

VIRGINIA: At an adjourned meeting/budget work session of the Board of Supervisors of the County of Patrick, held at the Patrick County Veterans' Memorial Building thereof on Thursday, April 30, 2007 at 3:00 p.m.

PRESENT: David G. Young, Chairman; Jonathan Large, Vice Chairman; H. Danny Foley, Sr. and Crystal P. Harris, Board Members; Michael Burnette, County Administrator; Eric Helms Monday, County Attorney; Mary Beth Roberson, Assistant to the County Administrator; and Donna P. Shough, Bookkeeper.

ABSENT: Roger L. Martin, Board Member and Jeannie Frisco, Assistant County Administrator

The Chairman called the meeting to order.

The Chairman advised that Mr. Martin was absent due to a doctor's appointment that was scheduled before the Board planned today's meeting. The County Administrator provided the Board with a list of Mr. Martin's comments regarding the proposed budget, which is noted for the record.

On motion by H. Danny Foley, Sr., seconded by Crystal P. Harris and carried, the Board convened into Executive Session to discuss prospective business matters [Section 2.2-3711(A)(5), 1950 Code of Virginia, as amended].

Voting Aye: Young, Large, Foley, and Harris

Voting Nay: None

Absent: Martin

On motion by Jonathan Large, seconded by and Crystal P. Harris and carried, the Board reconvened into regular session, based upon the following:

WHEREAS, the Patrick County Board of Supervisors has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of the Virginia Freedom of Information Act, and

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by the Board that such executive meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Patrick County Board of Supervisors does hereby certify that, to the best of each member's knowledge, only such public business matters as were identified in the motion convening the

executive meeting were heard, discussed or considered by the Board,

BE IT FURTHER RESOLVED that the Patrick County Board of Supervisors does hereby certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies.

Voting Aye: Young, Large, Foley, and Harris

Voting Nay: None

Absent: Martin

The Board reviewed the proposed 2007-2008 County Budget and made the following changes:

Board of Supervisors: The Board tentatively approved a salary of \$6,800 for each Board Member; \$8,000 for the Board Chairperson; and \$8,000 for the purchase of laptops for each Board Member.

Tax Mapping: The County Administrator noted that the Board had increased the salary of the Tax Mapper earlier in the year by \$4,000. He stated that an additional \$6,000 has been requested for same. Mr. Large requested information from the salary scale that was completed by the former County Administrator in February. Mr. Burnette advised that he did not have that information with him, but would provide it later in the meeting. The Board deferred further discussion of same until later in the meeting.

Treasurer: The Board tentatively agreed to fully fund the Treasurer's request for \$12,700 for Computer Maintenance Contract and \$3,000 for Telephone.

Travel: The Board directed that each Travel line item be adjusted to reflect the travel reimbursement rate as of July 1, 2007 and to use the 2006-2007 projected mileage total to calculate the proposed 2007-2008 Travel line item total. Mrs. Shough noted that the rate increased from \$0.325 to \$0.445 per mile. The Chairman asked that each County Department limit travel as much as possible.

The Chairman opened the Public Comment Period. The Chairman asked for comments from the public/ department heads. Four County Department Heads spoke during this session.

1.) Susan Gasperini, Clerk of Circuit Court, addressed the Board regarding the proposed cuts to the Clerk of Circuit Court's budget request. The Board tentatively agreed to fully fund Mrs. Gasperini's request for part-time salaries and printing and binding line items.

2.) Sheriff David Hubbard addressed the Board regarding the creation of three additional Student Resource Officer positions for Patrick County Elementary Schools. He advised that the proposed SROs would come from his existing staff, which would have to be trained for same. He noted that additional vehicles would also be needed. Mr. Large asked Sheriff Hubbard for his recommendation regarding this issue. Sheriff Hubbard advised that the SRO program is a good investment; however, he would not want to put a burden on the taxpayers. He suggested using a "floater" SRO, if possible. The Chairman and Board Members Harris and Foley advised that they would like to see an SRO at each elementary school in the 2007-2008 School Year. Mr. Large suggested the phasing in of SROs over time to reduce time and funding constraints. The Board tentatively approved the creation of three additional Elementary School SRO positions.

3.) Mildred Martin, E-911 Coordinator, addressed the Board regarding the proposed budget for E-911 Services - Personnel. Ms. Martin noted that the Board had increased her salary and the dispatchers' salaries in fiscal year 2006-2007, which was funded by the Virginia Services Wireless Board (VSWB). She noted that the County would continue to receive \$10,000 from VSWB. The Board tentatively approved Ms. Martin's funding request for salaries.

4.) Joan Rogers, Social Services Director, addressed the Board regarding the proposed budget for Social Services. Mrs. Rogers noted that she sent each Board Member a letter of explanation regarding her budget request. She advised that the department's number of caseloads has drastically increased due to the sluggish economy in the County. She stated that the Department of Social Services brought approximately \$21 million in Federal Funds into Patrick County in 2006. The Board advised that it tentatively agrees to contribute at least \$15,000 of the requested \$20,881 budget increase for the Department of Social Services.

The Chairman closed the Public Comment Period.

On motion by H. Danny Foley, Sr., seconded by Crystal P. Harris and carried, the Board convened into Executive Session to discuss prospective business matters [Section 2.2-3711(A)(5), 1950 Code of Virginia, as amended].

Voting Aye: Young, Large, Foley, and Harris

Voting Nay: None

Absent: Martin

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Voting Aye: Young, Large, Foley, and Harris

Voting Nay: None

Absent: Martin

The Board continued its budget discussion.

Patrick County Chamber of Commerce: Mr. Large noted that Tom Bishop, Chamber of Commerce Executive Director, was in attendance. The Board discussed a possible contribution to the Patrick County Chamber of Commerce. Mr. Large recommended a contribution of approximately \$2,000 with a request that the Chamber assist in promoting the County's Tourism Department when needed. The

Chairman noted that the Chamber opposed the Transient Occupancy Tax. Mr. Foley stated that the Chamber provides a valuable service; therefore, he would support a \$2,000 contribution to same. Mrs. Harris stated, "I say to you, Tom, you're going to have to work with the Board, and this has nothing to do with the Governor coming, you had a Workforce Development Board and even members of the Workforce Development Board were not invited and neither were some Chamber Members. It works both sides. You've got to include people on the Workforce Development Board, not just two or three. You've got to work with what's on that Board and not exclude certain people, like you did when you had a little group together. That's one of the complaints that I heard, not from anyone on this Board, but from a Workforce Development person and a Chamber Member who couldn't get an invitation to come to that, which all intertwines with the County, Workforce, and things." She suggested a \$1,500 contribution to the Chamber. Mr. Foley stated, "Our tourism budget is \$147,000. I talked to some business owners that really think that the Chamber is doing a great job. We have to support the Chamber; looking at our future." Mr. Large stated, "I appreciate him holding his peace and not debating us". The Chairman and Board Members Foley and Harris tentatively agreed upon a \$1,500 contribution to the Patrick County Chamber of Commerce.

West Piedmont Better Housing Coalition: Mr. Foley noted that the West Piedmont Better Housing Coalition's focus is on homeless individuals, which is not prevalent in Patrick County. The Board tentatively denied West Piedmont Better Housing Coalition's funding request.

Contact: Mr. Burnette noted that Contact provided the Board with a letter of explanation regarding the programs that they offer. The Chairman suggested level funding of \$2,500. Mr. Large recommended a contribution of \$1,000. The Board tentatively agreed to contribute \$1,500 to same.

Circuit Court: Mr. Burnette noted that the Circuit Court secretary has requested a salary increase due to a number of factors, which includes a comparison of salaries for similar positions in the region. He advised that according to the Salary Survey that was prepared by former County Administrator Regena Handy, the region was comprised of Martinsville City and the Counties of Henry, Franklin, Radford, Sussex, Danville, Pittsylvania, and Nottoway. He stated that according to the survey, the salary for this position ranges from \$27,000 to \$60,000; with an average range of \$27,000 to \$42,000. The Chairman stated, "It

looks like we are not far away from where we should be in terms of other Counties in incomes. It appears, and we talked about this at the last meeting, we need to look at our salary scale. We need to look at more than the seven steps we have. We need to think about rewarding people for longevity of service to the County, very possibly, but we can't do it on a piecemeal basis, one person at a time. We've got to do it as a countywide thing. Anything we do for one person now, we upset others in the process." Mr. Foley advised that he would approve a six percent or higher increase for the secretary. The County Administrator had recommended approving the salary increase but doing so by reducing funding and usage of the substitute secretary. He stated, "I should reiterate what I wrote in my overall summary, that if we give salary increases without increases of duty or some reason other than just the salary is low compared to the region, you're going to have a lot of very upset county employees." The Chairman stated, "Everyone of them". Mrs. Harris stated, "You can't blame them". Mr. Burnette noted that the School System has a region that it compares itself to and sets salary goals in conjunction with same, which might be spread out over several years. He stated that the plan is a very objective way to handle this issue. Mr. Foley noted that the County should consider insurance benefits for its employees when adjusting the salary scale. Mr. Burnette recommended that the Board seek a comprehensive solution for this issue. The Board tentatively agreed to a three percent salary increase for the Circuit Court secretary and funding \$2,500 for the substitute secretary.

Victim / Witness Program: Mr. Burnette presented a letter to the Board from Tonya Haynes, Victim / Witness Program Coordinator, advising that the department is funded by the State. The Board tentatively agreed to fully fund the Coordinator's budget request.

Magistrate: The Board tentatively agreed to fund \$800 for the Furniture and Fixtures line item in the Magistrate's budget.

Volunteer Fire Departments and Rescue Squads: Mr. Burnette noted that the Board had discussed a contribution of \$149,000 for Capital Equipment and \$153,675 for County Contribution during its April 19th meeting. The Board tentatively agreed to same. The Chairman noted that the County expects an annual audit from each department. He advised that the Board must provide those departments with a format for completing same. Mr. Foley stated that the County should not put a financial burden on the departments in regards to the mandated audit. Jamie Clark,

WHEO Radio Station, noted that the JEB Stuart Rescue Squad charges for services and completes an annual federal audit.

Sheriff Jail / Contingency Fund: Mr. Large advised that the County should set aside funds for the construction of the new jail facility. The Board deferred discussion of same until the end of the budget review.

Animal Control: The County Administrator noted that a salary increase has been requested by the Senior Animal Control Officer. The Board tentatively agreed to a three percent salary increase for same. The Chairman noted that the Board plans to address the issue of rewarding employees for their time in service to the County. Mr. Burnette confirmed with the Board that salary increases would be addressed in a larger salary study in the near future. The Board verified same. The Board tentatively agreed to fully fund the request for the Part-time salaries line item in the Animal Pound Budget at \$6,000.

Emergency Services: The Board tentatively reduced the Emergency Services Coordinator's salary to \$41,000 due to the upcoming hiring of a new Coordinator.

Maintenance of Transfer Station: The Board agreed to the training of existing Transfer Station staff to oversee Groundwater and Gas Monitoring at the facility, which could result in a salary increase for the staff. Mr. Large recommended that the County bid out the service. Mr. Burnette noted that the County would utilize the services of the staff as much as possible. Mr. Large stated that the County might have the necessary monitors for same. The Board tentatively agreed to fund the Groundwater and Gas Monitoring line item at \$48,300.

Maintenance of Park Facilities: Mr. Burnette noted that the Board had inquired about the possibility of contracting out the mowing of the parks verses paying individuals for same. Mrs. Shough stated that per IRS regulations, the County must consider an individual as an employee unless the person is in business for themselves. Mr. Large recommended that the County bid out the service to determine if it is more cost effective to hire individuals or an independent contractor for mowing at the parks. The Board concurred with Mr. Large's suggestion.

Parks and Recreation Department: Mrs. Harris stated that referees for the County's Recreation Department events do an important job; however, she does not agree with referees applying for unemployment benefits, which is an expense to the County. The Chairman asked the County Attorney if the County could refuse to hire

part-time staff if he or she has collected unemployment compensation from the County. Mr. Monday advised that it could do same. The Chairman stated, "When I authorize a check for \$35 or \$40 for refereeing and then the next month \$140 or \$150 for unemployment compensation, that burns. I don't think a person who does that to us should be rewarded by letting them referee the next game that comes up so they can do it to us again." Mr. Large advised that it is difficult to find individuals to referee events; therefore, the County might have to increase the wages for that service. The Board directed the County Attorney to research the issue to determine what the County could do to resolve same.

Mr. Burnette noted that he had received an inventory of equipment from the Recreation Department, which was reviewed by the Board. The Chairman advised that a record should be kept that identifies the number of items purchased and the number of items that are returned at the end of the season. Mrs. Roberson suggested that the Board provide the Recreation Department with a list of expectations and / or a format for maintaining an itemized list of equipment. The Board advised that it would do same. The Chairman stated that all county departments should keep an inventory of equipment and tools.

Nancy Lindsey, The Enterprise, inquired about the affect of the \$10 registration fee, which was implemented by the Parks and Recreation Committee and discussed by the Board on June 30, 2006, on the Recreation Department's budget. Mrs. Shough advised that to date, the Committee has collected \$10,560. Mr. Large noted that registration fees from baseball and softball teams have not yet been collected. He noted that the goal of charging each player \$10 was to increase the Recreation budget to the amount that it had been in prior years. Mr. Burnette noted that a line item would have to be added to the department's budget to reflect the County's match in conjunction with the amount of money collected from the \$10 fee. Mr. Large asked that the County's match be issued in July. The Chairman noted that most of the County's contributions are issued on a quarterly basis because of the County's financial status at the beginning of the fiscal year.

Mr. Burnette suggested that the buildings at Rotary Field be included in the County's cleaning contract, which would allow Travis Lacks, part-time Recreation employee, to assist the department with other tasks. The Board tentatively agreed to fund \$25,000 for Part-Time Wages and \$9,000 for Recreation Equipment and Supplies.

Tourism: Mr. Burnette provided the Board with a list of items that are used to market the County. The Board tentatively agreed to fund \$38,500 for the Marketing line item and \$5,000 for the Crooked Road Contribution line item. Mr. Large asked if any Crooked Road funds are available for the promotion of Patrick County. Mr. Burnette advised that he would look into same.

Non-Departmental: Mrs. Shough noted that \$34.00 was added to the Informix Maintenance line item. The Board directed that the Consultant Fees line item be zeroed out. Mr. Burnette noted that the County's consultant conducted the re-bidding process last year and asked the Board to consider leaving \$2,500 in the line item with the possibility of hiring a different consulting firm. Mr. Large stated, "There are many qualified individuals in the county, and in the state for that matter, that would do this without a consulting fee". Mr. Burnette stated, "I don't know the tricks of the trade in health insurance". Mr. Large advised that he would be willing to assist the County with same. The Board directed Mr. Burnette to advise the School System that a consultant would not be sought in fiscal year 2007-2008.

Future Capital Improvements: Mr. Burnette advised that a preliminary estimate for the installation of a shower with an eyewash at the Transfer Station is \$4,800. The Board directed that Shower line item be zeroed out with the understanding that the project would go out for bid and would require an additional appropriation of funds. Mr. Burnette advised that an estimated cost for an exhaust fan at the facility is \$3,560. Mr. Large asked if the Maintenance Department could install the fan. Mr. Burnette advised that he would look into same. The Board tentatively agreed to fund \$3,560 for the Exhaust Fan line item. The Board directed the County Administrator to bid out the replacement of the metal on the Transfer Station floor and tentatively agreed to fund \$2,700 for same.

Tax Mapping: Mr. Large inquired about the salary range for Tax Mappers. Mr. Burnette advised that according to the salary survey conducted by former County Administrator Regena Handy, the average salary is approximately \$31,000. Mr. Burnette asked if the Tax Mapper would be responsible for maintaining the GIS System. The Chairman stated, "That was the original idea to begin with". The Board tentatively agreed to a three percent salary increase for the Tax Mapper and, upon repeated questioning by the County Administrator, reaffirmed their decision to assign the GIS System to the Tax Mapper's list of job duties.

Reassessment: The Board discussed an in-house reassessment verses a contracted reassessment. The Chairman advised that more information is needed before the Board could make a decision. He directed Mr. Burnette to contact Carroll County, Henry County, and Martinsville City regarding their in-house reassessment program. The Board tentatively agreed to fund \$175,000 for the Reassessment budget.

Social Services: The Board directed Mr. Burnette to contact Mrs. Rogers regarding a possible increase of \$17,500 and the possibility of receiving a \$10,000 match in funds from the State.

Contingency Fund: The Board advised that it could not make a decision on the funding amount for the Contingency Fund until the County Administrator and his staff determine the status of the budget following the changes that they have tentatively agreed to during this meeting.

On motion by Crystal P. Harris, seconded by H. Danny Foley, Sr. and carried, the Board does hereby recommend the appointment of Gerald L. Hughes, Jr. as a member of the Patrick County Workforce Investment Board.

Voting Aye: Young, Large, Foley, and Harris

Voting Nay: None

Absent: Martin

On motion by Crystal P. Harris, seconded by H. Danny Foley, Sr. and carried, the Board does hereby appoint Anthony J. Conticelli as a Peters Creek District representative on the Patrick County Planning Commission commencing immediately and ending December 31, 2008.

Voting Aye: Young, Large, Foley, and Harris

Voting Nay: None

Absent: Martin

Ordered that the Board recess until May 10, 2007 commencing at 4:00 p.m. in the Second Floor Conference Room in the Patrick Veterans' Memorial Building.

, Chairman