

MEETING 11 February 22

At a Budget Work Session of the Madison County Board of Supervisors held on Wednesday, February 22, 2012 at 9:00 a.m. in the Madison Volunteer Rescue Squad Building located at 1473 N. Main Street:

PRESENT: J. Dave Allen, Chairman
Doris G. Lackey, Vice-Chairman
Jerry J. Butler, Member
Pete J. Elliott, Member
Jonathon Weakley, Member
Teresa Miller, Finance Director
Jacqueline S. Frye, Secretary

ABSENT: V. R. Shackelford, III, County Attorney

1. Call to Order/Determine the Presence of a Quorum:

Chairman Allen called the meeting to order and stated that all members are present and a quorum was established.

2. Pledge of Allegiance & Moment of Silence

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

Chairman Allen advised that the County Attorney will be present at tomorrow's meeting at 3:00 p.m.; contact was made with Stephanie Murray, Treasurer; an email was sent to the Madison County School System to request a detailed school budget be provided to each Board member and also that Dr. Eberhardt attend the Workshop Session on Monday, February 27, 2012 to answer questions pertaining to the supplemental appropriation request of \$225,946.00. Lastly, an email was received from Mr. John Anzivino of Springsted, Inc. to relay that one (1) of the candidates that was selected to be interviewed has accepted another position – this information has been relayed to all Board members and there is an consensus to proceed with interviewing the four (4) remaining candidates with the same conditions discussed during yesterday's session.

3. Adoption of Agenda:

Chairman Allen asked for a consensus to adopt today's Agenda, or if there any additions to be incorporated.

Supervisor Weakley had a questioned pertaining to Madison County Parks & Recreation, to which the Chairman advised, can be handled under "Information."



Chairman Allen advised that he added "Information" to the Agenda so as to allow discussion about any correspondence (i.e. letters, requests, etc.).

After discussion, it was the consensus of the Board to adopt today's Agenda as presented.

4. Budget Discussions:

Treasurer

Chairman Allen advised there were questions yesterday regarding the Treasurer's request to receive credit card payments.

Ms. Murray provided a handout for the Board members and advised that Sturgis Web Services has been working with Botetourt County, Virginia and she is impressed by the service they currently offer that includes real estate search information. Additionally, she provided a full overview (by page) of the document and advised the software allows citizens to pay their taxes, displays assessment information and charges thirty cents (.30) plus 2.2% of the total tax bill. In closing, she advised the process will cut down on postage, printing, faxing and incoming telephone calls.

Ms. Murray advised that she did a search on a last name at random and in order to attain information on personal property, citizens will be required to enter two (2) types of information (i.e. VIN numbers are confidential). Additionally, she advised that the current payment source of 'official payments.com' does allow the citizens to view the bill or the total amount owed, and citizens can also pay their current tax bill by telephone with a three percent (3%) fee and the existing service is provided at no cost to the County, and payments can also be made on Papal with a cost. Also, vamanet only provides information on assessments and property transfers only. In closing, she advised that a representative has offered to attend a future meeting to provide a demonstration if the Board is interesting in knowing more about the aforementioned product.

Supervisor Elliott questioned who would benefit from the use of this service, to which Ms. Murray advised it will definitely be an asset to title companies, as they will be able to attain much needed information and not have to contact the Treasurer's Office.

Supervisor Butler feels the representative may be able to provide good input.

Ms. Murray also advised that she didn't discuss assessment information and the software will only provide current information (not from past years). In closing, she feels this will be a benefit to citizens and the cost is \$7,800.00.

Chairman Allen asked if a modern credit card reader would suffice.



Ms. Murray advised that she will check with the local banks to see what type of equipment is available. Also, she will check with surrounding localities to see what they are utilizing. In closing, she stated the older system her office was utilizing wasn't very effective.

Ms. Miller also suggested contact is made with David Tidd of RDA Systems, Inc.

Supervisor Elliott advised that he utilizes a system through Stellar-One Bank through Comcast that only charges a three percent fee (3%).

Supervisor Lackey asked if the citizens in Botetourt, Virginia are satisfied with the system that is being offered.

Ms. Murray also asked if the Treasurer's Office could be equipped with a panic button in case of emergencies that is beneath the counter.

Chairman Allen asked Mr. Finks whether one of the walkie-talkies could be utilized

Mr. Finks advised that the alarm in the Administration Center doesn't come through the Sheriff's Office, as the security company is Nighthawk, Inc. In closing, he advised that the system may need to be upgraded.

After discussion, it was the consensus of the Board to attain fee information from Nighthawk, Inc.

Erik Weaver, Sheriff, was present and suggested the system be updated to pinpoint the transmission is coming from the Treasurer's Office.

Ms. Murray also advised that she will be meeting with banking representatives to assess the services available.

Supervisor Lackey verbalized concerns that the software system being discussed will allow folks to access information on other citizens; she also questioned the percentage of online users within the County.

Ms. Murray advised that the software will only provide what personal property is listed but no VIN numbers.

Sheriff's Office

Supervisor Butler advised that a fee schedule for events was given to James Arrington, former Board Member, for review. In closing, he advised that Woodberry Forest, Graves Mountain Lodge and the hosts of the Tractor Pull and County Fair did pay deputies and provided a Form 1099.



Concerns were verbalized regarding the non-profit entities (i.e. Taste of the Mountains, Relay for Life, Tour de Madison, and whether there is a formula utilized to attain the rate of pay.

Sheriff Weaver advised there are fifteen (15) events that transpire from April through October and payment is made to deputies from the Sheriff's departmental budget for all entities that refuse to pay for law enforcement services provided. Additionally, he advised the fee of \$25.00 per hour is paid directly to the deputies working an event (i.e. average overtime rate is \$28.80 per hour). In closing, he advised that he can't get deputies to agree to work for comp time only.

Chairman Allen verbalized concerns about liability issues.

Sheriff Weaver advised that during the past year, the Madison Fair Board added the deputies to their 'blanket policy.' Additionally, he advised that nothing has been done regarding the Festival Permit; however, there needs to be enough funding in the line item to cover these costs.

Lewis Jenkins, Director of Emergency Medical Services, was present and advised that the County may need to add costs for EMS coverage for these events.

Supervisor Butler advised that he would like to see the Board restore the salary for Teresa Weaver, Office Manager based on Delegate Ed Scott's bill being passed, as stated and declared by Eddie Dean, past Board member.

Chairman Allen advised the aforementioned issue was done in closed session and no action was taken.

Supervisor Butler also suggested that the request be retroactive to the date that Delegate Scott's bill was passed.

Supervisor Elliott advised that in his opinion, the Board acted too hastily.

Supervisor Butler advised that it appeared the Board based on not having all the necessary factors involved.

Chairman Allen advised that the Sheriff's Office sought a public opinion and legal advise. In closing, he advised that Eddie Dean, former Board member, isn't present to defend past actions and such actions are irrelevant to the current Board.

Supervisor Lackey questioned whether any laws were violated.

Supervisor Elliott and Supervisor Butler agreed with the aforementioned comment.

Chairman Allen advised the Sheriff there was no valid proof of the aforementioned accusation.



Chairman Allen called for the pleasure of the Board.

Supervisor Elliott advised that the Board has given the Commonwealth Attorney what he requested; however, it appears the Sheriff's Office is always slighted.

Supervisor Butler advised that he would like to see the salary restored and not denoted as a raise, to which Supervisor Elliott concurred.

Supervisor Lackey advised that she would like to see the salary restored as well, but not retroactive, to which Supervisor Weakley concurred.

Supervisor Weakley advised that he'd like additional time to process today's information.

Ms. Miller advised that the Compensation Board amount for the Office Manager's salary is \$28,983.00.

Chairman Allen advised that he will provide the Sheriff and all Board members with copies of documentation to denote exactly what transpired during the period. Additionally, he had nothing to do with the incident, which was relayed, and the Sheriff has absolutely no proof otherwise.

Supervisor Weakley advised that he did have questions about overtime and wanted to assess what areas that can provide a savings for the County overall.

Concerns were also verbalized about fuel costs and the fact that an additional \$5,000.00 has been added to the budget.

Supervisor Weakley questioned the highway safety funds, to which Ms. Miller advised, is used to balance the budget.

Chairman Allen advised that he would like to place he funds in the contingency fund for the time being.

Ms. Miller advised the Board can place funding for fuel in one category and disburse it as needed.

Supervisor Lackey questioned as to why there is no entry for new vehicles, to which Ms. Miller advised that the Board will need to assess.

Sheriff Weaver advised of the following:

- i. Eight (8) cars with 80,000 miles;
- ii. Fifteen (15) cars that are used daily;
- iii. Four (4) back-up vehicles;



The Sheriff advised that nine (9) vehicles were removed from the fleet during the last vehicle purchase; however, vehicle repairs are currently very expensive.

Supervisor Lackey questioned if fewer cars were purchased through a lease purchase/agreement, perhaps this would allow a slight 'across the board' increase.

Supervisor Elliott advised the County can purchase three (3) vehicles outright and increase the real estate tax rate.

Supervisor Butler suggested a lease agreement be made to purchase three (3) vehicles.

Ms. Miller advised that the County 'piggybacked' off of York County during the last scenario.

Sheriff Weaver advised that the last vehicles purchased were stripped.

Chairman Allen advised that Eddins Ford, Inc. can match the state bit; however with a \$469,000.00 deficit, proposed raises and vehicles purchases will raise things very quickly. In closing, he feels there is a need to place something into the CIP and estimated an allocation of \$20,000.00.

Sheriff Weaver advised there has also been an increase in police supplies, and the Blue Ridge Narcotics Task Force has put forth a request for a 'host County.' Additionally, all funding will be provided by the force (i.e. drug & property seizures) and any seized items that are sold will bring a percentage of revenue to the County.

Ms. Miller advised that a total revenue amount will be needed.

Sheriff Weaver also advised that one employee will be needed and the salary will be established by the State.

Chairman Allen clarified that the aforementioned process is standard throughout the State of Virginia.

Sheriff Weaver advised his department is out of money in many line item categories. In closing, his department is trying to purchase as much as possible off of State bid.

Emergency Management Services

No changes were denoted in the aforementioned category.

E911

Ms. Miller advised that new generators and replacement batteries (thirty [30]) at the center were added (i.e. gel cell); also, there is a maintenance contract in place.



Supervisor Butler questioned whether there was funding allocated for software upgrades.

Mr. Finks advised that the upgrades will be provided for free as the current system has connect plus, and may be an asset to the surrounding localities (i.e. Greene and Orange. In closing, he advised there are currently twelve (12) dispatchers (i.e. [7] paid by the County and [5] Comp Board positions).

Supervisor Lackey asked about the salary range, to which Mr. Finks advised is \$30,810.00 to \$47,000.00.

Supervisor Weakley questioned the number of days dispatchers are on duty, to which Mr. Finks advised that during the weekday, one (1) dispatcher handles all the paperwork and VCIN requests; there are three (3) shifts Monday through Friday and the weekend shifts are twelve (12) hours each; the work week is forty (40) hours. In closing, he advised shifts are changed in order to allow folks to have time off; however, there are times when overtime is necessary.

Supervisor Lackey advised that Mr. Finks has asked the Board to look at salaries in his department.

Supervisor Butler asked if additional maintenance would be needed on the servers.

Mr. Finks advised that service agreements are already built into the maintenance contract.

Outside Agencies

Thomas Jefferson EMS Council:

Supervisor Elliott asked for an overview of the Thomas Jefferson EMS Council, to which Mr. Jenkins advised does provide an educational component to assist with personnel attaining certifications, grant backing, and also maintain regional guidelines that are required for emergency medical services personnel. In closing, this council also pays for the Medical Director.

Reva Volunteer Services/Rapidan Volunteer Services:

Mr. Finks advised that Reva Volunteer Services and Rapidan Volunteer Services used to help the local volunteers; although they are not Madison County entities, they do provide mutual aid and an agreement has been established throughout the State at no cost to the County.

Mr. Jenkins advised if assistance is provided from career staff, the patient is charged and not the County.



Chairman Allen advised that both entities did assist the County during the past year and Reva Volunteer Services loaned the County an ambulance when it was needed; therefore, he suggested the amount of \$2,500.00 remain as submitted.

Mr. Jenkins advised that Rapidan Volunteer Services no longer dues First Responder but does respond to fires.

Mr. Finks advised that Madison County does First Responder on everything.

EMS

Mr. Jenkins was present and advised that overtime has increased and \$7,000.00 was added because of EMT classes. Also, line Item #3114 will need to be increased (to offset a grant) and Line Item #8108 for equipment.

Supervisor Lackey questioned the number of personnel on hand.

Mr. Jenkins advised there are currently:

- i. Thirteen (13) full-time medics;
- ii. Fifteen (15) part-time medics;
- iii. Two (2) Lieutenants

Mr. Jenkins also advised there's a pool of part-time staff on hand, although the department usually falls short by about thirty (30) hours, as he uses part-time funding to cover these shifts. Additionally, he explained the method utilized to cover for the volunteers on nights and feels the County needs to look at the experience that many of the emergency personnel have (i.e. degrees) and the fact that starting salaries range from \$32,350.00 to \$35,670.00 at the bottom step.

Mr. Jenkins advised that Culpeper salary ranges are:

- i. \$32,350.00 to \$37,000.00 (Lieutenant)
- ii. \$35,700.00 to \$37,000.00 (Medic)

A salary survey from surrounding localities denoted that Madison County's average salary is \$36,740.00 with Louisa's being at \$39,043.00.

In closing, Mr. Jenkins advised that all thirteen (13) full-time personnel participate in the Virginia Retirement System.

Supervisor Butler questioned whether there were any County supplements.



Supervisor Lackey questioned whether step increases could be automatic based on employee evaluations.

Ms. Miller advised that all salaries are low when compared to most other areas, and evaluations were constantly done by the former County Administrator with no merit or cost of living increases provided. In closing, she advised that steps are 2.5% and grades are 5%.

Supervisor Elliott questioned whether the County should change the entry pay level for emergency medical personnel.

Supervisor Butler asked whether the Board should appoint a citizen committee to investigate this concern.

Chairman Allen suggested the Board wait until the new County Administrator is in place.

Mr. Jenkins advised that he will not request an additional full-time staff member at this time.

Chairman Allen advised that the volunteers will be moving forward with revenue recovery. In closing, he advised their goal is to 'bank' the money and build a new rescue squad building.

Thomas Jefferson OAR

Ms. Miller advised that this entity provides services for offender aide (i.e. jail services to inmates and ex-inmates).

Chairman Allen questioned how many local individuals participate.

Supervisor Butler advised that many individuals end up getting services from social services, the Commonwealth Attorney, Health Department and Skyline CAP.

Building Official

Ms. Miller advised the additional copier will be eliminated and no longer leased

Supervisor Weakley questioned whether any costs in this department are shared with the Zoning Department.

Supervisor Elliott advised that Mr. Borders in a neighboring locality only has two (2) people in his department and Madison currently has three (3) individuals with very low activity.

Supervisor Lackey asked if some of the aforementioned staff members can assist in other areas (i.e. Commissioner's Office).



Supervisor Elliott advised that the Board had suggested other staff members assist with land use, meals tax and food tax audits in the past.

Supervisor Weakley suggested the aforementioned issue be up for discussion.

Chairman Allen advised it is yet unclear as to what time management changes will be brought about for Mr. Smith and Mr. Daniel with the new storm water management plan changes that are underway. In closing, he suggested that perhaps Dan Ward, Building Inspector, can assist with land use issues full-time.

Supervisor Elliott advised that Mr. Ward isn't certified to inspect commercial work, and suggested Carol Davis, Assistant Zoning Administrator, be charged with handling all the paperwork and Mr. Ward can handle all the legwork associated with the program.

Supervisor Butler questioned that some job descriptions will not match the duties that are assigned.

Chairman Allen advised that he will discuss today's concerns with Mr. Smith and Ms. Harris.

Animal Shelter & Animal Control

Ms. Miller advised that line item #3118 is the category that covers euthanasia services.

Supervisor Weakley about establishing internet at the shelter and landfill.

It was denoted that Mr. Finks is researching this now and the Board can budget for this service; however, Supervisor Elliott advised that he believes there is no fee with hood-up if a two year (2) contract is in place.

Supervisor Weakley advised there has been a suggested by staff to have an ATV located at the landfill.

Supervisor Elliott advised there is currently a pick-up housed at the shelter and that can be used for now.

Chairman Allen questioned whether the Board would like to budget for the purchase of an ATV at the current time; however, it was the consensus of the Board to wait until later in the year.

Chairman Allen advised that Ms. Moore of MadCAF has been using the County seal on correspondence. In closing, he advised this concern will be referred onto the County Attorney for advisement.



Service to Abused Families

Ms. Miller advised this is an outside agency request and they provide services to families involved with domestic violence issues. In closing, she advised the County has contributed for years and the amount is flat lined.

Ms. Lackey questioned whether the County assists MESA, to which Ms. Miller advised they are a separate entity and are in control of their own resources.

Line of Duty Benefits

Ms. Miller advised the Line of Duty Benefits has been placed in the budget as a separate line item (i.e. removed from the Sheriff's budget), and the County just started paying into this benefit this year.

Chairman Allen provided a brief overview of the benefit and advised that the State administered the program in the 1960's but has shifted the responsibility onto the localities. Although localities can elect to 'opt out', they can fund the program benefit or secure an insurance agent.

Ms. Miller advised there has been no quote from VACo yet and the County is the 'trustee of the program' only.

Chairman Allen advised that the State charges a ten percent (10%) administrative fee. In closing, he advised that VACo is lobbying for this program to be returned to the State.

Ms. Miller advised there are options to:

- i. Stay with VRS trust;
- ii. Go with VACo;
- iii. Opt out and 'pay as you go' which will require the County to establish a separate fund;

In regards to healthcare, Ms. Miller advised that Southern Health offered the best pricing option. Additionally, a meeting was held with the broker and he reported that ninety-six percent (96%) of premiums were made towards claims.

Supervisor Weakley asked if there were other options that the County could pool with.

Supervisor Butler advised that is a carrier for the Central Virginia Regional Jail.

Ms. Miller advised the rates weren't comparable; she also explained the tier plans that are available.



Supervisor Lackey asked about cost savings on prescription plans and whether joining a pool was a way to cut overall costs.

Ms. Miller indicated the aforementioned option is only available with large plan groups. In closing, she indicated if percentages are raised, the employees can't pay the premiums.

Supervisor Butler opted to hold employee contributions.

Supervisor Weakley questioned whether merit evaluations are done.

Ms. Miller advised that evaluations are done annually; however, there have been no raises for the past four (4) years.

Transfer Station

Ms. Miller advised that she is uncertain about the existing fuel surcharge.

Supervisor Weakley questioned whether an RFP can be implemented to monitor services.

Supervisor Elliott provided an update on wells at the site and also advised that brush will need to be grinded this year (i.e. free brush months are March and October).

Supervisor Lackey questioned whether to reduce the monitoring allocation from \$75,000.00 to \$50,000.00.

Chairman Allen advised there may be unforeseen changes in monitoring service fees. In closing, he advised that representatives from Waste Management Services, inc. advised there a way to make a compost pile.

Supervisor Elliott advised that mulch grinding help make up the recycling weight.

Supervisor Lackey asked if any revenue from recycling is received. In closing, she suggested the County tighten the process that is in place.

Supervisor Elliott advised there is very little revenue received; however, what is received is sent to the Treasurer's Office.

Chairman Allen advised that a program was in place and the County initially wanted to 'break even.'

Ms. Miller advised that funding received from Sonoco, Inc., is denoted on the Treasurer's monthly reports.



Facilities & Maintenance

Ms. Miller explained there was some equipment purchased (i.e. mower and blower). In closing, she advised there have been many repairs to the mower during the past several months.

Discussions continued regarding the brand of mowing equipment that has been utilized in the past. In closing, Supervisor Elliott suggested other brands be investigated in the future (i.e. Skaggs, X-Mark, etc.).

Chairman Allen advised there have been discussions about the individuals in the departments formerly supervised by Ross Shifflett, and the fact they've assumed additional responsibilities since his departure. In lieu of this factor, he questioned whether the Board could take the Director's salary of \$54,000.00 and compensate a portion to:

- i. Greg Cave/Animal Shelter (current salary of \$27,980.00 annually) [Wes Aylor's salary is \$25,340.00 annually])
- ii. Mark Ford/Transfer Station;
- iii. Roger Berry/Facilities & Maintenance;

And also hire someone as a "Technician" for a salary of almost \$30,000.00 annually, which will create an overall budget savings.

Supervisor Butler questioned whether Wes Aylor, Animal Control Officer, would also receive a salary increase.

Supervisor Elliott advised the three (3) individuals being sought are actually managing a department and they should be denoted as a general Department Head, excluding Mr. Aylor.

Chairman Allen advised that the suggestion can be accommodated at this time without actually increasing the County budget.

Supervisor Elliott suggested the Board extract \$20,000.00 from the Director's salary of \$54,000.00 and distribute it between the three (3) individuals being discussed.

Chairman Allen verbalized concerns as to the significant increase that is being suggested for Mr. Cave and the fact that this may cause morale to plummet.

Supervisor Elliott advised that David Williams works a part-time schedule and would like to see him be moved into the full-time position with benefits, and see Candice Jones (who works part-time with no benefits), who also works hard and does an excellent job, be considered.



Ms. Miller advised that Mr. Williams has indicated that he doesn't want to work a full-time schedule. In closing, Ms. Miller advised the 'working supervisors' will be under the direct authority of the future County Administrator – although they will have people working within their direct departments, they aren't declared as managerial positions with authority to discipline. Also, she suggested the Board provide some input as to which salaried positions to 'play off' when determining what to pay the individuals who are being discussed.

Chairman Allen advised the individuals being discussed will be more responsible in making sure things are done without outside support.

After discussions, the consensus of the Board was as follows:

Supervisor Elliott: \$7,000.00 x 3 and \$3,000.00 x 1;

Supervisor Butler & Supervisor Lackey: \$6,000.00 x 3; \$8,000.00 x 1; \$3,000.00 x 1;

Chairman Allen & Supervisor Weakley: \$7,000.00 x 3 and \$3,000.00 x 1;

Supervisor Lackey suggested the Board assess today's discussion and return tomorrow with further input.

The Board also discussed the two (2) custodians that are employed by the County and whether one (1) position can be changed to a full-time position.

Ms. Miller advised the custodians are limited to (35) to (37.5) hours per week.

Chairman Allen asked Ms. Miller to plug in the numbers for a full-time custodial position.

Ms. Lackey questioned the overall cost of a 2.5% salary increase, to which Ms. Miller advised will be about \$102,000.00 and she has included this in the narrative and doesn't include the personnel from Facilities/Maintenance, Transfer Station or Animal Shelter in the overall cost.

After discussion, it was the consensus of the Board to have one (1) full-time custodian, with benefits and one (1) part-time custodian.

Supervisor Elliott advised that one (1) custodian demonstrates a very good worth ethic.

Supervisor Weakley advised that during the meeting of the Madison Parks & Recreation Authority, Becky hurt asked to move the free standing benches and picnic table from field E1 and E2 and allow an Eagle Scout to complete a project at the site.

After discussion, it was the consensus of the Board this would be a problem as long as no holes were being dug.



5. Adjourment

With no further action being required by the Board, on motion of Supervisor Lackey, seconded by Supervisor Weakley, Chairman Allen adjourned the meeting, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

J. Dave Allen, Chairman
Madison County Board of Supervisors

Jacqueline S. Frye, Acting Clerk to the Board

Adopted on: April 10, 2012

Copies: J. Dave Allen, Doris G. Lackey, Jerry J. Butler, Pete J. Elliott, Jonathon Weakley, V. R. Shackelford, III & Constitutional Officers

