

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 1ST DAY OF MAY, 2002, AT 7:30 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 SEIGEL COUNTY ATTORNEY

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

Mr. Edward A. Bracey, Jr., called the regular meeting to order at 7:37 P.M. followed by the Lord's Prayer and the Pledge of Allegiance.

**IN RE: AMENDMENTS TO THE AGENDA**

Mrs. Wendy Ralph, County Administrator, stated there was a need to add a Closed Session for: (1) Personnel – Administration (2) Legal Counsel – Possible conflict of interest Planning Commission.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the minutes of the April 16, 2002 Continuation Meeting and the April 17, 2002 Regular Meeting are approved in their entirety.

**IN RE: CLAIMS**

Upon Motion of Mr. Haraway, Seconded by Mr. Clay, Mr. Moody, Mr. Haraway, Mr. Bowman, Mr. Clay, 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 1030271 through 1030450 (void check(s) numbered 1029749, 1030270 and 1030352) for:

**Accounts Payable:**

(101) General Fund	\$ 90,994.54
(103) Jail Commission	\$ .00
(104) Marketing Fund	\$ .00
(222) E911 Fund	\$ 139.11
(223) Self Insurance Fund	\$ .00
(225) Courthouse Maintenance	\$ 1,264.00
(226) Law Library	\$ .00
(228) Fire Programs & EMS	\$ .00
(229) Forfeited Asset Sharing	\$ 442.67
(304) CDBG Grant Fund	\$ .00
(305) Capital Projects Fund	\$ 5,028.27
(401) County Debt Service	\$ <u>.00</u>

**TOTAL \$ 97,868.59**

**IN RE: CITIZEN COMMENTS**

Mr. Bracey asked if there were any citizens signed up to speak or present who wished to address the Board during this portion of the meeting.

The following citizens came forward to address the Board:

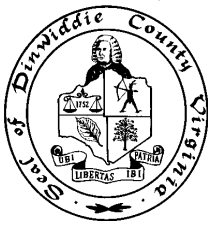
1. Michael W. Bratschi, 23500 Cutbank Road, McKenney, Virginia, came before the Board and commented on the following:
  - a. A statement made by a Board member regarding a doublewide mobile home being located at the entrance of Confederate Woods.
  - b. The "question form" used by Administration to respond to citizens questions at Board Meetings.
  - c. Information contained in the Board of Supervisors packets being made available to citizens attending board meetings.
  - d. Thanked the County Administrator for responding to his requests from the last meeting; however, he would get the information off the internet rather than pay for someone to copy information contained in the State Code.

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**IN RE: RESOLUTION – MRS. BETTY S. JETER**

Mrs. Wendy Weber Ralph, County Administrator, presented the following resolution to Mrs. Betty Jeter in recognition of her many years of service as the Registrar to the county.

# Resolution



**of the BOARD OF SUPERVISORS of DINWIDDIE COUNTY, VIRGINIA**

**MAY 1, 2002**

**IN RECOGNITION OF**

**BETTY S. JETER**

**WHEREAS**, Mrs. Betty S. Jeter began her career in Dinwiddie County as a part-time employee working in many different positions in the Courthouse; she was hired as the General Registrar on May 9, 1956 and served until December of 2001; and

**WHEREAS**, Mrs. Jeter has been a dedicated employee who represented the County of Dinwiddie in a professional and helpful manner; and

**WHEREAS**, She served Dinwiddie County's citizens with respect and provided excellent assistance to those needing her help;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Supervisors on this 1<sup>st</sup> day of May 2002 desires to express their appreciation to Mrs. Jeter for her 45 years of loyal service to Dinwiddie County and to extend to her our warmest regards on this occasion and our very best wishes for many years of health and happiness as she enters a new phase of her life;

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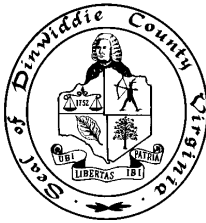
**BE IT FURTHER RESOLVED**, by the Board of Supervisors of Dinwiddie County, Virginia, that this resolution be presented to Betty S. Jeter, and a copy spread upon the minutes of this meeting.

Upon motion of Mr. Moody, seconded by Mr. Clay, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey voting "Aye", this resolution was adopted.

**IN RE: RESOLUTION - MR. JOHN CLEMENTS**

The County Administrator, presented the following resolution to Mr. John Clements for his dedication and many years of service on the Dinwiddie County Electoral Board.

# Resolution



of the BOARD OF SUPERVISORS of DINWIDDIE COUNTY, VIRGINIA

**MAY 1, 2002**

**IN RECOGNITION OF**

## **JOHN H. CLEMENTS**

**WHEREAS**, Mr. John H. Clements has served, for 29 years, on the Electoral Board, with distinction and integrity from February 15, 1973, until February 28, 2002; and

**WHEREAS**, the Board of Supervisors on this 1<sup>st</sup> day of May 2002 is desirous of acknowledging these qualities and further to express its appreciation for this work on behalf of the County;

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**NOW, THEREFORE BE IT RESOLVED**, that the Board of Supervisors of Dinwiddie County, Virginia, hereby commends Mr. John H. Clements for his contributions and devoted service to the County of Dinwiddie; and

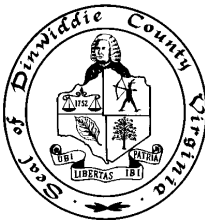
**BE IT FURTHER RESOLVED**, by the Board of Supervisors of Dinwiddie County, Virginia, that this resolution be presented to Mr. John H. Clements, and a copy spread upon the minutes of this meeting.

Upon motion of Mr. Haraway, seconded by Mr. Bowman, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey voting "Aye", this resolution was adopted.

**IN RE: RESOLUTION – MR. RONALD MARTIN LONG**

The County Administrator presented the following resolution to Mr. R. Martin Long for his service to the Board and citizens of the County.

# Resolution



of the BOARD OF SUPERVISORS of DINWIDDIE COUNTY, VIRGINIA

MAY 1, 2002

IN RECOGNITION OF

## RONALD MARTIN LONG

**WHEREAS**, Mr. Ronald Martin Long served as the County Administrator for Dinwiddie County, with distinction and integrity from July 14, 1997, until November 1, 2001; and

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**WHEREAS**, the Board of Supervisors on this 1<sup>st</sup> day of May 2002 is desirous of acknowledging these qualities and further to express its appreciation for this work on behalf of the County;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Supervisors of Dinwiddie County, Virginia, hereby commends Mr. Ronald Martin Long for his contributions and devoted service to the County of Dinwiddie; and

**BE IT FURTHER RESOLVED**, by the Board of Supervisors of Dinwiddie County, Virginia, that this resolution be presented to Mr. Ronald Martin Long, "Marty", and a copy spread upon the minutes of this meeting.

Upon motion of Mr. Moody, seconded by Mr. Clay, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey voting "Aye", this resolution was adopted.

**IN RE: CAPITAL IMPROVEMENT PLAN – WORKSHOP WITH PLANNING COMMISSION**

Mrs. Ralph gave the following overview of the proposed Capital Improvement Plan:

"It is my pleasure to present you with the *Recommended FY 2001/02 – 2005/06 Capital Improvement Program* (CIP) for your review and consideration. Before you is a plan that focuses on the County's five (5) year capital needs. We continue to be challenged with balancing the maintenance of our existing facilities and equipment with the growing needs of our community.

While the needs of County Agencies, Constitutional Officers, and department heads continue to significantly exceed the financial resources available, we are pleased to present you with a program that provides balance between the finite resources and an ever increasing number of priorities.

The five (5) year Capital Improvement Program totals \$36,064,777. The first year of the five (5) year program, which will be referred to henceforth as the Capital Budget, is \$1,006,103. The following is a summary of the projects that are recommended within the Capital Budget by functional area. The projects with an \*asterisk represent projects that are funded by another source, i.e. bond issues, grants, etc

**County Administration**

Northside Roof	\$20,000
Carpet Replacement (Admin.)	\$38,500
Waste Mgt. Pickup	\$25,000

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Convenience Center	\$66,000
Shelter Pavillion – Eastside	\$24,616
Countywide GIS (Yr. 2)	\$165,867
<b><u>County Administration Total</u></b>	<b>\$339,983</b>

**Public Safety**

Communications Center Relocation	\$200,000
Namozine VFD Station Improvement	\$164,120
Ford Responder 2	\$140,000
Old Hickory Generator	\$40,000
Breathing Apparatus	\$35,000
Structural Firefighting Gear	\$36,000
McKenney FD – Vehicle Extrac. (grant)	\$16,000
Replace Responder 3 – McKenney	\$35,000
<b><u>Total Public Safety</u></b>	<b>\$666,120</b>

**Total Capital Budget** **\$1,006,103**

Within the project summary, you will see those projects that are being proposed for future funding, and are not included in the five year program which total \$853,500. You will also see those projects that have already been funded or are being funded by another source.

Details for all of the projects recommended for funding in the *FY 2001/02 – 2005/06 Capital Improvement Program* can be found in the project description section of this document.

In conclusion, we are proud to present you with the *FY 2001/02 – 2005/06 Capital Improvement Program*, which we believe is both fiscally responsible and responsive to the community as we move into the new millennium.

Thank you for your careful review and consideration of this document. We are prepared to work with you as you review these recommendations and create a five (5) year Capital Improvement Program for the community. Thank you for your continued support as we pursue capital improvements that will enhance the quality of life for citizens of the County of Dinwiddie.

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## **INTRODUCTION**

Capital Improvement Programming (CIP) is a fiscal planning tool, which provides a guide for the efficient and effective expenditure of public funds for capital projects by the Board of Supervisors.

Through the CIP process, capital needs within the community are identified, evaluated, ranked by priority, and scheduled over a five (5) year period. The CIP reflects difficult decisions in the allocation of finite fiscal resources among the many capital needs.

The benefits of a capital improvement program include:

1. A sound and stable financing program of a multi-year period;
2. Implementation of the Comprehensive Plan and related policies;
3. Establishment of an annual review and prioritization of capital needs;
4. Provides a basis for the formulation of financing techniques and options or other revenue producing measures;
5. Allows for proper programming and project design;
6. Eliminates the duplication of projects;
7. Enables the County to take advantage of joint planning and shared community facilities;
8. Encourages efficient government administration; and
9. Allows the opportunity for public input in the process.

### **PROCESS FOR PREPARING THE CAPITAL IMPROVEMENT PROGRAM**

The County of Dinwiddie prepares a five (5) year Capital Improvement Program, which is reviewed annually. The current capital improvement program represents a total investment for County and School projects of approximately \$36 million for the five (5) year planning period.

The preparation of the CIP is an interactive process, which takes approximately eight (8) months. The process begins with all County agencies, constitutional officers, and departments with capital needs submitting project requests subject to the established guidelines. Projects submitted for review are major, non-reoccurring expenditures that meet the following criteria:

1. Acquisition of land for public purpose;
2. Construction of a new facility or addition to, or extension of, such a facility;

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3. Non-reoccurring rehabilitation or major repair with a cost of \$25,000 or more and a useful life of ten (10) years or more;
4. Purchase of major equipment with a cost of \$25,000 or more with a useful life of five (5) years or more; and
5. Any planning, feasibility, engineering, or design study related to an individual capital improvement project or program.

A review committee, established by the County Administrator, meets on a regular basis to review the projects submitted and consider all issues related to the Capital Improvement Program. The members of the CIP Review Committee are as follows:

Glenice N. Townsend,  
Chief, Div. Of Admin. & Community Services

William C. Scheid,  
Director of Planning

David M. Jolly,  
Director of Public Safety

Timothy C. Smith,  
Director of Parks and Recreation

Donald W. Faison,  
Director of Building and Grounds

Dennis E. King,  
Director of Waste Management

Dr. Leland Wise, Jr.  
Superintendent of Schools

Peggy McElveen,  
Director of Social Services

Wendy W. Ralph,  
County Administrator

The Division of Administrative Services compiles the project requests and the Review Committee discusses and prioritizes the requests based on the merits of each project. Upon reaching a consensus on the prioritization of the projects and matching available funds with the requests, staff prepares the County Administrator's recommended CIP. The plan is then presented to the Planning Commission and Board of Supervisors at a joint work session. After the work session, the Planning Commission and Board of Supervisors conduct public hearings and once the appropriate adjustments are made, the CIP is adopted.

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The first year of the CIP is the Capital Budget, and upon adoption of the CIP, funds are appropriated for those projects within the first year of the plan. As our process works now, funding is provided by the undesignated fund balance from the prior year.

## ESTABLISHING PRIORITIES

The initial review of the capital project requests takes place according to a set of evaluation criteria without regard to funding sources or the overall availability of funds for capital projects.

Those criteria were:

Safety Risk, systematic replacement, deteriorated facility, equitable efficiency, operating efficiency, coordination, new/expanded facility and resource conservation.

The second step is to place projects in funding priority groups as follows, also with out consideration of project cost or funding.

Group A - Safety Risk and Coordination

Group B - New/expanded Facility or Program & Operating Efficiency

Group C – Systematic Replacement

Group D – Deteriorated Facilities

The availability of funds in each year determines the number of projects that can be funded. We used \$1,000,000 as our funding limit.”

Mrs. Ralph asked if any of the members of the Planning Commission or Board had any questions or comments.

Mr. Haraway and Mr. Bracey requested further details for the pavilion at the Eastside Community Enhancement Center.

Mr. Clay asked if someone would explain the differences in the responder vehicles. He also commented there are no recreational facilities in the southern end of the County.

Mr. Bracey commented that the County doesn't have a “public” park or ball field for its citizens either.

Mrs. Stewart asked if there is an intended use for Northside Elementary School. Mrs. Ralph responded the Board has not made a decision yet.

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The County Administrator explained that the County's CIP is a 5-year plan only. It is not set in stone and each year it may, and usually does, change. Public hearings will be held before the Board adopts the plan. She thanked all of the departments and agencies for their hard work and time spent in its preparation.

**IN RE: RECESS**

The Chairman called for a recess at 9:03 P.M. The meeting reconvened at 9:11 P.M.

**IN RE: AUTHORIZATION FOR RFP TO SELECT CONSULTANT – TO PERFORM STUDY - INDUSTRIAL PARK PROJECT**

The County Administrator commented enclosed in your packet was a letter from the Tobacco Commission advising the County that \$50,000 was approved for the due diligence phase of the industrial park project. The remaining funds will be available contingent upon receipt of documentation that the project can be completed for the amount requested. Our next step will be an RFP to select a consultant to perform the study. Mrs. Ralph commented the remainder of the funds would be awarded depending upon the results of the study. She stated as a condition of the award, the Commission requires its participation in any and all press conferences or announcements of this grant. The Tobacco Commission membership list, which you requested, was enclosed in your packet also. She requested authorization to proceed with the RFP to select a consultant to perform the study.

Mr. Bowman expressed his concern about spending \$50,000 on the study until a site is selected. Mrs. Ralph commented there was a site selected as our first priority; but, she would contact the property owners to discuss the details of the property and bring that back to the Board before proceeding. However, it would take some time to select a consultant and she would like to proceed with the RFP at this time.

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 the County Administrator is authorized to proceed with the issuance of an RFP to select a consultant to perform the study for the due diligence phase of the industrial park project.

**IN RE: COUNTY ADMINISTRATOR COMMENTS**

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1. Mrs. Ralph commented that the Commissioner of Revenue did not want to put anything in writing but still would like to meet with the Board, a representative from the State Department of Taxation and an attorney to discuss the formula used for taxing mineral lands. The Board agreed to meet for an hour with the understanding that the representative from the taxation department is to address the Board first.
2. The list of appointments needed was supplied in your packets so you will be ready to discuss them at the meeting on May 15<sup>th</sup>.
3. If it is agreeable with the Board we need to continue this meeting until May 15, 2002 at 11:00 to tour the jail facilities followed by a 12:00 Noon joint meeting with the Dinwiddie County Water Authority to discuss any issues you may have. We will meet for lunch upstairs at the Home Place Restaurant. This was agreeable with the Board.

**IN RE: AUTHORIZATION TO ISSUE RFP – RADIO SYSTEM FOR COMMUNICATIONS CENTER**

The County Administrator stated the radio system for the communication center may cost the county in excess of a million dollars and no employee here has the expertise to put the proper bid proposal together. The State does have a list of vendors they are working with for the communication systems. She requested authorization to issue an RFP for a consultant to evaluate the specifications for the type of system we need for the center.

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 County Administrator is authorized to proceed with the issuance of an RFP for a consultant to evaluate the specifications for the type of communication system needed for the E911 Communication Center.

**IN RE: COUNTY ADMINISTRATOR COMMENTS – CONT'**

4. Mrs. Ralph distributed information, for the Board to review from the Director of the Office on Youth on next year's budget request.
5. Copies were distributed of the comprehensive article on the implications to localities of the General Assembly's budget action in the 2002 session including the fine-tuning of the budget per the governor's budget amendments at the veto session on April 17, 2002.

**IN RE: BOARD MEMBER COMMENTS**

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Mr. Bowman He asked how much was our budget cut this year due to the State. Mrs. Ralph replied the State revenues were cut 2% in the general fund. However, our County has not depended on the State for funding in these areas. The School Fund and a few other grant-funded offices received limited funding.

Mr. Moody No comments.

Mr. Haraway He stated he would like to know the status of the Assistant County Administrator position applications. The County Administrator stated she was prepared to discuss them in Closed Session.

Mr. Clay No comments.

Mr. Bracey No comments.

**IN RE: ITEMS UNDER INFORMATION TAB & HANDOUTS**

1. Memo from Martha Burton – General Assembly Update
2. Memorandum from Crater Regional Partnership – Partnership Program Update
3. Letter from VDOT – Bridge Detour on Route 625 for repairs
4. Letter of thanks for increase in salaries from the EMS Staff to the Board of Supervisors

**IN RE: CLOSED SESSION**

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

***Personnel Matters - §2.2-3711A.1 of the Code of Virginia Administration***

***Consultation with Legal Counsel - §2.2-3711 A. 7 of the Code of Virginia – Possible conflict of interest Planning Commission***

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 9:27 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 10:11 P.M.

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**IN RE: CERTIFICATION**

**Whereas**, this Board convened in a closed meeting under § 2.2-3711 A.1, Personnel Matters – Administration § 2.2-3711 A.5, Legal – Possible conflict of interest Planning Commission

**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: 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 10:16 P.M. to be continued until May 15, 2002 at 11:00 A.M. for a tour of the jail facility which will be followed with a 12:00 Noon joint meeting with the Dinwiddie County Water Authority for lunch upstairs at the Home Place Restaurant.

\_\_\_\_\_  
Edward A. Bracey, Jr., Chairman

ATTEST: \_\_\_\_\_  
Wendy Weber Ralph  
County Administrator

/abr