

At a regular monthly meeting of the Accomack County Board of Supervisors, held on the 6th day of February 2019, in the Accomack County Board of Supervisors Chambers, Room 104, in Accomac, Virginia at 5:00 p.m.

1. Opening of Meeting

MEMBERS PRESENT AND ABSENT

Board of Supervisors Present:

Donald L. Hart, Jr., Chair
C. Reneta Major, Vice Chair
Robert D. Crockett
William J. "Billy" Tarr
Laura Belle Gordy
Grayson C. Chesser
Harrison W. Phillips, III
Paul E. J. Muhly
Ron S. Wolff

Board of Supervisors Absent:

Others Present:

Mr. Michael T. Mason, County Administrator
Mrs. Cela J. Burge, County Attorney
Mr. Gregory Davis, Chief Financial Officer
Mrs. Jessica Taylor Hargis, Executive Assistant

There being a quorum, Chairman Hart called the meeting to order at 5:00 p.m.

1.1. Invocation

The invocation was given by Ms. Major.

1.2. Pledge of Allegiance

2. Receive Department and Agency FY20 Budget Request Presentations

❖ E911 Commission

Mr. Jeff Flournoy, Director requested that the Board consider funding the following projects for the Eastern Shore Regional 9-1-1 Center:

1. Continuation of Secondary On-Call Program (\$5,280) which Mr. Flournoy reported had been successful thus far in having shifts covered. Mr. Flournoy stated that the on-call employee receives a stipend for the time on-call and an additional amount if the employee is indeed called in.

Mr. Crockett expressed that unless this option is offered to all on-call employees, he could not see offering it to only one agency knowing that other County employees and employees in constitutional offices are on-call regularly and do not receive a stipend.

2. Additional Fulltime Supervisor (\$30,667), due to the increase in work volume on Mr. Flournoy directly and his current supervisor. Mr. Flournoy explained this would allow him and the supervisors to focus on projects as needed.

❖ **Accomack County Health Department**

Mr. Scott Chandler, Business Manager, requested that the Board consider the following increases for the Health Department:

1. Increased Cost of Salaries, Fringe, and Operating Expenses (\$20,530) to cover 2% salary increases, merit salary adjustments, compensation adjustments, and increased operational costs.
2. New Position: Population Health Manager/Coordinator (\$18,596), 37.568% of shared salary and fringe benefits, split with Northampton County.

❖ **Eastern Shore Community Services Board**

Ms. Lisa Sedjat requested an increased budget (\$3,922) for operating resources to meeting the forthcoming requirements of STEP-VA (Virginia Code section 37.2-509)

❖ **Accomack-Northampton Planning District Commission**

Mrs. Elaine Meil request that the Board consider her request of \$31, 000 for Housing Plan & Housing Project Assistance. Mrs. Meil explained that the current plan was developed in 2002, and needs a substantial update. The plan is to appropriately site, and create affordable housing that matches regional needs.

❖ **ES Coalition Against Domestic Violence**

Ms. Shelley White thanked the Board for its previous and annual funding. She asked that the Board consider funding an Emergency Generator for ESCADV's Emergency Shelter (\$10,000).

❖ **ES Public Library**

Ms. Cara Burton, Director reviewed and detailed the following budget requests:

1. Increase Staffing at Chincoteague Island Library (\$11,642)
2. Provide local history services with Heritage Center and Miles Files (\$12,093)
3. Increase Adult Services to three hours per week (\$1,989)
4. Utilities: phone discount gone and general fuel/elect increase. (\$5,973)
5. Benefits, travel, and personnel related increases. (\$17,172)
6. Eastern Shore Room - Heritage Center Equipment (\$2,000)

❖ **Southeast Rural Community Assistance Project**

No one was present to represent the Southeast Rural Community Assistance Project.

❖ **Registrar**

Mrs. Patricia White reviewed the following requests for her office:

➤ **Electoral Board**

1. Pay increase for Election Official poll workers (\$26,229). Mrs. White informed the Board that the he Electoral Board has proposed the pay be as follows: Chief officer- \$195; Assistant Chief- \$180; Worker- \$160 and training \$30.

➤ **Registrar**

1. Part-time Assistant Registrar to full-time & Increase Deputy Registrar's salary to the mid-point on the pay scale (\$24,372) noting that business and duties continue to increase for her office and each of the employees in these positions had been employed with her office for five or more years.
2. Service contract increase for the voting equipment (\$1,305)
3. Machinery & Equipment Xerox (\$200)

❖ **Environmental Programs Director**

Mr. Chris Governator, Director of Environmental Programs, reviewed the following budget increase requests for his department:

➤ **Erosion & Sediment**

➤ **Storm Drainage**

1. Funds for Certified Mail (\$3,000)
2. Increased equipment maintenance (\$4,000)
3. Excavation equipment rental – Mr. Governator explained that this will only be needed if a mini-excavator is not purchased, which has been submitted through the Capital Improvement Plan (CIP) process. (\$18,000)

❖ **Chief Human Resources Officer**

Ms. Kathy Carmody reported that employee health insurance premiums are expected to decrease by 14.4%, bringing the employee cost closer to the national average, which is a goal the County continues to strive toward; noting that many exiting employees note the cost of healthcare as a reason for their resignation.

Ms. Carmody also reviewed the benefits of the request for \$6,000, of 'seed funds' to incentivize employee skill development and advancement by establishing an incentive pool to reward employees who further their knowledge by obtaining certifications, pursuing specialized training, etc. of value to the County. She noted that the agreement must be made between an employee and supervisor in advance.

❖ **Clerk of Circuit Court**

Mr. Samuel Cooper, requested that the Board consider funding an additional armed security position (\$34,000), the deputy position would be employed by the Sheriff's Office to provide security to the Office of the Clerk of Circuit Court and County Administration grounds. Mr. Cooper explained that his office was fortunate to have had security services from June until mid-December 2018, when Courthouse Security Fee funds were exhausted; the fees are assessed in all civil and criminal cases and would be sufficient for coverage of a single building. Mr. Cooper reported that the Sheriff's Office had endorsed this request.

Mr. Mason noted that it was his recommendation to have the deputy also monitor cameras and dispatched calls within the County Administration building.

❖ **Commissioner of Revenue**

Mrs. Debbie Midgett reviewed the following requests for her department:

1. Increase of \$900 to allow the purchased of a replacement desk each year. To-date, her office has not received a new desk since 1968.
2. Increase of \$200 to assist in the cost of advertising reminders of senior and disables tax relief applications as well as due dates for business licenses. Discussion ensued as supervisors also recommended that Mrs. Midgett contact local radio stations and newspapers to handle as a public service announcement.

❖ **Commonwealth Attorney**

Mr. Spencer Morgan reviewed the following increase requests:

1. Salary Adjustments in Regular Salaries
2. Salary Adjustments in Part-Time Wages

Mr. Morgan made his request for an increase in budget to cover regular salaries (\$2,320) and part-time wages (\$249). He expressed that he believed the shortfall in his budget for salaries and wages was due to the raises given by County and him having only followed salary figures provided by the State Compensation Board and previous budget requests.

3. Mr. Morgan explained that his office had seen an increase (\$200) in maintenance service contracts or its VCIN system (allows easier access to criminal records at the Sheriff's Office) and its copier.
4. Telecommunications Adjustment (\$431) due to the increase in cost accrued from the County to cover connection to the County's network and broadband.
5. Travel Adjustment (\$1,000) to cover change of venue travel expenses not reimbursed by the Compensation Board. He noted this is a rare instance, but does occur to ensure an impartial jury is empaneled.
6. Office Supplies Adjustment (\$500) is to cover the increased cost of processing, transmitting, and receiving evidence for cases in digital format.

❖ **Cooperative Extension**

Mrs. Theresa Pittman, Unit Coordinator, requested:

1. A merit increase in her salary (\$2,137) and fringe benefits (\$410).
2. \$13,525 to cover costs associated with the Extension's office move, furniture, conference system, broadband connection, phone and internet wiring, office signage, and moving supplies.
3. \$6,000 for a new storage shed and the cost of installation at the new office location.

❖ **County Assessor**

1. Mr. Brent Hurdle, requested an increase (\$700) to cover the annual increase for the maintenance service contract associated with the Proval CAMA (Computer Assisted Mass Appraisal) System.
2. Mr. Hurdle also requested an increase (\$800) for the Proval CAMA, which utilizes Marshall & Swift cost data valuation tables in determining assessed values on the basis of the Cost Approach to Value. The cost approach is one of the three recognized appraisal approaches employed in determining fair market value. A license agreement permitting the use of this software program is required each year; the license fee increases annually.

❖ **County Attorney**

Mrs. Burge requested the following:

1. A budget (\$2,500) to cover the possible need for an outside expert in legal matters as has been required in the last two years.
2. An increase (\$100) to cover a slight increase in dues and memberships.
3. An increase (\$300) in office supplies due to the increasing cost of printer toner cartridges.
4. An increase (\$80) to cover the increased cost of the Virginia Code books (LEXIS materials).

❖ **Juvenile Probation**

Ms. Erica Lawson, Director, requested a salary increase of 10% (\$3,615), for the VAJCCCA Outreach Officer. Ms. Lawson noted that the Officer's knowledge, skills, and experience make her very marketable, especially in the local community. The request is before the County to bring her salary more in line with other probation officers as the VAJCCC Outreach Officer's position is grant-funded.

❖ **Chief Information Officer**

➤ **IT**

Mr. Ben Fox reviewed and detailed the following budget increased for his department:

1. Increase in Application Support & Maintenance Contract Costs (\$21,521)
2. IT Infrastructure Maintenance & Support (\$67,511)
3. Replace End of Life Equipment (\$71,000)
4. Replace Email Archiving System (\$36,000)
5. Expand IT Infrastructure Capacity (24,600)
6. ESVBA Redundancy (\$2,500)
7. Sheriff's Office Mobile Gateways (\$43,225)
8. Accomacktax.com Upgrade (\$7,000)
9. Encrypted Removable Media (\$10,000)
10. Siteimprove Intelligence Platform for County Websites (\$7,000)
11. Additional Computer Replacement Funds (\$30,000)

➤ **TTV**

Mr. Fox stated that his request (\$30,000) would cover the cost of regular inspections on the Craddockville, Mappsville, and Accomac towers. Mr. Fox expressed that regular inspections would identify regular maintenance items before they turned into major capital expenditures. This funding will provide the ability to have the inspections performed and cover the cost of regular maintenance needs.

❖ **Deputy Administrator Building, Planning & Economic Development**

➤ **Building and Zoning**

➤ **Planning**

Mr. Morrison reviewed and discussed the following budgets increase requests:

1. Zoning Enforcement Position Request (\$58,520) to allow the department to keep up with the enforcement and application of existing ordinances as building permit activity has steadily increased, reducing the time allotted for zoning, sign, and derelict building enforcement.
2. Increase in cost of ESRI Software Maintenance (\$3,750) due to the implementation to the Tyler Permitting Software. The upgrades are required to allow the components of the permitting software to properly function.
3. Increase in cost of the contract for GIS Services (\$642) with GeoDecisions (formerly WorldView Solutions) for quarterly updates of parcel, road, and address data as well as for maintaining and hosting the AccoMap Web Site.

❖ **Public Safety Director**

➤ **Emergency Management**

➤ **Consolidated EMS**

1. Training Coordinator Reassignment (Full-time)

Mr. Pruitt explained that this Fire Medic would be responsible for coordination of the Department's continuing education both fire & EMS, management of employees enrolled in classes, developing lesson plans, Fire Academy, EMS Academy and training certification records. The Department has a continuous need to train new recruits. Discussion ensued regarding the funding of this position.

2. An increase of \$173,299 for three 24- hour Backfill Positions, (\$35,814 salary/per employee) to cover leave requests, injuries, vacancies, etc.
3. Hazmat Technician Incentive budget (\$24,000) for ten incentives. Mr. Pruitt explained that these incentives would be handled as part of the Department Career Ladder, as a Paramedic is.

❖ **Public Works Director**

Mr. Stewart Hall reviewed the following request for each division of his department:

➤ **Litter Control**

1. Dump Truck (\$49,975) to replace the current 2001 Sterling truck with 295,000 miles.

➤ **Solid Waste**

1. Replacement Service Truck (\$35,950), the current truck could be used as a spare or loaner vehicle for the County Garage, but is not suitable for the assigned usage to visit sites, meetings, and training on and off of the Eastern Shore.
2. Additional Mechanic (\$44,431), a full-time position as the County has 172 licensed vehicles, 14 pieces of heavy equipment, 17 trash compactors, and many small engine pieces like grass cutters, generators, and weed eaters, all being serviced by the County's two mechanics and one working Manager, who also oversees waste collections and litter crews.
3. Wheel Alignment Lift (\$32,500), this item would save the County money as currently sends each vehicle elsewhere for alignments.
4. Operational Costs for Additional Cameras (5) at Convenience Centers (\$900)
5. Misc. Convenience Center Equipment – cameras, industrial compressor, and power washer (\$8,000)
6. Additional Compactors and Containers for Tasley and Fishers Corner Convenience Center (\$48,750)
7. Repair and Reseal Garage Parking Lot (\$15,000)
8. Scan Tool for Larger Vehicles (\$8,000)
9. Scissor Jack and Lift Jack for Large Trucks (\$12,891)
10. Funds for Household Hazardous Waste (HHW) Pick-Up at Painter Convenience Center (\$19,800)
11. Indoor Bathroom at Chincoteague Convenience Center (\$6,463)
12. Annual Service Fees for GPS Trackers (\$5,800)

➤ **Building & Grounds**

1. Replacement Service Truck for Deputy Director of Infrastructure (\$31,000)
2. Replacement Service Truck for Building and Grounds (\$31,000)
3. Removal of County owned House behind Commonwealth Attorney's (\$25,000)
4. Zero Radius Mower (\$20,000)
5. Annual Service Fees for Building Access Control Systems (\$6,289)
6. Wall Mount Drinking Fountains with Bottle Filler Stations (\$2,000)
7. Additional security cameras for Administration Bldg. (\$20,000)
8. Improvements to Agricultural Extension Office (\$35,000)
9. Space Needs Consulting (\$37,000)
10. Staff training (\$2,000)
11. Repairs to Concession Stand at Arcadia Ballfield (\$6,000)
12. Commonwealth's Attorney's Office Roof & Gutters (\$12,000)
13. ADA Counter Access for Treasurers Office (\$20,000)
14. Sealing of Social Services Parking Lot (\$49,000)
15. Install Generator at new Public Works Office (\$30,000)
16. Animal Control Roof (\$ 30,000)
17. Commonwealth Attorney - New Carpet (\$7,000)
18. Circuit Court - New Carpet (\$10,000)

19. Voter Registration - New Carpet (\$8,000)

20. District Courthouse Painting (\$25,000)

➤ **Parks & Recreation**

1. Funds for Senior Program (\$5,000) to cover supplies, incentives, activities, etc.

➤ **Airport**

1. T-Hangar Building Pavement Rehab (\$8,000)

2. Self-Serve Fueling Terminal Update (\$5,000)

3. Terminal Building Door Replacement (\$3,000)

4. FOD BOSS Equipment for Airfield Maintenance (\$3,500)

5. Flight Line Training Program (\$1,000)

6. Painting Terminal Building Interior (\$2,000)

7. Repairs and Maintenance Increase (\$5,000)

➤ **Landfill Fund**

1. Small Farm Tractor (\$41,875)

2. Replacement Vehicle (DM1) (\$49,500)

3. Storage Building for Spray Field Equipment (\$28,975)

4. Repair Push-Wall Back Wall (\$38,790)

5. Performance Assurance Policy for Closure Turf (\$5,500)

➤ **Wastewater Fund**

❖ **Chief Finance Officer**

Mr. Davis expressed his support of the new software system, to be shared with the School Board, mentioned by Mr. Mason.

❖ **County Administrator**

➤ **County Administrator**

➤ **Non-departmental**

Mr. Mason discussed that he would recommend that the Board consider the necessity of the Economic Development Authority to share the cost of repair and maintenance of the street lights and grass within the Industrial Park.

❖ **Sheriff:** Mr. Mason reviewed the requested items in the absence of the Sheriff.

➤ **Regional Animal Control Facility**

1. Increase in budget (\$16,224) for an additional part-time employee to cover the facility during vacations or weekends to allow the Animal Control Officers to maintain their focus on the road.

➤ **Law Enforcement**

1. Marine Equipment Operating Cost (\$7,500) Mr. Mason expressed the benefits and importance of this equipment. The cost will cover fuel for transports (at times this does include County employees), rescue efforts, boat slip fee, etc.

2. Increase for Patrol Vehicle (\$25,000) Mr. Mason noted that he had reviewed the Sheriff's Office budget and would meet with the Sheriff to discuss additional options.

The Board requested that Mr. Mason receive clarification from various agencies and departments to confirm if requests from regional facilities were shown as the split cost between counties, or as Accomack's portion.

3. **Set Next Budget Meeting Date**

The Board agreed that due to its light meeting schedule, the Accomack County Board of Supervisors would begin its work session on February 20, 2019, as time permits following the regular business and complete its work session on Thursday, February 21, 2019.

4. **Adjournment**

On a motion made by Mr. Wolff and seconded by Mr. Chesser, the Accomack County Board of Supervisors voted to adjourn at 7:10 p.m.