



**MINUTES**  
**BEDFORD COUNTY BOARD OF SUPERVISORS**  
**BEDFORD COUNTY ADMINISTRATION BUILDING**  
**AUGUST 13, 2018**

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**5:00 P.M.      WORK SESSION**

- ~~a. Introduction of new Extension Agent Mari Beth Martin by Scott Baker postponed to September~~
- b. Discussion regarding EMS position reclassification
- c. Discussion regarding competitive salaries
- d. Update on software
- ~~e. Discussion regarding funding for Architectural and Engineering services for Forest Middle School by School Division CFO Randy Hagler cancelled~~

**6:30 P.M.      Break for Dinner**

**7:00 P.M.      REGULAR MEETING**

- (1) Call to Order & Welcome**
- (2) Moment of Silence**
- (3) Pledge of Allegiance**
- (4) Approval of Agenda**
- (5) Citizen Comments (15 Minutes)**
- (6) Consent Agenda**
  - a. Consideration of a resolution authorizing the acceptance of the Virginia Domestic Violence Victim Fund Grant in the amount of \$42,542.00, and a Supplemental Appropriation in the amount of \$42,452.00 (no local match required). (*Resolution #R 081318-01*)
  - b. Consideration of a resolution authorizing the acceptance of the Victim Witness Grant from the Virginia Department of Criminal Justice Services in the amount of \$152,133.00 (no local match required). (*Resolution #R 081318-02*)

- c. Consideration of a resolution authorizing the acceptance of the Two-Cents-A-Meal grant from the Presbytery of the Peaks in the amount of \$600.00, and a Supplemental Appropriation in the amount of \$600.00. *(Resolution #R 081318-03)*
- d. Consideration of a resolution authorizing the acceptance of the Department of Criminal Justices Services Sexual Assault Domestic Violence Grant in the amount of \$189,690.00 (requires a 20% local match comprised of 15% from DCJS and 5% from the grantee), and a Supplemental Appropriation in the amount of \$26,719.00. *(Resolution #r 081318-04)*
- e. Consideration of a resolution for a Supplemental Appropriation for the Sheriff's Office from the balance of the FY2017 State Internet Crimes Against Children grant in the amount of \$1,000,000.00. *(Resolution #R 081318-05)*
- f. Consideration of a resolution for a Supplemental Appropriation for the Sheriff's Office from the balance of the Internet Crimes Against Children Grant from the Office of Juvenile Justice and Delinquency Prevention in the amount of \$120,958.00. *(Resolution R 081318-06)*
- g. Consideration of a resolution to Re-Appropriate June 30, 2018 Grant Balances. *(Resolution #R 081318-08)*

**(7) Approval of Minutes – July 23, 2018**

**(8) Public Hearings & Presentations**

- a. Public Appearance –Regional award for Outstanding Contribution to EMS Health & Safety *(no documentation)*
  - *Staff Presentation by Fire & Rescue Chief Jack Jones, Jr.*
- b. Consideration of a resolution authorizing new rates for Emergency Medical Service Transports. *(Resolution #R 081318-10)*
  - *Staff Presentation by County Administrator Carl Boggess and Fire & Rescue Chief Jack Jones, Jr.*

**(9) Action & Discussion Items**

- a. Consideration of a resolution to set the Percentage Tax Relief Rate available through the Personal Property Tax Relief Act (PPTRA). *(Resolution #R 081318-11)*
  - *Staff Presentation by Fiscal Management Director Susan Crawford*
- b. Consideration of a resolution re-appropriating Fiscal Year 2018 funds. *(Resolution #R 081318-12)*

- *Staff Presentation by Fiscal Management Director Susan Crawford*
- c. Consideration of a resolution authorizing project costs for Architectural and Engineering expenditures for the renovation of Forest Middle School (*Resolution #R 081318-18*)
  - *Presentation by School Division CFO Randy Hagler*
- d. Consideration of a resolution establishing a bonus structure for the Admissions Coordinator at the Bedford County Nursing Home. (*Resolution #R 081318-13*)
  - *Staff Presentation by Nursing Home Administrator Sue Ellen Clark*
- e. Consideration of a Resolution to Amend the County's Pay and Classification Plan to add a Second Buildings and Grounds Maintenance Worker Position -- grade 111 -- to the Plan; and, secondly re-title the job title of Maintenance Supervisor to Support Services Supervisor. (*Resolution #R 081318-14*)
  - *Staff Presentation by Nursing Home Administrator Sue Ellen Clark*
- f. Consideration of a resolution authorizing the award of a contract for the construction of a replacement convenience center for the Thaxton area. (*Resolution #R 081318-15*)
- g. Consideration of a resolution authorizing the award of a contract for a replacement roof for the northern portion of the Courthouse. (*Resolution #R 081318-16*)
  - *Staff Presentation by Public Works Director Sheldon Cash*
- h. Consideration of a resolution to submit an application to the Virginia Tobacco Regional Revitalization Commission in the amount of \$1,300,502.00 for the New London Shell Building Project Grant. (*Resolution #R 081318-07*)
  - *Staff Presentation by Economic Development Director Traci Blido*
- i. Consideration of a resolution requesting a disabled veteran tax refund in the amount of \$2,693.22. (*Resolution #R 081318-09*)
  - *Staff Presentation by County Attorney Patrick Skelley*

**(10) Board Committee Reports - none**

**(11) Board Member Comments**

**(12) Board Appointments - none**

**(13) County Attorney Report**

**(14) County Administrator Report**

**(15) Board Information**

- a. Community Development's Monthly Activity Report for June 2018

- b. Bedford County Transportation Safety Commission meeting minutes from May 17, 2018
- c. Bedford Regional Water Authority Board of Directors meeting minutes from June 19, 2018

**(16) Board Calendar and Reminders**

- September 10<sup>th</sup> – Work session beginning at 5:00 pm in the large West Conference Room
- September 24<sup>th</sup> – Regular Meeting beginning at 7:00 pm
- October 9<sup>th</sup> – Joint Work Session with the Economic Development Authority at the Welcome Center, beginning at 5:00 pm (*falls on a Tuesday*)

**Adjourn**

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

**Board of Supervisors:** Bill Thomasson, Chairman, District 1; Tommy Scott, Vice-Chairman, District 5; Edgar Tuck, District 2; Charla Bansley, District 3; John Sharp, District 4; Andy Dooley, District 6, and Kevin Willis, District 7

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**County Staff:** County Administrator Carl Boggess, County Attorney Patrick Skelley, Human Resources Director Dawn Fields, Fire & Rescue Chief Jack Jones, Jr., Deputy Chief Janet Blankenship; Community Development Administrative Manager Patricia Robinson, Social Services Director Andy Crawford; Economic Development Director Traci Blido, Public Works Director Sheldon Cash, General Properties Manager Stephen Schrader, Fiscal Management Director Susan Crawford, Assistant Fiscal Management Director Sherri Goodwin, and Executive Assistant Brigitte Luckett

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Chairman Thomasson called the work session to order, and then turned the meeting over to Chief Jack Jones for a discussion regarding EMS position reclassifications.

Chief Jones explained this request would affect five individuals who have achieved a specific skill level. He noted that it is increasingly difficult to find people with these specific certifications, and this would better enable him to retain these skilled individuals. He touched on the responsibilities of these positions, and explained how they are utilized in his organization. Chief Jones noted this would also be an incentive to other staff members to pursue further training. There followed a question and answer session between Chief Jones, Mr. Boggess, Ms. Crawford, and the Board, during which it was clarified that no action would be taken on this tonight. The Board gave its consensus for an action item for this request at the September 24<sup>th</sup> meeting.

The meeting was then turned over to Human Resources Director Dawn Fields for a discussion regarding the need for competitive salaries.

Mrs. Fields stated that during the recent Personnel Committee meeting, the issues regarding difficulty recruiting and retaining staff, compression, etc. were discussed. She asked that the Board start thinking about these issues, so that it can be considered during next year's budget process in order to be fair and equitable to the employees. Mrs. Fields noted that unemployment is very low right now, and this is affecting our recruiting. She stated that while it's common for Bedford residents to commute to Roanoke or Lynchburg for work, it is not common for people outside Bedford to commute here (only 16% of County employees commute here from other localities). There are currently 21 full and part time vacancies, not including the Nursing Home. She said all the surrounding localities are hiring for the same positions we are, and they all have higher starting salaries. Mrs. Fields said that we have not reviewed the 2016 pay study since its implementation; the pay structure may still be relevant, but the starting salaries are not. Compression is also an issue, since no pay increases have been done since the pay study and the compression is now greater than it was before the pay study. Mrs. Fields also reminded the Board that we were not able to give a full compression adjustment at the time of the pay study; three recent new hires have required us to pay between 8% and 22% higher wages than the position paid when the previous person left. To get the talent that we need and want, we are having to go deeper in the pay scale; we have a seven-year employee making less than a new hire in the same job. Retention is also an issue, as we have 22% of our workforce over the age of 60 who will be retiring in the next few years. As we lose these tenured people, we need to realize that new hires no longer give us 20 or 30 years of service. We are frequently referred to as a training ground; people work here long enough to be trained and are then hired away by other localities. Mrs. Fields and Ms. Crawford then answered clarifying questions from the Board.

Assistant Fiscal Management Director Sherrie Goodwin addressed the Board with an update on the Tyler technology software project. Mrs. Goodwin ran through the implementation schedule, noting that a recent retirement announcement of a key member of the Fiscal Management team will significantly delay the completion of the installation and training in that department. This project will also replace software in Community Development, Payroll and Human Resources, and the Treasurer and Commissioner's offices. Mrs. Goodwin stated the new software will allow departments to share information, reduce duplicated work, and improve system stability. Throughout the presentation, Mrs. Goodwin and Mrs. Crawford answered questions from the Board. Ms. Crawford noted the difficulty will be in getting the new hire in her department trained and up-to-speed in their daily processes before they can be trained on the new software. She stated that the workload in this position is significant, and they will attempt to divide it up between two people in the future.

Ms. Crawford stated that she has been reconciling funds to see how much is left over from the Liberty Middle School project that could possibly be applied to Architectural and Engineering costs for the upcoming Forest Middle School renovation. She clarified that Board had discussed putting aside \$500,000 to get the project started, but those funds were never appropriated and were not worked into the final CIP. The Board recalled appropriating funds for this purpose, and asked staff to do some research to see if a vote was ever taken.

Community Development Director Gregg Zody addressed the Board with an update on some of the stormwater events his department has been handling over the last few weeks. He stated that one of the recent storms was classified as a “thousand-year storm” due to the amount of rain that was received in a short amount of time. Mr. Zody stated that a lot of the stormwater and sediment control measures that we have in place are designed for a certain amount of rain. Usually, anything beyond a ten-year to twenty-five-year storm event will eventually circumvent these measures. He said we have been getting an abnormal amount of rain, which has resulted in a lot of complaints from citizens regarding flooding and runoff. Mr. Zody stressed that the measures we have in place are meeting the code requirements for these events, and we cannot place additional regulatory burdens on the developers; this would have to come from the State. He said there is another issue with people building below grade – we can’t prohibit people from doing this because we cannot keep people from making poor decisions, but it will result in flooding at or around the home. Mr. Zody and Mr. Boggess then answered questions from the Board, clarifying that if developers clear cut trees but leave the stumps, we cannot control how much they clear. Mr. Zody said we are enforcing our code, but unless the state changes its requirements, we are doing all we can at this time. Mr. Boggess also noted that, for properties that were brought into the County after reversion, we have been stuck with the erosion and sediment issues from properties that had their permits issued by the Town. Attorney Skelley said he has had discussions about these issues with staff in the Erosion and Sediment department, who have in turn talked to developers about using higher silt fences, etc., to help mitigate these issues. However, given the amount of rain lately, there isn’t much that can be done.

There being no further discussion, the Board ended the work session at 6:20 pm.

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**Board of Supervisors:** Bill Thomasson, Chairman, District 1; Tommy Scott, Vice-Chairman, District 5; Edgar Tuck, District 2; Charla Bansley, District 3; John Sharp, District 4; Andy Dooley, District 6, and Kevin Willis, District 7

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**Staff:** County Administrator Carl Boggess, County Attorney Patrick Skelley, Nursing Home Administrator Sue Ellen Clark, Fire & Rescue Chief Jack Jones, Jr., Public Works Director Sheldon Cash, Fiscal Management Director Susan Crawford, Economic Development Director Traci Blido, Commissioner of the Revenue Julie Creasy, Parks and Recreation Director Wyatt Woody, Human

Resources Director Dawn Fields, General Properties Manager Stephen Shrader, and Executive Assistant Brigitte Lockett

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- (1) Chairman Thomasson called the meeting to order and welcomed those in attendance.
  - (2) Chairman Thomasson asked the room to observe a moment of silence.
  - (3) Chairman Thomasson then turned the meeting over to “Little Miss of Virginia” Lauryn Lynch, to lead the room in the pledge of allegiance.
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**(4) Approval of Agenda**

County Administrator Carl Boggess noted the following changes to the agenda:

- **Moved from Consent to Action Items:**
  - #6g is now #9h (*Consideration of a resolution to submit an application to the Virginia Tobacco Regional Revitalization Commission in the amount of \$1,300,502.00 for the New London Shell Building Project Grant. Resolution #R 081318-07*)
  - #6i is now #9i (*Consideration of a resolution requesting a disabled veteran tax refund in the amount of \$2,693.22. Resolution #R 081318-09*)
- **Removed from Consent**
  - #6j has been removed from the consent agenda and will not be heard at this meeting (*Consideration of a resolution authorizing the County Administrator to accept a Deed of Easement for open space from Liberty University in connection with IVY Hill Dam construction activities. Resolution #R 081318-17*)
- **Added Action Item #9b-i**
  - Consideration of a resolution re-appropriating FY 2018 Funds to the Sheriff’s Department
- ~~Added Action Item #9c: *postponed until the September 10<sup>th</sup> meeting*~~
  - ~~Consideration of a resolution authorizing project costs for Architectural and Engineering expenditures for the renovation of Forest Middle School Resolution #R 081318-18 (*This resulted in all following actions items being renumbered accordingly; please refer to the updated agenda and agenda packet sent out on 08.10.2018.*)~~
- **Added under County Attorney Report:**
  - Consensus from the Board is needed to join a class-action suit to recover funds from the Federal Government under the Payment In Lieu of Taxes program.

**Vice-Chairman Scott made a motion to approve the agenda.**

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley**

**and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(5) Citizen Comments**

- Robert Williams, 206 Hunters Creek Road, Forest, addressed the Board regarding the flooding, erosion and sediment issues in the Hunters Creek Subdivision.
- Nancy Kotowski, Hunters Creek Road, Forest, also addressed the Board regarding the flooding, erosion and sediment issues in the Hunters Creek Subdivision.

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**(6) Consent Agenda**

County Administrator Carl Boggess reviewed the items on the consent agenda as follows:

- a. Consideration of a resolution authorizing the acceptance of the Virginia Domestic Violence Victim Fund Grant in the amount of \$42,542.00, and a Supplemental Appropriation in the amount of \$42,452.00 (no local match required). (*Resolution #R 081318-01*)
- b. Consideration of a resolution authorizing the acceptance of the Victim Witness Grant from the Virginia Department of Criminal Justice Services in the amount of \$152,133.00 (no local match required). (*Resolution #R 081318-02*)
- c. Consideration of a resolution authorizing the acceptance of the Two-Cents-A-Meal grant from the Presbytery of the Peaks in the amount of \$600.00, and a Supplemental Appropriation in the amount of \$600.00. (*Resolution #R 081318-03*)
- d. Consideration of a resolution authorizing the acceptance of the Department of Criminal Justices Services Sexual Assault Domestic Violence Grant in the amount of \$189,690.00 (requires a 20% local match comprised of 15% from DCJS and 5% from the grantee), and a Supplemental Appropriation in the amount of \$26,719.00. (*Resolution #r 081318-04*)
- e. Consideration of a resolution for a Supplemental Appropriation for the Sheriff's Office from the balance of the FY2017 State Internet Crimes Against Children grant in the amount of \$1,000,000.00. (*Resolution #R 081318-05*)
- f. Consideration of a resolution for a Supplemental Appropriation for the Sheriff's Office from the balance of the Internet Crimes Against Children Grant from the Office of Juvenile Justice and Delinquency Prevention in the amount of \$120,958.00. (*Resolution R 081318-06*)
- g. Consideration of a resolution to Re-Appropriate June 30, 2018 Grant Balances. (*Resolution #R 081318-08*)

**Supervisor Willis made a motion to approve the consent agenda as presented.**

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley**

**and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(7) Approval of Minutes**

Supervisor Dooley had emailed staff with corrections on the minutes prior to the meeting: line 86, left out Mr. Zody's name, and line 165 should be Vice-Chairman Scott instead of Chairman Thomasson.

**Supervisor Dooley made a motion to approve the minutes of July 23, 2018 as amended in his email.**

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(8) Public Hearings & Presentations**

**(8a)** Fire & Rescue Chief Jack Jones, Jr., Deputy Chief Janet Blankenship, Department of Social Services Director Andy Crawford, and Family Services Supervisor Robin Zimmerman addressed the Board regarding the Regional Award for Outstanding Contributions to EMS Health & Safety. Chief Jones reviewed the County program that led to this award, which focused on frequent callers for emergency services. Research into these callers revealed a number of issues, such as mental health, chronic illnesses, nutritional needs, and poverty, and he stated that working with the callers to help alleviate their issues has resulted in a significantly lower number of calls. Chief Jones noted that this has been an effort between Social Services, Administration, Law Enforcement, and Fire & Rescue. He noted that many communities take punitive measures to curb excessive calls, but our approach has shown that the need for assistance is real and needs to be addressed.

Mr. Crawford noted the hard work by those involved that made this program a success; Mr. Zimmerman gave an example of the assistance provided to one of the callers.

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**(8b)** Fire & Rescue Chief Jack Jones, Jr. addressed the Board with an ordinance authorizing new rates for Emergency Medical Service Transports. Chief Jones reviewed the process that led to this request coming before the Board, noting he has worked with the billing company to determine the rates and stated the rates have not been adjusted since 2014. He clarified that this will not keep anyone from receiving service if they cannot pay, and no one is ever taken to collections if their bill is unpaid. He said the responding agencies get 25% of the funds collected after the billing company receives their 5% of the revenue. Chief Jones stated we are the only jurisdiction that supports the volunteer agencies with

additional funding from a billing program like this. Chief Jones then answered minor clarifying questions from the Board.

The citizen comment portion of the public hearing was opened; there being no one desiring to speak, this portion of the public hearing was closed.

**Supervisor Willis made a motion to approve Ordinance #O 081318-10.**

**WHEREAS**, County Ordinance §8-77 requires Board action to authorize the setting of rates for Emergency Medical Service transports, and

**WHEREAS**, and these rates will be charged to Medicaid/Medicare and third party insurance companies, and

**WHEREAS**, any revenues generated will be used to reimburse volunteer provider agencies and enhance the service system in the County, and individual residents will not be billed and no one will be denied service, and

**WHEREAS**, the proposed rates are as follows:

<b><u>Service:</u></b>	<b><u>Current:</u></b>	<b><u>Proposed:</u></b>
Basic Life Support, Non-Emergency	<i>n/a*</i>	\$340.49
Basic Life Support, Emergency	\$532.20	\$544.77
Advanced Life Support, Non-Emergency	<i>n/a**</i>	\$408.59
Advance Life Support, Emergency	\$914.73	\$646.92
Advanced Life Support, 2	<i>n/a*</i>	\$936.33
Mileage (1-17 miles)	\$14.10	\$14.10
Mileage (18+ miles)	\$9.40	\$9.40

*\* New Category*

*\*\* Renamed Category - Formerly "Advanced Life Support" billed at \$631.99*

**NOW THEREFORE, BE IT RESOLVED**, that the Bedford County Board of Supervisors does hereby authorize the County Administrator to set the new rates for Emergency Medical Service transports.

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(9) Action & Discussion Items**

**(9a)** Fiscal Management Director Susan Crawford addressed the Board with a resolution to set the Percentage Tax Relief Rate available through the Personal Property Tax Relief Act (PPTRA). Ms.

Crawford said the rate is based on the preliminary assessment from the Commissioner of the Revenue, and briefly explained how the rate is set.

**Vice-Chairman Scott made a motion to approve Resolution #R 081318-11.**

**WHEREAS**, the Virginia General Assembly in 1998 passed the Personal Property Tax Relief Act; the philosophy in passing the Act was to eliminate personal property tax on personal motor vehicles; and

**WHEREAS**, in 2001 the Virginia General Assembly set the reimbursement rate to localities for personal property taxes for personal vehicles at 70% of the personal property tax amount; and

**WHEREAS**, the Virginia General Assembly in 2004 drastically revised the philosophy of the Act and capped the contribution of the Commonwealth to localities for reimbursement for personal property taxes; and

**WHEREAS**, on the 28<sup>th</sup> day of November 2005, as a requirement of the 2004 amendments to the Act, the County of Bedford passed an ordinance to set the percentage of tax relief that the County anticipates will fully exhaust the PPTRA funds that it will be provided by the Commonwealth (Bedford County Ordinance “Taxation” §17-16 “Personal Property Relief”); and

**WHEREAS**, pursuant to §17-16 of the County Code, the County shall as part of the annual budget by resolution set the percentage of tax relief at such level that it is anticipated to fully exhaust PPTRA relief funds provided to the County by the Commonwealth; now

**BE IT RESOLVED**, that pursuant to Bedford County Code Chapter 17 “Taxation”, Section 17-16 “Personal Property Relief Act” the percentage of tax relief anticipated to fully exhaust PPTRA funds provided to the County by the Commonwealth is hereby set at forty-four and a half (44.5%). Any amount of PPTRA relief not used within the County’s fiscal year shall be carried forward and used to increase the funds available for personal property tax relief in the following fiscal year.

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(9b)** Fiscal Management Director Susan Crawford addressed the Board with a resolution re-appropriating Fiscal Year 2018 funds. Ms. Crawford reviewed the Board’s policy that allows for re-appropriations and the re-appropriation amounts, which are listed in the resolution below.

Supervisor Dooley said that the Sheriff’s request was late, and that they are usually late; he noted that the rest of the departments get their requests in on time.

**Supervisor Dooley made a motion to approve Resolution #R 081318-12 and R 081318-19.**

**WHEREAS**, the Bedford County Board of Supervisors annually receives and reviews requests for re-appropriation of year end funds; and

WHEREAS, the Fiscal Year 2018 recommendations total \$260,445 or 0.003% of the total adopted General Fund Budget; now

THEREFORE, BE IT RESOLVED, that the Board of Supervisors does hereby re-appropriate funds as follows:

Department	Recommended
Fiscal Management	\$ 32,000
Information Technology	47,710
Human Resources	1,285
Volunteer Rescue Agencies	71,108
Building Inspections	3,224
Animal Shelter	9,755
BRRJA	45,000
General Properties	21,022
Parks and Recreation	19,441
Tourism	9,900
	<b>\$ 260,445</b>

----- and -----

(9b-i) WHEREAS, the Bedford County Board of Supervisors annually receives and reviews requests for re-appropriation of year end funds; and

WHEREAS, the Sheriff's Office is requesting \$14,505 of Fiscal Year 2018 be re-appropriated for various services; now

THEREFORE, BE IT RESOLVED, that the Board of Supervisors does hereby re-appropriate \$14,505 to the Sheriff's Department FY 19 budget.

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

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(9c) Discussion and possible action regarding a resolution authorizing project costs for Architectural and Engineering expenditures for the renovation of Forest Middle School was postponed until September 10<sup>th</sup>.

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(9d) Nursing Home Administrator Sue Ellen Clark addressed the Board with a resolution establishing a bonus structure for the Admissions Coordinator at the Bedford County Nursing Home. Mrs. Clark stated this is a common practice for nursing homes, and noted that we are striving to be an employer of

choice to keep people living and working in Bedford. She briefly reviewed the responsibilities of this position, and then answered clarifying questions from the Board.

Supervisor Thomasson said he has received complaints regarding the rate increases at the Nursing Home and asked how many of the residents were “private pay”. Mrs. Clark responded that 23 of the 90 residents were “private pay”. She stated that if they encounter financial difficulty private pay individuals would go on a “spend down” for Medicaid, which would allow them to reach their eligibility for Medicaid faster. Mrs. Clark clarified that these residents would not have to leave the Nursing Home and would still be taken care of, but they would transition to having their costs covered by Medicaid.

**Supervisor Sharp made a motion to approve Resolution #R 081318-13.**

**WHEREAS**, the Bedford County Nursing Home has employed an Admissions Coordinator (who also serves as the Activities/Meaningful Life Engagement Director) at a salaried position without a bonus structure. An Admissions Coordinator, in most senior living communities, receives a bonus based on meeting occupancy goals to give incentive and to exceed financial projections; and

**WHEREAS**, it is being recommended to attach a bonus structure to the compensation of the Admissions Coordinator; and

**WHEREAS**, the bonus structure expects to expend \$0-\$10,000 pending occupancy averages and will be paid from the Enterprise Fund; and

**WHEREAS**, the bonus structure will be as follows to be paid out on a quarterly basis pending occupancy averages:

- > 95 percent occupancy \$1,000 (86 residents)
- > 96 percent occupancy \$1,500 (87 residents)
- > 97 percent occupancy \$2,000 (88 residents)
- > 98 percent occupancy \$2,500 (89-90 residents)

**WHEREAS**, none of the expenditure was included in the adopted budget for fiscal year 2018-2019; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors that the Board does hereby approve the bonus structure for the Admissions Coordinator at the Bedford County Nursing Home to accomplish the goals of appropriately compensating employees and to drive higher financial performance.

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(9e)** Nursing Home Administrator Sue Ellen Clark addressed the Board with a resolution to Amend the County's Pay and Classification Plan to add a Second Buildings and Grounds Maintenance Worker Position, grade 111, to the Plan; and secondly, to re-title the job title of Maintenance Supervisor to Support Services Supervisor. Mrs. Clark said the Support Services Supervisor would be in charge of more than just maintenance, hence the name change. The second worker will be able to take the place of many of the outside vendors, getting the projects done more quickly and efficiently. Mr. Boggess noted that these positions were approved by the Personnel Committee; Mrs. Clark said the funds would come from the Nursing Home's enterprise fund. Supervisor Willis said that he supports these positions, but he is frustrated that new positions were being requested in the first month of the fiscal year.

**Supervisor Willis made a motion to approve Resolution #R 081318-14.**

**WHEREAS**, the Bedford County Nursing Home has previously utilized one Support Services Team Member to complete maintenance and general handyman type work around the community in addition to relying on the Support Services Supervisor and General Properties Manager of Public Works to also complete some of those responsibilities; and

**WHEREAS**, it is being recommended to add an additional Support Services Team Member; and

**WHEREAS**, the additional staff member position is expected to expend \$38,690.91 to \$50,722.91 pending benefit elections and will be paid from the Nursing Home Enterprise Fund; and

**WHEREAS**, none of the expenditure was included in the adopted budget for FY 2018-2019; and

**WHEREAS**, to more accurately reflect the work being accomplished, the Nursing Home Administrator is recommending that the title of the position of Maintenance Supervisor be changed to Support Services Supervisor.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors that the Board does hereby approve amending the County's Pay and Classification Plan to add a Second Buildings and Grounds Maintenance Worker Position -- grade 111 -- to the Plan; and, secondly to re-title the job title of Maintenance Supervisor to Support Services Supervisor.

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(9f)** Public Works Director Sheldon Cash addressed the Board with a resolution authorizing the award of a contract for the construction of a replacement convenience center for the Thaxton area. Mr. Cash reviewed the process that led to this request coming to the Board this evening, which is also contained in the resolution below. He noted that with an added construction contingency, the total amount would be \$349,000.00; we only received one bid for this project, which was within the engineer's estimate. Mr.

Cash stated that this site will be identical to the one in Goode, and then answered questions from the Board.

**Supervisor Dooley made a motion to approve Resolution #R 081318-15.**

**WHEREAS**, the County operates a network of 25 residential solid waste and recycling centers; and

**WHEREAS**, it is necessary to replace the County's center that services the Thaxton area; and

**WHEREAS**, a portion of land adjacent to the former Thaxton Elementary School has been retained for such purpose; and

**WHEREAS**, an Invitation to Bid was issued on June 25, 2018; and

**WHEREAS**, one bid was received from F&B Contractors Ltd., Moneta, VA in the amount of \$317,400.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors that the Board does hereby authorize the County Administrator to execute a contract with F&B Contractors Ltd. for the construction of a replacement convenience center for the Thaxton area.

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(9g)** Public Works Director Sheldon Cash addressed the Board with a resolution authorizing the award of a contract for the construction of a replacement roof for the northern portion of the Courthouse. Mr. Cash reviewed the process that brought this request before the Board, the details of which are also given in the resolution below. He stated that, including a proposed contingency amount, the project amount will total \$400,000.00, which is within the engineer's estimate. In response to a question from Supervisor Willis, he said this will complete work on the roof for the foreseeable future. Mr. Boggess noted that the project to fix the railing, decking, etc. will likely be brought back to the Board in November. Mr. Cash noted that we do have a local vendor working on creating a new part for the clock to get it back in working order.

**Supervisor Tuck made a motion to approve Resolution #R 081318-16.**

**WHEREAS**, the Bedford County Courthouse is experiencing the failure of roofing materials on the Northern portion of the building; and

**WHEREAS**, the roofing on the Southern portion of the building was replaced in 2016; and

**WHEREAS**, it is recommended that the Northern portion now be replaced; and

**WHEREAS**, an Invitation to Bid was authorized by the Board on July 9, 2018; and

**WHEREAS**, one bid was received from Craftsman Roofing Inc. in the amount of \$376,555; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors that the Board does hereby authorize the County Administrator to execute a contract with Craftsman Roofing Inc. for a replacement roof for the Northern portion of the Bedford County Courthouse.

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(9h)** Economic Development Director Traci Blido addressed the Board with a resolution to submit an application to the Virginia Tobacco Regional Revitalization Commission in the amount of \$1,300,502.00 for the New London Shell Building Project Grant. She displayed maps illustrating the proposed site and design of the building. Mrs. Blido and EDA Chairman Mickey Johnson explained the importance of this project, noting that potential buyers frequently ask if there are already buildings available for them to move into; this building will be a major selling point for the lot. Mrs. Blido explained how the funding would work (details are in the resolution below), and noted the types of companies that might want to locate here (some of which are from other countries). Mr. Boggess clarified that the profit from this venture will come from the taxes, jobs, etc., from the business that moves in. Mrs. Blido, Mr. Johnson, and Mr. Boggess then took questions from the Board.

**Supervisor Bansley made a motion to approve Resolution #R 081318-07.**

**WHEREAS**, the Economic Development Authority (EDA) of the County of Bedford authorized the Office of Economic Development to submit a grant to the Virginia Tobacco Region Revitalization Commission (TRRC) for the purpose of building a 40,000 square foot speculative shell building on Lot 7 in the New London Business and Technology Center.

**WHEREAS**, the New London Business and Technology Center is the County's premier business park, and in order to attract businesses to locate to the park, the EDA recommends building a shell building for the purpose of attracting a manufacturing technology company.

**WHEREAS**, Virginia economic development officials indicate that a building size of 40,000 square feet will fill a gap in the statewide inventory of available buildings, and;

**WHEREAS**, the goal of this project is to bring in new, high-wage jobs, as well as new revenue to Bedford County, and;

**WHEREAS**, the TRRC requires a one-for-one match to be eligible for the grant, the funds will come from the pre-approved CIP (\$450,000); EDA expenditures for grading lot 7 (\$136,302.50); EDA expenditures for architectural and engineering fees (\$96,700); and a cash contribution from the EDA (\$617,498.75). No additional County funds are requested with this grant.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors that the Board does hereby approve the request to submit said grant to the Virginia TRRC for in the amount of \$1,300,502.00 for the purpose of building the proposed shell building as stated.

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

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**(9i)** County Attorney Patrick Skelley addressed the Board with a resolution requesting a disabled veteran tax refund in the amount of \$2,693.22. Attorney Skelley explained that any exemption greater than \$2,500.00 requires approval from the Board. He said that this veteran became disabled in 2015, but was not aware of this exemption until this year.

**Supervisor Dooley made a motion to approve Resolution #R 081318-09.**

**WHEREAS**, a disabled veteran qualifies for the Real Estate Tax Relief Program for Disabled Veterans with 100% Service Connected Disability program for 2015, 2016 and 2017 (name withheld pursuant to the provisions of Section 58.1-3 of the Code of Virginia).

**WHEREAS**, the taxpayer is due a refund of \$2,693.22.

**WHEREAS**, upon the evidence presented, the Commissioner of the Revenue requests that \$2,693.22 be refunded to the disabled veteran.

**WHEREAS**, this request is made pursuant to the provisions of Section 58.11-3981 of the Code of Virginia and with the consent of the County Attorney for Bedford County.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors that the Board does hereby authorize the Treasurer of Bedford County to refund to the disabled veteran the amount of \$2,693.22.

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis**

**Voting no: None**

**Motion passed.**

Mrs. Creasy clarified that once approved, the veterans do not have to apply for this exemption every year; it stays in the record.

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**(10) Board Committee Reports - none**

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**(11) Board Member Comments**

Supervisor Tuck noted there will be a public meeting regarding the Forest Middle School on Thursday that will be open to the public.

Supervisor Dooley noted that the “Guns and Hoses” softball tournament will be on Sept. 8<sup>th</sup> to raise funds for the child amputee summer camp.

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**(12) Board Appointments- none**

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**(13) County Attorney Report**

County Attorney Patrick Skelley received consensus from the Board to join a class-action suit to recover funds from the Federal Government under the Payment In lieu of Taxes Program.

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**(14) County Administrator Report**

Mr. Boggess said the appointments to the BWRA will change this year due to the reversion agreement. He said there will be more developments with Broadband towards the end of the month. Mr. Boggess said he is going to be meeting with the terminal operators for the pipeline in Montvale. He noted there will be a closed session at 6:30 after the meeting on the Forest Middle on Thursday for a discussion with the County Administrator recruiter. Mr. Boggess stated that he will not be here for the September 10<sup>th</sup> work session, but he will have Public Works Director Sheldon Cash here to run the meeting.

Chairman Thomasson questioned whether Mr. Boggess was also meeting with Citco regarding the pipeline. Mr. Boggess said Citco may own the land, but they do not have an actual operating terminal. Chairman Thomasson asked that Mr. Boggess double-check to be sure. Supervisor Dooley said this land could be a good project for Go Virginia.

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**(15) Board Information**

**(15a)** The Board was given a copy of the Community Development’s Monthly Activity Report for June 2018 for review.

**(15b)** The Board was given a copy of the Bedford County Transportation Safety Commission meeting minutes from May 17, 2018 for review.

**(15c)** The Board was given a copy of the Bedford Regional Water Authority Board of Directors meeting minutes from June 19, 2018 review.

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**(16) Board Calendar & Reminders**

Mr. Boggess noted the following upcoming meetings on the Board’s calendar: September 10<sup>th</sup> – Work Session beginning at 5:00 pm in the large West Conference Room; September 24<sup>th</sup> – Regular Meeting

beginning at 7:00 pm; October 9<sup>th</sup> – Joint Work Session with the Economic Development Authority at the Welcome Center, beginning at 5:00 pm (*falls on a Tuesday*)

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**(17) Adjourn**

**Vice-Chairman Scott made a motion to adjourn the meeting at 8:37 pm.**

**Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley  
and Mr. Willis**

**Voting no: None**

**Motion passed.**