

At a regular meeting of the Board of Supervisors, Alleghany County, Virginia held on Tuesday, February 6, 2018 at 7:00 p.m. in the Alleghany County Governmental Complex, Covington, Virginia, thereof:

PRESENT: Stephen A. Bennett, Chairman
G. Matt Garten, Vice-Chairman
Shannon P. Cox
James M. Griffith
Cletus W. Nicely
Richard Lee Shull
M. Joan Vannorsdall

and Jonathan A. Lanford, County Administrator
Ryan Muterspaugh, Director of Public Safety
Jim Guynn, County Attorney
Melissa A. Munsey, Deputy Clerk to the Board

CALL TO ORDER:

The Chairman called the regular meeting to order. Pastor Stephanie Clark gave the invocation and the audience remained standing for the Pledge of Allegiance.

MINUTES:

Hearing no corrections or deletions, the Chairman declared the following minutes approved as submitted: (1) a regular meeting held on January 3, 2018.

PUBLIC COMMENT (5 MINUTE TIME LIMIT):

No one spoke at this time.

MS. SUSAN HAMMOND, VDOT RESIDENT ENGINEER - VIRGINIA DEPARTMENT OF TRANSPORTATION UPDATE:

Ms. Susan Hammond, VDOT Resident Engineer, gave a report on the following VDOT activities:

Maintenance

- Cleared rocks, trees, and trash along Rt. 220 through Iron Gate, Verge Street, and Old County Road.
- Cleared debris along Rt. 220 north above Honda/Nissan.
- Removed trees on Rts. 159 and 311. Operation still underway. Currently up to the tunnel.
- Graded Big Ridge.
- Patched potholes County-wide.
- Repaired shoulders along Selma, Rts. 42, 18, and 632 from Triangle to BP.
- Responded to multiple winter weather events.
- Will be repairing shoulders on Rts. 269 and 850 as weather permits.
- Will be cleaning pipes on Rt. 220 north and south and through Boiling Springs.

Construction

- Interchange project at Exit 21 moving forward with signal foundation work.
- Rt. 638 Natural Well Bridge replacement project has been advertised and is expected to be awarded in the next few weeks. The bridge will be closed during construction. Press releases will be sent in advance of the closure.

Mr. Garten thanked Ms. Hammond for cleaning up the slides on Rt. 220 above Honda. He commented regarding there still being a problem with rocks and hanging trees in that potentially falling due to the weather. He asked when the Rt. 638 bridge closure would begin. Ms. Hammond replied that once it is awarded it would most likely begin in the summer and continue through two seasons.

Mrs. Cox stated that there used to be a stop sign at Pinnell Chapel (intersection of Jonestown Road and Summit Drive), but there is not one now and people are confused with who has the right-of-way. Ms. Hammond will check on this.

Mrs. Cox added that she has had a lot of calls regarding ice on the road between Armentrout Road and Chipper Arritt's place and a car almost went into the creek if it had not been going slow. She commented that salt is put down, but after Lonestar Church there is nothing. She asked about a safety study for this area that was discussed previously. Ms. Hammond replied that the storage facility with supplies is in Covington and there are a lot of locations that they have to go back for a refill. She mentioned that safety funds are sporadic and not consistent, but she will check into this again.

MR. CORBIN STONE, ROBINSON FARMER COX ASSOCIATES - PRESENTATION OF THE COUNTY AUDIT FOR THE YEAR ENDING JUNE 30, 2017:

Mr. Corbin Stone, Robinson Farmer Cox Associates, stated that the Board has a copy of the audit for year ending June 30, 2017. He mentioned that the audit went extremely well with all departments and they did not have a problem getting information needed. He commented that there was one finding on Social Services where they reported expenditures to the State, and received an over-reimbursement of \$120,000. He mentioned that there has been turnover in staff. He handed out to the Board a presentation which he reviewed. The presentation included: (1) a chart showing a comparison of the General Fund from 6/30/10 to 6/30/17 (shows annualized growth rates with total revenues having a 2.01% growth and expenditures a 1.98% growth). The growth is due to the receipt of a \$2 million trail grant and receipt of a \$1.4 million revenue sharing payment in 2017; (2) a graph showing general fund revenues by fiscal year; (3) a graph showing general fund expenditures by fiscal year; (4) a chart showing a comparison of the School Operating Fund from 6/30/10 to 6/30/17 (shows annualized growth rates with total revenues having a 2.32% decrease and expenditures a 1.52% decrease); (5) a graph showing school fund revenues by fiscal year; (6) a graph showing school fund expenditures by fiscal year; (7) a chart showing a summary of original tax assessments (total annualized growth rate in real estate of 2.91%); (8) a chart showing select financial data (general fund balance of \$9.4 million and a debt per capita of \$3,380.54); (9) standard management letter (no issues to report); and (10) audit recommendations memo (eight recommendations). The presentation is a part of the records of this meeting. He commented that he is impressed with the County having an adequate fund balance and low debt.

Mr. Bennett asked why the PSC (public service corporations) assessment grew. Mr. Stone replied that the State does the PSC assessments. Mr. Lanford commented that WestRock was changed from machinery & tools taxes to PSC.

Mr. Nicely stated that the County's fund balance was \$12 million in 2013 and is down to \$9.4 million in 2017. Mr. Stone commented that the fund balance went down \$300,000 from 2016 to 2017. He mentioned that 10% is the amount recommended to operate for one year and the County is way above that amount.

Mr. Bennett asked about twice-year taxes and if it is a cash flow band-aid. Mr. Stone replied that it is a band-aid and does not solve cash flow issues.

Mr. Bennett asked the Board to contact Mr. Stone if they have any questions after reviewing the full audit report.

MS. ELIZABETH MCNICHOLS, DISTRICT RANGER - FOREST SERVICE UPDATE:

Ms. Elizabeth McNichols, District Ranger, reviewed information included in the agenda packet which includes an update on:

- Lower Cowpasture Landscape Restoration Project - Awarded \$599,810 in 2018 for work on private lands and USFS lands.
- Emergency Relief for Federally Owned Roads Program - Repair of roads damaged in the June 2016 storm.
- Sustainable Recreation - Graph of visitor use (highest being hiking/walking).
- James River Office Move - Administrative offices to move to the Dolly Ann Worksite on Smokey Bear Lane with customer services being moved to the Chamber of Commerce Office at Mallow Mall.
- Local Partnerships - Secure Rural Schools funding awarded to the County for the Intervale Jackson River site and to the Chamber of Commerce for the Eastern National Children's Forest.
- 2018 Prescribe Fires - One located in Alleghany County and six in Bath County.
- Current Projects - Big Run Road in western Alleghany County.
- Future Projects - Potts Mountain Vegetation Management Project, Appalachian Grizzled Skipper Restoration Project, and the Downey Branch Project.

Mr. Bennett complimented a report in the packet on the Lower Cowpasture Restoration Project that was prepared by Elizabeth Mizell. He stated that it is a great report done by a volunteer. He asked why the Forest Service does not budget the PILT payment. He commented that everyone else has to pay taxes. Ms. McNichols replied that she does not know. She mentioned that it will not be done until April.

MS. ANNETTE LEWIS, TAP - PRESENTATION TO REV. ROGER BUSH:

Ms. Annette Lewis, TAP President, thanked the Board for the opportunity to celebrate the contribution of Rev. Roger Bush to the Alleghany Highlands. She commented that he served on the TAP Board as a Board of Supervisors representative for five years from September 5, 2006 to September 8, 2011, as well as a TAP representative on the TAP Board of

Commissioners from September 2006 until his retirement in December 2017. She mentioned that the Chairman of the TAP Board of Commissioners (Mrs. Harriet Woodward), his family, and TAP employees are present tonight. She read and presented Rev. Bush with a framed resolution from TAP. The resolution is as follows:

Resolution for The Reverend Roger Linn Bush

WHEREAS, *The Reverend Roger Linn Bush, a Pittsburgh, Pennsylvania native, relocated to central Virginia from eastern Ohio in 1971 and became the pastor of Oak Hill Bible Church in Clifton Forge, Virginia in January 1980 and served there until his retirement December 31, 2017; and*

WHEREAS, *Reverend Bush is respected by other church leaders, is known as a pastor to pastors and is seen as a servant leader; and*

WHEREAS, *Reverend Bush continuously reached the Alleghany Highlands during weekday drive time through The Message of Hope since 1980; moderated the weekly radio Pastors' Panel; and broadcast weekly in the 1980's on the community cable television channel; continuing a pioneering practice begun in the 1960's; and*

WHEREAS, *Reverend Bush envisioned members of the Alleghany Highlands joining together across denominations as THE CHURCH of The Alleghany Highlands; coordinated the area-wide 1985 Alleghany Evangelistic Crusade and the Spiritual Outreach Witness – SOW 2000 events; and promoted unity through local ministerial associations; and*

WHEREAS, *Reverend Bush established the Alleghany Bible Institute in the 1990's, a two-year Bible certificate program to provide academic Bible training for the Highlands; and*

WHEREAS, *Reverend Bush demonstrated a concern for both the soul and physical needs of mankind; and*

WHEREAS, *Reverend Bush sat on the founding board of Safehomes System, providing shelter and assistance for victims of domestic violence in the Alleghany Highlands; and*

WHEREAS, *Reverend Bush advocated for the transportation needs of the citizens of the Alleghany Highlands; and*

WHEREAS, *the Alleghany County Board of Supervisors appointed Reverend Bush to the board at Total Action Against Poverty (TAP), known now as Total Action for Progress, which provided him an expanded platform to serve others; and*

WHEREAS, *Reverend Bush served on TAP's board for a period of five years from September 5, 2006 to September 8, 2011; and*

WHEREAS, *Reverend Bush served on the TAP Alleghany Highlands Board of Commissioners (a TAP board advisory committee) from September 2006 until his retirement in December 2017; and*

WHEREAS, *while serving as a TAP board and advisory committee member, Reverend Bush supported and provided guidance for the following TAP programs: Head Start, childhood development; GED and Literacy; Computer Literacy for adults; Virginia CARES, reentry services; Project Discovery, first generation college access; Fathers First, healthy relationship training and job placement; Supportive Services for Veterans Families, homeless prevention and rapid rehousing; Dental Loans for adults; Weatherization and Indoor Plumbing and Rehab; and Rental and Utility Assistance; and*

WHEREAS, *Reverend Bush is the person who originally established the Participant Support Fund for TAP Virginia CARES in the Alleghany Highlands to meet clients' emergency needs; and*

WHEREAS, *Reverend Bush made the original contribution from his own pocket to the fund; reached out to his and other churches to pledge contributions each year; and also challenged commission members to give; and*

WHEREAS, *Reverend Bush supported a volunteer to serve as a staff member for TAP Virginia CARES, a volunteer position which is now a paid position; and*

WHEREAS, *Reverend Bush served as the TAP Alleghany Highlands Board of Commissioners liaison for the annual SJU Appalachian Experience team, the St. Joseph University of Philadelphia Spring Break student immersion community service program; and*

WHEREAS, *Reverend Bush chaired the committee responsible for feeding and housing the SJU APEX team; assessing and coordinating community service requests with work team and materials availability; and organizing the repair of houses and other work projects within the community; and*

WHEREAS, *Reverend Bush cares not only for the members of his congregation, but for ALL people throughout the Alleghany Highlands; and*

WHEREAS, *Reverend Bush credits his darling wife of almost 59 years, Caroline McMakin Bush, who is the mother, grandmother, and great-grandmother of his 4 children; 4 lifetime foster children; more than 15 grandchildren; and more than 7 great-grandchildren; because without her ministry of care, work, and administration he would not have been able to achieve the contributions listed in this resolution which are contributions that we celebrate today.*

NOW THEREFORE, *On this 6th day of February in the year 2018, it is with pleasure that the board of Total Action for Progress, TAP Alleghany Board of Commissioners, and the TAP President, staff and entire client body thank and commend The Reverend Roger Linn Bush for outstanding, faithful and dedicated service on the TAP Board and Board of Commissioners and for the service rendered to the citizens of the Alleghany Highlands.*

Done by the order of:

Charlotte Moore, TAP Board Chair
Harriet Woodward, TAP Allegheny Highlands Board Chair
Annette Lewis, President

Mrs. Harriet Woodward, Chair of the TAP Allegheny Highlands Board of Commissioners, also presented Rev. Bush with an engraved clock.

Rev. Bush commented that TAP is a busy place to be involved with and it has been an honor to be a representative on the Board of Directors and the Board of Commissioners.

Mr. Bennett thanked Rev. Bush for attending numerous meetings of the Board of Supervisors and leading in prayer.

UPDATE ON CAD, RMS, AND IBR SOFTWARE AND HARDWARE UPGRADE AT THE SHERIFF'S OFFICE:

Mr. Muterspaugh stated that it was previously mentioned to the Board the necessity to replace the CAD, RMS, and IBR software at the Sheriff's Office due to the software not being supported after 2020. He mentioned that the time-line has been expedited as the State Police is changing reporting requirements. He commented that an agreement is being worked on with a vendor for the systems to be upgraded to be in compliance with a five year loan at five percent interest. He mentioned that there would also be some increase in the maintenance cost. He stated that he hopes to have a contract at the March 6th Board meeting and it will also be sent to the County Attorney for review. He commented that representatives from the Sheriff's Office (Sheriff Kevin Hall, Chief Jailer Terry Cronk, Robin Hall, Jill Peters, and Daniel Larnerd) are present tonight if the Board has questions.

Mr. Griffith asked what the cost is anticipated to be. Mr. Muterspaugh replied \$359,000.

Mr. Lanford stated that the Board originally placed money in the budget to carry forward over the next three years, but the State Police change has accelerated the project. He commented that no additional money is needed at this time as some money is in the FY17 budget and funds would be paid out over a five year period.

Mr. Garten asked how old the systems are. Ms. Peters replied that the systems were installed in 1997.

APPROVE AWARD OF CONSTRUCTION CONTRACT FOR THE CHEROKEE AND MOUNTAIN VIEW DRIVE SEWER REHABILITATION PROJECT:

Mr. Lanford reviewed a memo in the agenda packet which is as follows:

The Department of Public Works has properly bid the Sewer Rehabilitation Project for the areas of Cherokee and Mountain View Drive. The low bidder for this project is Prism Contractors and Engineers, Inc. in the amount of \$235,845. The contractor will be self-performing all aspects of this project.

The Department respectfully requests that the Board authorize Mr. Jon Lanford, County Administrator, to award this contract as stated above. Please do not hesitate to call with any questions or concerns you may have.

Mr. Lanford added that this project was discussed several months ago. The project was rebid and adjustments made.

Mr. Bennett asked what the difference was between the first and second bid. Mr. Lanford replied approximately \$40,000.

On motion of Mr. Griffith, seconded by Mr. Garten, that the following resolution be adopted:

BE IT RESOLVED that the Allegheny County Board of Supervisors approve a contract with Prism Contractors and Engineers, Inc. for the construction of the Cherokee and Mountain View Drive Sewer Rehabilitation Project in the amount of \$235,845.

BE IT FURTHER RESOLVED that the Board authorize Mr. Jonathan A. Lanford, County Administrator, to sign the abovementioned contract on behalf of the County.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
G. Matt Garten	Yes
Stephen A. Bennett	Yes

APPROVE AWARD OF ENGINEERING CONTRACT FOR THE ALLEGHANY REGIONAL COMMERCE CENTER PAD DEVELOPMENT:

Mr. Lanford reviewed a memo from him to the Board which is included in the agenda packet. The memo is as follows:

Intent is to complete engineering plans necessary to allow for development of lots 3, 4, 5, and 6 as shown on the attached Master Plan. Improvements on other lots will be required to address stormwater management and utility extension. Plans will maximize yieldable acreage of the area, while allowing site to possibly be subdivided into smaller parcels depending upon market need.

In order to complete above, staff, working under our term engineering contract with Engineering Concepts, Incorporated of Daleville, has negotiated a scope inclusive of the following: 1-base mapping; 2-site layout; 3-grading plan; 4-environmental; 5-infrastructure; 6-permitting; 7-plat preparation. Negotiated fee for engineering effort is not to exceed \$31,000.

Funding for engineering effort is available in our Fiscal 2018 budget and can be found in Fund 310 Capital Improvements - Economic Development Commerce Center. Current balance in this account is \$818,924.

Staff requests authorization to execute an amendment to our term engineering contract, in form approved by County Attorney, with Engineering Concepts, Incorporated in an amount not to exceed \$31,000.

Moving forward, upon completion of our engineering effort which I anticipate will take three to four months, I will put together a recommended funding package for the development of pads utilizing the remaining \$787,924 as leverage against other public and private funding sources.

Mr. Lanford added that there are encumbrances on the property and he is meeting with property owners regarding those.

On motion of Mr. Shull, seconded by Mr. Griffith, that the following resolution be adopted:

BE IT RESOLVED that the Alleghany County Board of Supervisors approve Amendment No. 2 to the Term Contract with Engineering Concepts, Inc. for engineering of Alleghany Regional Commerce Center Development Plans in the amount of \$31,000.

BE IT FURTHER RESOLVED that the Board authorize Mr. Jonathan A. Lanford, County Administrator, to sign the abovementioned contract, in form approved by the County Attorney, on behalf of the County.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
G. Matt Garten	Yes
Stephen A. Bennett	Yes

TABLE AWARD OF THE OUTFITTER BUILDING CONSTRUCTION CONTRACT:

Mr. Lanford stated that bids were received at 2:00 p.m. this afternoon and staff has not had time to prepare a recommendation for the Board. He commented that this item will be tabled until the March 6th agenda.

REAPPOINTMENT OF MR. KEVIN TERRELL AND MR. DAVE OELTJEN TO THE PLANNING COMMISSION:

Mr. Bennett stated that the terms of Mr. Kevin Terrell (Jackson River District) and Mr. Dave Oeltjen (Clifton Forge East District) on the Planning Commission expire March 1, 2018. Terms are for four years and both are eligible for reappointment.

Ms. Vannorsdall commented that Mr. Oeltjen would like to be reappointed.

Mr. Bennett stated that Mr. Terrell would also like to be reappointed.

On motion of Ms. Vannorsdall, seconded by Mr. Shull, that the following resolution be adopted:

BE IT RESOLVED by the Alleghany County Board of Supervisors Mr. David Kevin Terrell (Jackson River District), 7414 Roaring Run Road, Covington, VA 24426 be reappointed to the Planning Commission for a term of four years beginning March 2, 2018 and ending March 1, 2022.

BE IT FURTHER RESOLVED by the Board that Mr. Dave W. Oeltjen (Clifton Forge East District), 808 Acacia Avenue, Clifton Forge, VA 24422 be reappointed to the Planning Commission for a term of four years beginning March 2, 2018 and ending March 1, 2022.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
G. Matt Garten	Yes
Stephen A. Bennett	Yes

REAPPOINTMENT OF MR. PHILLIP BOWEN AND MS. DONNA KIMBERLIN TO THE WATER AND SEWER COMMISSION:

Mr. Bennett stated that the terms of Mr. Phillip Bowen (Jackson River District) and Ms. Donna Kimberlin (Clifton Forge East District) on the Water and Sewer Commission expire March 1, 2018. Terms are for four years and both are eligible for reappointment.

Ms. Vannorsdall commented that Ms. Kimberlin would like to be reappointed.

Mr. Bennett stated that Mr. Bowen would also like to be reappointed.

On motion of Ms. Vannorsdall, seconded by Mr. Nicely, that the following resolution be adopted:

BE IT RESOLVED by the Alleghany County Board of Supervisors Mr. Phillip Bowen (Jackson River District), 1000 Piney Ridge Road, Covington, VA 24426 be reappointed to the Water and Sewer Commission for a term of four years beginning March 2, 2018 and ending March 1, 2022.

BE IT FURTHER RESOLVED by the Board that Ms. Donna R. Kimberlin (Clifton Forge East District), P.O. Box 307, Clifton Forge, VA 24422 be reappointed to the Water and Sewer Commission for a term of four years beginning March 2, 2018 and ending March 1, 2022.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
G. Matt Garten	Yes
Stephen A. Bennett	Yes

COUNTY ADMINISTRATOR'S REPORT:

Mr. Lanford reviewed a handout placed at each seat which is a part of the records of this meeting. The report is as follows:

Intergovernmental Spring Social

To be held on March 26, 2018 at 6:00 p.m. at the Cat & Owl.

Budget Committee and Joint Services Committee

A replacement for Ms. Adcock is needed for both referenced committees. Will ask for appointment to be made during the March meeting.

Term Engineering Procurement

Jointly procuring effort with School Board for term engineering/architectural service following the same format as 2013 for a multi-year term contract. The current term ends 30 June 2018. Will bring recommendations to the Board in June for new term effective 01 July 2018.

Joint Service Budget Meeting

Following same format as last year, we plan on holding our Joint Services Budget meeting with Covington on 22 March 2018 at 6 p.m. in the conference room of our Alleghany Highlands Regional Library.

Clifton Forge Main Street

Budget request for 2018 Heritage Day - letter received and a copy is placed at your seat from Mott Atherhold (the letter is a part of the records of this meeting). We will discuss during fiscal 19 budget development.

Update on Additional Items

- RV-ARC FY19 Work Plan - Items will be submitted later this month.
- Reassessment Update - An update from Wampler Eanes has been placed at your seat (the update is a part of the records of this meeting).
- Finance Director - Ms. Suzanne Adcock will begin duties as Finance Director on March 1st.
- Public Works - If you see Public Works employees, thank them for their hard work making repairs to water/sewer lines during the recent extreme cold spell.

BOARD MEMBER COMMENTS (INQUIRIES/REPORTS):

Miscellaneous

Mr. Griffith asked if an appointment to the finance committees needs to be made tonight. Mr. Lanford replied that this will be on the March agenda.

Mr. Shull congratulated Rev. Bush. He commented that he has done a lot for the Alleghany Highlands. He asked when the joint budget meeting will be held with the School Board. Mr. Lanford replied that a tentative date has been set for March 28th and an email will be sent out when finalized.

Mr. Nicely stated that the County will be starting work on the budget soon. He commented that the Board has approved spending a tremendous amount of money and a memo needs to be sent out that funding will be strained this year and to keep budgets at a bare minimum. He mentioned that no one wants to see a tax increase.

Mrs. Cox stated that Rev. Bush is a blessing to the community. She congratulated Ms. Adcock on her new position and commented that she will do an excellent job. She mentioned that the County is in great hands with Ms. Adcock and Mr. Lanford and thanked Mr. Lanford for all he does.

Ms. Vannorsdall congratulated Ms. Adcock and stated that she is looking forward to working with her. She commented that the area has two impressive libraries with the Alleghany Highlands Regional Library and the Clifton Forge Public Library. She stated that both are different and fully functional. She asked the Board to stop by both. She also encouraged everyone to go by the Masonic Theatre and mentioned that Black History events are being held this weekend.

Mr. Garten welcomed Ms. Adcock back. He wished everyone a safe and prosperous February.

Mr. Bennett commented regarding Ms. Adcock bringing a three-hole punch to Board meetings and that she is a very organized lady. He welcomed her back. He stated that Rev. Bush was always a steady voice when he spoke at meetings and calm during debates.

ADJOURNMENT:

On motion of Mr. Nicely, seconded by Mr. Garten, that the meeting be adjourned at 8:15 p.m. Motion carried.

Stephen A. Bennett
Chairman