

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 17TH DAY OF JANUARY 2006 AT 12:30 P.M.

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

ABSENT: ROBERT L. BOWMAN IV ELECTION DISTRICT #3

ADMINISTRATION

PRESENT: KEVIN MASSENGILL, INTERIM COUNTY ADMINISTRATOR  
MICHAEL DREWRY, COUNTY ATTORNEY  
ANNE HOWERTON, FINANCE DIRECTOR

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**CLOSED MEETING**

The Chair convened the meeting in open session at 12:30 P.M.

Upon motion of Mr. Stone, seconded by Mr. Moody,

The Board of Supervisors of Dinwiddie County, Virginia convened in a closed meeting under: §2.2-3711 (A)(1) – Personnel, County Administrator; §2.2-3711 (A)(1) – Personnel, Appointments: Industrial Development Authority, Planning Commission, Board of Zoning Appeals and Airport Authority; and §2.2-3711 (A) (3) Land Acquisition: Commerce Park; and §2.2-3711 (A) (7) Legal Matters: Damage Claim

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

Upon motion of Mr. Moody, seconded by Mr. Stone the meeting reconvened into open session at 2:02 P.M.

**CERTIFICATION**

WHEREAS, this Board convened in a closed meeting under: §2.2-3711 (A)(1) – Personnel, County Administrator; §2.2-3711 (A)(1) – Personnel, Appointments: Industrial Development Authority, Planning Commission, Board of Zoning Appeals and Airport Authority; and §2.2-3711 (A) (3) Land Acquisition: Commerce Park; and §2.23711 (A) (7) Legal Matters: Damage Claim,

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 Mr. Moody, this Certification Resolution was adopted.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

**REGULAR MEETING**

**1 & 2. CALL TO ORDER – ROLL CALL, INVOCATION & PLEDGE OF ALLEGIANCE**

Ms. Moody called the regular meeting to order at 2:05 P.M. followed by the roll call, the Lord's Prayer and the Pledge of Allegiance.

**ROLL CALL:**

PRESENT: Mr. Haraway  
Mr. Moody  
Mr. Stone  
Ms. Moody

ABSENT: Mr. Bowman

**3. AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**4. CONSENT AGENDA**

**4.A. APPROVAL OF MINUTES FOR JANUARY 3, 2006 REGULAR MEETING**

Upon motion of Mr. Haraway, seconded by Mr. Moody,

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the minutes of the January 3, 2006 Regular Meeting are approved.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

**4.B. CLAIMS**

Upon Motion of Mr. Haraway, seconded by Mr. Moody,

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 1052253 through 1052408.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

**FY – 05/06**

**Accounts Payable:**

(101) General Fund	\$ 465,869.33
(103) Jail Commission	\$ 445.64
(105) Recreation Fees	
(209) Litter Grant Fund	
(222) E911 Fund	\$ 3,988.41
(225) Courthouse Main Fund	\$ 3,071.54
(226) Law Library	\$ 126.05
(228) Fire Programs & EMS	\$ 20,171.39
(229) Forfeited Assets	\$ 7,590.00
(304) CDBG Grant Fund	\$ 183.47
(305) Capital Projects Fund	\$ 1,155.49
(401) County Debt Service	\$ <u>47,567.89</u>

**TOTAL \$ 550,169.21**

**4.C SCHOOLS SUPPLEMENTAL APPROPRIATION GRANTS**

The Board received the request below from Lynne Venter, Director of Finance, School Board Office.

**SUBJECT:** Supplemental Appropriation #1

**BACKGROUND INFORMATION:** The FY2006 budget was approved using estimated revenue for all federal grants. These numbers were based on FY2005 funding.

**ADMINISTRATIVE CONSIDERATION(S):** Attached you will see a spreadsheet for the FY2006 federal grants including NCLB. There is a reduction in overall federal funding for FY2006 in the amount of \$200,532.31. However, Title VIB did have an increase of \$141,705.06.

In addition, there is \$226,965.86 in carryover funds. This money is part of the 2004 — 2005 grant allocations and is

carried over due to timing of expenditures and the difference between the federal grant period and our fiscal year (ex. Summer Institute). Some of these funds have already been expended over the summer and beginning of school.

The money would be appropriated as follows: \$ 200,532.31

Instruction Category

**RECOMMENDATIONS:** Amend the FY2006 School Board budget and authorize us to request the Board of Supervisors to appropriate an additional \$200,532.31 to the FY2006 budget due to carryover funds.

Upon motion of Mr. Haraway, seconded by Mr. Moody,

**BE IT RESOLVED** by the Board of Supervisors of Dinwiddie County, Virginia that an additional \$200,532.31 appropriation to the FY2006 School Board budget is approved and the budget amended as presented.

Ayes: Mr. Haraway, Mr. Bowman, Mr. Stone, Ms. Moody  
 Nays: None  
 Absent: Mr. Bowman

**FY2006 FEDERAL GRANT INFORMATION  
 SUPPLEMENTAL APPROPRIATION #1**

GRANT	FY2006 BUDGET	FY 2006 ACTUAL GRANT AWARD	FY 2005 CARRYOVE R	DIFFERENCE
Title I	\$613,271.00	\$584,063.00	\$65,953.48	\$36,745.48
Carl Perkins	\$69,342.00	\$64,114.23		(\$5,227.77)
Title VI - B - Flow Through	\$769,438.00	\$807,889.00	\$103,254.06	\$141,705.06
Preschool	\$29,838.00	\$29,872.00	\$4,624.90	\$4,658.90
Title II - Part A - Teacher Quality	\$190,892.00	\$186,026.86	\$48,426.21	\$43,561.07
Title II - Part D - Technology	\$17,305.56	\$11,943.92	\$4,327.00	(\$1,034.64)
Title V - Innovative Programs	\$27,577.00	\$9,400.00		(\$18,177.00)
Title IV - Safe and Drug Free	\$23,881.00	\$21,802.00	\$380.21	(\$1,698.79)
	\$1,741,544.56	\$1,715,111.01	\$226,965.86	\$200,532.31

**4.D. CONTRACT FOR GENERATOR INSTALLATION**

The Board received the memo below from Anne Howerton, Director of Finance.

We held the bid opening for the installation of the Administration Building generator on December 14, 2005 at 2pm. Although we had discussed this installation project with several contractors, only one vendor submitted a bid for the 12/14/05 bid opening. The vendor was ACM Construction and Marine Group and the final negotiated price for the project was \$29,500.

This project was previously approved in a prior year's CIP. However, it has subsequently been identified as a qualifying expenditure under the County's Homeland Security Grant, thereby freeing up funds in the CIP fund for other projects. By equipping the Administration Building with a generator, continuation of government services is provided to the County during an emergency situation.

Staff recommends approval of the following resolution:

Upon motion of Mr. Haraway to approve, seconded by Mr. Moody,

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct Kevin Massengill, Interim County Administrator, to execute the necessary documents to award the contract for the installation of the Administration Building generator to ACM Construction and Marine Group, Inc. in an amount not to exceed \$29,500.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

**CONTRACT**  
**ELECTRICAL/MECHANICAL INSTALLATION OF**  
**GENERATOR / POWER SYSTEM**

The agreement is made this 17th day of January, 2006 by and between ACM Construction and Marine Group, Inc., of 240-A West Twenty-fourth Street, Norfolk, Virginia 23517 (the "Contractor"), and the County of Dinwiddie, Virginia (the "County").

**WHEREAS**, pursuant to the Virginia Public Procurement Act, the County solicited sealed bids for Electrical/Mechanical Installation of Generator/Power System ("Generator Installation");

**WHEREAS**, the Contractor submitted a bid to supply the Generator Installation consistent with the Specifications in the Invitation to Bid (the "Bid");

**WHEREAS**, the Contractor was the lowest responsive and responsible bidder for the Generator Installation and the County has selected the Contractor to supply the Generator Installation;

**NOW THEREFORE**, in consideration of the mutual benefits, promises, and undertakings, the sufficiency and receipt of which are acknowledged, the following terms and conditions are agreed to by the parties to this Contract:

1. **Incorporation by Reference.** The County's Invitation to Bid for Electrical/Mechanical Installation of Generator/Power System, IFB-06-121405-1 with date of December 1, 2005 including all related appendices and addenda; and the Contractor's bid in its entirety dated December 13, 2005 and Amendment Letter dated January 4, 2006 (the "Amendment") are made a part hereof as if the same were fully set forth. If any discrepancies arise between the County's Invitation to Bid and the Contractor's bid and Amendment, the Contractor agrees to abide by the County's Invitation to Bid.

2. **Time of Performance.** Generator Installation by Contractor to the County shall occur within sixty (60) days after the parties have entered into this Contract.

3. **Costs.** The Contractor agrees to supply the Generator Installation pursuant to this Contract and in accordance with the County's Invitation to Bid and the Contractor's bid and Amendment for a sum no greater than Twenty-nine Thousand Five Hundred Dollars (\$29,500.00) (the "Contract Price"). Payment shall be made to the Contractor at its Norfolk, Virginia office within thirty (30) days after receipt of invoice and after the County has tested the Generator and notified the Contractor of its acceptance of the Generator Installation.

4. **Notices.** Any notices required shall be given in writing, unless otherwise permitted hereunder, and shall be deemed received five (5) days after mailing of the same in the U.S. mail with postage prepaid at the addresses set forth below or upon actual receipt.

Notice to the County shall be made to: County of Dinwiddie, Virginia  
County Administrator  
P.O. Drawer 70  
Dinwiddie, VA 23841  
(804) 469-4500

Notice to the Contractor shall be made to: ACM Construction and Marine Group, Inc.  
240-A West Twenty-fourth Street  
Norfolk, Virginia 23517  
(757) 623-0000

5. **General Terms and Conditions.** The Contractor agrees to procure and maintain during the term of this Contract insurance which meets all the County's requirements in the Invitation to Bid documents.

6. **Miscellaneous.** This Contract shall be governed by the laws of the Commonwealth of Virginia. Venue for any action arising out of the performance of this Contract shall be with a state or federal court with jurisdiction in Dinwiddie County, Virginia. All pronouns used herein shall refer to every gender. Headings or titles in this Contract are only for convenience and shall have no meaning nor effect upon the interpretation of the provisions of this Contract. This Contract is the entire agreement between the parties and may not be amended or modified, except by writing, signed by each party. If any provision of this Contract is determined to be unenforceable, then the remaining provisions of this Contract shall be interpreted as in effect as if such unenforceable provisions were not included therein.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day first written above.

**ACM Construction and Marine Group, Inc.**

**Dinwiddie County, Virginia**

By: \_\_\_\_\_

By: \_\_\_\_\_

Interim County

Administrator

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
County Attorney

**5. CITIZEN COMMENTS:**

1. David M. Dudley – 25907 Smith Grove Road – Petersburg – spoke regarding an article in *The Progress Index*. He stated that a tax break for business in Dinwiddie should not be approved. He spoke regarding the Whipponock case that was presented at the previous Board meeting. He objected to changing the decision made by the Planning Commission.
2. Michael Wilde – 11647 Old Stage Road – spoke in opposition to citizens only speaking one time at the new meetings that will be held once a month.
3. Michael W. Bratschi – 23500 Cut Bank Road – McKenney – questioned the combined meeting with the Planning Commission. He stated that military veteran's preference should be added to the employment application. He spoke against citizens speaking only once at a meeting.
4. Anne Scarborough – spoke in opposition to citizens only having the opportunity to speak one time during the new combined meetings.

**6.A. REPORT: VIRGINIA DEPARTMENT OF TRANSPORTATION**

Mr. Ray Varney, Resident Engineer, presented the Board and the public with information regarding the programs of VDOT. He said that the information is also available online. He presented the following updates: Cutbank Church Road backfilling has begun and is due to end January 31, 2006; bridgework on Northbound I85 is scheduled for completion in March; work is in progress on Sawmill Road and Halifax Road; work in Wrenn Forest on the storm sewer is complete; the ditch work in Wrenn Forest is approximately 50% complete; the project for Brills Road should begin in March or April and should be completed June 30<sup>th</sup>.

**6.B. REPORT: OVERVIEW OF HUMAN RESOURCES PERSONNEL MANUAL**

Ms. Anne Howerton, Finance Director, said that the Human Resources Personnel Manual Draft had been distributed to the Board. She said the most substantial change was to expand and amend the grievance procedure to meet current Virginia Code requirements. Mostly the other items were to bring the manual up to legal requirements on various issues, i.e., worker's compensation, EEOC, etc. Also, it expands on the benefits. She said that staff would like to bring this to the February 21<sup>st</sup> meeting for consideration.

Mr. Haraway said he had a number of questions; and it would be best to either have a workshop or meet with staff to address those questions.

**7.A. SUPPORT PROCLAMATION: DR. MARTIN LUTHER KING, JR. NATIONAL MEMORIAL FOUNDATION FUND**

Mr. Kevin Massengill, Interim County Administrator, stated that the request had come at the January 3<sup>rd</sup> meeting from Alpha Phi Alpha Fraternity of the Tri-Cities Area requesting support of the Martin Luther King, Jr. Foundation. They are seeking to erect a monument in Washington, D.C. in recognition of Dr. King's work. He said that after the January 3<sup>rd</sup> meeting, Ms. Moody requested that the proclamation be put on the agenda for consideration by the Board.

Upon motion of Mr. Moody, seconded by Mr. Stone,

BE IT RESOLVED, by the Board of Supervisors of Dinwiddie County, Virginia that the period January 14, 2006 through May 6, 2006 be designated as Dr. Martin Luther King, Jr. National Memorial Foundation Fund Raising Period in Dinwiddie County and the Tri-Cities area is approved as stated.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody

Nays: None

Absent: Mr. Bowman



*Proclamation*

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

***Dr. Martin Luther King, Jr. National Memorial Foundation Fund Raising Period  
(January 14, 2006 – May 6, 2006)***

**WHEREAS**, The Dr. Martin Luther King, Jr. National Memorial Foundation was established to raise funds to erect a national monument to Dr. King on the Tidal Basin in Washington, DC, adjacent to those erected to honor other noted national leaders; and

**WHEREAS**, This is a tremendously worthy project which recognizes the work and sacrifices made by Dr. King, which directly helped many in our community to enjoy unprecedented educational, career and financial success and make significant progress towards racial equality; and

**WHEREAS**, Dr. Martin Luther King, Jr.'s legacy creates a compelling social contract that society will vigorously and continuously pursue racial equality and human rights for all citizens and that his dream for equality will be a beacon of light guiding future generations on a brightening path of human dignity and respect; and

**WHEREAS**, Southside Virginia was home to three of Dr. King's closest aides; Rev. Dr. Wyatt Tee Walker, Rev. Curtis Harris and Mr. Herbert Coulton, a fact which makes our community very proud; and

**WHEREAS**, Beta Gamma, Nu Lambda, Nu Omicron Lambda and Rho Iota Lambda Chapters of **Alpha Phi Alpha Fraternity** have been designated to coordinate the fund raising effort in our local Southside Virginia community, and for that effort to seek support from all sectors of the community from January through May, 2006.

**NOW, THEREFORE BE IT RESOLVED**, I, Doretha E. Moody, Chairman of the Board of Supervisors of the County of Dinwiddie, Virginia, by this proclamation ask all Southside Virginians to recognize and support the effort to raise funds to erect a national monument to Dr. Martin Luther King, Jr. in Washington, DC.

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**DORETHA E. MOODY**  
*Chairman*

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**MICHAEL W. STONE**  
*Vice-Chairman*

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**ROBERT L. BOWMAN, IV**  
*District 3 Supervisor*

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**HARRISON A. MOODY**  
*District 1 Supervisor*

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**DONALD L. HARAWAY**  
*District 2 Supervisor*

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**W. KEVIN MASSENGILL**  
*Interim County Administrator*

**7.B. CIP FINANCING RESOLUTION**

The Board received the following memo from Michael Drewry, County Attorney.

The current CIP includes the financing of the following equipment: three fire truck tankers; two ambulances; one fire truck engine; and five law enforcement vehicles. Anne Howerton and I are currently investigating financing options. Several of the equipment items have been received or ordered by the County. As such, and in accordance with the Internal Revenue Code and Treasury Regulations, the attached reimbursement resolution needs to be approved by the Board of Supervisors to preserve the option of utilizing tax-exempt financing. The resolution preserves the right of the County to use existing funds to purchase the equipment and reimburse these funds with tax-exempt finance proceeds.

Administrative staff and I recommend approval of the attached resolution.

Upon motion of Mr. Moody, seconded by Mr. Stone

BE IT RESOLVED, by the Board of Supervisors of Dinwiddie County, Virginia that the Resolution of Official Intent To Reimburse Expenditures With Proceeds Of A Borrowing is approved as presented.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES WITH PROCEEDS OF A BORROWING**

**WHEREAS**, Dinwiddie County, Virginia (the "Borrower"), intends to acquire rolling stock and other equipment for fire, rescue and law enforcement purposes (the "Project"); and

**WHEREAS**, plans for the Project have advanced and the Borrower expects to advance its own funds to pay expenditures related to the Project (the "Expenditures") prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

**BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF DINWIDDIE COUNTY, VIRGINIA:**

1. The Borrower intends to utilize the proceeds of tax-exempt bonds (the "Bonds") or to incur other debt in an amount not currently expected to exceed \$1,610,000 to pay the costs of the Project.

2. The Borrower intends that the proceeds of the Bonds or other debt be used to reimburse the Borrower for Expenditures with respect to the Project made on or after the date that is 60 days prior to the date hereof. The Borrower reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure was or will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Borrower so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Borrower.

4. The Borrower intends to make a reimbursement allocation, which is a written allocation by the Borrower that evidences the Borrower's use of proceeds of the Bonds or other debt to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Borrower recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction of at least five years.

5. The Borrower intends that the adoption of this resolution confirms the "official intent" within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. This resolution shall take effect immediately upon its passage.

### **7. C. ACTION ITEM: APPOINTMENTS**

Upon motion of Mr. Stone, seconded by Mr. Moody,

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that William Morgan is reappointed to the Board of the Dinwiddie County Airport Industrial Authority for a term ending January 31, 2009.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

Upon motion of Mr. Haraway, seconded by Mr. Stone,

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Charles Johnson is reappointed to the Dinwiddie County Industrial Development Authority for a term ending January 31, 2010.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

Upon motion of Mr. Haraway, seconded by Mr. Moody,

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Thomas Tucker is appointed to the Dinwiddie County Industrial Development Authority for a term ending January 31, 2010.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

### **8. COUNTY ADMINISTRATOR COMMENTS**

Mr. Kevin Massengill, Interim County Administrator distributed a copy of the tentative budget calendar for the upcoming fiscal year to the Board, and a copy was available for the public.

TENTATIVE

FY 2006-07 Budget Calendar

November 30	Departments submit budget requests
December 31	Agencies submit budget requests

January 20	Finance Committee meeting to review preliminary, rough draft budget & meet with Robinson Farmer Cox Associates to review 5 year projection project
February 15, 16, 17	Board of Supervisors Budget Work Sessions: Salaries/Benefits,. Outside Agencies, Constitutional Officers, CIP & Operational Budget Capital items, major Departmental changes, Schools
March 6-10	Board of Supervisors Budget Work Sessions: to respond to prior sessions questions/concerns
March 15	Complete Budget for Advertisement & Public Hearing
March 19 & 26	Advertisements for Public Hearing & Tax Rates
April 4	Budget Public Hearing
April 18	Adoption of Budget

After presenting the tentative budget schedule, Mr. Massengill asked that Mike Parrish, Director of the Extension Service, come forward. Mr. Parrish said that the County supports the Extension Office with several agreements: the plastic container recycling project: they recycled approximately 4,000 containers this year; the household hazardous waste collection: in conjunction with the Soil and Water District they successfully removed 5,000 pounds of household hazardous waste from the communities of Petersburg and Dinwiddie County; they are involving more citizens with the Master Gardner Program: the first orientation program will be February 2<sup>nd</sup> at the Enhancement Center and it will continue for two months. He also thanked the Board for the resolution for the beef cattle initiative. He said they had received word that it had been passed through the Tobacco Commission. The Extension Office will meet with the Soil and Water District to fine tune the guidelines for participants.

Mr. Parrish introduced a new employee in the Extension Office, Ms. Sherry Channell, Associate Extension Agent, 4-H Youth Coordinator. She said there are a lot of activities planned in the upcoming months, and she distributed a flyer of information.

Mr. Massengill asked also that Chief Dennis Hale come forward. Chief Hale introduced Charles Lewis, who has accepted the position of Communications Manager. Mr. Lewis was formerly with the City of Richmond Emergency Communications Center.

Mr. Lewis said that he had wanted to work for the County for a long time and looked forward to working with the Board and the citizens.

Mr. Massengill stated that the Planning Commission and Board meeting to go over the Whipponock rezoning case was scheduled for 4:00 p.m. that day and was open to the public.

## **9. BOARD MEMBER COMMENTS**

Mr. Stone - requested that the heading on the monthly reports from division heads be changed. The copies don't print well as they are. Mr. Stone stated that the next District 5 meeting will be January 23<sup>rd</sup> from 7:00 to 9:00 p.m. in the Board room of the Pamplin Administration Building.

Mr. Moody - requested that the surplus property in the County be inventoried.

Ms. Moody – said that she had the privilege of meeting and talking with Rene Wyatt, Executive Director of Virginia's Gateway Region. Ms. Moody stated that Ms. Wyatt had suggested that the Board look at two other commerce parks in the near vicinity in order to get an idea of what would work well for Dinwiddie County. Ms. Wyatt suggested one near Danville, and one at Hanover Airport. Ms. Moody said that she would like for staff to investigate as to whether the Board and staff could go as a group to see these parks.

Ms. Moody said also that four citizens had come to her to complain about the Holiday Parade. They said the name of it should be the Christmas Parade instead of Holiday Parade.

Mr. Moody stated that since there was an hour or so before the next meeting, it would be a good time to go over the Human Resources Personnel Manual since Mr. Haraway had several questions about it.

Mr. Drewry stated that it would be best to amend the agenda to include the Human Resources Personnel Manual.

Upon motion of Mr. Moody, seconded by Mr. Haraway,

BE IT RESOLVED that the agenda is amended to add the Human Resources Personnel Manual discussion and that after a 10 minute recess the meeting will continue in the Multi-Purpose Room.

Ayes: Mr. Haraway, Mr. Moody, Mr. Stone, Ms. Moody  
Nays: None  
Absent: Mr. Bowman

At 2:50 p.m. the Chair continued the meeting to the Multi-Purpose Room after a ten minute break.

The Chair reconvened the meeting in open session at 3:05 p.m. in the Multi-Purpose Room.

**DISCUSSION OF HUMAN RESOURCES PERSONNEL MANUAL**

Mr. Haraway had several questions regarding the Human Resources Personnel Manual including the following: salary offering negotiation; exempt employees' hours; benefits; leave time; County Administrator / Board of Supervisors' approval of requests; years of service; sick leave; bereavement leave; military leave; special duty leave; education leave; and performance. These questions were discussed among the Board members and Staff during the meeting.

**ADJOURNMENT**

The Chair adjourned the meeting at 3:50 p.m.

\_\_\_\_\_  
Doretha E. Moody, Chair

ATTEST: \_\_\_\_\_  
Kevin Massengill  
Interim County Administrator  
Clerk to the Board

/wjn