

**AT A MEETING OF THE MIDDLESEX COUNTY BOARD OF SUPERVISORS
HELD ON TUESDAY, APRIL 1, 2003, IN THE BOARD ROOM OF THE
WOODWARD BUILDING, SALUDA, VIRGINIA:**

Present: Kenneth W. Williams, Pinetop District
Fred S. Crittenden, Pinetop District
John D. Miller, Jr., Saluda District
Lenora O. Weber, Saluda District
Wayne Jessie, Sr., Jamaica District

Charles M. Culley, Jr., County Administrator
Michael T. Soberick, County Attorney

CALL TO ORDER

Mrs. Weber called the meeting to order at 9:00 A.M. Mr. Miller opened with a prayer and Mr. Culley led the Pledge of Allegiance.

MINUTES

A correction to add Mrs. Weber's name to the minutes of the February 27th meeting was made. The motion to approve the minutes as corrected for February 27th and approving the minutes for March 4th and 18th as written was made by Mr. Miller, seconded by Mr. Williams and carried unanimously.

DISBURSEMENTS

The motion to approve the disbursements as presented was made by Mr. Williams, seconded by Mr. Jessie and carried unanimously. Checks numbered 44775 through 44907 totaling \$281,385.10 were disbursed as approved.

PAYROLL

The motion to approve payroll for the month of March was made by Mr. Miller, seconded by Mr. Crittenden and carried unanimously. Checks numbered 44676 through 44774 totaling \$172,011.35 were disbursed as approved.

CONSTITUTIONAL OFFICERS

Sheriff

Peggy Macy was present to represent the Sheriff, who was absent and working on a major investigation. Mr. Williams requested that the Department provide the

Administrator's Office with a list of any vehicles that are considered extra and not on the road.

Treasurer

The Treasurer presented reports of local collections.

Commissioner of Revenue:

Mrs. Ebinger noted that new construction assessment should be completed by next Tuesday, April 8th.

HIGHWAY MATTERS

Assistant Resident Engineer, Sean Trapanni, was present for the meeting along with Maintenance Supervisor, Tommy Purcell.

Abandon Route 636: The motion to approve the following resolution was made by Mr. Williams, seconded by Mr. Crittenden and carried unanimously:

RESOLUTION FOR ROUTE 636 MIDDLESEX COUNTY

WHEREAS, Route 636 from 0.010 mile East of intersection Route 33 to 0.280 miles West of intersection of Route 650 has been altered as shown on the plans for Project 0636-059-111, C501; and

WHEREAS, the Virginia Department of Transportation has provided this Board with a sketch dated June 1, 2000 depicting the required changes in the Secondary System of State Highways, which sketch entitled "Changes in the Secondary System Due to Relocation and Construction on Route 636, Project 0636-059-111, C501" which is hereby incorporated herein by reference; and

WHEREAS, a new road now serves the same citizens as those portions of old road identified to be abandoned and those portions to be abandoned no longer serve a public need; and

WHEREAS, those portions identified to be discontinued are deemed to no longer serve public convenience warranting maintenance at public expense and are no longer necessary for the uses of the State Highway System;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that this Board abandons from the Secondary System of State Highways the portion of Route 636 identified as Section 1 on the aforementioned sketch, pursuant to §33.1 –155 of the Code of Virginia, as amended; and

BE IT FURTHER RESOLVED, that this Board concurs with the Virginia Department of Transportation's intent to discontinue from the State Secondary System of State Highways the portion of Route 636 identified as section 2 and 3 on the aforementioned sketch, pursuant to §33.1 – 150 of the Code of Virginia, as amended; and

BE IT FURTHER RESOLVED, that this Board requests that the Virginia Department of Transportation add to the Secondary System of State Highways those portions of Route 636 identified as Sections 4, 7, 8, 9, 10 and 11 on the aforementioned sketch, pursuant to §33.1 – 229 of the Code of Virginia, as amended; and

BE IT FURTHER RESOLVED, that this Board requests that the Virginia Department of Transportation renumber as a part of the Secondary System of State Highways the portion of Route 636 identified as Section 5 on the aforementioned sketch;

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

<i>Kenneth W. Williams</i>	<i>Aye</i>	_____
<i>Fred S. Crittenden</i>	<i>Aye</i>	_____
<i>Lenora O. Weber</i>	<i>Aye</i>	_____
<i>John D. Miller, Jr.</i>	<i>Aye</i>	_____
<i>Wayne H. Jessie</i>	<i>Aye</i>	_____

Abandonment of Bus Loops: The motion to approve publishing the notice of intent to abandon the bus loops at Wilton and Rappahannock Central Elementary Schools was made by Mr. Miller, seconded by Mr. Jessie and carried unanimously. Mr. Trapani noted that if no comments were received a public hearing would not be required.

Surety for Courthouse Project: The motion to approve the following resolution guaranteeing surety by the Board of Supervisors for the Courthouse projects was made by Mr. Jessie, seconded by Mr. Miller and carried unanimously:

RESOLUTION

SURETY FOR COURTHOUSE PROJECT

WHEREAS, the Middlesex County Board of Supervisors has approved the construction on new court facilities at the intersection of Bowden and New Streets in the Village of Saluda; and

WHEREAS, there will be two construction entrances, three commercial entrances, curbing and paving occurring in association with the project; and

WHEREAS, wastewater treatment and water lines will also be installed as a result of this project;

NOW, THEREFORE BE IT RESOLVED, that the Middlesex County Board of Supervisors requests the issuance of permits by the Department of Transportation for work in accordance with previously submitted and approved construction plans; and

BE IT FURTHER RESOLVED, that the Middlesex County Board of Supervisors will provide the necessary surety for these projects.

<i>Kenneth W. Williams</i>	<i>aye</i>	_____
<i>Fred S. Crittenden</i>	<i>aye</i>	_____
<i>Lenora O. Weber</i>	<i>aye</i>	_____
<i>John D. Miller, Jr.</i>	<i>aye</i>	_____
<i>Wayne H. Jessie</i>	<i>aye</i>	_____

Request for Reduced Speed Limit: Daniel Downs, a resident of Healy's Mill, off Route 629, submitted petitions from citizens in support of reducing the speed limit to 45 miles per hour. Mr. Downs noted that there had been several accidents along the road and that signs should also be posted which warn drivers of turning vehicles. Mr. Trapani indicated that a turning-vehicles study could be performed in-house; District personnel would perform a speed study; the Commonwealth Transportation Board must approve the actual speed reduction. The motion to initiate the process for both studies was made by Mr. Williams, seconded by Mr. Crittenden and carried unanimously. In addition, the Sheriff would be asked to patrol Route 629 to help control speeds.

Hartfield Intersection: Mr. Trapani advised the Board that signage has been approved for the Hartfield intersection of Route 3 and 33, however, he is waiting for District personnel to install it. Board members requested that Mr. Culley send a letter to Mr. Ogle, District Administrator, to have the sign installed promptly.

Parking During Courthouse Construction: Mr. Williams suggested that Bowden Street, from New Street to C. F. Edwards Lane be closed to traffic while the courthouse is under construction to allow vehicle parking in the road. Mr. Trapanni advised that the Board would have to post notice of its intent and possibly have a public hearing. Construction workers may have to park in the Park and Ride lot outside of Saluda and shuttle in; Mr. Culley will be in contact with Carl Beale, Project Manager for Ritchie-Curbow to discuss options.

COMMITTEE REPORTS:

Mr. Crittenden:

- Social Services – discussed the need to charge fees for services provided to another county; disbursement checks will now require three signatures; members were reminded of the opportunity to save money by utilizing proposed regional facilities for comprehensive services being proposed by St. Joseph's Villa.
- Airport – did not attend the meeting.

Mr. Jessie:

- Social Services – The budget was also discussed.
- Museum – working on a grant for re-printing the Historic Homes of Middlesex County book; working on an educational program to be offered in the summer; more development at the park will possibly include a pond with fish.

Mr. Williams:

- Planning District Commission – Chesapeake Bay Local Assistance Department may be more willing to work with localities.

Mr. Miller:

- Library Board – looking at the need for security policies for staff.

Mr. Culley:

- Enhanced 911 – new cut-over date is set for April 7th; waiting for software updates.
- Communications Committee – a letter has gone out to all the fire departments and rescue squads offering more training on maps and the need to follow standard operating procedures in radio usage.

Mrs. Weber:

- Virginia's River Country – will be concentrating in local tourism. The \$400,000 reduction in local dollars for Middlesex County reported at an earlier meeting was supposedly lodging dollars lost; there was no further explanation.
- Courthouse Project – the notice to proceed was issued last week with an official start date of April 1.
- Regional Security Center – A vote on the sale of timber is scheduled for the meeting on April 2nd; at her request, David Milby, Forester, will attend the meeting.

SCHOOL MATTERS

Enrollment – working on report for average daily membership; should be between 1330 and 1335; the budget was based on 1295.

Bus Loops – Mr. Myers was asked to obtain the School Board's approval to have the bus loops taken into the State system.

East Wing – Mr. Myers was reminded that a decision on the east wing project needs to be made as soon as possible so that it either gets torn down or a fire wall built in time for school to begin in the fall. Mr. Myers advised that he has been working on quotes for air conditioning, roof repair, asbestos removal and electrical upgrade to determine whether it would be better to renovate or to demolish.

Dedication – Dedication of the High School addition is scheduled for April 6th.

SURPLUS SCHOOLS

Surplus Property – The motion to record the deed for surplus property at Rappahannock Central Elementary School was made by Mr. Williams, seconded by Mr. Miller and carried unanimously.

Uses for Property – The County has received a request from St. Joseph's Villa wishing to work on renting space in the 1987 addition at either Wilton or Rappahannock Central for their day program. A decision on this request needs to be made soon. Mr. Culley noted that the cafeteria buildings at both locations could probably be renovated into usable space; however, it would be best to have the other buildings demolished.

As voting machines change to a required computerized version, the County will have to consider the possibility of changing polling and storage locations that will have phone line access and controlled heating and cooling. The Board suggested contacting JoAnn Davis to see if there were going to be any federal funds available to assist with the transition to a different type of machine.

Mrs. Weber appointed Mr. Crittenden and Mr. Miller to work with Mr. Culley as a study committee to determine the best community use for the schools. Mr. Williams added that he did not wish for any of the voting precincts to be moved.

APPROPRIATIONS

Fire Programs – FROM: 3-1-24040-0010 \$12,583.00 TO: 4-1-32010-5605, \$4194.00; 4-1-32010-5606, \$4194.00; 4-1-32010-5607, \$4194.00, appropriation of Fire Program Funds from the State. Motion by Mr. Crittenden, seconded by Mr. Miller, carried unanimously.

Capital Improvement – Animal Shelter – FROM: 3-1-41060-0001, \$7,935.00 TO: 4-1-10010-7011 to fund drawings and bidding out regional animal shelter. Motion by Mr. Williams, seconded by Mr. Jessie, carried unanimously.

Demolition at High School – FROM: 3-1-41060-0001 \$39,500.00 TO: 4-1-10010-7017 to fund contract for demolition of west wing buildings at the High School. Motion by Mr. Jessie, seconded by Mr. Crittenden, carried unanimously.

Sheriff – Part-Time Dispatcher – FROM: 3-1-41060-0001 \$4,000.00 TO: 4-1-31020-1009 to fund part-time dispatcher coverage while a salaried dispatcher is on extended sick leave. Motion by Mr. Williams, seconded by Mr. Jessie, carried unanimously.

Vehicle Lease – FROM: 3-1-41060-0001 \$1,642.00 TO: 4-1-43020-7005 to fund lease payments for new vehicle thru June 30 at \$547.42 per month rather than replacing the transmission in a 1990 Planning Department vehicle. Motion by Mr. Crittenden, seconded by Mr. Miller, carried 4-1 (Williams opposed).

Equipment Grant – FROM: 3-1-24040-0925, \$3,754.00 TO: 4-1-36050-7003 to fund first portion of grant funds from the Department of Justice to be used to purchase equipment for domestic preparedness; total of grant awards \$28,766.72. Motion by Mr. Miller, seconded by Mr. Jessie, carried unanimously.

All-Hazards Planning Grant – FROM: 3-1-24040-0926 \$6,851.00 TO: 4-1-36050-7003; appropriation of All-Hazards Emergency Operations Planning Grant to be used to update the County's Emergency Operation Plan. Motion by Mr. Williams, seconded by Mr. Miller, carried unanimously.

VACo REGION 2 LUNCHEON

The following members will be attending the VACo Region 2 meeting to be held in Essex County on April 30: Mrs. Weber, Mr. Miller, Mr. Williams, Mr. Jessie, Mr. Culley, and Mrs. Jones.

APPOINTMENT

No action was taken regarding the appointments.

COURTHOUSE

Elevator: Board members reviewed a letter sent by ThyssenKrupp Elevator, the company that was originally proposed to install the elevators in the new courthouse. The letter explained that the company had service contracts with Christ Church School and service technicians who lived in the area. Mr. Culley noted that Germans are boycotting American products and this was a German-based company. There was no action taken by the Board of Supervisors to change their previous action of requesting that Otis Elevators be installed in the Courthouse.

Generator: Mr. Culley noted that the architects had removed provisions for a generator from the courthouse design in order to lower the cost of the total job. The Board has the opportunity to add the design and wiring back into the project; the generator could be purchased at a later date. If the Board is considering adding the generator to the project, then it needs to be done now, because costs would significantly increase if done at a later date. The generator is technically not needed, however it would help with air flow, heat and business could continue; in long power outages, it would keep the building from freezing. Security and lighting will function under battery power long enough to evacuate the building. Board members requested a cost estimate for putting in the wiring now and adding the generator later.

Testing and Inspection Services: The firm selected as the top firm to negotiate with for testing and inspection services, CTI, had submitted a project budget estimate of \$25,823.75. Mr. Culley had also requested a price from the firm to perform the work required of a clerk of the works. The total price for performing the clerk's function with some testing and inspections and specialized testing was given at \$65,420.00. It was estimated that the clerk would work approximately eight hours per day, four to five days per week for a period of four to five months, then services would be scaled back. The motion to approve issuing a contract to CTI for performance of clerk's duties and special inspections, for a maximum of \$65,420.00 was made by Mr. Miller, seconded by Mr. Jessie and carried unanimously.

AIRPORT

Mr. Robert Crump, Chairman of the Airport Committee, reported that a representative of the LPA Group had attended the Committee meeting on March 24th and would be working on the grant application for revising the County's Airport Layout Plan. Mr. Crump added that he would like to request money from the State for site preparation for the t-hangars.

OLD/NEW BUSINESS

Water Lines – Sydnor has marked the location of proposed water lines and letters have been sent to property owners on the north side of Route 17 requesting additional land for a utility easement. Sydnor representatives will begin meeting with property owners by going door to door.

Wastewater Treatment – The Industrial Development Authority is proceeding with the design of a 39,000 gpd (gallon per day) system and signed letters of commitment and letters of credit have been received from businesses going east along Route 33. There have been continuing negotiations with representatives from Riverside Convalescent Center, which could add 12,000 gpd to the system, but is cost prohibitive to the business at this time. Mr. Culley would be meeting with a representative from the engineering firm of R. Stuart Royer to discuss the possibility of designing a 20,000 gpd system that can run at 10,000 with the infrastructure for adding an identical 20,000.

Sludge – Mr. Williams requested reconsideration of a sludge ordinance for Middlesex County.

RECESS AND RECONVENE

Following a recess for lunch, the Board reconvened at 1:30 P.M.

BUDGET

Board members questioned the personnel to be added with the new courthouse. According to Mr. Culley, the budget includes funding beginning April 2004 for a maintenance position and custodial position. It was suggested that between now and then staff should study farming out custodial duties. Security for the courthouse facility will consist of 2 people for searches and 1 in the control room. There have been some discussions regarding taking over school maintenance and making it a central operation. This will be considered further and if feasible, a department would be added. Some money has been put away to do a phased renovation of the east wing at the high school.

Adoption of General Fund Budget –

The following motion was made by Mr. Miller, seconded by Mr. Jessie and carried unanimously:

To adopt the 2003-2004 General Fund Budget in the amount of **\$13,237,281.00**, which includes the School Operations Fund in the amount of **\$5,664,798.00**, the School's Textbook Fund of **\$55,847.00** and the School's Capital Improvement Fund in the amount of **\$49,800.00**. The School's Capital Improvement Fund includes monies for one new bus at \$49,800.00. The Board agrees to set aside \$10,000.00 for a new well at SCW Middle School and \$100,000.00 for renovations to the East Wing of Middlesex High School.

Adopt Capital Improvement Fund 49 Budget –

The motion to adopt the 2003-2004 Capital Improvement Fund budget in the amount of **\$337,000.00**, was made by Mr. Williams, seconded by Mr. Miller and carried unanimously.

Adopt E911 Budget –

The motion to adopt the 2003-2004 E911 Fund Budget in the amount of **\$187,588.00** was made by Mr. Jessie, seconded by Mr. Crittenden and carried unanimously.

Tax Rates –

The motion to set the following tax rates for 2003-2004 was made by Mr. Crittenden, seconded by Mr. Miller and carried unanimously:

Real Estate	\$0.59
Personal Property	\$3.50
Mobile Home	\$0.59
Machinery & Tools	\$3.50
Merchants Capital	\$1.25

Appropriation Resolution –

The motion to adopt the following appropriation resolution was made by Mr. Williams, seconded by Mr. Miller and carried unanimously (5-0):

**2003 - 2004 MIDDLESEX COUNTY BUDGET
APPROPRIATION RESOLUTION**

WHEREAS, the Middlesex County Board of Supervisors has heretofore prepared a Budget for information and fiscal planning purposes only; and

WHEREAS, it is now necessary to appropriate sufficient funds for the contemplated expenditures as are contained in the Budget;

NOW, THEREFORE BE IT RESOLVED, by the Middlesex County Board of Supervisors that subject to the approved Budget for 2003-2004 the following appropriations for the General Fund (Fund 001) be made as follows:

COUNTY GENERAL FUND APPROPRIATIONS

Fund Number	Description	Adopted 03/04
10010	Total Capital Outlay	663,168.00
10020	Total County Airport	110,120.00
11010	Total Board Of Supervisors	81,231.00
12010	Total County Administrator	212,977.00
12040	Total Legal Services	47,000.00

12080	Total Independent Auditor	25,000.00
12090	Total Commissioner of Revenue	186,441.00
12100	Total Assessor	123,024.00
12130	Total Treasurer	199,747.00
12190	Total Insurance/Risk Management	71,540.00
12200	Total Data Processing	80,800.00
13010	Total Electoral Board	21,708.00
13020	Total Registrar	42,384.00
21010	Total Circuit Court	45,652.00
21020	Total General District Court	8,375.00
21030	Total Juv&Dom Rel Ct Services Unit	18,150.00
21040	Total Magistrate	6,500.00
21050	Total Merrimac Center	30,261.00
21060	Total Circuit Court Clerk	175,568.00
21100	Total Juvenile Court	12,569.00
22010	Total Commonwealth's Attorney	85,190.00
31020	Total Sheriff	903,877.00
31030	Total Town Police	42,273.00
31050	Total County Deputy	40,048.00
31070	Total School Crossing Guards	11,845.00
32010	Total Volunteer Fire Departments	123,272.00
32030	Total Rescue Squads	80,250.00
33010	Total Regional Jail	561,925.00
34010	Total Building Inspector	120,685.00
35010	Total Animal Control	56,261.00
35030	Total Medical Examiner	400.00
36050	Total Emergency Services	73,021.00
36090	Total E911	144,246.00
42020	Total Street & Road Cleaning	500.00
42030	Total Convenience Centers	91,235.00
42060	Total Refuse Disposal	3,000.00
42070	Total VPPSA	693,218.00
43020	Total General Properties	323,438.00
43050	Total Canoe House Landing	1,000.00
51010	Total Health	137,947.00
52010	Total Mental Health	23,000.00
53010	Total Welfare	877,800.00
53050	Total Bay Aging	29,990.00
53060	Total Disabilities Services Board	2,000.00
53090	Total Virginia Housing Development	1,000.00
53100	Total Vocational Rehab. Centers	4,793.00
53120	Total Gloucester-Mathews Humane	6,000.00
53150	Total Comprehensive Services	385,000.00
60000	Total Education	4,484.00
63200	Total VA School League Activities	3,000.00

71010	<u>Total Parks & Recreation</u>	45,324.00
71040	<u>Total Sports Complex</u>	29,000.00
72020	<u>Total Museum</u>	3,000.00
73020	<u>Total Regional Library</u>	69,935.00
81010	<u>Total Planning</u>	80,519.00
81040	<u>Total Zoning Administration</u>	53,208.00
81050	<u>Total Industrial Development Authority</u>	6,500.00
81060	<u>Total Board of Zoning Appeals</u>	5,350.00
82030	<u>Total Soil & Water Conservation</u>	3,800.00
82040	<u>Total Environmental Enforcement/Wetlands</u>	42,345.00
82050	<u>Total Forestry Service</u>	2,492.00
83030	<u>Total Cooperative Extension Service</u>	32,450.00
99010	<u>Total Transfers Out</u>	5,870,445.00
	Total Expenses General Fund 001	13,237,281.00

BE IT FURTHER RESOLVED, by the Middlesex County Board of Supervisors that subject to the approved Budget for 2003-2004 the following appropriations for the Enhanced 911 Fund (Fund 009) be made as follows:

Fund Number	Description	Proposed 03/04
	** E911 **	
99010	TRANSFER TO GENERAL FUND	144,246.00
99010	TRANSFER - DEBT SERV.TO GEN.FUND	43,342.00
	Total Expense Fund 009	187,588.00

BE IT FURTHER RESOLVED, by the Middlesex County Board of Supervisors that subject to the approved Budget for 2003-2004 the following appropriations for the Capital Improvements Fund (Fund 049) be made as follows:

Fund Number	Account Number	Description	Proposed 03/04
999		** CAPITAL IMPROVEMENTS FUND **	
10010		** CAPITAL IMPROVEMENTS EXPEND **	
10010	7010	ASSESSOR	60,000.00
10010	7011	ANIMAL SHELTER	167,000.00
10010	7012	HIGH SCHOOL - EAST WING	100,000.00
10010	7013	SCW WELL REPLACEMENT	10,000.00
		Total Expense Fund 049	337,000.00

ADJOURN

As there was no further business, the meeting was adjourned. The next regular meeting was scheduled for April 15, 2003.

Lenora O. Weber, Chairperson
Board of Supervisors