

The minutes of Board of Supervisors meetings contained within this website are **unofficial** and are provided solely for the convenience of the website user. The **official** minutes of 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 18<sup>TH</sup> DAY OF JANUARY, 2005, AT 12:25 P.M.

PRESENT: HARRISON A. MOODY – CHAIRMAN ELECTION DISTRICT #1  
MICHAEL W. STONE - VICE CHAIR ELECTION DISTRICT #5  
DONALD L. HARAWAY ELECTION DISTRICT #2  
DORETHA E. MOODY ELECTION DISTRICT #4

ABSENT: ROBERT L. BOWMAN IV ELECTION DISTRICT #3

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**IN RE: CLOSED SESSION**

Mr. Stone moved to close the meeting in order to discuss matters exempt under section: §2.2-3711 (A)(1) – Personnel –County Personnel; §2.2-3711 (A)(7) Legal Issues –Actual or Probable Litigation §2.2-3711 (A)(5) – Industrial; §2.2-3711 (A)(3) Acquisition of Property;

The motion was seconded by Mr. Haraway, Ms. Moody, Mr. Haraway, Mr. Stone, Mr. Moody, voting “Aye”, the Board moved into the Closed Meeting at 12:25 P.M.

The meeting reconvened into Open Session at 2:04 P.M.

**IN RE: CERTIFICATION**

**Whereas**, this Board convened in a closed meeting under: §2.2-3711 (A)(1) – Personnel –County Personnel; §2.2-3711 (A)(7) Legal Issues –Actual or Probable Litigation §2.2-3711 (A)(5) – Industrial; §2.2-3711 (A)(3) Acquisition of Property;

**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. Stone, Seconded by Ms. Moody, Ms. Moody, Mr. Haraway, Mr. Stone, Mr. Moody, voting “Aye”, this Certification Resolution was adopted.

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

Mr. Harrison A. Moody, Chairman, called the regular meeting to order at 2:05 P.M. followed by the Lord’s Prayer and the Pledge of Allegiance.

**IN RE: AMENDMENTS TO THE AGENDA**

W. Kevin Massengill, Interim County Administrator, stated there was a need to continue the Closed Session to the end of the meeting for §2.2-3711 (A) (1) – Personnel – County personnel and Appointments; §2.2-3711 (A) (7) – Legal Issues – Actual or Probable Litigation; and add under Action Items: Communications Realignment Request.

Upon Motion of Mr. Stone, Seconded by Mr. Haraway, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody voting “Aye”, the above amendment(s) were approved.

**IN RE: MINUTES**

The Clerk to the Board stated a correction needed to be made in the January 4, 2005 Regular Meeting Minutes. Under Board Member Comments, Mr. Haraway’s comment, “The Board received over 50 resumes, interviewed 5 applicants, and all 5 members voted to appoint Mr. Horwedel to this position. The corrected comment should reflect only 4 members voted to appoint Mr. Horwedel to this position, Mr. Moody was not present. Mr. Stone also requested the following corrections: under Citizens Comments Mr. Moody not Mr. Haraway stated the by-laws adopted by the Board for citizens comments time limit of 3 minutes would be complied with this year; and on page 18 - under Cell Phone Tax Discussion, he stated he was sure Mrs. Russell was not in error on the statement he made; but it was incorrect and he requested that the following sentence be removed ( Mr. Stone stated when people travel through the County they are “roaming” on their cell phones and pay additional fees and those companies don’t have equipment on the towers; how would we know if the County is collecting that); and correct the spelling of “earthly” in the next statement

Upon Motion of Mr. Stone, Seconded by Mr. Haraway, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody voting “Aye”,

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that approval of the December 9, 2004 Continuation Meeting, December 21, 2004 Continuation Meeting, December 21, 2004 Regular Meeting and the

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January 4, 2005 Regular Meeting Minutes are approved in their entirety with the above corrections.

**IN RE: CLAIMS**

Upon Motion of Mr. Stone, Seconded by Mr. Haraway, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody voting "Aye",

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 1047700 through 1047846, (voided check number(s) 1047703).

**FY – 04/05**

**Accounts Payable:**

(101) General Fund	\$ 265,207.87
(103) Jail Commission	\$ 574.69
(105) Playground Equipment	\$ 15,554.85
(209) Litter Control	\$
(222) E911 Fund	\$ 2,157.55
(225) Courthouse Maintenance	\$
(226) Law Library	\$
(228) Fire Programs & EMS	\$
(229) Forfeited Asset Sharing	\$
(304) CDBG Grant Fund	\$ 1,877.81
(304) Capital Projects Fund	\$ 49.20
(401) County Debt Service	\$ <u>89,300.73</u>
<b>TOTAL</b>	<b>\$ 374,722.70</b>

**IN RE: SCHOOL BOARD REQUISITION #26 & #26A– 1999 A & B PROJECT**

**To:** Dinwiddie County School Board

**From:** Dr. Charles Maranzano

Dr. James Lanham

**CC:** Mrs. Christie Fleming, Mrs. Wendy Ralph, Mr. Kevin Massengill, and Mrs. Ann Howerton

**Date:** 1/11/2005

**Re:** Close out of 1999 A & B Bond Accounts for Dinwiddie Elementary School

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As you may recall, at a called meeting of the Dinwiddie County School Board on January 3, 2005 you approved Requisition #26 to pay the Internal Revenue Service \$46,290.36 in rebate for the 1999 A&B bonds for Dinwiddie Elementary School.

Subsequently, we have been advised by our bond counsel Dan Siegel that he is of the opinion that we do not owe this rebate. After consulting with Mrs. Ralph and Dr. Maranzano, he has advised us to request that the full balance of the 1999 A&B bond accounts be disbursed to Dinwiddie County Public Schools and the funds used for remaining project work at Dinwiddie Elementary School. The requisition for these funds (#26A) is attached.

Accordingly, I am requesting that the Dinwiddie County School Board authorize our forwarding this substitute requisition to the Dinwiddie County Board of Supervisors for approval and request that these funds be refunded to the Dinwiddie Elementary School Capital Account. A review of this capital account will be provided to you during the budget work session.

Upon Motion of Mr. Stone, Seconded by Mr. Haraway, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody voting "Aye", the following Requisition #26 is hereby rescinded at the request of the School Board:

Requisition #26 represented the rebate calculation due to the Internal Revenue Service in the amount of \$46,290.36 for the Series 1999 A & B bond issue. The School Board requested that the Board approve the request and forward it to Jackie Shornak at SunTrust Bank as soon as possible, as this must be paid by January 10, 2005 to avoid any penalties.

Internal Revenue Service	Rebate Calculation	\$46,290.36
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**No. 26A**

### **REQUISITION FROM THE PROJECT FUND**

Note/Bond Account

Industrial Development Authority of Dinwiddie County, Virginia  
\$6,105,000 Lease Revenue Obligations, Series 1999 A & B

TO: SunTrust Bank

FROM: The Industrial Development Authority of Dinwiddie County, Virginia,  
Project Fund

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DATE: January 11, 2005

The undersigned Authorized County Representative requests that you make the following disbursements from the referenced Project Fund:

<u>AMOUNT</u>	<u>TO</u>	<u>PURPOSE</u>
\$46,868.55	Dinwiddie County Public Schools	Close 1999A & B Accounts

**\$46,868.55 TOTAL OF THIS REQUISITION"**

Upon Motion of Mr. Stone, Seconded by Mr. Haraway, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition #26A -1999 A & B in the amount of \$46,868.55 to close the bond issue is hereby approved as requested by the School Board.

**IN RE: REQUISITION #3 – ELEMENTARY SCHOOL & HIGH SCHOOL REQUISITION #2 – IDA SERIES 2004-B**

**To:** Dinwiddie County School Board  
**From:** Dr. Charles Maranzano  
Dr. James Lanham  
**CC:** Mrs. Christie Fleming and Mrs. Ann Howerton  
**Date:** 1/11/2005  
**Re:** Requisitions for Elementary and High School Projects

Attached you will find requisitions for both the elementary and high school projects. These items were approved by the Dinwiddie School Board at their meeting on January 11, 2005, and are being forwarded to you for Board of Supervisors approval.

**No. HS-2**

**REQUISITION FROM THE PROJECT FUND**

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[Indicate whether from Note Account or Bond Account of Project Fund by marking a line through incorrect account]

Note/Bond Account

Industrial Development Authority of Dinwiddie County, Virginia  
\$15,000,000 Lease Revenue Notes, Series 2004A and  
\$41,040,000 Lease Revenue and Refunding Bonds, Series 2004B

TO: SunTrust Bank  
FROM: The Industrial Development Authority of Dinwiddie County, Virginia,  
Project Fund  
DATE: January 11, 2005

The undersigned Authorized County Representative requests that you make the following disbursements from the referenced Project Fund:

<u>AMOUNT</u>	<u>TO</u>	<u>PURPOSE</u>
\$107,775.00	Moseley Architects	Schematic Design Invoice #441100-00002
\$107,775.00	TOTAL OF THIS REQUISITION	

**No. ES-3**

**REQUISITION FROM THE PROJECT FUND**

[Indicate whether from Note Account or Bond Account of Project Fund by marking a line through incorrect account]

Note/Bond Account

Industrial Development Authority of Dinwiddie County, Virginia  
\$15,000,000 Lease Revenue Notes, Series 2004A and  
\$41,040,000 Lease Revenue and Refunding Bonds, Series 2004B

TO: SunTrust Bank

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FROM: The Industrial Development Authority of Dinwiddie County, Virginia,  
Project Fund

DATE: January 11, 2005

The undersigned Authorized County Representative requests that you make the following disbursements from the referenced Project Fund:

<u>AMOUNT</u>	<u>TO</u>	<u>PURPOSE</u>
\$29,250.00	Moseley Architects	Schematic Design Invoice No. 441080-00003
\$3739.05	Sands Anderson Marks & Miller	Legal Services – Elementary Site Acquisition Invoice #135530
\$1327.32	Sands Anderson Marks & Miller	Legal Services – Elementary Site Acquisition Invoice #136243

**\$34,316.37 TOTAL OF THIS REQUISITION”**

Upon Motion of Mr. Stone, Seconded by Mr. Haraway, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody voting “Aye”,

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number HS #2 for the High School in the amount of \$107,775.00 and Requisition Number ES #3 for the Elementary School in the amount of \$34,316.37 be approved and funds appropriated for expenses from the Dinwiddie County IDA Lease Revenue and Refunding Bonds, Series 2004-B.

**IN RE: BUILDING INSPECTION - AUTHORIZATION TO PURCHASE VEHICLE**

The following bids were received by the Building Official, Mr. Dwayne Abernathy, for a 2005 pickup Truck for his department:

<b>COMPANY</b>	<b>MAKE</b>	<b>BID</b>
Sadler Chevrolet	GMC	\$12,797.98
Colonial Ford	Ford	\$12,531.79

(dealer costs, taxes, delivery, and rear lock differential not included)

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R.K. Chevrolet	Chevrolet	\$15,194.00
Capital Pontiac	GMC	\$13,184.00

Upon Motion of Mr. Stone, Seconded by Mr. Haraway, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody voting "Aye", the Building Inspector was authorized to purchase the 2005 GMC Truck from Sadler Chevrolet at a cost of \$12,797.98.

**IN RE: AUTHORIZATION TO USE ACH OPTION FOR DEBT SERVICE PAYMENTS TO SUN TRUST BANK**

**To:** Dinwiddie County Board of Supervisors  
**From:** Wendy Morgan, Senior Fiscal Technician  
**CC:** Ann Howerton, Director of Finance  
**Date:** February 4, 2005  
**Re:** ACH Vendor Payment Request

The County of Dinwiddie now has the option from Bright & Associates (BAI), to access the ACH vendor setup.

The ACH option will allow the county to process wire payments to vendors. At this time, I would like to request using the ACH for Debt Service payments that are issued to SunTrust. The payments are due bi-annually on February 1, 2005 and August 1, 2005. Upon the Boards approval of this request, the wire payment would be transmitted to the Bank of Southside on the 25<sup>th</sup> of the month prior to the due date.

Listed below are the debt service payments that would be issued for the month of February 2005:

IDA DINWIDDIE COUNTY COURTHOUSE SERVICE 1998C	\$142,418.00
IDA DINWIDDIE COUNTY VA SERIES 2004B	\$68,811.78
IDA DINWIDDIE COUNTY VA PUBLIC CAPITAL	\$99,443.02

Upon Motion of Mr. Stone, Seconded by Mr. Haraway, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody voting "Aye", authorization was granted for staff to use ACH for Debt Service payments issued to Sun Trust Bank.

**IN RE: CITIZENS COMMENTS**

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1) Michael Bratschi - 23500 Cutbank Road, McKenney, VA – commented the following: 1) in his opinion Mr. Stone has done more in 1 year for the citizens than all the other Board members have ever done 2) Mr. Stone should also be given mileage payments even though he said he didn't want it 3) Mr. Stone is the only one who answers emails (other Board members should be required to furnish email address to citizens) 4) The appointment vacancies for boards/commissions/authorities should be advertised in newspapers 5) he stated he was very upset because the Communications Manager position was done away with 6) he requested that the Board put the referendum for the police department on the next ballot.

2) Michael Wilde – 11647 Old Stage Road, Petersburg, VA – stated he felt the Board should adopt a lease law that would be in effect for the whole County not just in certain subdivisions and areas. He said dogs in his area were running wild killing his birds and ruining his livelihood.

3) David Dudley – 25907 Smith Grove Road, Petersburg, VA – representing Citizens for a Better Dinwiddie, invited Mr. Moody and the Board to attend the Dinwiddie Growth Management Summit and Town Hall Meeting at Rohoic Elementary School on February 17, 2005 at 7:00 P.M. The purpose of the meeting is to give the citizens an opportunity to ask questions and provide input on the growth of the county.

4) Sue Millis – 12740 Old Stage Road, Petersburg, VA – stated she had contacted the County Administrator a year and half ago but had not heard from her. The County was negligent in their responsibility to her and her family for issuing a building permit for her to build a home on a piece of property in a flood zone. She provided pictures of the flooding to the Board and stated it had happened to her four times (her home owners insurance does not cover flooding). She said she felt the County is obligated to correct the problem because zoning signed off on the permit and they should have known it was in a flood plain.

5) George Whitman – 13010 Old Stage Road, Petersburg, VA – commented the Board must take action to get an engineer for the Planning Department. The Planning Department should have checked the flood plain maps before a permit was issued to Ms. Millis. He questioned why the School Board was buying so much land and requested that the Board monitor the purchases. He also asked why staff did not send bid requests to County residents who have businesses.

**IN RE: VDOT REPORT**

Mr. Ray Varney, Resident Engineer, Virginia Department of Transportation, provided the following update:

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1. I-85 bridge project is underway and it is on schedule.
2. Rt. 613 project is in the budget and on schedule to begin in March.
3. He informed the Board that VDOT has a little more money available in the Six Year Secondary Road budget for the this year for County.
4. He pointed out that the restructuring for the Residency Offices would be completed by April 10, 2005 and if the Board or citizens had any questions to call him.

#### Board Member Request/comments

Mr. Stone commented several citizens told him the sign VDOT had erected at Route 40 and Courthouse Road was too close and needed to be moved back down the hill from the intersection. Mr. Varney stated the sign could be moved if that is what needed to be done. He said the way to take care of the problem would be to lower that knoll but the issue is Route 40 is a Primary road and there was no funding for it.

Mr. Massengill stated he had received several concerns about the litter on River Road. He asked if VDOT could help with the situation. Mr. Moody stated community service could help with it also. Mr. Varney stated he would take a look at it and inmates usually help with litter pickup, but he was not sure if they could be utilized in a highly populated area. He also stated he did not know the procedure for working with community service folks either; but he would find out.

#### **IN RE: UPDATE ON EASTSIDE PLAYGROUND EQUIPMENT**

Mr. Tim Smith, Director of Recreation, informed the Board that the County did receive the grant and would receive about \$24,000 of playground equipment for \$15,000. He said as you are also aware, it is a community build project and the Dinwiddie County Optimist Club has taken on the project. They are also in the process of raising funds to put the mulch down and \$240 has been raised for that project.

The equipment should be up by the end of February or early part of March. Work should commence shortly on the pavilion.

The Interim County Administrator commended Mr. Smith for developing and working with Mrs. Betty Bowen who has worked to build the membership of the Optimist Club that will be working on the project. Mr. Moody suggested that staff check with some of the vendors to see if they would be willing to donate some mulch for the project. Mr. Smith stated he was working on that already.

#### **IN RE: COUNTY GATEWAY & DIRECTIONAL SIGN REPORT – BUILDINGS AND GROUNDS DIRECTOR**

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Mr. Gene Jones, Buildings and Grounds Director, assisted by Mr. David Thompson, GIS Director, provided a slide presentation so the Board would have an idea which signs they might consider using for the gateways and directional signs in the County. Mr. Jones also furnished the following prices for the signs:

## SIGNS

		Sign Price		Type
4' X 8'	Carson Sign	4600.00	Installed	Carved Foam
2' x 4'	County Government	180.00	Sign Only	Metal
4' X 8'	Poole Church	3500.00	Sign Only	Marquee
4' x 8'	Dinwiddie County	280.00	Sign Only	Metal
4' X 8'	Marmorra Church	3700.00	Sign Only	Marquee
4' X 8'	McKenney Fire Station	3500.00	Sign Only	Marquee
16" x 24"	Welcome to McKenney	572.00	Sign Only	Sand Blasted Wood
48" x 32"	Welcome to McKenney	741.00	Sign Only	Sand Blasted Wood
4' x 6'	Welcome to McKenney	1800.00	Sign Only	Sand Blasted Wood
4' X 8'	Welcome to McKenney	2400.00	Sign Only	Sand Blasted Wood

He stated he had talked to Mr. Cope at the Rowanty Vocational School about getting the Masonry class to lay the brick for the marquee signs and he told him he would talk to the Masonry teacher and let him know. He said Mr. Cope sounded interested in doing this to give the class a project. The County would have to supply the material (brick mortar and concrete) and he would put the footings in. The material will cost around 600.00 per marquee sign.

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The above sign was the Board's choice for the five gateway signs at an approximate cost of \$280. Mr. Stone and Mr. Moody stated they felt some of the civic organizations would help with the cost of these signs.

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After a short discussion regarding the above marquee sign meeting the corridor sign requirements, the Board felt this type of sign with the County seal would work well at: Eastside Community Center/Rohoic Library and the Pamplin Administration Building. The cost for each sign is approximately \$3,500.

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Mr. Jones suggested that white vinyl sleeves could be put on the post of the directional signs at an estimated cost of \$35 for each sleeve which would make it look even better and it would last longer. The estimated cost for the post and vinyl sleeves would be about \$200. The Board was in agreement with the above directional sign with vinyl.

**IN RE: REVENUE RECOVERY PAYMENTS TO NAMOZINE  
VOLUNTEER FIRE/RESCUE & FIRST RESPONSE  
COMPANIES**

Mr. Dennis Hale, Division Chief of Public Safety, stated in February 2003 when revenue recovery began in the County (billing for transport services) the proposals in the work shops and the presentations addressed how that money would be distributed back through the volunteer system within the County. The information was provided to the Board in their packets. He also informed the Board that Old Hickory and Carson do not participate in the EMS.

“As you are aware, part of the Revenue Recovery plan included payment to the fire companies that provided First Response Services on EMS calls. These payments have not been made to these companies for numerous reasons over the last 23 months. The biggest of these reasons is that there has been no

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efficient way to correlate which calls we were paid for with the calls these units responded to. I have worked with our billing company, DAB, to try and resolve this issue. We will pilot one of the possible solutions in January 2005. It is a long term solution for the future and cannot help us recoup call data up to this point.

In the meantime, I feel it is no longer feasible to continue to delay the payments to these fire companies. I made a proposal to these fire companies on a funding formula that would closely match call and billing data for the last 23 months. It was derived as follows; in 2003 Dinwiddie County received payment for 33% of the calls we billed and in 2004 the county collected on 51% of the calls it billed. Therefore it should be derived that we were paid for 33% and 51 % respectively, of the calls that the fire companies responded to in 2003 and 2004. Based on this, the formula would take *the total number of EMS calls a fire company actually answered and multiply that by 33% (2003) and 51% (2004) to get the total number of calls the company should get paid for*. This would then get multiplied by the 15% of the allowable charge for the call (*This was the agreed upon rate when the EMS ordinance was adopted*). Currently the allowable charge is \$385 and 15% equals \$57.75 per call. This would give us the total due to each company based on the best data we currently have available.

Example: Company 12 answered 200 EMS Calls from February 2003 to November 2004

Formula  $200 \times 0.54 = 108$  paid calls  $\times \$57.75 = \$6,237.00$

This formula was presented and accepted at the December 2004 Fire/Rescue Association meeting. Also, attached are the totals that would be due to each company. I would like to move forward with making these payments as they are fairly significant. If this requires Board action, please let me know when we could go forward to them with this. Thank you for your help and if you have any questions please let me know.”

Mr. Moody asked if the Fire/Rescue Association approved of the disbursements. Mr. Hale replied yes. Mr. Haraway stated he liked the formula because it awards the companies on the amount of volume that they did; unlike the budget where every department gets a flat amount whether they have 100 calls or 1,000 calls. Mr. Hale commented hopefully with new documentation changes done with paid staff and DAB, billing company, future payments will be more accurate.

#### **BREAK DOWN OF CALLS BY COMPANIES 2003 - 2004**

	Resp 1	Squad 2	Resp 3	Resp 4
January	0	0	0	0
February	2	11	8	12

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March	11	17	13	18	
April	3	13	14	14	
May	7	18	3	20	
June	13	21	19	19	
July	8	15	16	32	
August	2	17	11	24	
September	5	22	11	39	
October	2	23	17	25	
November	12	23	13	38	
December	9	23	11	31	
<b>Total</b>	<b>74</b>	<b>203</b>	<b>136</b>	<b>272</b>	
					<b>TOTAL</b>
Payment	\$1,410.26	\$3,868.67	\$2,591.82	\$5,183.64	\$13,054.39

Formula = Calls Answered X 33% X  
57.75

	Resp 1	Squad 2	Resp 3	Resp 4		
January	5	8	9	41		
February	6	7	11	25		
March	6	6	9	20		
April	4	29	4	17		
May	9	23	10	32		
June	14	6	4	5		
July	5	33	11	27		
August	11	17	6	22		
September	8	13	3	21		
October	8	24	8	18		
November	4	12	6	16		
December	14	35	6	23		
<b>Total</b>	<b>94</b>	<b>213</b>	<b>87</b>	<b>267</b>		
2004 Totals	\$2,768.54	\$6,273.38	\$2,562.37	\$7,863.82		\$19,468.10
2003 Totals	\$1,410.26	\$3,868.67	\$2,591.82	\$5,183.64		\$13,054.39
<b>Overall Totals</b>	<b>\$4,178.80</b>	<b>\$10,142.05</b>	<b>\$5,154.19</b>	<b>\$13,047.46</b>		<b>\$32,522.49</b>
	Dinwiddie	Ford	McKenney	Namozine		
2004 Formula	Calls Answered X 51% X 57.75					

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Mr. Hale commented the second memo runs along the same lines but it addresses specifically the Namozine Fire Department because it was the only fire department that currently delivers ambulance service.

“As you are aware, part of the Revenue Recovery plan included payment to the Namozine VFD for providing ambulance service for EMS calls. These payments have not been made to Namozine VFD for numerous reasons over the last 23 months. The biggest of these reasons is that there has been no efficient way to correlate which calls we were paid for with the calls that Namozine VFD responded to. I have worked with our billing company, DAB, to try and resolve this issue. We will pilot one of the possible solutions in January 2005. It is a long term solution for the future and cannot help us recoup call data up to this point.

In the meantime, I feel it is no longer feasible to continue to delay the payments to Namozine VFD for the services that it has rendered. I have made a proposal to Namozine VFD that would closely match the call and billing data for the last 23 months. It was derived as follows; in 2003 Dinwiddie received payment for 33% of the EMS calls handled and 51% in 2004. Therefore it should be derived that we were paid for 33% and 51% of the calls respectively that the Namozine VFD provided service on in 2003 and 2004. *Based on this we would take the total calls run by Namozine in 2003 and 2004 and multiply them by 33% and 51% respectively to get the total numbers of calls the company should get paid for. These figures would then get multiplied by the 65% of the allowable charge for the call. (This was the agreed upon rate when the EMS ordinance was adopted). Currently, the allowable charge is \$385 and 65% equals \$250.25 per call. For Namozine VFD the results are as follows:*

2003	335 calls X 33% X 250.25 =	\$27,665.14
2004	168 calls X 51% X 250.25 =	\$21,441.42

**Total Owed = \$49,106.56”**

This formula was presented and accepted by Namozine because it only affected them. He stated he would like to move forward with making these payments as they were quite significant.

Upon motion of Mr. Haraway, Seconded by Mr. Stone, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody, voting “Aye”,

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia authorized staff to disburse payment to Namozine VFD for providing ambulance service for EMS calls over the last 23 months in the amount of \$49,106.56 and funds appropriated from the general fund balance.

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BE IT FURTHER RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia authorized staff to disburse payments to the First Response Companies that provided First Response Services for EMS calls over the last 23 months in the amount of \$39,542.68 and funds appropriated from the general fund balance.

**IN RE: AUTHORIZATION TO EXERCISE OPTION TO PURCHASE  
94.37 ACRES OF LAND FOR THE INDUSTRIAL PARK**

The Interim County Administrator requested authorization to execute the option for the purchase of 94.37 acres from Mrs. Virginia Bragan for the Industrial Park. On January 10, 2005 he entered into the agreement with Mrs. Bragan and at this point he was requesting authorization from the Board to execute this option; upon entering into the agreement the County has until March 31, 2005 to close on the property.

Upon motion of Mr. Stone, Seconded by Mr. Haraway, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody, voting "Aye",

BE IT RESOLVED, that the Chairman of the Board, the County Administrator and the Interim County Administrator are each authorized and directed to exercise the option for the purchase of the Property that is the subject of the Option Agreement and to take all such actions as they deem necessary or expedient to fulfill the Board's obligations under the Option Agreement and to carry out the purposes and intents of this agreement, including without limitation, the purchase of the Property and the execution of all such documents as may be deemed necessary in their sole discretion to effectuate such purchase (the approval of which shall be conclusively evidenced by their execution thereof).

**IN RE: AUTHORIZATION TO EXECUTE CONTRACT – TOWNES  
SITE ENGINEERING - INDUSTRIAL PARK  
BROWN/BRAGAN TRACT**

Mr. William Scheid, Director of Planning, stated he believed the Board had been given a copy of the contract and this arose out of an earlier contract with Townes Site Engineering. In the contract there were provisions should the Board wish to explore further development at this site they would go forward and do the studies as required. He explained to the Board that he reviewed the contract proposal submitted by Townes Site Engineering for work to be performed at the County Industrial Park known as the Brown/Bragan tract. The cost for the work quoted appears reasonable. The time frame noted for the work elements was developed during a meeting held on January 7, 2005 attended by Wendy Ralph, Kevin Massengill, Jeff Collins and him. While it appears the time line is longer than expected, it was demonstrated to staff that it is realistic in view of the fact

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that others are involved in the review process of which we do not control their response time to us.

The Interim County Administrator stated the contract was not included in the Board packets. He requested that Mr. Scheid read the scope of services being provided by Townes Site Engineering.

**PROPOSAL ADDENDUM FOR  
ENGINEERING, PLANNING & SURVEYING SERVICES**

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**DINWIDDIE COUNTY INDUSTRIAL SITE PLANNING STUDY**  
**DINWIDDIE COUNTY, VIRGINIA**

"Prepared for:  
**COUNTY OF DINWIDDIE**  
Dinwiddie, Virginia

Prepared by:  
**TOWNES SITE ENGINEERING, P.C.**  
Chesterfield, Virginia

Revised January 11, 2005  
December 1, 2004

December 1, 2004

County of Dinwiddie  
Attn: Ms. Wendy W. Ralph  
County Administrator  
P.O. Drawer 70  
Dinwiddie, Virginia 23841

RE: PROPOSAL ADDENDUM

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**DINWIDDIE COUNTY INDUSTRIAL SITE PLANNING STUDY  
DINWIDDIE COUNTY, VIRGINIA**

Dear Ms. Ralph,

**Townes Site Engineering, P.C.** is pleased to submit this addendum to the proposed engineering, planning, and surveying services needed in reference to the Dinwiddie County Industrial Site Planning Study, Dinwiddie County, Virginia.

**Townes Site Engineering, P.C.** appreciates the opportunity to submit this proposal, and we look forward to a continual cordial working relationship. If this proposal is acceptable, please sign the attached Proposal Acceptance Sheet and return it along with one of the original proposals to this office. Please do not hesitate to call us should you have any questions or problems in reference to this proposal.

Sincerely,

Jeffrey T. Collins, P.E., C.L.S.  
Principal

Attachments:   Scope of Services  
                      Services Not Included  
                      Fees for Services  
                      Current Hourly Rates  
                      Proposal Acceptance Sheet

**PROJECT DESCRIPTION**

This proposal is for engineering, planning and surveying services related to the Brown-Bragan Tract located in Dinwiddie County, Virginia.

**SCOPE OF SERVICES**

1. The TOWNES staff will create a Conceptual Master Plan on the Brown-Bragan Tract. This Plan shall be generated based upon interactive communication with the Dinwiddie County Administration. It is anticipated that 3 or 4 alternative draft plans may be generated prior to issuing the final plan. This includes up to three (3) site visits at the County's discretion.

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2. The TOWNES staff will provide support through the rezoning process for the Brown-Bragan Tract. This shall include but not be limited to providing information regarding potential proffers, conditions and covenants for an commercial business center that has a mixture of commercial and industrial uses.
3. The TOWNES staff shall provide a one-foot contour base aerial topographic survey of the entire tract. This shall include the area bounded by U.S. Route 460, Interstate 85, Norfolk Southern Railroad and the Dinwiddie School site (inclusive). TOWNES shall provide all necessary ground control for the aerial flight associated with this topo.
4. The TOWNES staff will prepare a design showing road, drainage, sewer and water plans for an industrial access road to the Brown-Bragan Tract as per County of Dinwiddie requirements as authorized by the County of Dinwiddie. The roadway shall follow the alignment as depicted on the final Conceptual Master Plan that is generated under Item 1. This roadway is estimated to be no longer than twenty-five hundred (2500) feet in length. Any length exceeding this will make this item subject to an addendum to this proposal. The TOWNES staff will submit construction plans to approving agencies for their review and comments. Any revisions, changes, or additions required by the approving agencies shall be discussed with the Owner and agreed upon before making them and resubmitting for approval. This proposal limits the water and sewer design to the immediate roadway area. Any extensions outside these limits will require an addendum to this proposal.
5. The TOWNES staff shall coordinate and apply for the permitting required for the impacts to wetlands as related to the design of the industrial access roadway. This shall include full processing of the permit application to approval and issuance of a U. S. Army Corps of Engineers permit. The quoted fee does not include supplemental studies that may be required by the review agencies such as Historic Resource studies, endangered species studies, etc.
6. The TOWNES staff will provide construction management for the road project. This shall include coordination of bid documents, contractor selection, VDOT inspections, contractor coordination, monthly estimate review, shop drawing review, Geotechnical inspections of road grades and trenches.

### **TIME FRAMES**

The following time frames are estimates of when certain items are anticipated to be finalized.

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Aerial Topographic Survey	April 1, 2005
Conceptual Master Plan	May 1, 2005
Submittal of Rezoning Application	May 2005
Preliminary Road and Utility Plans	June 1, 2005
Final Road and Utility Plans	July 1, 2005
Wetlands Permit Submittal	June 2005

### **REIMBURSABLES**

1. Printing Cost plus 10%
2. Mailings (Federal Express, etc.) Cost plus 10%
3. Meetings (Planning Commission, etc.) except as noted.
4. Deliveries

### **RESPONSIBILITY OF THE CLIENT**

1. All fees for review, permitting, etc.
2. Building plans.
3. Signage design and detailing for signage permit.
4. To date Title Report.

### **SERVICES NOT INCLUDED IN THIS PROPOSAL**

The following services are not included in this proposal. However, these services may be provided in a separate proposal if so requested.

1. Full Time on-site and off-site inspections of the construction.
2. Special design items not otherwise mentioned (water tanks).
3. Fees and bonds.
4. Full Time Construction Management.
5. Construction stakeout.
6. Permit Processing not specifically outlined
7. Traffic Study and signalization design.
8. Irrigation Plan.
9. Lighting Plan.
10. Landscape Plan.
11. Geotechnical Services.
12. Environmental Services.
13. Any service not specifically mentioned in the attached Scope of Services.

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**FEES FOR SERVICES**

Task 1.	Conceptual Master Plan TOWNES Staff	Lump Sum	\$ 5,500.00
Task 2.	Support through Rezoning Process TOWNES Staff	Not to Exceed	\$ 5,000.00
Task 3.	Aerial Topographic Survey TOWNES Staff	Lump Sum	\$ 16,000.00
Task 4.	Plans for Industrial Access Road TOWNES Staff	Lump Sum	\$ 24,000.00

The fee quoted for Task 4 is contingent upon the County accepting Task 3. Should the aerial topographic survey not be authorized, then the fee for Task 4 shall be \$ 32,000.00

Task 5.	Wetlands Permitting	Not to Exceed	\$ 7,500.00
Task 6.	Construction Management	5% of Project Cost Estimated	\$ 25,000.00

**CURRENT HOURLY RATES**

PRINCIPAL ENGINEER (STRUCTURAL)	\$150.00/HOUR
PRINCIPAL ENGINEER	\$125.00/HOUR
PRINCIPAL SURVEYOR	\$110.00/HOUR
SURVEY FIELD CREW (3-MAN)	\$ 90.00/HOUR
SURVEY FIELD CREW (2-MAN)	\$ 80.00/HOUR
CIVIL ENGINEER	\$ 85.00/HOUR
ENVIRONMENTAL ENGINEER	\$ 75.00/HOUR
GEOTECHNICAL ENGINEER	\$ 75.00/HOUR
GEOTECHNICAL TECHNICIAN	\$ 50.00/HOUR
SURVEYOR	\$ 75.00/HOUR

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ENVIRONMENTAL SCIENTIST	\$ 60.00/HOUR
CADD TECHNICIAN	\$ 60.00/HOUR
RESEARCH	\$ 50.00/HOUR
CLERICAL	\$ 35.00/HOUR
PER DIEM (OVERNIGHT)	
1 PERSON	\$150.00/DAY
2 PEOPLE	\$200.00/DAY
3 PEOPLE	\$250.00/DAY

- An additional \$50.00 per day will be added to projects located outside a 50-mile radius of Richmond.

**PROPOSAL ACCEPTANCE SHEET  
AGREEMENT BETWEEN TOWNES SITE ENGINEERING, P.C.  
AND COUNTY OF DINWIDDIE**

1. **GENERAL WORKING AGREEMENT**  
This paper, when signed by you and returned to us with one of the original proposals, will constitute the whole and entire working agreement between our firms. All projects or services which Townes Site Engineering, P.C. (TOWNES) may be contracted to provide for your firm (CLIENT) will be subject to the general provisions spelled out in this agreement. This agreement can be modified only by attaching amendments signed by CLIENT and TOWNES to this proposal acceptance sheet.
2. **SERVICES RENDERED**  
TOWNES will perform the work outlined on the accompanying Proposal under the fee schedule specified therein. Services will be rendered at or above prevailing professional quality standards and will represent our "best effort."  
**Regulatory Compliance:** Adherence to all laws and regulations applicable to the project will be sought and CLIENT will be advised of our interpretation of their responsibility and liability there under. Permits, if required, will be obtained by the Client and necessary notice given to regulatory bodies prior to commencing work.  
**Safety:** All work performed by TOWNES and subcontractors under TOWNES' control will conform to regulatory safety standards for equipment and practice.  
**Insurance:** State mandated levels of workers' compensation and employer's liability insurance will be maintained by TOWNES; comprehensive general liability and automotive liability insurance with limits of one million dollars will be maintained for the duration of the project.  
**Right of Entry:** Performance of contracted services requires that CLIENT provide TOWNES with timely and legal access to the job site.
3. **BILLINGS & PAYMENT**  
The specific fees for each project or service are described in the Proposal, accompanying this agreement. **UNLESS OTHERWISE SPECIFIED, CLIENT WILL BE INVOICED MONTHLY FOR WORK PERFORMED IN THE PREVIOUS MONTH BILLING PERIOD. PAYMENT IS DUE IN FULL WITHIN THIRTY (30) DAYS FROM THE DATE OF INVOICE.** Monthly statements will be provided by TOWNES to CLIENT showing numbers and mailing dates of invoices not yet paid in full and a record of payments received to date on those invoices. CLIENT shall pay interest of one and one-half percent (1.5%) on invoiced amounts (principal and interests) unpaid within the previous monthly (30 day) billing period. Payment thereafter shall first be applied to accrued interest and then to the principal unpaid amount. When working on a fee schedule basis, a fifteen percent (15%) contingency will be allowed, as CLIENT understands that it is not possible to guarantee amounts of time and materials that will be required. TOWNES will advise CLIENT as the upper contingency limit is approached, and when reached discontinue activity pending CLIENT review and approval. All billing or service complaints must be submitted in writing within thirty (30) days of invoice or the dispute or complaint will be waived.
4. **LEGAL MATTERS**
  - A. CLIENT or TOWNES may terminate this AGREEMENT for any reason and at any time by written notification of the other party. Termination will become effective fourteen (14) calendar days after receipt of the termination notice.
  - B. TOWNES will conduct its operations on behalf of CLIENT in a manner customary for those services when rendered by other professionals in similar circumstances. However, in the absence of gross negligence on the part of TOWNES, CLIENT waives any claim against TOWNES for injury or loss related to TOWNES project activities on behalf of CLIENT.
  - C. CLIENT will provide any and all information in its possession which could effect the outcome of TOWNES' investigation/services or that could result in loss or injury to TOWNES or it's staff.
  - D. TOWNES will not undertake any work which, in its judgment, would be illegal, fraudulent, or in some other way harmful to the best interest of TOWNES.

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E. Documents, such as reports, plans, maps or other data produced for CLIENT are the property of TOWNES.  
F. Materials gathered by TOWNES at the project site, including any and all samples, are property of CLIENT; if contaminated with hazardous substances, proper and legal disposal of these samples will be the responsibility of CLIENT.

G. TOWNES will hold in confidence any information so requested by CLIENT, subject to legal limitation of such action.

H. CLIENT may inspect any project related files in TOWNES' offices during normal business hours upon reasonable advance notice.

I. CLIENT agrees to pay any legal costs incurred by TOWNES necessary to secure payment for any work completed under this contract.

J. Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Architect's services are substantially completed.

K. Client and Consultant each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of the Client and Consultant, they shall be borne by each party in proportion to its negligence.

5. PROJECT SPECIFIC CONDITIONS

If this agreement contains conditions specific to this project, they will be included on an attachment to this paper under the heading, Project Specific Conditions.

6. GOVERNING LAW

The validity and enforceability of this agreement is based on the laws of the Commonwealth of Virginia."

Mr. Scheid stated the cost of the services in the amount of \$52,000 was included in the Tobacco Commission grant.

Mr. Moody asked what the time line was for the project. Mr. Scheid stated it was outlined in the agreement; but on those lines, it is important that the Aerial Topographic Survey be done fairly quickly because the leaves are off the trees and this is the time it needs to be done. He read the time frames outlined in the agreement.

Mr. Massengill stated according to his understanding, when the County originally bid out the professional services for engineering for the location of the Industrial Park, the contract drafted at that time included the option to have the flexibility to continue the contract for engineering services without bidding it out again. Mr. Scheid replied that was correct. They came in competitively and were awarded the contract initially because their price was the best one the County received.

Mr. Scheid recommended that the Board authorize the Interim County Administrator to execute the contract agreement with Townes Site Engineering.

Mr. Haraway made the motion to allow the Interim County Administrator to execute the contract agreement with Townes Site Engineering. Ms. Moody seconded the motion.

Mr. Stone stated he could not support a contract he had not seen and would abstain from voting.

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Ms. Moody, Mr. Haraway, Mr. Moody voting "Aye", Mr. Stone "Abstaining", motion carried.

**IN RE: APPOINTMENT – MR. SAMUEL HAYES – PLANNING COMMISSION**

The Interim County Administrator read a letter from Mr. Bowman requesting that Mr. Samuel Hayes be appointed to the Planning Commission to represent District 3.

Upon motion of Mr. Haraway, Seconded by Mr. Stone, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Mr. Samuel Hayes is hereby appointed, as the District 3 representative, to serve on the Dinwiddie County Planning Commission for a term ending December 31, 2008.

**IN RE: REAPPOINTMENT – MR. JAMES ANDREWS – DINWIDDIE COUNTY AIRPORT AUTHORITY**

Upon motion of Mr. Haraway, Seconded by Mr. Stone, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Mr. James Andrews is hereby reappointed, as the District 2 representative, to serve on the Dinwiddie County Airport Authority for a term ending January 31, 2008.

**IN RE: COMMUNICATIONS SALARY REALIGNMENT REQUEST**

Mr. David Jolly, Director Fire Safety, commented with the opening of the new communication center, we have seen the need to address some of the concerns that have been brought to our attention. The most immediate concern is the need to realign six positions that were brought over from the Sheriff's Office. With the starting salary being increased from \$21,101 to \$25,827 we did not address those employees who have from two (2) to sixteen (16) years of service. Each employee's salary was adjusted on December 1 to the beginning step. In order to place the communication employees on scale in a fair and equitable way we are asking the Board consider the following:

- Provide one step increase for those employees who have been employed at least two but not more than five years.
- Provide one additional step for those employees for each 3 years of service to the County.

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In order to complete this realignment, it would cost \$7,223.00, which we are able to fund from the current E-911 budget due to unfilled positions.

Continuing Mr. Jolly stated in addition, he would like to bring all of the communication personnel under the County Policy manual, effective December 1, 2004 for consistency and effective management of the center. This would allow each employee to earn, take off, and be compensated in a consistent manner. In speaking with the Sheriff on this issue, he is also in favor of this change.

Upon motion of Mr. Stone, Seconded by Ms. Moody, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody, voting "Aye", the realignment request for the Communications Officers was approved as presented above.

Upon motion of Mr. Stone, Seconded by Ms. Moody, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody, voting "Aye",

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia authorized Staff to bring all of the communication personnel under the County Policy manual, effective December 1, 2004 for consistency and effective management of the center. The Sheriff was also in agreement with the dispatch personnel being brought under the County Policy manual.

**IN RE: COUNTY ADMINISTRATOR COMMENTS**

1) The Interim County Administrator stated on Friday, January 7, 2005 he received a letter addressed to Mr. Moody, from Sands, Anderson specifically from Mr. Dan Siegel where they terminated their service with the County, as the County Attorney effective immediately. County Administration and Staff are working diligently to come up with a short term solution as the Board moves forward with obtaining services for a full time attorney.

2) He commented in reviewing some of the Ordinances the County has in place, it became apparent that the Emergency Ordinance Amending Chapter 15 sections 7 – 11 relating to Offences Against Peace and Order that was passed on December 9, 2004 was good for only 60 days. He said he authorized the Clerk to advertise it for a public hearing on February 1, 2005 in order to keep the ordinance from lapsing after consulting with the members of the Board. He stated if the Board objected to the public hearing the advertisement could be withdrawn at this time. The Board members did not object to the public hearing.

3) Mr. Massengill distributed copies of the tentative budget workshop schedule to the Board. After a lengthy discussion of the dates and times, he stated he would revise the schedule and present it to them at a later date.

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**IN RE: BOARD MEMBER COMMENTS**

Mr. Haraway commented he was very upset about the termination letter from the law firm but he would let it go at that.

Ms. Moody stated there are many road signs down and missing throughout the County. In the Stony Springs community the youth are tearing them down. She thanked Mr. Massengill and Mrs. Howerton for filling many shoes during this transitional period and hats off to them.

Mr. Stone agreed with Ms. Moody's comment regarding Mr. Massengill and Mrs. Howerton. He also thanked Mrs. Howerton for the reports submitted in the Board packets. He commented it is his company's policy after six months if anyone is 10% over budget they get called on the carpet. There are eight line items that will exceed 10% over budget after 6 months and he would like some more information on those items. He stated he was here last night from 7:00 – 9:00 P.M. for the District 5 community meeting but no one attended the meeting. After that, he submitted a letter to the Editors of the Progress-Index and the Dinwiddie Monitor, stating all the dates and encouraging participation. He commented he thought the five Board members take a great deal of verbal and written grief about not wanting citizen input; and specifically speaking for his self, not speaking for the other Board members, we not only want it --- we need it. He requested that the citizens help spread the word and he would appreciate it.

Mr. Moody commented he appreciates the financial statements being provided and on the same note as Mr. Stone made it may be a good idea if anyone is over budget to add a footnote as to why they are. Mr. Haraway stated it should be up to the Department Head to provide that information, not Mrs. Howerton. Mr. Moody and Mr. Stone agreed.

Mr. Moody stated in the past the appointments were advertised in the newspaper. The Clerk commented there weren't many responses to those ads and it was very costly to the County. Mr. Stone suggested that the upcoming appointments be put on the web site.

Mr. Moody also commented that the gentleman that spoke on the dog problem could go around to the neighbors of that area and get 51% of them to sign a petition then that area could be designated as a leash law area. He instructed staff to meet with Mrs. Millis regarding her flooding issues and report back to the Board.

**IN RE: CLOSED SESSION**

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Mr. Stone moved to close the meeting in order to discuss matters exempt under section: §2.2-3711 (A) (1) – Personnel – County Personnel and Appointments; §2.2-3711 (A) (7) – Legal Issues – Actual or Probable Litigation;

The motion was seconded by Mr. Haraway, Ms. Moody, Mr. Haraway, Mr. Stone, Mr. Moody, voting “Aye”, the Board moved into the Closed Meeting at 3:44 P.M.

The meeting reconvened into Open Session at 5:17 P.M.

**IN RE: CERTIFICATION**

**Whereas**, this Board convened in a closed meeting under: §2.2-3711 (A) (1) – Personnel – County Personnel and Appointments; §2.2-3711 (A) (7) – Legal Issues – Actual or Probable Litigation;

**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. Stone, Seconded by Ms. Moody, Mr. Haraway,, Mr. Haraway, Mr. Stone, Mr. Moody, voting “Aye”, this Certification Resolution was adopted.

**IN RE: APPOINTMENT – MR. TYLER RAGSDALE – DINWIDDIE COUNTY AIRPORT AUTHORITY**

Upon motion of Ms. Moody, Seconded by Mr. Stone, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody, voting “Aye”,

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Mr. Tyler Ragsdale is hereby appointed to replace Mr. William Knott, as the District 4 representative, to serve on the Dinwiddie County Airport Authority for a term ending January 31, 2008.

**IN RE: AUTHORIZATION TO ADVERTISE INFORMATION TECHNICIAN SPECIALIST POSITION**

Upon motion of Mr. Haraway, Seconded by Ms. Moody, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody, voting “Aye”,

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BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Administration was authorized to advertise for the Information Technician Specialist Position.

**IN RE: AUTHORIZATION TO ADVERTISE COUNTY ATTORNEY POSITION**

Upon motion of Mr. Haraway, Seconded by Mr. Stone, Mr. Haraway, Mr. Stone, Mr. Moody, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Administration was authorized to advertise for the County Attorney Position.

**IN RE: ADJOURNMENT**

Upon Motion of Mr. Haraway, Seconded by Ms. Moody, Mr. Haraway, Ms. Moody, Mr. Stone, Mr. Moody voting "Aye", the meeting adjourned at 5:24 P.M. to be continued until 12:00 P.M. on Tuesday, February 1, 2005 for a Closed Session for Personnel – County Employees.

\_\_\_\_\_  
Harrison A. Moody, Chairman

ATTEST: \_\_\_\_\_  
W. Kevin Massengill  
Interim County Administrator

/abr