

At the Regular Meeting of the Greensville County Board of Supervisors, held on Monday, March 7, 2011, with Budget Session beginning at 1:00 P.M., Closed Session beginning at 4:00 P.M., and Regular Session beginning at 6:00 P.M., in the Board Room of the Greensville County Government Building, 1781 Greensville County Circle, Emporia, Virginia.

Present        Peggy R. Wiley, Chairman  
                  Michael W. Ferguson, Vice-Chairman  
                  James C. Vaughan  
                  Dr. Margaret T. Lee

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The meeting was called to order by Chairman Wiley at 1:00 p.m.

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In Re: Budget Session

Mr. Whittington gave a background report on the budget preparation. He stated that last year, Staff started preparing the budget differently and felt that the process worked very well. He also stated that with having Staff, constitutional officers and organizations meet with the Board during the budget process, gave the Board of Supervisors an opportunity to ask questions and give its comments during that time. Mr. Whittington stated that the Board of Supervisors needed to decide on the next budget meeting date. There was a consensus that the next budget meeting begin on Monday, March 14, 2011 at 1:00 p.m. Mr. Whittington then stated that for the budget of 2012, the Board of Supervisors could take its existing expenditure level for 2011 and freeze it. He stated that it would be \$200,000 more in expenditures than revenues. He also stated that the biggest part of the budget was the school system because there was a lot going on with the system. Mr. Whittington stated that he thought a lot of it had to do with almost a 3% shift in the ADM from the County to the City. Mr. Whittington then stated that the March Census would determine the percentage of shift, but he felt it could be as much as \$187,000 from the County to the City. He also stated that the Payment in Lieu of Taxes would play a big role on the budget this year. Mr. Whittington stated that during this budget process the Board of Supervisors would hear from some department heads that there was a need for additional employees.

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In Re: Chris Vaughan, IT Department

Mr. Whittington reviewed each line item of the IT department. He stated that the salary budgeted for last year was \$35,559 and that Mr. Vaughan was requesting \$58,984 for next year. Mr. Whittington stated that the increase resulted from Mr. Vaughan requesting that the part-time position become a full-time position. Mr. Vaughan then gave several reasons as to the request from part-time to full-time. Mr. Whittington stated that Staff recommended the position go from part-time to full-time at a grade 7, Step 1, annual salary of \$22,563. There was a consensus

among the Board of Supervisors to approve the request. Other changes in the IT budget included zero out the employee recognition line item, decrease of repair and maintenance service request from \$800 to \$500, decrease of repair and maintenance supplies from \$4,000 to \$3,000 and that Mr. Vaughan produce a list of maintenance contracts maintained. There was also a decrease of books and subscriptions request from \$500 to \$300. Mr. Whittington also noted the line item for a computerized time clock in the amount of \$7,000. There was a consensus among the Board of Supervisors to approve the request.

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In Re: Reggie Owens, Animal Control

Mr. Whittington stated that for salaries budgeted this year was for one full-time employee and 2 part-time employees. He stated the amount for salaries was \$34,331 and Staff was recommending \$34,846 which included a 1.5% cost of living increase. He also stated that for this year in part-time salaries, the amount was \$15,155 and Staff was recommending \$17,500 for next year for holidays and extra time worked for the Jarratt area. Other items discussed was that the electrical line item request amount was \$5,000 and Staff recommended \$4500, the coyote bounty fee to be amended to \$50, repair and maintenance supplies request was \$1,000 and Staff recommended \$500, books and subscriptions from \$100 to \$50 and the vehicle supplies request was for \$4,000 and Staff recommended \$4500 due to 2 vehicles and Staff would probably start patrolling the Jarratt area.

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In Re: Reggie Owens, Emergency Management

Mr. Whittington stated that the salary budgeted was \$24,563 and Staff recommended \$24,918, to zero out the amount budgeted for the Reverse 911 and if an alternative measure was determined to be used, funds would be replaced at that time. He also stated to zero out the amount budget for next year repair and maintenance supplies in the amount of \$500 and use the \$500 budgeted for this year.

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In Re: Phillip Worrell, CPMT Chairman for CSA

Mr. Worrell addressed the Board and stated that the CSA line item request was for level funding again this year. He stated that he would check on the operating cost figure and report it to Mr. Whittington.

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In Re: Stacy Bradshaw

Mrs. Bradshaw addressed the Board of Supervisors and requested \$3,000 for the RC&D Council and \$6918 for the Soil and Water Conservation. Staff recommended continuing with the level funding in the amount of \$3,000 and \$6918.

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In Re: David Sledge, Building and Grounds Courthouse, Greenville County Government Building and Maintenance Building

Mr. Whittington stated the requested salary was \$241,728, monitoring fees requested this year were \$1680 and Staff recommended \$1300, repair and maintenance services adopted budget was \$12,500 and Staff recommended \$12,500, maintenance contracts request was in the amount of \$44,794. Mr. Sledge was asked to return with a list of the maintenance contracts at the next budget session. There was an extensive discussion among the Board of Supervisors, Mr. Sledge and Mr. Whittington concerning the cost of full maintenance contracts. Mr. Sledge was asked to meet with the Human Resources Specialist to develop college classes for the maintenance crew to learn how to work on the County's HVAC system to cut down on the cost of full maintenance contracts. There was also a suggestion by the Board of Supervisors to provide an incentive to the maintenance crew to go to school and learn how to work on the HVAC system. Mr. Whittington stated that the next item was concerning heating which Staff requested \$20,000 and the recommended amount was \$26,000 due to the cost of fuel. There was a consensus to zero out the postal service with UPS, for telecommunications the request was for \$11,640, Staff recommended \$11,600, housekeeping supplies requested amount was \$10,000 due to more traffic at the courthouse, Staff recommended \$7800. There was a consensus to cut wearing apparel from \$600 to \$390 because two of the maintenance staff had doctor notes to wear sneakers. There was also a consensus to revisit repair and maintenance service for the Greenville County Government Building in the requested amount of \$19,440. The \$50 for permits and fees were zeroed out, heating for the maintenance building request was \$3,150 and Staff recommended \$6,400. Housekeeping supplies for maintenance building requested amount was \$500, Staff recommended \$200.

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In Re: Dorothy Kea, Board of Elections

Mrs. Kea stated she was requesting \$12,500 for temporary help next year due to poll workers for the November Election, Staff recommended \$12,500. Mrs. Kea stated that she had heard from the State Board of Elections this morning that new voter cards may have to be mailed to all citizens so the cost of postal services may have to increase from \$1,000 to \$3,000.

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In Re: Bill Hodge, Chamber of Commerce

Mr. Hodge stated that the request was for \$1600 and Staff recommended \$1600.

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In Re: Linda Richardson, Treasurer

Mr. Whittington stated that the regular salaries in the amount of \$142,115 was a difference from this year's budget due to the transfer of Amy from the Finance Department to the Treasurer's Office. He stated that the next line item referenced the turnover audit and the requested amount was \$7500. Mr. Whittington stated that the amount would be subtracted out of the budget and if things changed in the near future, it would be reviewed at that time. Other changes included professional services reduced from \$600 to \$400, to provide a list of the maintenance contracts and reduce the requested amount of \$2500 to \$1800, to use the \$360 budgeted for this year in printing and binding and subtract the \$347 requested for next year, reduction of advertising requested amount of \$300 to \$200, to work out a training plan with Alice Whitby regarding travel and training, to change emergency service personal property from \$1300 to \$13,000, Staff recommended \$3,000 instead of the requested amount of \$3500 for bank card, request in the amount for \$2500 for First Point, Staff recommended to subtract out the amount, office supply request was for \$5,055, Staff recommended \$4,000, ADP supplies request was for \$2,560, Staff recommended \$1,000, a request for \$1504 for an electronic door, Staff recommended a number pad at a lesser cost to key in codes to open door.

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In Re: Bob Henderson, Department of Social Services

Mr. Henderson stated that his request was for level funding from the County and the City of Emporia, but would like more due to the economic issue. Mr. Whittington stated that he would speak with the City concerning a 50/50 share.

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In Re: Martha Swenson, Commissioner of the Revenue

Mrs. Swenson addressed the Board of Supervisors stating that she was requesting \$3,000 in part-time money again and since the Commissioner's Office had taken over the license fees from the Treasurer's Office, she was also requesting to keep the new employee just hired in next year's budget also. Mr. Whittington commented on the information sheet prepared which compared the surrounding jurisdictions work load and employees to Greensville County. He also made a statement that the Constitutional Officers needed to make up their minds on whether they wanted to be on the County's pay plan 100% or not. It was also noted to zero out the

amount requested for permit and fees and ADP hardware.

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In Re: Closed Session

Mr. Whittington, County Administrator, stated that Staff recommended the Board go into Closed Session, Section 2.2-3711 (a) 1) Personnel, 3) Acquisition of Real Property, 5) Industrial Development and 7) Legal Matters.

Supervisor Lee moved, seconded by Supervisor Vaughan, to go into Closed Session, as recommended by Staff. Voting aye: Supervisors Lee, Vaughan and Chairman Wiley.

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In Re: Regular Session

Supervisor Vaughan moved, seconded by Supervisor Lee, to go into Regular Session. Voting aye: Supervisors Lee, Vaughan and Chairman Wiley.

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In Re: Certification of Closed Meeting – Resolution #11-104

Supervisor Vaughan moved, seconded by Supervisor Lee, to adopt the following Resolution. A roll call vote was taken, as follows: Supervisor Lee, aye; Supervisor Vaughan, aye; and Chairman Wiley, aye.

**RESOLUTION #11-104  
CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Greensville County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Greensville County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law:

**NOW, THEREFORE, BE IT RESOLVED** that the Greensville County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were

heard, discussed or considered by the Greenville County Board of Supervisors.

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Chairman Wiley recessed the meeting.

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Chairman Wiley reconvened the meeting at 6:00 p.m. She stated that Supervisor Ferguson had to leave before the Closed Meeting due to his son was having surgery.

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In Re: Approval of Agenda

Mr. Whittington stated that Staff recommended approval of the Agenda with one added item in Other Matters, a MOU regarding the Workforce Center.

Supervisor Lee moved, seconded by Supervisor Vaughan, to approve the Agenda as amended. Voting aye: Supervisors Lee, Vaughan and Chairman Wiley.

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In Re: Approval of Consent Agenda

Mr. Whittington stated that Staff recommended approval of the Consent Agenda.

Supervisor Lee moved, seconded by Supervisor Ferguson, to approve the Consent Agenda containing the following items.

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Minutes from the Meeting of February 22, 2011.

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Budgetary Matters consisting of Fund #001 – Journal Voucher #62, in the amount of \$6,260.16, Fund #017 - Budget Amendment Resolution #11-105, in the amount of \$23,162.50 and Fund #075 – Journal Voucher #7, in the amount of \$44,819.20, all of which are incorporated herein by reference.

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Warrants:

Approval of Accounts Payable for March 7, 2011, in the amount of \$160,875.34

Approval of Payroll for February 28, 2011, in the amount of \$359,139.56

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In Re: Public Hearing

Mr. Whittington recommended that the Board of Supervisors go into Public Hearing to solicit public comments regarding a Proposed Amendment to the Greenville County Code, Article V. Section 4-46, Animal Shelter Fee Schedule

Supervisor Vaughan moved, seconded by Supervisor Lee, to go into Public Hearing. Voting aye: Supervisors Lee, Vaughan and Chairman Wiley.

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In Re: Proposed Amendment to the Greenville County Code, Article V. Section 4-46, Animal Shelter Fee Schedule

Mr. Reggie Owens addressed the Board of Supervisors stating that Staff was requesting approval of the proposed amendment to the animal shelter fee schedule to include the aforementioned animal shelter fees. Mr. Owens read the fee schedule into record.

Chairman Wiley asked if there were anyone present who was in favor of or in opposition of the proposed amendment to the animal shelter fees. There was no one.

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In Re: Regular Session

Mr. Whittington stated that Staff recommended the Board return to Regular Session.

Supervisor Lee moved, seconded by Supervisor Vaughan, to return to Regular Session. Voting aye: Supervisors Lee, Vaughan and Chairman Wiley.

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In Re: Proposed Amendment to the Greenville County Code- Article V. Sections 4-46, Animal Shelter Fee Schedule

Supervisor Lee moved, seconded by Supervisor Vaughan, to approve the Amendment to the Animal Shelter Fee Schedule. Voting aye: Supervisors Lee, Vaughan and Chairman Wiley.

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In Re: Introduction of the New Employees

Mrs. Alice Whitby, Human Resources Specialist addressed the Board of Supervisors and introduced Mr. Brian Petty as the new Building Inspection/Rehab Specialist and Ms. Anita Wong, as the new Deputy I in the Commissioner of the Revenue's Office.

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In Re: Citizens Comments

Mr. Whittington invited anyone who wished to address the Board, to come forward and state their name. There was no one.

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In Re: County Code Amendment- Chapter 18, Sections 18-24 (a), (b) and (c) Solid Waste Management Fees and Charges

Mrs. Natalie Slate, Deputy County Administrator, addressed the Board of Supervisors requesting authorization to advertise the Board's intent to adopt a code change regarding solid waste tipping fees. She stated that the amendment would include a \$1 per ton increase for household, commercial and industrial waste and a \$5 per ton increase for institutional waste. Mrs. Slate stated that it would increase the per ton rate from \$40 to \$41 per ton and would be effective July 1, 2011. She also stated that the institutional rate would increase from \$40 to \$45 per ton and be effective retroactive January 1, 2011 as stated in Chapter 18, Section 18-24 (a), (b) and (c) Solid Waste Management Fees and Charges.

Supervisor Vaughan moved, seconded by Supervisor Lee, to authorize Staff to advertise the County Code Amendment – Chapter 18, Sections 18-24 (a), (b) and (c). Voting aye: Supervisors Lee, Vaughan and Chairman Wiley.

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In Re: Memorandum of Understanding (MOU) for the Workforce Center

Mr. Whittington stated that Greensville County had been working diligently to create a Comprehensive One Stop in Phase III of the Southside Virginia Education Center which would include all of the State Departments that involved workforce training and employment opportunities. He stated that all departments including the County would need to sign the MOU to create the Comprehensive One Stop since the One Stop would be located within the County's boundaries. He also stated that it did not obligate the Board to any funding of the Comprehensive One Stop but that the Board was required to approve the MOU.

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In Re: Miscellaneous Matters

Various Departmental Reports and Staff Work Programs were prepared for the Board's review and comments. There were no comments.

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In Re: Adjournment

With there being no further business, Supervisor Lee moved, seconded by Supervisor Vaughan, to adjourn the meeting until March 14, 2011, at 1:00 p.m. for Budget Session. Voting aye: Supervisors Lee, Vaughan and Chairman Wiley.

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Peggy R. Wiley, Chairman

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K. David Whittington, Clerk