

MEETING #35- July 14

At a Regular Meeting of the Madison County Board of Supervisors on July 14, 2015 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: Doris G. Lackey, Chairman
R. Clay Jackson, Vice-Chairman
Jonathon Weakley, Member
Robert Campbell, Member
Kevin McGhee, Member
Daniel J. Campbell, County Administrator
V. R. Shackelford, III, County Attorney
Leo Tayamen, Finance Director
Jacqueline S. Frye, Deputy Clerk

Agenda Items:

Call to Order

Pledge of Allegiance & Moment of Silence

Chairman Lackey introduced and welcomed Daniel J. Campbell as the new Madison County Administrator.

Mr. Campbell expressed his appreciation for his new assignment and his desire to work for the betterment of the citizens of Madison County.

1. Determine Presence of a Quorum/Adopt Agenda:

Supervisor Jackson moved the Board approve the Agenda as presented, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

2. Constitutional Officers: None

3. County Departments:

i. Economic Development & Tourism:

Tracey Williams Gardner, Director, was present and advised of:

- The annual parade and County fair slated to be held on July 15th
- Ms. Frye's birthday (July 14th)
- Hoover Day Celebration (August 15th)

Supervisor Weakley expressed appreciation to Roger Berry, Facilities Director, for the outstanding work done on the landscaping located at Washington Circle and the County Administrative Center.

4. Independent Committees/Organizations:

i. SNP Heritage Project - Jim Lillard: Mr. Lillard was present and provided a sketch of the footprint (5' x 2.5' long, 9' in height) for the temporary memorial to be erected at the Criglersville Elementary School; accolades were provided to the historical society for their input on the proposed project. In closing, he requested the Madison County Board of Supervisor provide a commitment for the proposed site.

Max Lacy of the Madison Historical Society was present and noted the society is 100% supportive of the proposed project.

Judy Mahoney of the Germanna Foundation was also present and expressed the foundations' excitement and support of the proposed project.

Mr. Lillard also noted the Blue Ridge Project has been most encouraged by the amount of support received; if the project moves forward, it'll be the first monument erected to honor those families that were affected by the park. It was also requested that the County consider deeding the portion of school property noted on the plat to the SNP Heritage Project - the memorial will be located at the back of the fence about ten feet [10'] from the temporary memorial already in place.

Supervisor Jackson moved the Board allocate the land as described in the plat presented by Mr. Jim Lillard on behalf of the SNP Heritage Project for the placement of a permanent memorial to honor those families who were effected by Shenandoah National Park.

Discussion:

- Supervisor Campbell: Suggested that if today's request is to be permanent, the County should notate this factor on the deed in the event the county should ever sell the property.

- The County Attorney noted that if the county decides to ‘convey’ the property, an easement should be in place to denote who will hold the easement (i.e. Madison County Historical Society) to include the footprint of the proposed monument and access to the structure; if the property is ever sold by the County, there should be something in place that will allow the property to be passed, as a matter of the court record. In closing, he noted that as long as the property is owned by the County, the prior motion will be appropriate.
- Supervisor Campbell requested the prior motion be amended to reflect the aforementioned suggestions.

Supervisor Jackson moved to amend the motion to include and request that the County would give a permanent egress and ingress easement through the right-of-way to the Madison County Historical Society, and that in the event the property is ever sold, the property will be conveyed as such.

The County Attorney noted that the actual deed isn’t in place at this time in order to move forward with the with the aforementioned request, as there are details that will need to be addressed; the purpose of having an easement are well taken.

Chairman Lackey questioned if the suggested amendment would be appropriate as a description or intent, to which the County Attorney noted would be acceptable.

Seconded by Supervisor McGhee. Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

5. Committee Reports: None

6. Finance:

i. General Operations (Fund 10) General Fund FY2015 – June

Supervisor Jackson moved the Board approve the Certificate of Claims (Fund 10) General Operations for May FY2015 in the amount of \$673,757.79.

Supervisor Jackson amended his motion to request the Board approve the Certificate of Claims (Fund 10) General Operations for June FY2015 in the amount of \$852,247.10, seconded by Weakley. Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

Supervisor Campbell: Concerns were verbalized regarding the remaining balance and the fact that this amount will change as the result of post-year expenditures.

ii. Certificate of Claims (Fund 11) Tourism Enhancement FY2015 –June

Supervisor McGhee moved the Board approve the Certificate of Claims (Fund 11) Tourism Enhancement for June FY2015 in the amount of \$12,827.40, seconded by Supervisor Jackson. **Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).**

Supervisor Campbell: Concerns were verbalized regarding the beginning and current balance for tourism.

iii. Certificate of Claims (Fund 40) Debt Service FY2015 – June

Supervisor McGhee moved the Board approve the Certificate of Claims (Fund 40) Debt Service for June FY2015 in the amount of \$3,282.00, seconded by Supervisor Weakley. **Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).**

Supervisor Campbell: Concerns were verbalized regarding whether there will be additional debt service payments for FY2015.

iv. Capital Improvement Projects (Fund 30) – CIP FY2015 June - None

Supervisor Campbell verbalized concerns regarding the CIP payments, the contingency fund balance and the fact that payments remaining vs. the balance don’t coincide; concerns were also verbalized regarding CIP appropriations approved by the Board in the past that still haven’t been allocated.

Chairman Lackey suggested that a meeting be scheduled with the Board’s CIP liaisons (Campbell/McGhee), the County Administrator, Finance Director and the Treasurer prior to the July Workshop Session with the intention of being able to review all loans and expenditures associated with the CIP projects over the past few years.

The County Administrator verbalized concerns regarding the county’s historical financial information; he stressed the fact that clarity will be most important in order to help him fully understand the process that’s in place.

v. Supplemental Requests – General Operations – FY2015 – June

1. Sheriff’s Department	31200- 1720;180301	Deborah Turck Salary (Deputies part-time)	\$3,127.00
2. Transfer Station/Recycling	42400-5230; 180301	Phone Reimbursement (Telecommunications)	\$ 493.54
3. Madison Volunteer Fire Dept.	32200-5651; 240201	Fire Programs Fund (Fire Programs Fund)	\$6,084.00
4. Emergency Operation Center	31401-5890; 240107	Other Programs/Grants (Grant Exp.)	\$ 841.28

5.	PRA	71200-5702; 161202	PRA Youth Programs (Baseball)	\$5,280.50
6.	PRA	71200-5707; 161207	PRA Youth Programs (Soccer)	\$ 435.75
7.	PRA	71200-5708; 161208	PRA Youth Programs (Softball)	\$1,101.75
8.	PRA	71200-5727; 161227	PRA Youth Programs (Jazz)	\$ 200.00
9.	PRA	71200-5728; 161228	PRA Youth Programs (Picnic Shelter)	\$ 150.00
10.	PRA	71200-5729; 161229	PRA Youth Programs (Summer Camps)	\$1,790.00
11.	PRA	71200-5730; 161230	PRA Youth Programs (Tae Kwon Do)	\$ 379.20
12.	PRA	71200;5732; 161232	PRA Youth Programs (Tournaments)	\$1,530.00
13.	PRA	71200;5735; 161235	PRA Youth Programs (Travel Basketball)	\$ 450.00
14.	PRA	71200; 5739; 161239	PRA Youth Programs (Misc. Registration)	\$1,260.00
15.	PRA	71200; 5730; 161240	PRA Youth Programs (Other Programs)	<u>\$ 250.00</u>
			TOTAL:	\$23,373.02

Supervisor Jackson moved the Board approve the supplemental for FY2015 – June, totaling \$23,373.02, seconded by Supervisor McGhee.

Stephanie Murray, Treasurer, was present and clarified concerns verbalized regarding CIP appropriations previously approved; these appropriations were just recently allocated within the RDA system.

Discussion:

Supervisor Campbell noted concerns that the numbers provided on the supplemental requests should agree with the figures noted in the Treasurer’s monthly report (difference of \$1,500.00).

The Finance Director advised that supporting documentation is attached for information; there was no explanation provided regarding why the figures are slightly different than what the Treasurer’s Office has on file.

Chairman Lackey suggested a meeting be held with Supervisor Campbell, the County Administrator, Treasurer and Finance Director to assess the discrepancy noted (i.e. \$1,500.00).

It was further suggested that all members be made aware of the findings.

Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

v. Contingency Reserve:

Chairman Lackey provided input on the proposed line item transfers noted on the contingency reserve report (i.e. EMS Equipment, Data Processing, Technology Grant, and Debt-Service Interest).

Supervisor McGhee moved the Board accept the contingency reserve reconciled balance of \$233,132.44 as presented, seconded by Supervisor Jackson.

Discussion:

Supervisor Campbell verbalized concerns regarding the admin roof project (i.e. overall cost, funding source), and the process by which expenditures are approved after being paid. Additional concerns were verbalized regarding the pole barn and shelving

The County Administrator concurred with concerns verbalized regarding the Board’s approval of expenditures. Although he isn’t abreast of the processes currently being utilized by the County, he feels that adjustments can be made going forward in order to satisfy concerns presented by the Board, which will take time and patience.

Supervisor Weakley noted that reference material on the admin roof project was presented to the Board at the March 10, 2015 meeting session.

Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

Pole Barn: Supervisor Campbell questioned when the structure will be put into use.

Discussions focused on the usage of the space (Sheriff, County, Facilities and Animal Control). Additional concerns focused on there being no shelving in place and whether there was an agreement to provide shelving.

Erik Weaver, Sheriff, was present and noted that the original building specifications indicated that shelving would be needed as well as an alarm system, as his departmental budget didn’t contain funding to cover these costs.

Further discussions focused on the amount of usage (by all designated county departments) for the inside of the storage building. In closing, it was suggested the Board be advised of any necessary requests that are needed in order for the building to be put to usage.

After discussion, Chairman Lackey suggested the Sheriff and County Administrator meet to:

- Refer to the original agreement
- Review specifications for shelving

In closing, it was suggested the Sheriff provide an update at the next meeting session, if necessary.

7. Minutes

a. #29 through #32

Supervisor McGhee moved the Board approve Minutes #29 through #38 as presented, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, McGhee. Nays: Campbell.*

8. Discussions/Actions

i. Rural Rustic Road Program [Resolution #2015-9 (Route 662 – Shifflett’s Corner Lane)]

Mark Nesbit, Residency Manager, was present to provide a brief overview of the Board’s request to include Route 662 – Shifflett’s Corner Lane into the Rural Rustic Road Program. It was noted that in order for this request to be complete, a resolution will be required.

Supervisor Jackson moved the Board adopt Resolution #2015-9 [Route 662 – Shifflett’s Corner Lane] as presented, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

Chairman Lackey thanked VDOT for providing assistance during the recent event held at Graves’ Mountain Lodge.

Mr. Nesbit advised that all VDOT projects within Madison County are moving along as scheduled. It was noted that the bridge project scheduled date of completion is December 2015, and there are currently some site distance issues being addressed.

Supervisor Weakley verbalized concerns with roadways and shoulders, to which Mr. Nesbit suggested that a list be provided for review; a date can then be decided on which to initiate visual assessments.

ii. Sound System Update

Robert Finks, Emergency Communications Director, was present and advised that he’s awaiting proposals from two (2) more businesses; these should be received by the July workshop session. Input on this matter has been discussed with the County Administrator as they have been received. This item will be added to the July workshop for further discussion.

iii. Madison County Literacy Council, Donna Yowell

Donna Yowell, Madison Literacy Council, was present to provide highlights of the new Recognition Service Program that will be offered in the County, in conjunction with the Piedmont Workforce Network. Specifics of the Workforce Innovation Opportunity Act were provided for information.

Marty Bywaters Baldwin of the Rappahannock Goodwill was present and provided information on three (3) grants that have been awarded to the Piedmont Workforce Network Program; these grants will allow the literacy council to provide job skill assistance (i.e. education, training, letter writing, interview skills, vocational and/or college level training, etc.) to two hundred individuals are otherwise deemed to be less privileged; the program will be held in the local literacy council each Friday. Volunteers are being asked to provide time and assistance.

Chairman Lackey encouraged the Department of Social Services and other service providers to inform potential job seekers or other applicable individuals who may be able to take advantage of the services offered by the program.

Ms. Yowell noted that flyers for the program are being posted in various locations for the public.

iv. Tyler Technologies Update, Stephanie Murray

Stephanie Murray, Treasurer, was present to provide an update on the Tyler Technologies software system; plans call for training to be provided to all users in August 2015; open labs will be held at least twice weekly; all users are encouraged to sign up for at least two (2) lab sessions.

It was further noted that:

- All phases of the program will not be initiated at the same time
- “Go live” dates for departments will be varied
- Budgeted funding for training doesn’t appear to be adequate

Ms. Murray verbalized concerns that it appears Tyler Technologies, Inc. didn't provide an accurate of necessary funding for the level of training that will be needed. Although interactions with most of the staff have been positive and professional, there are concerns as to what may have transpired with other facets of the contract.

Concerns from the Board focused on:

- Actual requirements noted in the contract
- Whether the Board will need to make additional funding allocations
- Whether to request representatives attend a joint meeting with the Board and County departments

The County Administrator noted that the County will more than likely be charged for every trip and/or training request (made by the County) that Tyler Technologies, Inc., may deem to be outside of the scope of work. It was also felt that the Board could possibly request the Project Manager provide an updated report to the Board at a future session. At that time, the Board could request some identification of any noted problems and/or concerns.

It was noted that Orange County utilizes Tyler Technologies. Ms. Murray noted that during a trip to the City of Staunton, County personnel were able to see the software program in full operation and working well. In closing, she urged the Board to provide support in an effort to get the process moving forward.

Ms. Murray asked if the Board would like to publish the list of delinquent county taxpayers in the local newspaper.

Supervisor Jackson moved the Board authorize the Treasurer to publish the names of delinquent taxpayers in the local newspaper, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

It was also noted that the Board will need to appoint someone to serve on the Rappahannock Juvenile Detention Board.

After discussion, Chairman Lackey suggested the Board seek a citizen representative to serve as the Board's liaison and that the Board discuss this further at the next workshop session.

v. Appointment – PDC, Regional Jail Alternate

Chairman Lackey noted the Board will need to make an appointment to the Planning District Commission, and select an alternate to the regional jail.

Supervisor Jackson moved the Board appoint Daniel Campbell, County Administrator as the Board's representative on the PDC Board and as the Regional Jail Alternate, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

vi. Special Recognition

Chairman Lackey turned the special recognition over to Supervisor Campbell.

Supervisor Campbell and the Veteran's Group took a moment to present a special recognition resolution (read for the record) to Mr. William Tidball in honor of his prior military service, personal code of ethics, and for his willingness to serve as the Interim Administrator for Madison County, Virginia.

Mr. Tidball was in attendance and expressed appreciation for today's recognition.

9. The Good of the Order – None.

10. Information/Correspondence:

Waste Management Services:

- Supervisor Jackson: Noted that Waste Management Services' personnel has advised a local hauler there aren't enough trailers in place to accept his loads; feels this needs to be assessed and that local, paying customers shouldn't be turned away from using the landfill.
- Supervisor Weakley: Noted concerns of the recent decline in the overall appearance of the dumping area at the landfill; share shack program is working well.
- Supervisor Campbell: Noted concerns (from a citizen) regarding someone having private entrance to the landfill on Wednesdays when the facility is closed to the public.

School Board:

- Supervisor Weakley: Provided highlights from last night's school board meeting; Superintendent noted he's like to schedule a joint meeting for a 'walk through' of the school facilities'; it was noted the work is moving along at a good pace.
- Supervisor Campbell: Advised of the good working relationship between the Clerk of the Works and the contractor.
- Chairman Lackey suggested the County Administrator work with the Superintendent to schedule a future date.

Regional Jail:

- Supervisor McGhee: noted that at the recent jail board meeting, the new Superintendent seems to be fitting in well; expansion project was discussed in depth; Clerk of the Works appears to be on top of all facets of the project; no known issues to report to the Board at this time.

Dominion Power:

- Chairman Lackey: Focused on information provided on July 9, 2015 from Susan King of Dominion Power (read for the record) pertaining to the proposed power line project. (i.e. study currently being done; application will not yet be filed with the SCC).
- The County Attorney noted that based on the public announcement (from Dominion Power), it appears the project has shifted as there are some technical issues involved. Further sessions will be scheduled within the localities. A hearing date hasn't yet been scheduled with the Judge.

Service Awards:

- Chairman Lackey noted the Service Awards are being printed; plans are to present them on a day when all parties are able to attend.

Chairman Lackey noted that the Board will need to enter into a closed session; it's anticipate that no action will transpire following the closed session.

11. Closed Session –**a. Closed Session:**

On motion of Supervisor Jackson, seconded by Supervisor McGhee, the Board moved to convene in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(7) pertaining to consultation with legal counsel, pertaining to actual or potential litigation:

Mr. James Alexander was invited to remain in the closed session]

With the following recorded: Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

b. Motion to Reconvene In Open Session:

On motion of Supervisor Jackson, seconded by Supervisor McGhee Weakley, the Board reconvened in open session, with the following vote recorded: Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

c. Motion to Certify Compliance:

On motion of Supervisor Jackson, seconded by Supervisor McGhee, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(7), and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded: Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

No action taken as a result of closed session

12. Public Comment: Will be held as close to 6:00 p.m. as possible.

Chairman Lackey opened the floor for public comment.

The following citizens provided public comment:

- Kane Kashouty (Advised he will be leaving the newspaper on July 31st ; will begin teaching in the local school system)
- Reuben Woodward (Questioned what the software contract really means; urged the County to stop doing 'guesstimates')
- **Nick** Freitas (Introduced himself and noted he's the only candidate running for the Virginia delegate seat)

With no further public comments being brought forth, Chairman Lackey closed the public comment opportunity.

13. Adjournment:

With no further action being required, on motion of Supervisor Jackson, seconded by Supervisor Weakley, Chairman Lackey adjourned tonight's meeting.

Doris G. Lackey, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: August 11, 2015

Copies: Doris G. Lackey, R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee,

V. R. Shackelford, III, Constitutional Officers



Regular Meeting Agenda
Madison County Board of Supervisors
Tuesday, July 14, 2015 at 4:00 p.m.
County Administration Building, Auditorium
414 N. Main Street, Madison, Virginia 22727



Agenda Items

Call to Order

Pledge of Allegiance & Moment of Silence

- 1. Determine Presence of a Quorum / Adopt agenda**
- 2. Constitutional Officers**
- 3. County Departments**
- 4. Independent Committees / Organizations**
 - a. **SNP Heritage Project – Jim Lillard**
- 5. Committee Reports**
- 6. Finance - Claims**
 - i. *General Operations (Fund 10) General Fund FY2015 – June*
 - ii. *Certificate of Claims (Fund 11) – Tourism Enhancement FY2015 – June*
 - iii. *Certificate of Claims (Fund 40) – Debt Service FY2015 – June*
 - iv. *Certificate of Claims (Fund 30) CIP FY2015*
 - v. *Supplemental Requests – General Operations – FY2015– June*
 - vi. *Contingency Reserve FY2015 - June*
- 7. Minutes:**
 - a. *#29 through #32*
- 8. Discussion/Action:**
 - i. *Rural Rustic Road Program [Resolution #2015-9 (Route 662 – Shiflett’s Corner Lane)]*
 - ii. *Sound System Update*
 - iii. *Madison County Literacy Council, Donna Yowell*
 - iv. *Tyler Technologies Update, Stephanie Murray*
 - v. *Appointment – PDC, Regional Jail Alternate*
 - vi. *Special Recognition*
- 9. Public Comment – Will be held as close to 6:00 p.m. as possible**
- 10. Information/Correspondence (if any)**
- 11. Closed Session, if necessary**
- 12. Adjournment.**