

MEETING #4- January 26

At a Regular Meeting (#2) Session of the Madison County Board of Supervisors on January 26, 2016 at 4:30 p.m. in the Madison County Fire hall located at 1223 N. Main Street:

PRESENT: R. Clay Jackson, Chair
Jonathon Weakley, Vice-Chair
Robert W. Campbell, Member
Kevin McGhee, Member
Charlotte Hoffman, Member
Daniel Campbell, County Administrator
V. R. Shackelford, III, County Attorney
Jacqueline S. Frye, Deputy Clerk

Agenda:

Call to Order

Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum

Chairman Jackson advised that all members are present; a quorum was established.

1. Adopt Agenda

Suggested additions to the Agenda:

- *Add: 4-f Declaration of a Local Emergency*

It was also clarified that applications for the Rappahannock Juvenile Detention Board and the Social Services Board will either need to be reviewed, schedule interview or appoint each applicant.

- *Amend "Discussion" to indicate "Discussion/Action"*

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

Chairman Jackson asked that Carlton Yowell, Chair of the Madison County Planning Commission be allowed to remain in the closed session during the interview of potential candidates.

2. Closed Session:

Closed Session: 2.2-3711 (A)(1) [Pertaining to Discussion of a Candidate(s) for Employment or Appointment to Authorities, Boards or Commissions]

a. Closed Session:

On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board moved to convene in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(1), pertaining to the discussion of a candidate(s) for employment or appointment to authorities, boards or commissions, specifically the Madison County Planning Commission. Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).

b. Motion to Reconvene In Open Session:

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

c. Motion to Certify Compliance:

On motion of Supervisor Weakley, 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)(1), 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: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).

Supervisor Hoffman moved the Board take a ten (10) minute break, seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

Chairman Jackson reconvened the meeting session.

3. Public Comment

Chairman Jackson opened the floor for public comment.

With no comments being brought forth, the public comment period was closed.

4. Constitutional Officers: None.

5. County Departments: None.

6. Independent Committees/Organizations: None.

7. Committee Reports: None.

8. Financial Reports:

a. FY2015 County Audit – David Foley, CPA (Robinson, Farmer, Cox Associates): David Farmer of Robinson, Farmer, Cox Associates, was present to provide highlights from the County's FY2015 audit which has now been completed. Reference was made to:

- Internal Controls (no deficiencies noted)
- Full compliance with federal programs
- Management letter
- Discrepancy noted in FY2015 adopted budget (i.e. funding was carried on both sides [school revenue])
- Expenditures (for DSS) exceeded appropriations that were made
- Management is responsible for all policies
- Necessary adjustments were made by the County
- Financial Statement Report
- County Balance Sheet (\$18,300,000.00 in total assets)
- General fund balance (\$25,600,000.00)
- County fund balance increased by \$1,000,000.00

Questions from the Board:

- Supervisor Weakley: Advised that CSA is a mandated service; questioned what type of control mechanisms (if any) have been noted as being used by other localities for this category.
- Supervisor McGhee: Noted that funding was in the county's contingency fund but wasn't appropriated.
- The County Administration noted that the (County's) intent wasn't booked into the system.

The Board thanked Mr. Foley for attending today's session.

b. Supplemental Appropriations (Schools, other)
#11 - Madison County Schools: \$246,145.49

Comments from the Board:

Supervisor Campbell: Feels the school is asking for funding that has already been appropriated; reference was also made regarding past appropriations (\$190,000.00 and \$90,000.00) for IT improvements and a new telephone system.

Supervisor McGhee: Advised favor of supporting the school system, but is uncertain of the specifics regarding today's funding request.

The County Administrator proposed that the funding being request should the County's contingency fund.

Concerns were noted regarding the actual balance of 'carryover funding' from FY2016. In closing it was noted that the efforts are being made to 'clean up' the accounting process from this point forward.

Chairman Jackson provided a brief overview of what was discussed at the recent school board meeting regarding today's funding request and that it was stated the school system could hold off on receiving the requested funding until February or early March.

The Interim Finance Director provided comments regarding the grant close out statement that was received from the school system.

After discussion, it was the consensus of the Board to request the Superintendent or the School Finance Office to attend the February 9, 2016 Regular Meeting #1 to provide input on today's supplemental funding request totaling \$246,145.49.

#12 – Sheriff's Department: \$6,000.00

Supervisor McGhee moved the Board approve the supplemental funding request for the Sheriff (ICAC) totaling \$6,000.00 as presented, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

#13 – Sheriff's Department (Blue Ridge Task Force): \$4,096.00

Supervisor Campbell moved the Board approve the supplemental funding request for the Sheriff (Blue Ridge Task Force) totaling \$4,096.00 as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

#14 – Sheriff's Department (Misc): \$125.00

Supervisor Campbell moved the Board approve the supplemental funding request for the Sheriff (Misc.) totaling \$125.00, as presented, seconded by Supervisor McGhee. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

#15 – Sheriff's Department (JAG Grant): \$1,658.00

Supervisor Weakley moved the Board approve the supplemental funding request for the Sheriff (JAG Grant) totaling \$1,658.00 as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

#16 – Verizon Reimbursement: \$751.93

The Finance Director noted that the aforementioned reimbursement was the result of an issue involving a bill from a few months back; the issue has been resolved and Verizon has decided to provide a reimbursement to the County.

Supervisor Campbell moved the Board approve the supplemental appropriation request for the Verizon reimbursement totaling \$751.93 as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

#17: Animal Control (Donation): \$2,452.50

Supervisor Campbell moved the Board approve the supplemental appropriation request for Animal Control totaling \$2,452.50 as presented, seconded by Supervisor McGhee. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

#18: School Board PBIS State Grant: \$25,000.00

Supervisor Campbell moved the Board approve the supplemental appropriation request for the School Board PBIS State Grant totaling \$25,000.00 as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

#19: School Board Textbooks: \$10,402.00

After discussion, it was the consensus of the Board to add the aforementioned supplemental request to discuss (by the School Officials) at the February 9, 2016 Regular Meeting #1.

Additional discussions transpired regarding past requests (by the school) to receive carryover funding, and the need for the Board to develop a policy to handle these types of requests in the future.

The County Administrator also advised that the only accurate place to attain these funding requests would be the contingency fund.

The County Attorney provided a brief explanation as to how prior Boards used the process (involving carryover funding) in prior budget years.

Chairman Jackson also suggested the Board discuss ideas with the school system at the budget workshop meeting scheduled for March 11th.

In closing, the County Administrator suggested the request for carryover funding be done in a more concise and clean manner.

c. Claims

The County Administrator noted that an additional set of claims has been provided today for review and action.

Supervisor Campbell moved the Board adopt the vendor payments totaling \$26,908.34 (January 22'2016) and vendor payments totaling \$41,034.65 (January 26'2016) as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

The County Administrator noted that payments to Olver, Inc. have increased due to the need for additional methane monitoring at the landfill.

9. Minutes: #46 to #49 (2016) & #1 to #3 (2016)

2015

Minutes #46: Supervisor Weakley moved the Board approve Minutes #46 as presented, seconded by Supervisor McGhee. *Ayes: Jackson, Weakley, McGhee. Abstain: Campbell, Hoffman. Nays: (0).*

Minutes #47: Supervisor McGhee moved the Board approve Minutes #47 as presented, seconded by Supervisor Weakley. *Ayes: Weakley, Campbell, McGhee. Abstain: Jackson, Hoffman. Nays: (0).*

Minutes #48: Supervisor Weakley moved the Board approve Minutes #48 as presented, seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, McGhee. Abstain: Hoffman. Nays: (0).*

Minutes #49: Supervisor McGhee moved the Board approve Minutes #49 as presented, seconded by Supervisor Campbell. *Ayes: Jackson, Campbell, McGhee. Abstain: Weakley, Hoffman. Nays: (0).*

2016

Minutes #1 & #2: Supervisor Campbell moved the Board approve Minutes #1 & #2 as presented, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

Minute#3: Supervisor Hoffman moved the Board approve Minutes #3 as presented, seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, Hoffman. Abstain: McGhee. Nays: (0).*

10: Discussion/Action:

a. Review Applications: Rappahannock Juvenile Detention Center Board & DSS: Chairman Jackson noted that the Board entered into a closed session to interview candidates for the vacancies on the Madison County Planning Commission.

Action as a result of the closed session:

Supervisor Campbell moved the Board appoint Peter Work, Michael Mosko, and Charles Fisher to fill the three (3) upcoming vacancies on the Madison County Planning commission, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

b. Annual/Sick Leave – Year: Chairman Jackson noted that he and the County Administrator have been approached by some departments regarding the annual/sick leave policy adopted (by the Board) in 2014.

The County Administrator provided a copy of the adopted policy and the leave guidelines contained in the state code, and advised that the adopted policy will cause some problems with new hires (i.e. proposed leave time is far less than what other localities offer). It was also recommended that the County assess whether to review the existing policy as adopted.

Comments from the Board:

Supervisor Campbell: Feels the plan was hastily done; suggested the County Administrator compile a reasonable (retroactive) leave plan (with department heads and the Board Chairman) to discuss at a future meeting.

After discussion, Supervisor Campbell moved that the Board Chairman and the County Administrator work to provide suggestions to the Board for review at a later date, seconded by Supervisor Weakley.

Discussion:

Supervisor McGhee: Question whether the all constitutional officers were in agreement with the adopted leave plan.

Supervisor Weakley: Suggested that any action taken on the personnel plan (i.e. amendments, etc.) should be updated on the County's website.

Supervisor Hoffman: Urged the Board to be consistent.

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

c. School CIP Report and Status of Committee: The County Administrator noted that the meeting scheduled for this past Friday with the school system had to be cancelled (due to inclement weather); he suggested this meeting be designated on a 'floating basis.'

After discussion, it was suggested a date be discussed at the February 2016 Regular Meeting (#1).

d. Budget Work Session – January 28th: The County Administrator noted that all Board members have been given a budget binder that contains budgetary requests from departments, and that requests from outside agencies will be presented at a later date. Department heads are invited to attend to provide input on their individual departmental budgets. The members were reminded that the session will begin at 2:00 p.m. in the firehouse lounge room.

e. Remaining Committee Assignments Questions: The County Administrator noted there were questions from members of the Board on some of the assignments as denoted.

- a. *Skyline CAP*: Discussions focused on the fact that a citizen (Jerry J. Butler) held this position in the past instead of a Board member.

After discussion, it was the consensus of the Board to advertise for a citizen representative to fill the position; Supervisor Weakley will remain as the Board's representative and Supervisor Hoffman will be removed as the second appointee.

- b. *Piedmont Workforce Network*: Supervisor Hoffman noted that based on paperwork received from the workforce, the Board Chair is usually designated as the representative for each participating locality.

After discussion, it was determined that Chairman Jackson will be noted as the Board representative, and that Supervisor Hoffman will be removed as the appointee.

- c. *Madison County Planning Commission*: Chairman Jackson noted that he'd like to continue serving on the Madison County Planning Commission as the Board liaison and not a commission member.

- d. *Blue Ridge Committee*: Supervisor Weakley requested that citizen representatives be advised of upcoming meetings that Superintendent Northop will plan to attend.

- e. *Declaration of Local Emergency*: Robert Finks, Director of Emergency Communications, was present to provide highlights of Storm Jonas, and other acts that required the assistance of local emergency personnel (i.e. vehicle accidents, house fire, medical emergencies). Assistance was requested from VDEM, which was initially denied but later approved.

Accolades were provided to the E911 Center Director and staff, emergency medical services personnel, law enforcement personnel, employees of the Department of Social Services, and VDOT. In closing, the Board was asked to approve the Declaration of a Local Emergency as presented.

Supervisor Campbell moved the Board approve the Declaration of a Local Emergency (for Madison County, Virginia) as presented, seconded by Supervisor McGhee. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

The County Administrator also noted the efforts made by the Facilities Department to clean all the County parking lots and walkways after the storm passed through the area.

In God We Trust: The County Administrator noted that pricing for graphics will be about \$700.00.

Chairman Jackson questioned if the County should solicit bids for the proposed graphics from a local business (i.e. LSI Industries, Inc.).

It was also suggested the Board look at only reinventing the top portion above the existing seal (that's already in place).

Supervisor Campbell moved the Board authorize the County Administrator to move forward with the process, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

11. Information/Correspondence (if any): None.

Miscellaneous:

- Supervisor Campbell: Expressed excitement about the direction of the new Board thus far.
- Supervisor Weakley: Referred to comments previously made by Mr. Ashley (i.e. County job descriptions) and suggested this matter be assessed once the budget process is complete.
- Supervisor Hoffman: Questioned whether the County or Town covers the cost of cleaning the town sidewalks, to which it was noted that the cost is covered by the Town of Madison and not the County.

Public Comment: Chairman Jackson opened the floor for public comment.

The following citizens provided comments:

- William Walthall: Commended the Board for conducting orderly meetings to this point; also touch on the past idea to abbreviate the minutes – feels the Board should return to doing full minutes and post them to the website; feels the County Administrator is a welcome addition.

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

12. Adjournment

With no further action being required by the Board, on motion of Supervisor Campbell, seconded by Supervisor Hoffman, Chairman **Jackson** adjourned the meeting. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of Madison County Board Supervisors
Adopted on: February 9, 2016
Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda
Regular Meeting (#2)
Madison County Board of Supervisors
Tuesday, January 26, 2016 at 6:00 p.m.
Madison County Administration Center Auditorium
414 N. Main Street
Madison, VA 22727



Agenda Items

Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum/Adopt Agenda
2. Closed Session 2.2-3711(A)(1) [Pertaining to Interview of Candidates (Madison County Planning Commission)]
3. Public Comment
4. Constitutional Officers
5. County Departments
6. Independent Committee/Organizations
7. Committee Reports
8. Financial Reports
 - a. 2015 County Audit – David Foley, CPA (Robinson, Farmer, Cox Associates)
 - b. Supplemental Appropriation Requests (Schools, other)
 - c. Claims
9. Minutes: #46 to #49 (2015) & #1 to #3 (2016)
10. Discussion/**Action**:
 - a. Review Applications – Rappahannock Juvenile Detention Center Board & DSS
 - b. Annual/ Sick Leave – Year 1
 - c. School CIP Report and Status of Committee
 - d. Budget Work Session – January 28th
 - e. Remaining Committee Assignments/Questions
 - f. Declaration of a Local Emergency**
11. Information/Correspondence (if any)
12. Adjournment

AMENDMENT(S) ADDITIONS DENOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT