



MINUTES

BEDFORD COUNTY BOARD OF SUPERVISORS

BEDFORD COUNTY ADMINISTRATION OFFICE

APRIL 8, 2019

5:00 P.M. BUDGET WORK SESSION

- a. Question and Answer Session

Adjourn the Work Session

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 a Request for Proposals for Landscaping Services at the Bedford County Nursing Home (*Resolution #R 040819-01*)

- (7) Approval of Minutes – no sets are ready for approval**

- (8) Public Hearings & Presentations**

- a. **Presentation of a Proclamation** to Parks & Recreation Director Wyatt Woody in Recognition of May 2019 as Older American's Month.

- b. **Public Appearance** – Annual Update from Doug Cooper, Bedford Museum (*no documentation was provided*)

- (9) Action & Discussion Items**

- a. Discussion regarding Board support for extending the Deer Hunting Season in Bedford County, as proposed by the Virginia Department of Game and Inland Fisheries.

- *Staff Presentation by County Attorney Patrick Skelley*

- b. Discussion and possible action regarding the display of the POW/MIA flag at County facilities. (*Resolution #R 040819-05*)
 - *Staff Presentation by County Attorney Patrick Skelley*

(10) Board Committee Reports

(11) Board Member Comments

(12) Board Appointments

- a. Reappointment of Mac Duis to the Central Virginia Community College Board of Directors (*Resolution #R 040819-03*)

(13) County Attorney Report

(14) County Administrator Report

(15) Board Information

- a. Bedford Regional Water Authority Board of Directors meeting minutes from February 19, 2019

(16) Board Calendar and Reminders

- April 15 – Budget Work Session
- April 22 - Budget Work Session (5:00 to 6:00 pm); VDOT Public Hearing on the Secondary Six-Year Plan (6:00 pm); Regular Meeting (Tax Rate Public Hearing and possible adoption)

Adjourn

5:00 P.M. Work Session

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

Attended by phone: Bill Thomasson, District 1

Staff: County Administrator Robert Hiss, County Attorney Patrick Skelley, Fiscal Management Director Susan Crawford, Public Works Director Sheldon Cash, Chief IT Officer Jeff Marecic, Lieutenant Kevin Adams, Lieutenant Kyle Williams, and Executive Assistant Brigitte Lockett

Chairman Scott called the work session to order and then turned the meeting over to County Administrator Robert Hiss and Finance Director Susan Crawford.

Ms. Crawford began by reviewing a spreadsheet illustrating changes to the budget that were discussed at the April 1 meeting. She noted that last Monday, General Fund expenditures were \$21,075 more than revenues. The CIP will now be reduced by \$1,040,000, after taking into account the Broadband Grant the County has been awarded since the last meeting. Ms. Crawford then touched on a few other areas

staff has reduced in the budget, which included funding the potential UDA payback, the Blue Ridge Regional Jail budget, and the succession planning positions out of fund balance.

Ms. Crawford stated that with a \$.50 tax rate, General Fund revenues would be \$65,875 more than expenditures. The Board authorized advertising the rate at \$.52; if the rate is set at \$.52, staff has requested a 3% raise for employees, adding the two additional Social Services positions, and adding the part-time position for Tourism. If Board wants to keep these proposed positions in the budget at \$.51, then General Fund revenues would be \$1,203 greater than expenditures. At \$.52, it would leave a balance of revenues \$207,460 greater than expenditures (after giving the School Division its portion).

Ms. Crawford stated that based on the possible election results for the Sheriff's Office, there is a potential "leave" pay-out of \$85,000 to \$120,000, depending on who wins the election. This has not been budgeted for, and there may be some vacancy savings to help offset the cost. Also, the Sheriff's Office will bring a request to the Board at the April 22 meeting to apply for a School Resource Officer (SRO) grant, which will cover salary and benefits up to \$70,000 for one year. The Sheriff's projected cost for an SRO is \$140,196, so the County would have to come up with \$81,200 (this includes the cost of a new vehicle and equipment). Several Board members questioned whether this position would necessarily require a new vehicle; Mr. Hiss responded that this is a 12-month position, so whenever school is closed, this officer would still be required to function as a deputy for the County outside of the school as a field deputy. In response to a question from Supervisor Bansley, Ms. Crawford said the grant allows for either a full-time or part-time SRO. However, the County does not currently employ any part-time SROs; a part-time position SRO would be difficult to staff.

Ms. Crawford continued her review of requests from the Sheriff's Office, which included new vehicles, skilled services (such as giving polygraphs), computer and internet services, supplies, and law enforcement equipment. Supervisor Sharp said he felt it's redundant to have both a regional radio system and cell phones for officers. He said it's a nice perk, but he doesn't understand why we are paying for cell phones if they have radios that provide instantaneous communication. Lieutenant Kyle Williams stated that there are areas of the County that are not covered by the radio service, including some of the schools, but you can get cell service in those areas. Supervisor Sharp commented that there are already phones in the school buildings.

Ms. Crawford then moved the conversation to IT requests, noting the IT Department is proposing to move the County to Microsoft 365, a cloud-based system. An annual license costs \$600 and would be needed for 400 computers, resulting in an annual cost of \$240,000. She said that \$25,000 of this amount would relate to the Nursing Home and Solid Waste, resulting in a General Fund expense of \$215,000. She noted that approximately \$144,000 has been set aside in the CIP that could be used to begin this project, which will take two years to complete. There will be an increase in IT's budget beginning next year to cover the annual renewal of \$180,000 for the computers moved to MS365 in 2019, plus \$72,000 for the remaining

conversion that the CIP does not fund. In FY2022, the amount would rise to \$215,000 to cover the annual license fee.

In response to a question from Supervisor Sharp, Mr. Hiss stated that staff did research the lease option versus the purchase option. Over a multi-year period, it turns out it is more expensive to go with a purchase option; additionally, a lease option saves hundreds of thousands dollars in license fees that are incurred with purchased software. Chief IT Officer Jeff Marecic explained this would actually be a move to both new hardware and software, as everything would be shifted to the cloud. He said this will keep us on the most current software available, which is a daily security concern for us at this time; it will also give us better back-up and recovery abilities, and free staff for other projects and tasks.

Supervisors Willis and Tuck offered an alternative budget proposal based on a \$.50 tax rate. Supervisor Willis said their proposal includes the new Assistant Commonwealth Attorney's position, and uses fund balance to pay for the two succession planning positions. New expenditures included a raise for staff, funding one SRO position, providing 24/7 EMS/Firefighter career staff coverage for Goode and Big Island, and four Social Services positions; this would require finding \$934,134 in the budget at a \$.50 rate. Supervisor Willis said his proposal would not cut any existing outside agency funding. He then briefly moved through his proposed sources of revenue, which included one-time items in the FY2020 CIP being funded with the fund balance. These funding sources included further reductions to the Contingency Fund (which will still be kept at \$500,000), funding the Sheriff's Conference and Educational line item at \$42,000 (which is still more than they've ever spent on this line item), and reducing the Broadband Tower Maintenance to \$66,426. The towers won't need maintenance their first year up, so this funding can be saved in their first year; revenue made off the towers in subsequent years could help offset the maintenance costs. Supervisor Willis said this proposal gives the needed funds for expenditures of \$935,134. He then touched on the CIP adjustments that would be required to make his proposal work, and asked the Board for their thoughts on the proposal. (The proposal in its entirety will be kept on file in the Administration office for public review.)

A discussion between the Supervisors, School Superintendent Doug Schuch, and staff followed regarding the staff's proposed budget, the budget adjustments proposed by Supervisors Tuck and Willis, as well as economic/workforce development, and infrastructure needs. Future potential uses for the Body Camp School were also discussed. Supervisor Sharp also asked if the concealed carry permit fee could be lowered to \$15. Lieutenant Kevin Adams detailed all the work that is involved to processing the permit at the Sheriff's Office, noting it is very labor intensive. Vice-Chairman Dooley noted this is a property in his district that could be developed for economic/tourism benefits and uses.

Chairman Scott adjourned the work session at 6:04 pm.

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

WHEREAS, the month of May in the year 2019 has been designated and approved by the Bedford County Board of Supervisors to be recognized as Older American's Month; and

WHEREAS, the County of Bedford recognizes the importance of Older American's Month with the Elderfest celebration; and

WHEREAS, the Bedford County Department of Parks and Recreation will proudly host the 40th Annual Elderfest celebration in honor of our Senior Citizens and in recognition of Older American's Month; and

WHEREAS, the May 2nd and 3rd, 2019 Elderfest Celebration will be to honor the Senior Citizens of Bedford County; and,

NOW, THEREFORE, BE IT RESOLVED, that the Bedford County Board of Supervisors does hereby affirm the month of May in the Year 2019 be recognized as Older American's Month and the Elderfest celebration will be held to honor and celebrate the Senior Citizens with this special event.

(8b) Bedford Museum Director Doug Cooper addressed the Board with the Museum's annual update. Mr. Cooper noted members of his staff and Board were also in the audience, and stated the work done at the museum is important. He said they possess most of the history of Bedford County, and have been collecting Bedford's history since 1932. Mr. Cooper stated that they even have records on a school named after Supervisor Thomasson's family; he said many people do not realize just how extensive the collection at the Museum is. Mr. Cooper said he is asking for an additional \$10,000 in his budget request this year. He clarified that about half of the assets they have are owned by the County, so when people see the assets listed as the Museum's, they don't understand why the extra funds are necessary. There is very little cash to operate the Museum, and he is concerned that Museum will continue when he is no longer able to work. His staff is not paid very well and do not receive benefits, so assistance with the operating expenses would be appreciated.

(9) Action & Discussion Items

(9a) Attorney Patrick Skelley addressed the Board with a resolution of support for extending the deer and bear hunting season in Bedford County, as proposed by the Virginia Department of Game and Inland Fisheries (VDGIF). Attorney Skelley noted that this is an action the Board had requested of the VDGIF a few years ago, but did not receive support for their request at that time. Now that the VDGIF is proposing this extension, we have an opportunity to provide our statement of support for these season extensions. Supervisor Thomasson voiced his support for the extended hunting seasons.

Vice-Chairman Dooley made a motion to approve Resolution #R 040819-04 (extending the season for both deer and bear).

WHEREAS, the Board of Supervisors is aware that Bedford County is home to a large deer population, resulting in a high number of deer-vehicle collisions; and

WHEREAS, the Board of Supervisors has long supported an extended deer hunting season in Bedford County to better manage the deer population; and

WHEREAS, the Department of Game and Inland Fisheries is currently accepting feedback on regulation amendments that would extend deer and bear open season in Bedford County.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors does hereby submit this resolution as evidence of its support for Amendment #4VAC15-90-10 (Game: Deer. Open Season; Generally) and #4VAC15-50-11 (Game: Bear. Open Season; Generally).

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

Voting no: none

Motion passed.

(9b) County Attorney Patrick Skelley addressed the Board with a resolution permitting the display of the POW/MIA flag at County facilities. Attorney Skelley noted that this resolution comes at the request of a resident (as detailed in the resolution below).

Vice-Chairman Dooley said, as a Vietnam Veteran, he is in support of this request and would like to see this flag flown 365 days a year. He said it is unknown how many soldiers are missing, but he knows there were eleven soldiers from Bedford County who were killed in the Vietnam War. In response to a question from Chairman Scott, Vice-Chairman Dooley said he would like to see this flag flown at all the locations listed in the resolution. Mr. Hiss noted we would keep a few extra flags on hand, as black flags fade faster than the other flags. Supervisor Sharp said that even with purchasing additional flags and flag poles, the cost would be less than \$10,000; he feels this is a reasonable and worthy expenditure from fund balance.

Vice-Chairman Dooley made a motion to approve Resolution #R 040819-05, to purchase the flag poles, and to fly the flag 365 days a year.

WHEREAS, at a Board meeting on March 25, 2019, Mr. Salvatore Monastra, a military veteran and resident of Bedford County, addressed the Board to request that the POW/MIA flag be flown; and

WHEREAS, the Board has agreed to honor members of the United States armed forces who are or were prisoners of war or reported missing in action by displaying the POW/MIA flag.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors that the POW/MIA flag shall be flown year-round, directly beneath the United States flag at the following County facilities:

- Courthouse
- Fire & Rescue
- Fire & Rescue Station 1 at 311 Bedford Ave

- Bedford Welcome Center
- Bedford Public Libraries
 - Bedford Central
 - Big Island
 - Stewartsville
 - Forest
 - Montvale
 - Moneta/SML
- Sherriff's Office

BE IT FURTHER RESOLVED, that a second (30') flag pole shall be installed at Fire & Rescue (located at 1185 Turning Point Road) to accommodate the State flag so that the POW/MIA flag may be flown directly beneath the United States flag.

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

Voting no: none

Motion passed.

(10) Board Committee Reports - none

(11) Board Member Comments

(12) Board Appointments

Supervisor Sharp made a motion to re-appoint Mac Duis as the Bedford County Representative to the Central Virginia Community College Board for a term beginning July 1, 2019 and ending June 30, 2023.

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

Voting no: None

Motion passed.

(13) County Attorney Report – Attorney Skelley had nothing to report

(14) County Administrator Report – Mr. Hiss had nothing to report

Supervisor Sharp thanked Mr. Hiss for his weekly updates. Mr. Hiss said he is going to start working on a monthly update as well that will be geared more towards updates on a variety of ongoing

projects. Supervisor Sharp said it would be useful to also have it on the website; Mr. Hiss the monthly report would definitely be setup for public viewing as well.

(15) Board Information

(15a) The Board was given a copy of the Bedford Regional Water Authority Board of Directors meeting minutes from February 19, 2019 for review.

(16) Board Calendar and Reminders

Mr. Hiss noted the following upcoming Board meetings: April 15 – Budget/Enterprise Funds Work Session and discussion on Solid Waste issues; April 22 - Budget Work Session (5:00 to 6:00 pm); VDOT Public Hearing on the Secondary Six-Year Plan (6:00 pm); Regular Meeting (Tax Rate Public Hearing and possible adoption) at Liberty Middle School.

Supervisor Tuck made a motion to adjourn the meeting at 7:33 pm.

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

Voting no: None

Motion passed.