

**BOARD OF SUPERVISORS MINUTES**

**MAY 12, 2020**

At a Regular Meeting of the Orange County Board of Supervisors held on Tuesday, May 12, 2020, beginning at 5:00 p.m., and held electronically via Zoom video conference. Present: James P. Crozier, Chairman; R. Mark Johnson, Vice Chairman; James K. White; S. Teel Goodwin; and Lee H. Frame. Also present: Theodore L. Voorhees, County Administrator; Thomas E. Lacheney, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

**RE: PARTICIPATION VIA ELECTRONIC MEANS**

Pursuant to the ordinance adopted on April 28, 2020, this meeting was held electronically via Zoom video conference and livestreamed to YouTube for the public to view. As such, the minutes are required to reflect the physical location of each Board member during their participation.

Chairman Crozier participated from his second residence, located at 33 Pier Pointe, New Bern, North Carolina.

Vice Chairman Johnson participated from his residence, located at 13451 Albano Road, Barboursville, Virginia.

Supervisor White participated from his residence, located at 22373 Berry Run Road, Orange, Virginia.

Supervisor Goodwin participated from his residence, located at 11464 Rapidan Road, Orange, Virginia.

Supervisor Frame participated from his residence, located at 103 Woodland Trail, Locust Grove, Virginia.

**RE: ADOPTION OF AGENDA**

On the motion of Mr. Frame, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Board adopted the agenda, as presented. Ayes: Johnson, White, Goodwin, Crozier, Frame. Nays: None.

**RE: SPECIAL PRESENTATIONS AND APPEARANCES**

There were no Special Presentations or Appearances at this time.

**RE: CONSENT AGENDA**

On the motion of Mr. Goodwin, seconded by Mr. Frame, which carried by a vote of 5-0, the Board adopted the Consent Agenda, as presented.

**RE: FY20 BUDGET AMENDMENTS (SUPPLEMENTALS AND TRANSFERS)**

As part of the Consent Agenda, the Board approved the following budget amendments, as presented:

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>PREVIOUS BUDGET</b>	<b>BUDGET CHANGE</b>	<b>AMENDED BUDGET</b>
30030006-33500	Donations - Animal Shelter	\$ (20,193.22)	\$ (1,180.00)	\$ (21,373.22)
30030006-33500	Donations - Animal Shelter	(20,193.22)	(810.00)	(21,003.22)
30030006-33500	Donations - Animal Shelter	(20,193.22)	(7,164.00)	(27,357.22)
43520003-43115	Prof. Serv. - Emergency Vet	135,281.22	1,180.00	136,461.22

43520003-43115	Prof. Serv. - Emergency Vet	135,281.22	810.00	136,091.22
43520003-43115	Prof. Serv. - Emergency Vet	135,281.22	7,164.00	142,445.22
30052001-39900	Appropriated Fund Balance	(2,532,718.75)	(1,000.00)	(2,533,718.75)
49210001-45625	Misc. - Fraud Losses	2,033.00	1,000.00	3,033.00
49150001-41901	Imp. Mkt. Reclass. Sal. Adj.	65,603.00	(65,603.00)	0.00
41211001-41107	Wages - Interim	55,000.00	(24,516.00)	30,484.00
41211001-41111	Wages - Regular	256,564.00	84,514.00	341,078.00
41211001-42100	FICA & Medicare	20,064.00	2,545.00	22,609.00
41211001-42210	Retirement	23,402.00	(4,990.00)	18,412.00
41211001-42211	Supplemental Retirement	0.00	1,022.00	1,022.00
41211001-42310	Medical Insurance	22,250.00	340.00	22,590.00
41211001-42400	Group Life Insurance	3,363.00	(873.00)	2,490.00
41211001-42500	Disability Insurance	1,019.00	(232.00)	787.00
41211001-42820	Housing Allowance	0.00	4,200.00	4,200.00
41211001-42710	Workers Comp.	190.00	(40.00)	150.00
41242001-41111	Wages - Regular	224,050.00	1,897.00	225,947.00
41242001-42210	Retirement	20,436.00	184.00	20,620.00
41242001-42400	Group Life Insurance	2,937.00	30.00	2,967.00
42210001-41111	Wages - Regular	484,261.00	11,608.00	495,869.00
42210001-41200	Wages - Overtime	1,640.00	(1,335.00)	305.00
42210001-42100	FICA & Medicare	35,998.00	1,275.00	37,273.00
42210001-42210	Retirement	44,168.00	(317.00)	43,851.00
42210001-42310	Medical Insurance	34,993.00	1,836.00	36,829.00
42210001-42400	Group Life Insurance	6,348.00	(49.00)	6,299.00
42210001-42500	Disability Insurance	2,064.00	(48.00)	2,016.00
42210001-42710	Workers Comp.	355.00	(3.00)	352.00
41231001-42100	FICA & Medicare	18,760.00	1,164.00	19,924.00
41231001-42210	Retirement	23,011.00	960.00	23,971.00
41231001-42310	Medical Insurance	40,104.00	3,691.00	43,795.00
41231001-42400	Group Life Insurance	3,308.00	172.00	3,480.00
41231001-42500	Disability Insurance	1,019.00	81.00	1,100.00
41231001-42710	Workers Comp.	153.00	8.00	161.00
41231001-41111	Wages - Regular	267,710.00	160.00	267,870.00
47110001-41111	Wages - Regular	109,636.00	2,756.00	112,392.00
47110001-41200	Wages - Overtime	0.00	585.00	585.00
47110001-41322	Wages - Part-Time	8,251.00	244.00	8,495.00
47110001-42100	FICA & Medicare	8,848.00	278.00	9,126.00
47110001-42210	Retirement	9,608.00	645.00	10,253.00
47110001-42400	Group Life Insurance	1,381.00	92.00	1,473.00
47110001-42500	Disability Insurance	396.00	26.00	422.00
47110001-42710	Workers Comp.	1,940.00	67.00	2,007.00
42160001-41111	Wages - Regular	340,407.00	14,942.00	355,349.00
42160001-42100	FICA & Medicare	24,112.00	1,143.00	25,255.00

43231001-41111	Wages - Regular	2,366,384.00	36,745.00	2,403,129.00
43231001-42100	FICA & Medicare	200,458.00	2,811.00	203,269.00
49150001-41903	Reserve for Benefits	78,015.00	(78,015.00)	0.00
30052001-39900	Appropriated Fund Balance	(2,532,718.75)	(750,000.00)	(3,282,718.75)
49310001-47311	Trans. to 2016 Bond Project	0.00	750,000.00	750,000.00
66660016-68360 C1025	Bband. Const. - Materials	12,379.24	(12,379.24)	0.00
66660016-68380 C1025	Bband. Const. - Labor	23,040.00	(17,465.00)	5,575.00
66660017-69550 C1025	Intra Agency Transfer	46,349.00	29,844.24	76,193.24
30051011-39312	Trans. from Cap. Proj. Fund	(46,349.00)	(29,845.00)	(76,194.00)
30051011-39100	Transfer from General Fund	0.00	(750,000.00)	(750,000.00)
30036002-34030	Recovered Costs - General	0.00	(31,625.00)	(31,625.00)
49400116-48150 C1025	Machinery & Equipment	900,000.00	29,845.00	929,845.00
49400116-48150 C1025	Machinery & Equipment	900,000.00	31,625.00	931,625.00
49400116-48150 C1025	Machinery & Equipment	900,000.00	750,000.00	1,650,000.00
<b>TOTALS</b>		<b>\$ 2,825,484.74</b>	<b>\$ 0.00</b>	<b>\$ 2,825,484.74</b>

RE: SURPLUS DECLARATION AND DONATION OF COUNTY VEHICLE

As part of the Consent Agenda, the Board authorized staff to initiate disposal and donation of a 2006 Dodge Caravan from the Department of Social Services, in accordance with the Board-adopted Surplus Disposition Policy, as presented.

RE: RATIFICATION OF AMENDMENT TO THE FEE SCHEDULE FOR OFFICE ON YOUTH CHILD CARE

As part of the Consent Agenda, the Board ratified the emergency reduction in Office on Youth Child Care fees by 50%, as presented.

RE: RAPPAHANNOCK ELECTRIC COOPERATIVE EASEMENT

As part of the Consent Agenda, the Board authorized staff to advertise for and schedule a public hearing on June 9, 2020, to consider granting an underground service easement to Rappahannock Electric Cooperative in order to provide power to an on-site node cabinet located at 27531 Constitution Highway, Rhoadesville, as presented.

RE: MINUTES

As part of the Consent Agenda, the Board approved the following minutes:

- April 28, 2020 Regular Meeting

RE: NEW BUSINESS

RE: FY2021-FY2025 CAPITAL IMPROVEMENTS PLAN (CIP)

Stephanie Straub, Director of Management Services, presented the working draft of the FY2021-FY2025 Capital Improvements Plan (CIP) to the Board. She explained that as part of the

annual development process, Department Directors and Constitutional Officers had submitted new project requests and updated projects submitted in previous years. Staff then worked closely with the Directors to assemble a draft CIP that reflected the objectives of the Comprehensive Plan and the financial policies of the Board. Ms. Straub summarized the new projects in the CIP, as well as the projects that were planned to be debt-funded. She indicated the CIP was ready for adoption at this time, and that the funds for year one of the CIP had already been appropriated by the Board as part of the annual budget process.

On the motion of Mr. Goodwin, seconded by Mr. White, which carried by a roll call vote of 5-0, the Board adopted the Capital Improvements Plan (CIP) for FY2021-FY2025, as presented.

Ayes: Johnson, White, Goodwin, Crozier, Frame. Nays: None.

RE: AWARD OF THE CONTRACT FOR REMOUNT AND REFURBISHMENT OF AMBULANCE

Amanda Amos, Procurement Coordinator, explained that Fire and EMS currently had a Horton model ambulance (VIN# 0291), which required mounting onto a 2020 Dodge #5500 4x4 cab and chassis. She indicated that Laake Enterprises, Inc. was the only provider of this type of service to Horton model ambulances. Therefore, a sole source award was completed and posted.

Ms. Amos noted that the FY20 CIP had approved financing for this project, for a total cost of \$224,819. Staff requested the contract with Laake Enterprises, Inc. be awarded, contingent upon the ability to secure bank financing within the scope of the adopted budget. Ms. Amos stated that staff would present the bank financing for approval from the Board, when it became available.

Discussion ensued among the Board regarding: the cost of a re-chassis versus a new ambulance; the number of Horton model ambulances in the County's fleet; and whether the new ambulances purchased were Dodge models.

On the motion of Mr. Goodwin, seconded by Mr. White, which carried by a vote of 5-0, the Board authorized staff to enter into a contract with Laake Enterprises, Inc. for the remount and re-chassis of a Horton model ambulance (VIN# 0291) to a 2020 Dodge #5500 4x4 cab and chassis, contingent upon securing bank financing, as presented.

Ayes: Johnson, White, Goodwin, Crozier, Frame. Nays: None.

RE: PROPOSED ORDINANCE FOR COURTHOUSE SECURITY FEE

Thomas Lacheney, County Attorney, requested the Board's consideration to schedule a public hearing for an ordinance amendment related to Courthouse security fees. He indicated that the Governor had recently enacted a bill that permitted local governments to increase Courthouse security fees from \$10 to \$20. Mr. Lacheney explained that the fee was collected by circuit or district courts whenever an individual was found guilty of a criminal or traffic offense. The fees were required to be appropriated by the Board to the Sheriff's Office solely for funding Courthouse security personnel or equipment used in Courthouse security.

On the motion of Mr. Frame, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Board authorized staff to advertise for and schedule a public hearing to consider an ordinance amendment to increase Courthouse security fees on Tuesday, June 9, 2020, as presented.

Ayes: Johnson, White, Goodwin, Crozier, Frame. Nays: None.

RE: OLD BUSINESS

There were no matters for Old Business at this time.

RE: DEPARTMENT DIRECTOR / CONSTITUTIONAL OFFICER REPORTS  
There were no Department Director or Constitutional Officer Reports at this time.

RE: COUNTY ATTORNEY'S REPORT  
The County Attorney had nothing to report on at this time.

RE: COUNTY ADMINISTRATOR'S REPORT  
Theodore L. Voorhees, County Administrator, indicated that staff had begun working on their departmental reopening plans based on the announcement of Phase 1 Reopening from the Governor.

RE: BOARD COMMENT  
There were no Board Comments at this time.

RE: INFORMATIONAL ITEMS  
The Board received the following correspondence for its information:

- Tourism Quarterly Report
- VASAP Annual Report for 2019

RE: APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES  
By consensus, the Board appointed Pamela Frederick as the At-Large (Orange County) Representative on the Skyline Community Action Partnership (CAP) Board, filling an unexpired three-year term, with said term commencing immediately and expiring on December 31, 2021.

By consensus, the Board appointed Felisa Payton as the District Four Representative on the Youth Commission, filling an unexpired four-year term, with said term commencing immediately and expiring on September 30, 2022.

By consensus, the Board appointed Ayana Braxton as an At-Large Representative on the Youth Commission, filling an unexpired four-year term, with said term commencing immediately and expiring on September 30, 2022.

RE: CALENDAR  
The Board received copies of its calendar of meetings for the months of May 2020, June 2020, and July 2020.

RE: RECESS  
The Board recessed its meeting at 5:26 p.m.

RE: RECONVENE  
The Board reconvened its meeting at 7:00 p.m.

RE: PUBLIC HEARING #1; PROPOSED SECONDARY SIX-YEAR PLAN  
Alyson Simpson, Chief Deputy Clerk, explained that the Board had previously conducted a worksession to consider development of its Secondary Six-Year Plan for FY2021-FY2026. She explained that the projects requested by the Board for addition to the Plan had been included in the draft.

Alan Saunders, Louisa Resident Engineer, reviewed the three (3) projects that had been added to the Plan, which included Jones Mill Road (Route 635), Bushy Mountain Road (Route 626), and Harbor Drive (Rural Addition). He explained that appropriate segments had been identified for each project and that cost estimates had been prepared. Mr. Saunders indicated that the projects had been added to the Plan in priority order and the projected funding allocations had been spread across the projects.

At 7:05 p.m., Chairman Crozier called the Public Hearing to order to receive comments on the following:

PROPOSED SECONDARY SIX-YEAR PLAN

The Board of Supervisors, in accordance with §33.2-331 of the Code of Virginia, will conduct a joint public hearing with the Virginia Department of Transportation to receive comment on the County's proposed Secondary Six-Year Plan (SSYP) for Fiscal Years 2021 through 2026, and on the Secondary System Construction Budget for Fiscal Year 2021. All projects in the SSYP that are eligible for Federal funds will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate Federal transportation funds.

Chairman Crozier read the following statement:

Because this meeting is being conducted remotely, there is no opportunity for physical public access to the meeting and no opportunity for public comment. However, all interested persons are invited to submit written comments for the Board's consideration. Written comments may be submitted by mail to Attn: Alyson Simpson, P. O. Box 111, Orange, Virginia 22960 or by email to [asimpson@orangecountyva.gov](mailto:asimpson@orangecountyva.gov) and must be received by 5:00 p.m. on Monday, May 25, 2020. The Board intends to close the Public Hearing and consider this matter at its Regular Meeting on Tuesday, May 26, 2020, after reviewing any written comments received. All written comments will be read during the meeting on May 26, 2020, and entered into the meeting minutes.

Staff was instructed to add this matter to the Regular Meeting on May 26, 2020.

RE: ADJOURN

On the motion of Mr. Frame, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Board adjourned the meeting at 7:06 p.m. Ayes: Johnson, White, Goodwin, Crozier, Frame. Nays: None.

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James P. Crozier, Chairman

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Theodore L. Voorhees, County Administrator