



**AGENDA**

**BEDFORD COUNTY BOARD OF SUPERVISORS**

**BEDFORD COUNTY ADMINISTRATION BUILDING**

**DECEMBER 8, 2014**

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**5:00 P.M. WORK SESSION**

- a. Presentation by Brown Edwards on Annual Audit Report
- b. Presentation by the Broadband Advisory Committee

**6:45 P.M. Dinner**

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**7:30 P.M. WELCOME**

- a. Moment of Silence
- b. Pledge of Allegiance

**(1) APPROVAL OF AGENDA**

**(2) FIFTEEN MINUTE CITIZEN COMMENT PERIOD**

**(3) APPROVAL OF CONSENT AGENDA – no items for the Consent Agenda**

**(4) APPROVAL OF MINUTES – November 12<sup>th</sup> and 24<sup>th</sup>, 2014**

**(5) PUBLIC HEARINGS / PUBLIC APPEARANCES**

- a. Public Appearance – Introduction of Tourism Director Jerry Craig
- b. Public Hearing – Proposed text amendment requests initiated by the Planning Commission for Article II (Definitions), Article III (District Regulations), Article IV (Use and Design Standards), and Article V (Development Standards) in the Zoning Ordinance (*Ordinance #O120814-02*)
  - *Staff Presentation: Jordon Mitchell, Planner*

**(6) ACTION ITEMS**

- a. Consideration of a Resolution regarding a Warrant Claim filed by James N. Youngblood and Melinda M. Youngblood (*Resolution #R120814-03*)
  - *Staff Presentation: Carl Boggess, County Attorney*

- b. Consideration of a request VDOT to add Autumn Run Subdivision to the Secondary System of Highways. (*Resolution #R120814-01* )

- *Staff Presentation: Carl Boggess, County Attorney*

**(7) BOARD COMMENTS, COMMITTEE REPORTS, REQUESTS AND RECOMMENDATIONS**

- a. Planning Commission meeting minutes for September 19 and October 21, 2014
- b. Community Development's Building Report for October 2014
- c. Bedford Regional Water Authority Board of Directors meeting minutes from October 21, 2014

**(8) APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**

**(9) COUNTY ATTORNEY REPORTS, REQUESTS AND RECOMMENDATIONS**

**(10) COUNTY ADMINISTRATOR'S REPORTS, REQUESTS AND RECOMMENDATIONS**

- a. Discussion regarding the Board's January Retreat
- b. Interest in attending VACo's County Government Day

**(11) PENDING MATTERS - none**

**(12) UPCOMING MEETINGS**

- December 10<sup>th</sup> - Breakfast Meeting with Senator Newman and Delegate Garrett at 8:00 a.m. at the Bedford Central Library
- January 12<sup>th</sup> – Regular Meeting at 7:30 p.m. (Work Session 5:00 – 6:45 p.m.)
- January 26<sup>th</sup> – Regular Meeting at 7:30 p.m. (Joint Work Session with the School Board 5:00 – 6:45 p.m. – *waiting for confirmation from the School Board*)
- February 9<sup>th</sup> – Regular Meeting at 7:30 (Work Session 5:00 to 6:00 p.m., with the Extension Office's Annual Report and Dinner at 6:00 p.m. following the Work Session.)

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**5:00 P.M. – WORK SESSION**

**Board of Supervisors:** John Sharp, Chairman – District 4; Tammy Parker, Vice-Chairman, District 7; Bill Thomasson, District 1; Curry Martin, District 2; Steve Wilkerson, District 3; Steve Arrington, District 5; and Annie Pollard, District 6

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**Staff Present:** Mark K. Reeter, Carl Boggess, Susan Crawford, Traci Blido and Brigitte Luckett

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Chairman John Sharp called the Board of Supervisors to order. He then turned the meeting over to Director of Fiscal Management Susan Crawford for a presentation of the FY2014 Comprehensive Annual Financial Report (CAFR) by Susan Chapman and Norman Yoder from Brown Edwards.

Mr. Yoder commented that the audit went well and noted that the County has a good team in Fiscal Management. Ms. Chapman explained the auditing process her firm followed and then reviewed the CAFR with the Board. She noted that the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting has been awarded to Bedford County every year since Susan Crawford has been employed by the County, and that this year is no exception.

Ms. Chapman stated that Brown Edwards was able to issue an unmodified opinion on the County's audit, which indicates reasonable assurance that the documentation reviewed is correct. She then reviewed the Financial Review and Notes to Financial Statements, commenting that they found nothing unusual. In response to a question from Supervisor Arrington, Ms. Chapman stated that the Town of Bedford's reversion had limited impact on the County's financial statements, noting that the big fluctuation on the Statement of Activity was in Public Safety. She then touched briefly on those portions of the CAFR pertaining to Education, the Nursing Home, Solid Waste and increased payments to Fire and Rescue volunteers. Ms. Chapman concluded her review by briefly touching on the Compliance Section, and then turned the discussion over to Mr. Yoder for an explanation of the impacts of the Governmental Accounting Standards Board (GASB).

Mr. Yoder gave an overview of GASB 68, which will be coming into play next year, and will have a significant impact on pension plans. He commented that the model that will be used in GASB 68 is similar to those models used in the private sector, and explained how this will affect financial reporting. Mr. Yoder stated GASB 68 is a good standard that will be used to standardize assumptions, and is not expected to change bond ratings, interest rates, etc.

There followed a brief discussion between Ms. Chapman, Mr. Yoder, Ms. Crawford and the Board regarding various aspects of the CAFR and the potential impacts of GASB 68.

The meeting was then turned over to Mr. Allen Boaz, Chairman of the Broadband Advisory Committee, for an update on the status of the Committee's progress. Mr. Boaz noted that Mr. Charles Calloway, Mr. Darrell Campbell, Dr. Ed Hosington, Mr. Greg Modezelewski and Mr. Lee Walker (from the Committee) were also in attendance; Mr. Bill Guzek was unable to attend. Mr. Boaz gave a brief review of the Committee's background work, and then moved into an explanation of the current broadband situation in Bedford County. He said high-speed internet is vital to quality of life, especially with regard to education and home-based businesses, but is missing in many parts of the County. He turned the meeting over to Dr. Hosington, who briefly reviewed broadband as it pertains to student needs and education in general.

Mr. Boaz then resumed his presentation, stating that the Montvale, Huddleston and Big Island areas are the least served with high-speed access. He said that while there are other options to address this issue include issuing an RFP to erect a tower and development, or issue an RFP to develop 'hot spots', the Committee feels it would be best to issue an RFP stating what the County will provide in

vertical assets to ISPs. They suggest setting aside funding for a tower project to be implemented in phases, offering incentives to ISPs and covering the cost of start-up equipment when necessary. Mr. Boaz said the Committee suggests a pilot project in Montvale, when a donated tower (from Mid-Atlantic Broadband) would be set up on County land as part of the first phase in a long-term County-wide solution. He said the Committee is requesting \$150,000.00 from the Board, \$50,000.00 of which would be used to cover the County's portion of the cost for installation, equipment, etc. Mr. Boaz noted that this tower would provide access to almost everyone in Montvale. He said if the pilot program is successful and more funding is made available, it could be replicated throughout the County.

Economic Development Director Traci Blido reviewed the details of the proposed deal with Mid-Atlantic Broadband, which would include their donation of the tower in exchange for \$50,000 towards equipment costs and a perpetual lease of the land. She noted that they will give the County half of the lease revenues from participating ISPs as part of the deal.

There followed a question and answer session between Mr. Boaz, Mrs. Blido and the Board to clarify points made in the presentation. The Board came to a consensus to direct staff to prepare a resolution from the Broadband Advisory Committee requesting a transfer from the Contingency Fund in the amount of \$75,000.00 to provide the funding necessary to move forward with the RFP for the Montvale site, as well as incentive funding.

Mrs. Blido thanked the Broadband Advisory Committee for all their hard work over the past year.

There being no further discussion, the Board remained in open session and moved into the conference room for dinner at 6:45 p.m.

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### **7:30 P.M. – REGULAR MEETING**

**Board of Supervisors:** John Sharp, Chairman – District 4; Tammy Parker, Vice-Chairman, District 7; Bill Thomasson, District 1; Curry Martin, District 2; Steve Wilkerson, District 3; Steve Arrington, District 5; and Annie Pollard, District 6

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**Staff Present:** Mark K. Reeter, Carl Boggess, Jerry Craig, Gregg Zody, Mark Jordon, Jordon Mitchell, Brad Robinson, Jack Jones, Janet Blankenship, Sheldon Cash, Kevin Adams and Brigitte Lockett

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Chairman Sharp called the meeting to order and welcomed those in attendance; a moment of silence was held and the Pledge of Allegiance was said.

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### **(1) APPROVAL OF AGENDA**

County Administrator Mark K. Reeter noted changes to the agenda as follows:

- Added Agenda Action Item: #6c – Review of Fire & Rescue’s Volunteer Policies and Procedures/Standard Operations Guide.
- Added Agenda Item under County Administrator’s Reports: #10c – Review of Status of Courthouse Bell Tower Restoration Project.
- Supervisor Thomasson noted that he would have an appointment this evening.
- Supervisors Thomasson, Arrington, Parker and Wilkerson noted that they would have comments under Board Comments.

**Supervisor Arrington made a motion to approve the agenda as amended.**

Supervisor Pollard asked if the individual volunteer agencies had been contacted regarding the information the Fire & Rescue Department would present later in this meeting. Chief Jack Jones responded in the affirmative, also noting that several changes had been made since these guidelines were last presented to the Board in January 2014. He said there were people that did not know about it and would not like it, but he does believe he has a general consensus to move forward with it on a trial basis.

**Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Sharp, Mr. Arrington, Mrs. Pollard and Mrs. Parker**

**Voting no: None**

**Motion passed.**

**(2) FIFTEEN MINUTE CITIZEN COMMENT PERIOD**

- Jackie Davis, citizen from Thaxton, addressed the Board with a prayer.
- John Briscoe, citizen from Thaxton, addressed the Board with a recitation of a story from the Bible. He thanked the Board for the job they do and wished them a Merry Christmas.

**(3) APPROVAL OF CONSENT AGENDA**

*There were no items for the consent agenda.*

**(4) APPROVAL OF MINUTES**

Vice-Chairman Parker noted an incomplete sentence on line 92, page 3 of the minutes for November 12, 2014.

**Supervisor Wilkerson made a motion to approve the minutes of November 12, 2014 as corrected.**

**Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Sharp, Mr. Arrington, Mrs. Pollard and Mrs. Parker**

**Voting no: None**

**Motion passed.**

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Vice-Chairman Parker noted 133 on line, page 4 of the minutes for November 12, 2014, 'Building and Grounds Committee' should be added.

**Vice-Chairman Parker made a motion to approve the minutes of November 24, 2014 as corrected.**

**Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Sharp, Mr. Arrington, Mrs. Pollard and Mrs. Parker**

**Voting no: None**

**Motion passed.**

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**(5) PUBLIC HEARINGS / PUBLIC APPEARANCES**

**(5a)** County Administrator Mark K. Reeter introduced the new Director of Tourism, Jerry Craig, to the Board.

Mr. Craig stated he is looking forward to working with staff, volunteers and the stakeholders in Tourism. He said that, for the first time in a long time, when he wakes up in the morning he can't wait to get to work.

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**(5b)** Jordan Mitchell, Planner, addressed the Board with proposed text amendments initiated by the Planning Commission for Article II (Definitions), Article III (District Regulations), Article IV (Use and Design Standards) and Article V (Development Standards) in the Zoning Ordinance. Mr. Mitchell noted that staff had made several tweaks to this request with regard to definitions as directed by the Planning Commission. Some were definitions of uses that could be permitted by right; other uses were added to districts by special use or by right. He noted that staff also added some definitions to some uses that are already in the permitted use table, as well as other changes identified by the Planning Commission.

The public hearing was opened; Supervisor Arrington read an email from Bob and Judy Gillespie expressing opposition to all of the amendments applicable to the PRD Zoning Districts. They specifically were opposed to by right commercial indoor amusement, commercial indoor entertainment, outdoor gathering, private stable, and pawn shop uses. They feel all of these uses are completely inappropriate by right uses for Planned Residential Development districts. They urged the Board to remove the PRD changes from the proposed listing.

There being no one else to speak, the public hearing was closed.

County Attorney clarified that the PRD suggested uses came from a member of the Planning Commission, not staff. He stated that staff is also not in agreement with the suggested by right uses for PRD. Supervisor Arrington concurred; Supervisor Parker suggested pulling that part and letting staff work on that definition. Supervisor Wilkerson said he had concerns with the Type III Special Use Permit,

and asked the Board to request staff to seek out a more relevant definition for that specific use in C-2; Supervisors Arrington and Thomasson concurred.

Community Development Director Gregg Zody reiterated the changes to the resolution to be certain staff understood what the Board was requesting.

**Supervisor Wilkerson made a motion to approve Ordinance #O 120814-02 as amended.**

**BE IT HEREBY ORDAINED**, by the Board of Supervisors of Bedford County, Virginia, that the regulations of the Bedford County Zoning Ordinance be amended and readopted as follows:

The contents of this Ordinance are arranged into PARTS as enumerated and identified below:

PART I. Article II Amendments

PART II. Article III Amendments

PART III. Article IV Amendments

PART IV. Article V Amendment

PART V. Adoption/Effective Date.

PART I. That **Section 30-28, DEFINITIONS**, be amended to add and define the use classification *Golf Course* as follows:

GOLF COURSE – Any golf course, publicly or privately owned, on which the game of golf is played, including accessory uses and buildings customary thereto. Driving ranges established as a principal use are excluded from this use type.

That **Section 30-28, DEFINITIONS**, be amended to add and define the terms *Tattoo* and *Tattoo Parlor* as follows:

TATTOO – To puncture the skin with a needle and insert indelible colors so as to leave permanent marks or designs.

TATTOO PARLOR – Any place, shop or establishment wherein the practice of tattooing is engaged in or carried out, and shall include all portions of the premises under control of the owner or manager thereof, which portions are used in part or in whole for the conducting of the business.

That **Section 30-28, DEFINITIONS**, be amended to redefine *Garden Center* as follows:

GARDEN CENTER – Establishments or places of business primarily engaged in retail or wholesale (bulk) sale, from the premises, of trees, shrubs, seeds, fertilizers, pesticides, plants, ~~and~~ plant materials, *and hardscape materials* primarily for agricultural, residential, and commercial consumers. Such establishments typically sell products purchased from others, but may sell some material which they grow themselves. Typical uses include nurseries, plant stores, and lawn and garden centers. *Routine lawn maintenance that includes mowing, landscaping, and planting shall be incidental to the use.*

That **Section 30-28, DEFINITIONS**, be amended to replace *Dwelling, Two-Family* with *Dwelling, Two-Family (Duplex)*, and retain the definition of *Dwelling, Two-Family* as the definition for *Dwelling, Two-Family (Duplex)* as follows:

DWELLING, TWO-FAMILY (DUPLEX) – The use of an individual lot for 2 dwelling units which share at least one common wall, each occupied by one family.

PART II. That **Section 30-79-2, PERMITTED USE TABLE**, Agricultural and Forestry Uses, be amended to remove the use *Agricultural Subdivision*.

That **Section 30-79-2, PERMITTED USE TABLE**, Residential Uses, be amended to remove the use *Alternative Discharging Sewage Systems*.

That **Section 30-79-2, PERMITTED USE TABLE**, Commercial Uses, be amended to add the use *Tattoo Parlor* and list as a permitted use by right (R) in the C-2 and PCD zoning districts.

That **Section 30-79-2, PERMITTED USE TABLE**, Commercial Uses, be amended to list the use *Commercial Indoor Amusement* as a permitted use by right (R) in the C-2, PCD and PID zoning districts and remove the use from the C-1 District.

That **Section 30-79-2, PERMITTED USE TABLE**, Commercial Uses, be amended to remove the use *Commercial Indoor Entertainment* as a permitted use by right (R) in the C-1 zoning district.

That **Section 30-79-2, PERMITTED USE TABLE**, Agricultural and Forestry Uses, be amended to list the use *Commercial Stable* as a permitted use by right (R\*) in the AV and NC zoning districts with additional use and design standards as already provided for in Article IV of the Zoning Ordinance.

That **Section 30-79-2, PERMITTED USE TABLE**, Commercial Uses, be amended to list the use *Pawn Shop* as a special use (S) in the AV and NC zoning districts.

That **Section 30-79-2, PERMITTED USE TABLE**, Agricultural and Forestry Uses, be amended to list the use *Stable, Private* as a permitted use by right (R\*) in the R-1 and R-2 zoning districts with additional use and design standards as already provided for in Article IV of the Zoning Ordinance.

That **Section 30-79-2, PERMITTED USE TABLE**, Residential Uses, be amended to replace the use classification *Two-Family Dwelling* with the use name *Two-Family Dwelling (Duplex)* and add as a permitted use by right (R\*) in the C-2 zoning district with additional use and design standards as already provided for in Article IV of the Zoning Ordinance.

That **Section 30-79-2, PERMITTED USE TABLE**, Miscellaneous Uses, be amended to add the use classification *Aviation Facilities, General* and permit by special use (S) in the PCD, I-1, I-2 and PID Districts.

PART III. That **Section 30-81-5, USE AND DESIGN STANDARDS**, Agricultural and Forestry Uses, *Stable, Private*, be amended as follows:

Section 30-81-5 Stable, Private

(A) General standards:

1. ~~Minimum lot size: Two (2) acres.~~
  2. Maximum animal density: One (1) animal per fenced acre. One (1) acre per residence shall be subtracted from the total acreage to determine the number of animals allowed on each parcel.
  3. Stables and corrals shall comply with all the setback requirements for accessory buildings.
  4. Stables shall properly manage animal waste so as to not create a nuisance or health hazard to adjoining or nearby property owners.
  5. Perimeter of all animal confinement areas shall be adequately fenced.
- (B) *In the AP, AR, AV, PCD, and PID districts the minimum lot size shall be two (2) Acres.*
- (C) *In the R-1 and R-2 districts the minimum lot size shall be three (3) Acres.*

That **Section 30-82-1.5, USE AND DESIGN STANDARDS, Residential Uses, Alternative Discharging Sewage Systems**, be rescinded in its entirety.

That **Section 30-82-15, USE AND DESIGN STANDARDS, Residential Uses, Two-Family Dwelling**, be renamed *Two-family Dwelling (Duplex)* and retain the use standards of *Two-family Dwelling* amended as follows:

Section 30-82-15            Two-family Dwelling (Duplex)

- (A) In the AV district the minimum lot size shall be thirty thousand (30,000) square feet.
- (B) In the R-2, R-3 and R-4 districts the minimum lot size shall be ten thousand (10,000) square feet.
- (C) General standards in the C-1 ~~district~~ and C-2 districts:
  1. The two-family dwelling use shall be allowed only in the same structure as, and in conjunction with, an associated civic, office, or commercial use type.
  2. The civic, office, or commercial use type must occupy at least fifty (50) percent of the gross floor area of the structure.

PART IV. That **Section 30-93-14(A)(1), Special Signage Districts and Regulations, Off-Premise Signs**, be amended as follows:

1. No off-premises sign shall be located within a ~~five~~ *three*-hundred-foot radius of an existing off-premises sign, or an off-premises sign for which a valid permit has been obtained, but has not yet been erected.

PART V.            **ADOPTION/EFFECTIVE DATE**

Should any portion or provision of this ordinance be held by any court to be unconstitutional or invalid, that decision shall not affect the validity of the ordinance as a whole, or any part of the ordinance other than the part held to be unconstitutional or invalid.

**This ordinance shall become effective immediately upon its adoption.**

**Voting yes:** Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Sharp, Mr. Arrington,  
Mrs. Pollard and Mrs. Parker

**Voting no:** None

**Motion passed.**

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**(6) Action Items**

**(6a)** County Attorney Carl Boggess addressed the Board with a resolution regarding a Warrant Claim filed by James N. and Melinda Youngblood. Attorney Boggess stated that since a suit has been filed in addition to the claim, council has nothing else to comment on at this time unless the Board has specific questions.

Supervisor Wilkerson noted that none of the Supervisors currently serving on the Board were present during these events and it would be very awkward to put taxpayers on the hook for the monies involved, although he said he does respect the claim brought forward by the Youngbloods.

**Supervisor Wilkerson made a motion to approve Resolution #R120814-03.**

**WHEREAS**, the County of Bedford is the owner of a tract of land containing 133.317 acres acquired from Northcote Farm & Land Company by deed dated 15 October 2002 and being of record in the Clerk's Office for the Circuit Court of Bedford County, Virginia as Deed Instrument No. 020022424; and

**WHEREAS**, by deed dated 23 October 2002 of record in the aforesaid Clerk's Office as Deed Instrument No. 030003361, Timberland Resources, LLC dedicated to the County of Bedford, for public street purposes, 5.55 acres as shown on a plat of survey made by Hurt & Proffitt of record in the aforesaid Clerk's Office in Plat Book 43, Pages 8 and 9 and being a part of a 257 acre tract; and

**WHEREAS**, James N. Youngblood and Melinda M. Youngblood, as successors in interest to Timberland Resources, LLC has filed a claim for specific performance with the County to construct a roadway within the previously dedicated property or in the alternative, pay unto them the sum of \$1,700,000.00 as alleged damages; and

**WHEREAS**, pursuant to Section 15.2-1245 "Procedures for Allowance of Claims", the Board of Supervisors must receive an opinion from the County Attorney before paying any such claim; and

**WHEREAS**, it is the opinion of the County Attorney that this claim be disallowed as the County of Bedford is under no legal obligations to construct alleged roadway.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors that the claim filed by James N. Youngblood and Melinda M. Youngblood, as successors in interest to Timberland Resources, LLC for specific performance to construct a roadway within the previously dedicated property or in the alternative pay unto them \$1,700,000.00 as alleged damages is hereby denied.

**Voting yes: Mr. Thomasson, Mr. Wilkerson, Mr. Sharp, Mr. Arrington, Mrs. Pollard and Mrs. Parker**

**Voting no: None**

**Abstained: Mr. Martin**

**Motion passed.**

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**(6b)** County Attorney Carl Boggess addressed the Board on behalf of the Virginia Department of Transportation with a resolution to add Autumn Run Subdivision to the Secondary System of Highways. County Attorney clarified a few portions of the resolution that differed from the usual VDOT Secondary Road requests, as listed in the resolution below.

In response to a question from Supervisor Thomasson, Attorney Boggess said he is holding \$48,000.00 in escrow, similar to a letter of credit. Once 12 months have passed after the road is taken into the secondary system, VDOT will be responsible for any issues with the road.

**Supervisor Wilkerson made a motion to approve Resolution #R120814-01.**

**WHEREAS**, there was recorded in the Circuit Court of Bedford County, Virginia, in Plat Book 51, Page 219 and Plat Book 55, Page 232, a plat showing road right of ways for the Autumn Run Subdivision, which plats depict the streets described herein; and

**WHEREAS**, the Residency Administrator for the Virginia Department of Transportation has advised the Board of Supervisors for Bedford County that the hereinafter streets meet the requirements for acceptance established by the Virginia Department of Transportation.

**THEREFORE, BE IT RESOLVED**, that this Board requests that the streets shown on the attached VDOT Form AM-4.3 be added to the secondary system of state highways, pursuant to Section 33.2-705 of the Code of Virginia.

**BE IT FURTHER RESOLVED**, this Board guarantees reimbursement to VDOT for all cost, loss, damage or expense incurred to correct faulty workmanship or materials associated with the referenced street or drainage facilities. Bedford County's responsibility for reimbursement will extend for a period of exactly one year from the official date of the acceptance of the referenced streets into the secondary system of state highways for maintenance by VDOT.

**BE IT FURTHER RESOLVED**, this Board guarantees a free and unrestricted right of way, as described, and necessary easements for cuts, fills, and drainage; and

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Residency Administrator for the Virginia Department of Transportation.

**Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Sharp, Mr. Arrington, Mrs. Pollard and Mrs. Parker**

**Voting no: None**

**Motion passed.**

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**(6c)** Jack Jones, Jr., Chief of Fire and Rescue, addressed the Board with a review of Fire & Rescue's Volunteer Policies and Procedures/Standard Operations Guide. Chief Jones briefly reviewed the process that led to the request before the Board this evening. He noted that the guidelines were a balance between respect for the volunteer's time and expertise, while working to meet the ever increasing need of the citizens. The policies and procedures were presented to volunteers both in town meeting settings and electronically for input. He said this is an effort to meet both the stated goals of the Board and the ever-increasing demands for emergency services by the community, while demonstrating true respect for the time, talent and commitment of our diverse volunteer community. Chief Jones said this effort is a starting point, and will be implemented for a test period of six months. At the conclusion of the test period, an assessment will be completed to determine impacts on emergency service.

Supervisor Arrington asked where Chief Jones expected his biggest challenges to occur with this policy change in the next six months. Chief Jones responded that the panic, angst and resistance to change could bring challenges; however, many of the agencies have wanted uniform policies and procedures for some time.

Supervisor Pollard asked how many volunteer squads responded to the survey. Chief Jones stated most responded to the survey; by the night of the committee meeting he had heard back from all but one.

There followed a discussion between Chief Jones and members of the Board regarding the benefits of using a scheduling roster for the volunteers.

Supervisor Pollard said she understands the need for rules, but these are unpaid volunteers. She said she has problems with expecting from them what you'd expect from staff. Chairman Sharp said he understands where Supervisor Pollard is coming from, but we also have to be able to provide reliable emergency response to the citizens. Supervisor Pollard said she wants to provide incentives if volunteers are going to be required to work a specific schedule. Supervisor Wilkerson said he thought a schedule of when they would be called upon might be more attractive to the volunteers than never knowing which calls they may have to respond to.

Supervisor Arrington said we need to do what we can to incentivize the volunteer community, since we cannot afford to go completely with full time emergency services staff. He said the State mandates are culpable in the situation we find ourselves in.

Supervisor Thomasson said everyone works on a duty roster – it lets you know when you have to be on call and when you can be on vacation. He said using a roster is going to enhance their quality of life, as well as being immensely useful in the case of a disaster. Supervisor Martin said when he volunteered they worked off a roster and it was not a problem. Supervisor Pollard reiterated that we are

asking too much of volunteers; with a roster that they will be stuck sitting at the station. She also commented that two squads in her district have never been contacted about this.

**Supervisor Martin made a motion to proceed with these proposals for a six month trial.**

Vice-Chairman Parker said it was her understanding that being on the duty roster doesn't mean being required to remain at the station; Chief Jones concurred.

**Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Sharp, Mr. Arrington and Mrs. Parker**

**Voting no: Mrs. Pollard**

**Motion passed.**

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**(7) BOARD COMMENTS, COMMITTEE REPORTS, REQUESTS AND RECOMMENDATIONS**

Supervisor Thomasson requested, and received, the Board's consensus to post "In God We Trust" in the Boardroom, as has been done in 36 other localities in Virginia. It was also suggested that Attorney Boggess look into the legalities of this request.

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Supervisor Wilkerson pointed out that the Broadband Advisory Committee had mentioned that fiber optic is integral to parts of the proposal. Chairman Sharp asked if the Town could assign a few Town employees or appointees to join the committee; Attorney Boggess and County Administrator Reeter said they would look into it.

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Supervisor Arrington thanked the citizens and the press for being part of the Board's meetings. He expressed his condolences to Mr. Briscoe for the recent loss of his wife, Anne. Supervisor Arrington thanked the staff and his fellow Board members for their work over the past year.

Supervisor Arrington asked the Board to give staff direction regarding the budget; specifically, to level fund the budget for FY15-16. He said if the direction is given to staff now, it will enable staff to more efficiently put their recommendations together for the budget discussion in the New Year. Supervisor Thomasson concurred, and stated that funding from the State will be rocky next year.

Chairman Sharp asked all the departments to make cuts, and suggested starting at 5% reductions if possible.

The followed a discussion between members of the Board, with Mr. Reeter suggesting that this could be discussed further at the Board Retreat in January. Vice-Chairman Parker commented that, as a former County employee, she saw some areas in the budget where monies were unspent at the end of the fiscal year. The Board gave its consensus to direct staff to level fund the budget with no tax increase.

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Vice-Chairman Parker inquired about the School Board wanting to have individual meetings with Dr. Schuch and the School Board members with their Supervisor counterparts. Supervisor Pollard commented that the School Board members were supposed to invite their Supervisor counterpart; she and Supervisor Wilkerson have already had their meetings.

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**(7a)** The Board was given a copy of the Planning Commission meeting minutes from September 19 and October 21, 2014 for review.

**(7b)** The Board was given a copy of Community Development's Building from October 2014 for review.

**(7c)** The Board was given a copy of the Bedford Regional Water Authority Board of Directors meeting minutes from October 21, 2014 for review.

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**(8) APPOINTMENTS TO BOARD, COMMISSIONS AND COMMITTEES**

**Supervisor Thomasson made a motion to recommend Kevin Mele to the Circuit Court to serve on the Board of Equalization.**

**Voting yes: Mr. Thomasson, Mr. Martin and Mr. Wilkerson**

**Voting no: Mrs. Parker, Mrs. Pollard, Mr. Sharp and Mr. Arrington**

Vice-Chairman Parker said she needs more information on Mr. Mele before supporting this recommendation, as she thinks this may be the same person who had written several letters to the editor in a local paper that were critical of the Board. Supervisor Arrington said he would want to see an application as well. Chairman Sharp concurred and requested that the application be distributed to the Board before a recommendation is made.

**Motion failed.**

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**Supervisor Pollard made a motion to recommend David Thomas to the Circuit Court to serve on the Board of Equalization.**

**Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Sharp, Mr. Arrington and Mrs. Pollard and Mrs. Parker**

**Voting no: None**

**Motion passed.**

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**(9) COUNTY ATTORNEY'S REPORTS, REQUESTS AND RECOMMENDATIONS**

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**(10) COUNTY ADMINISTRATOR'S REPORTS, REQUESTS AND RECOMMENDATIONS**

(10a) Mr. Reeter requested discussion topics for the Board's January Retreat agenda, as well as the selection of a date to hold the Retreat. The Board selected January 10<sup>th</sup> for their Retreat, and agreed to send their topic requests in to Mr. Reeter as soon as possible.

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(10b) Mr. Reeter asked the Board if they were interested in attending VACo's County Government Day. The Board agreed to let Mr. Reeter know in the near future if they plan to attend.

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(10c) Mr. Reeter reviewed with the Board the Status of Courthouse Bell Tower Restoration Project. He stated that this project will be re-bid, and that the bidder prequalification process has already been completed. He also briefly reviewed the schedule for the bid process and project completion.

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(11) **PENDING MATTERS**

*There were no pending matters to discuss.*

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(12) **UPCOMING MEETINGS**

Chairman Sharp noted the Board's upcoming meetings as follows: December 10<sup>th</sup> - Breakfast Meeting with Senator Newman and Delegate Garrett at 8:00 a.m. at the Bedford Central Library; January 10<sup>th</sup> – Extended Work Session (Retreat); January 12<sup>th</sup> – Regular Meeting at 7:30 p.m. (Work Session 5:00 – 6:45 p.m.); January 26<sup>th</sup> – Regular Meeting at 7:30 p.m. (Joint Work Session with the School Board 5:00 – 6:45 p.m. – *waiting for confirmation from the School Board*); and February 9<sup>th</sup> – Regular Meeting at 7:30 (Work Session 5:00 to 6:00 p.m., with the Extension Office's Annual Report and Dinner at 6:00 p.m. following the Work Session.)

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Mr. Reeter reminded the Board that the Employee Appreciation event was scheduled for December 16<sup>th</sup> in the Boardroom at 2:00 p.m. He also reminded them that their Statements of Economic Interests are due December 15<sup>th</sup>.

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Supervisor Pollard thanked Chairman Sharp for his service as Chairman of the Board over the past year; the rest of the Board concurred.

Chairman Sharp wished everyone a Merry Christmas.

**Vice-Chairman Parker made a motion to adjourn the meeting at 9:12 p.m.**

**Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Sharp, Mr. Arrington,  
Mrs. Pollard and Mrs. Parker**

**Voting no: None**

**Motion passed.**