inc. (PVC)  | \$7,175 |
| Russell Fence Co, Inc. (wood) | \$2,858 |
| Arizona, LTD (PVC)            | \$6,600 |
| Arizona, LTD (wood)           | \$6,200 |

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Upon Motion of Mr. Bowman, Seconded by Mr. Moody, 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 the Buildings and Grounds Superintendent is authorized to proceed with the contract with J.D.N. Enterprises for the replacement of the fence around the well house behind the Social Services Building with a PVC Vinyl at a cost not to exceed \$4,385.

Mr. Moody made the comment to make sure it is a good quality PVC Vinyl.

**IN RE: COUNTY ADMINISTRATOR COMMENTS**

1. Mrs. Ralph reminded the Board of the Old Hickory Mine Field Day for Friday, February 22, 2002. If any of you would like to meet here, the van will leave the Administration Building at 8:45 A. M.

**IN RE: BOARD MEMBER COMMENTS**

|             |   |
|-------------|---|
| Mr. Clay    | No Comments   |
| Mr. Haraway | He stated to follow up on the request during Citizens Comments period - Wednesday is the accepted night for worship and he had no objection to changing the meeting to another night or for the Pastors to have the invocation. |
| Mr. Moody   | No Comments   |
| Mr. Bowman  | He stated he would like to address the issue of the ladder truck for Namozine. Mrs. Ralph commented it will be discussed under Closed Session tonight.  |
| Mr. Bracey  | He stated he felt the Citizens would object to changing the meeting days.   |

**IN RE: CLOSED SESSION**

Mr. Moody 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) Appointments, and Public Safety

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■ **Consultation with Legal Counsel - §2.2-3711 A. 7 of the Code of Virginia**

Consultation with legal counsel and briefings by staff members and consultants about actual or probable and public discussion would adversely affect the negotiating or litigating posture of the County or Town - OR – consultation with legal counsel regarding specific legal matters that require legal advice - Procurement

Mr. Bowman seconded the motion. Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting “Aye”, the Board moved into the Closed Meeting at 4:40 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 5:03 P.M.

**IN RE: CERTIFICATION**

**Whereas**, this Board convened in a closed meeting under § 2.2-3711 A.1, for the purpose of Personnel – Appointments; and Public Safety and § 2.2-3711 A.7, Legal Counsel - Procurement

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

**IN RE: RECESS**

Mr. Bracey called for a recess at 5:04 P.M. The meeting reconvened at the Home Place Restaurant at 5:15 P.M. for the School Board to present their FY 2002-2003 budget.

**IN RE: SCHOOL BOARD – FY 02-03 BUDGET PRESENTATION**

Dr. Leland Wise, Jr., Superintendent of Schools, presented the following outline of the proposed school budget for FY 2002-2003.

Dinwiddie County Public Schools

FY2003 Budget

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## **Dinwiddie County Public Schools - New Teachers**

There will always be a need to hire some replacement teachers. Had to hire 22% of our teaching force this year.

Included in the budget are:

- Two teachers @ High School**
- Two teachers @ Middle School**
- Three elementary teachers**
- One elementary music**
- One technology trainer**
- One program assistant – Special Education**

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### **Changes in Support Staff Personnel-Additional Staff**

- **One additional LPN and upgrading one current LPN to 25 hours/week**
- **Two elementary clerical positions**
- **One central office secretary**
- **One desktop support technician**
- **One School Resource Officer at the High School**

### **Other Personnel**

• **Key personnel have been enticed away from Dinwiddie by significant salary and benefit increases. Many administrative personnel make \$15,000 to \$20,000 more in surrounding districts for the same or less responsibility.**

### **Other Personnel – cont'd.**

- **This budget provides for increasing school maintenance, custodial, and transportation salaries.**
- **All support and administrative scales have been adjusted and modified to 10 steps.**
- **These increases are necessary to retain quality personnel and to be able to recruit in these areas.**

### **FY2003 Revenue Budget**

- **The FY2002 - 2003 local composite index for Dinwiddie county is .2877 compared to .2940 for 2001-2002.**
- **The FY2003 budget is based on an average daily membership of 4280.**
- **This is an increase of 20 students from FY2002.**

### **State Revenue**

### **Local Revenue**

Local money needed to fund proposed budget would increase

From: **\$9,070,897.**

To: **\$10,370,897.**

- **Taking into account the increased number of students, this is a local per pupil increase of: \$293.79**

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### **Expenditure Budget**

- Teacher salary scale has been modified to reflect a starting salary of: **\$31,000 with 23 steps.**

•**This will cost about: \$600,000**

### **Adjustments to Other Scales**

Support and administrative scales have been adjusted and modified to 10 steps

Other scales have been adjusted upward, with the bus driver scale averaging a 12.9% increase

Employer costs have been adjusted to reflect salary increases

### **Other Items**

**School Capital Projects Fund/restored to original amount of \$222,000**

❖**Technology**

❖**Library books or software**

❖**Maintenance Utilities**

❖**Personnel advertisements/recruitment costs**

❖**Employee Health Insurance Costs = 25%**

❖**Debt service payments are down**

### **Other Funds**

- The Textbook Fund is budgeted at \$335,703.
- The Cafeteria Fund = \$1,314,374.
- Head Start = \$160,642. (July-Nov)
- OYCS = \$110,180.
- Litter Grant = \$6,500.

**Total FY2003**  
**School Board Budget**

**\$33,897,300**

## **RFP INFORMATION**

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**• Components of proposal**

**- Attendance Zone**

**• Enrollment Projections**

**• Create GIS Student Database**

**• Create Scenarios**

**• Preparation and presentation to public**

**• Components of proposal cont'd**

**- Facilities Study**

**• Elementary Schools**

**• Middle School**

**• High School**

**• Components of proposal cont'd**

**- CIP Planning**

**- Presentation**

**- Scope of Work**

**• Enrollment Projection**

**\*Fall Membership Projections**

| <u>Year</u> | <u>Students</u> | <u>@ HS</u> | <u>@ MS</u> |
|-------------|-----------------|-------------|-------------|
| 2001-02     | 4,340           | 1,183       | 1,111       |
| 2002-03     | 4,507           | 1,345       | 1,119       |
| 2003-04     | 4,501           | 1,460       | 1,079       |
| 2004-05     | 4,504           | 1,522       | 1,098       |
| 2005-06     | 4,500           | 1,467       | 1,062       |
| 2006-07     | 4,718           | 1,478       | 1,000       |

\*2-20-02

**• Potential Funding Sources:**

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|                                |                  |
|--------------------------------|------------------|
| 1995A School Construction Bond | \$ 99,752        |
| 1997A School Construction Bond | \$ 2,718         |
| 1999B School Construction Bond | \$ <u>93,000</u> |
| Total =                        | \$ 195,470       |

**IN RE: SCHOOL BOARD – SUPPLEMENTAL APPROPRIATION  
REQUEST FOR THE PURCHASE OF BUSES**

Dr. Wise presented the following written request to the Board for approval:

“As you are aware, the FY2001 audit report revealed ending balances in several of the School Division accounts as indicated below. All of this was not anticipated, due to additional grants, etc. being received and, therefore, was not included as beginning balances in our approved FY2002 budget for these accounts. See the chart below for details:

| <u>Fund</u>         | <u>FY2001<br/>Ending Balance</u> | <u>FY2002 Budgeted<br/>Beginning Balance</u> | <u>Supplemental<br/>Appropriation<br/>Requested</u> |
|---------------------|----------------------------------|--|---|
| Head Start Fund     | \$ 25,416.38                     |  | \$ 25,416.38  |
| Textbook Fund       | \$208,126.49                     | \$15,000.00                                  | \$193,126.49  |
| Cafeteria Fund      | \$ 17,820.06                     |  | \$ 17,820.06  |
| School Capital Fund | \$ 94,885.26                     |  | \$ 94,885.26  |
| OYCS Fund           | \$ 11,216.50                     | \$10,000.00                                  | \$ 1,216.50   |
| Litter Fund         | \$ 1,708.95                      |  | \$ <u>1,708.95</u>                                  |
| TOTAL               |                                  |  | \$344,173.64  |

The Dinwiddie County School Board reviewed this information at its January 8 meeting, voted to amend its FY2002 Budget for these funds and to seek the supplemental appropriation from the Board of Supervisors.

Also, the audit report confirmed our calculations of an ending balance of \$249,373.36 in the School Fund. In reviewing our records for numerous years past, it appears that there has been an unwritten consensus between the two Boards that this balance could possibly be re-appropriated to purchase school buses and maintain our bus fleet annually. It is the desire of the School Board and Administration to continue this practice so the Board authorized the Superintendent to request a supplemental appropriation of the ending balance of \$249,373.36 for the School Fund and amend the School Board Budget for FY2002 to apply this amount toward the purchase of four or five school buses.”

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

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia approves the request from the School Board for the supplemental appropriations

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as listed above which includes the ending balance of the of \$249,373.36 for the School Fund for FY 2001 to purchase four or five school buses.

There was discussion regarding the use of these funds and Mr. Bracey voiced he would like to see the buses in the budget each year.

**IN RE: OFFICE ON YOUTH SERVICES COMMISSION – BUDGET SESSION**

Mrs. Francene Green, Director, Office on Youth Services Commission, commented that the Governor's proposed budget is no longer funding this program and she requested that the Board provide the \$50,000 for the FY03 budget year. She distributed information on the OYSC programs and grants she has been able to obtain.

**IN RE: ADJOURNMENT**

Upon Motion of Mr. Clay, Seconded by Mr. Haraway, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, voting "Aye", the meeting adjourned at 7:45 P.M. to be continued until 2:00 P.M. on Wednesday, March 6, 2002 in the Conference Room of the Pamplin Administration Building.

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Edward A. Bracey, Jr.  
Chairman

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Wendy Weber Ralph  
Interim County Administrator

/abr