

VIRGINIA: At an Adjourned Meeting of the Board of Supervisors for the County of Accomack held in the Board of Supervisors Chambers in Accomac, Virginia on the 7th day of February, A.D., 2018, at 5:00 p.m.

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

Others Present: Michael Mason, County Administrator
Cela Burge, County Attorney

Other Absent: Shelia West, Administrative Assistant

Call to Order

The meeting was called to order by the Chair, and opened with a prayer by Mr. Ron S. Wolff, after which the Pledge of Allegiance to the Flag was recited.

Chairman Crockett recognized County Administrator Michael Mason for FY19 Proposed Budget Presentations.

Department and Agency FY19 Proposed Budget Presentations

Mr. Mason stated there were two (2) orders of business to be conducted:

- 1) To approve the minutes provided at a previous meeting
- 2) To set the date for the next budget meeting

He stated that a PowerPoint presentation would be used during the schedule to assist departments and agencies as they presented their proposed FY19 Budget requests.

Minutes

Mr. Hart made a motion to approve the minutes of the December 20, 2017 and January 3, 2018 meetings, as corrected. Mr. Wolff seconded the motion. The motion was unanimously approved.

Department and Agency FY19 Proposed Budget Presentations

Mr. Mason offered comments regarding the requests from the Greenbackville and Saxis Volunteer Fire Departments. He requested that any written handouts given to members of the Board be given to him as well for the record.

The following persons, departments and agencies appeared before the Board for FY19 Proposed Budget presentations:

Barry Outten – 2244 May Flower Drive - Greenbackville, VA

Mr. Barry Outten, Chief, Greenbackville Volunteer Fire Department, presented a letter of support from the Captain's Cove Board of Directors (attached for the record).

He offered comments regarding the improvement that Greenbackville FVD had made in its response times from 23% to 14%. He stated they were requesting day time EMS staffing during normal business hours to better serve the community and be able to continue to reduce their response time during emergencies.

Aubrey Justice – 20071 Saxis Road - Saxis, VA

Mr. Aubrey Justice, President, Saxis Volunteer Fire and Rescue Department, requested the Board approve day time EMS staffing at Saxis. He noted the support that had been received from the Accomack County Fire Commission and all the fire companies except Wachapreague,

whom he had been unable to contact. He also referenced the various towns that had offered support as well. He apprised members of the efforts the department had made in having a good working relationship with its neighboring companies and gave examples of same. He informed members that Saxis had spent over \$20,000 from their rescue account to help the community.

He discussed the advantages of having paid EMS staff at Saxis and Greenbackville to assist with coverage and with the call volume in the northern part of the county which was very much needed (provided maps depicting areas of coverage). He stated that adding the capacity of day time EMS staff to the northern part of the county should not be questionable because it had been proven that it was needed.

Chairman Crockett shared information regarding recent data on call volume response and the matrix used. Mr. Crockett discussed matters regarding staffing and the process the Department of Public Safety would have to use to deploy staff according to the need. A brief discussion continued.

Mr. Muhly offered expressions of gratitude to Mr. Justice for representing Saxis and the northern end of the county.

Mr. Justice provided information for the record.

Accomack County Health Department

Mr. Scott Chandler, Administrative Manager, E. S. Health District/Accomack County Health Department, stated that their request was for the county's contributing match to the State Health Department for State monies that are provided to them. He advised members of the

increase in prior year expenses.

E. S. Coalition Against Domestic Violence

Ms. Shelley Strain, Executive Director, E.S. Coalition Against Domestic Violence, offered expressions of appreciation to the Board for its continued financial and emotional support.

She distributed and discussed a FY17 Accomack County Fact Sheet regarding the E. S. Coalition Against Domestic Violence (copy attached for the record) that addressed:

- Our Mission
- Why It Matters?
- Our Impact
- Our Work for FY17
- Emergency Shelter
Counseling and Referrals
Community Outreach Events
- FY17 Revenues and Support

She informed members that the budget request of \$30,000 from Accomack County for FY19 would fund:

- Essential Support Personnel.
- Inclusion of cameras at offices to provide additional safety measures for clients and staff.
- Provide transportation and transition assistance to clients.
- Other necessary costs not funded by federal grants.

Members offered expressions of gratitude for the work that the E. S. Coalition Against Domestic Violence does in the community.

There was a brief discussion regarding the shelter which also assisted a very small percentage of the homeless.

Ms. Major offered comments regarding homelessness on the Shore.

E. S. Public Library

Ms. Cara Burton, Director, E. S. Public Library, thanked the Board for its invitation to present the library's FY19 proposed budget request. She distributed information and brochures to members (copies attached for the record).

On behalf of the staff and the Board of Directors, Ms. Burton expressed apologies to the library patrons for the closing of the library during the unplanned replacement of the boiler in December and early January. She reported that the boiler had been fixed.

Ms. Burton gave highlights of the volunteer program and amount of time (600 hundred hours) that had been recorded and given by the Friends of the E. S. Public Library which she stated did not include the volunteer time at the other three (3) libraries which was equally grand. She stressed the dedication and accomplishments of the Friends organization which were inclusive of some of the members of the Board of Trustees appointed by the Board.

Ms. Burton thanked the Board for its consideration of the library's proposed FY19 budget request and for its continued work with its Trustees.

Cooperative Extension Service

Mr. Mason informed members that Mrs. Pittman was out of town on business. He stated that the request was a very small one and was actually governed by the agreement the county has for a Cooperative Extension agent's salary expense sharing.

E. S. Community Services Board

Mr. Mason informed members the request was based on an existing agreement which was a 10% local match required for its operation.

Commonwealth's Attorney

Mr. Mason apprised members of his conversation with Commonwealth Attorney Spencer Morgan and informed members that the request was only for \$400.

Registrar

Ms. Patricia White, Accomack County General Registrar, briefed members regarding the increase in the cost of elections. She stated since going to a paper based system, the increase was substantial. She advised members that it was her 30th year working with elections and the average election is now costing the county over \$22,000.

She informed members that the State of Virginia is no longer printing any materials for localities and they have to supply to the precincts in order to hold the elections with an increase in cost. She also briefed members regarding the increased cost for vendors that have to program software for the electronic poll books.

She noted the need for election officials in several districts and encouraged members to extend the invitation to the public.

She responded to an inquiry regarding documentation required or needed when registering a new voter.

Clerk of Circuit Court

Mr. Samuel H. Cooper, Jr., Clerk of Circuit Court, advised members that an additional \$34,000 was being requested for the Clerk of Circuit Court office. He stated the request included an addition for a permanent part-time employee. He stated there was a need for more assistance in the criminal division in order for it to be run more proficiently. He stated the other requests were to convert the plats from micro phish to digital land records and to repair and paint the interior of the Clerk's office.

Sheriff's Department

Accomack County Sheriff Todd Godwin stated the reasons they were present. He stated following the presentation, he hoped it would justify the request for a substantial increase in the budget.

Sheriff Godwin gave highlights regarding his initial employment with the Sheriff's Department under the leadership of the former Sheriff Robert Crockett.

He briefed members regarding the need to retain deputies and relinquished the presentation to Captain Todd Wessells (copy attached for record).

Captain Todd Wessells briefed members regarding the request for a salary increase for the deputies. He informed members that as of September 4, 2017, the Virginia State Police opened its Academy to current Virginia law enforcement interested in attending a new Accelerated Lateral Entry Program (ALEP) and explained same. He talked about impact the program would have on the local Sheriff's departments and noted that 20 out of 24 Law enforcement deputies would qualify for the program. He stated the program would recruit for

troopers directly from the Sheriff's department and offer an abbreviated academy, offer a pay increase and no relocation.

Captain Wessells stated that the Accomack County Sheriff's Department wanted the ability to compete and retain qualified and experienced deputies. He noted what their current concerns were and discussed same. He stated the deputies were being offered higher starting salaries and 100% paid medical benefits.

Captain Wessells continued discussions regarding:

- Current Deputies Salaries
 - Regulated by the Comp Board
- Retention
 - Since January 1, 2016 – 19 Deputy Sheriffs have left the department
- Turnover Rates of 2016
- Training Cost
 - Cost to train deputies that were lost since January 2016 - \$309,500
- Law Enforcement Arrest – 2016
 - Comparison of Sheriff's Office and State Police
- Other Jurisdictions
 - Supplement deputies pay
- Local Police Departments Certified Officers' Salaries
- Maryland Local Departments

Captain Wessells discussed several points on ways the Accomack County Sheriff's office could compete to retain deputies:

- Request a \$6,000 supplement for DCJS Certified Law Enforcement Deputies
- Request a \$3,000 supplement for DCJS Certified Civil/Correction Deputies
- Must be able to recruit and retain qualified and experience deputies
- Within the next 4 years 16 experienced deputies are eligible for retirement
- Total cost of the request is approximately \$282,000

He discussed the proposed increased deputy salaries.

Speaking as a former Sheriff, Chairman Crockett stated that he could vouch for everything that was presented and offered comments regarding same. Various comments were

offered regarding the professionalism and support of the Sheriff's Department.

Mr. Mason responded to an inquiry regarding the requested amount.

County Assessor

Mr. Brent Hurdle, County Assessor, stated that the request for additional money was for service maintenance, agreement fees, and the software that is utilized by the Proval computer appraisal system in doing real estate assessments. He informed members that the cost has been increasing annually for each of those for about 5%. He stated it was no longer feasible to move monies from other line items. He stated the request was \$2,800 for the additional cost.

Mr. Muhly thanked Mr. Hurdle publicly for the assistance he gives to citizens.

Mr. Chesser offered expressions of gratitude for the work done by the Assessor's office.

Chief Human Resources Officer

Ms. Kathy Carmody, Chief Human Resources Officer, stated that she had kept the requests to a minimum in terms of things that would be in keeping with the strategic priorities that were related to employee welfare and safety. She briefed members regarding the two (2) items requested:

- Training to help assist in making the transition from Windows to Windows 10
- Extend employee assistance plan (EAP) to all employees whether you are on the County's health plan or not

Ms. Carmody briefed members regarding the EAP program.

She responded to an inquiry regarding the training for the Windows Program.

She briefly discussed the employer share in the Health Insurance as it relates to Family cost. She stated that the county was not competitive when it comes to the particular amount that an employer pays towards the insurance cost. She stated that the budget did reflect another 5%

contribution for those in spouse or family plan. She informed members that there was a 5.9% increase in insurance cost. A discussion continued.

Mr. Mason responded to an inquiry regarding the percentage that the County paid for employees' health care cost.

Ms. Carmody offered comments of concern regarding recruitment and retention of public safety employees.

Environmental Programs Director

Mr. Chris Guvernator, Director, Department of Environmental Programs, stated the most significant budget request was for one (1) FTE for an Administrative Assistant for Storm Drainage with the goal of bringing the permitting process and the paperwork within the office which would allow the ditch maintenance crew to spend more time in the field. A discussion continued regarding matters relating to ditch maintenance.

Mr. Guvernator stated that he was in support of going with the county wide ditch maintenance approach and explained why. There was discussion regarding making the temporary drainage easements permanent which would eliminate having to return to the property owner seeking approval per project.

Mrs. Burge advised members that there has been discussion regarding the drainage easements and advised members that it was a matter that she was working on. Mr. Guvernator offered comments regarding same.

Deputy Administrator Building, Planning & Economic Development

Mr. Rich Morrison, Deputy Administrator Building, Planning & Economic Development, stated that his request was for additional funding for the existing derelict building program. He

stated that Mr. Ben Fox, Chief Information Officer, would address the request for additional funding for the billing software.

Chief Information Officer

Mr. Ben Fox, Chief Information Officer, briefed members regarding the various software updates and application support that were needed in various departments. He informed members that funding in the amount of \$2500 per employee in the IT Department was being requested for continued training and certification due to the constant change in IT information and the struggle to keep up with it.

He stated that an additional \$145,000 was being requested for permitted application replacement in order for the County to offer online payment and other abilities for the permitting process. A discussion continued. Mr. Fox continued the budget presentation and briefed members regarding the request for funding for TTV and the towers for anticipated maintenance.

Public Safety Director

Mr. Charles Pruitt, Public Safety Director, recognized representatives from the Saxis and Greenbackville Volunteer Fire Companies and offered expressions of appreciation for the work that they were doing.

Mr. Pruitt briefed members regarding the request for funding for an Emergency Operations Center (EOC) which would have shared use. He continued to discuss additional requests. A discussion continued.

He talked about the request for an emergency generator that would be needed for the EOC building and continued to discuss other funding requests.

Mr. Pruitt stated that he felt the department was nearing a time when a training coordinator was needed in house because of the challenge for continuous training and noted changes in State training that made it extremely difficult in keeping with the schedule.

A discussion continued.

Mr. Pruitt briefed members regarding the request from Saxis and Greenbackville for day time staffing at Saxis and Greenbackville Volunteer Fire Companies which would require 2 FTE at each station. He stated that he had requested backfill staff of three (3) 24 hr. positions to fill gaps for vacations, sick leave, open positions, etc. County Administrator Michael Mason briefly offered comments regarding the request for the three backfill staff.

Mr. Pruitt continued to discuss additional budget requests and informed members of the associated costs if they approved the request for the FTE's at the Saxis and Greenbackville stations. A discussion continued.

Mr. Wolff referenced a prior meeting in 2017 when Saxis and Greenbackville representatives stated they would assist with the associated costs if the positions were provided. Those representatives in attendance from Saxis and Greenbackville indicated that they would assist with the associated costs.

Public Works Director

Mr. Stewart Hall, Deputy County Administrator, Public Works & Facilities, briefed members regarding various budget requests which were being recommended in the County Administrator's proposed FY19 budget requests:

- County garage – GPS tracking units for all the vehicles used by the groups in the Public Works facilities
- Parks and Recreation - Sawmill Park -Ball field lighting
- ADA compliance in various facilities
- 911 Center – recommended improvements – security enhancements

- Panic alarms for Parks & Rec and Public Works Offices
- Security System for remaining suites on 1st & 2nd floor of Administrative building
- Airport - Pavement Rehab (local share year 2 of 2/Total local \$100K)
- Generator System for Fuel Farm & Terminal
- Landfill – Generator for the Wastewater Treatment Plant (Recommended by DEQ)
- Pump at Northern Landfill for the Borrow Pit
- Replacement Service Truck (13-year old vehicle – 190,000 miles)

County Administrator

In a brief review of the recommendations for the proposed FY19 Proposed Budget, County Administrator Michael Mason offered comments regarding the request from Saxis and Greenbackville for day time personnel, noting his admiration for them in wanting what they felt was best for their stations. He stated that he would have to stand by his position and rationale for the proposed option for 3 FTE backfill positions as recommended by Public Safety Director C. Ray Pruitt.

He referenced the salaries of the Deputy and Correctional officers and EMS/Fire Medics, noting the turnover in many County positions. There was a brief discussion regarding the proposed 2% salary increases, the increase in projected employee health insurance rates and retirement benefits.

Mr. Mason stated that the proposed FY19 budget included \$50,000 of local match funding to partner with the Town of Chincoteague for an Army Corps of Engineer study of the Chincoteague Inlet.

A discussion continued.

Adjournment

Mr. Muhly made a motion to adjourn the meeting. Mr. Phillips seconded the motion. The motion was unanimously approved.