

**BOARD AGENDA
PULASKI COUNTY
BOARD OF SUPERVISORS**

**Reconvened Meeting
Monday, June 2, 2003
7:00 p.m.**

FOLLOW-UP

ITEM

1. Public Hearings - FY 04 Budget
(Public hearing held)
2. Introduction of Chamber Executive Director, Candice Simmons
(Introduced)
3. Reports from County Administrator & Staff:
 - a. Publication of VACO Public Service Announcements
(Approve sending video to NRCC for airing on county's public information cable channel) Ms. Hanks/Mr. Huber
 - b. Drainage Issues
(Determine if the list of drainage issues presented at Board meeting are currently on six year plan) Ms. Hanks

(Send letter to Dunkard's Bottom residents encouraging residents to acquire necessary right-of-way needed for the construction improvements – Board indicated intentions to place the drainage issue on the six year plan when reviewed in the fall of 2003) Mr. Huber
4. Items of Consent
 - a. Minutes of May 5 and May 12
(Approved) Ms. Hanks
 - b. Award of Audit and Cost Allocation Contracts
(Awarded audit to Robinson, Farmer, Cox Associates and cost allocation plan to Maximus) Ms. Burchett
 - c. New River Community Action Homeless Intervention Program
(Ratified letter of support for application)

- d. Pigeon Control
(No action by Board)

(Staff to provide report at June 23 Board meeting on damage to existing county buildings by pigeons - Place report on June 23 agenda)

Mr. Leonard/
Ms. Hanks

- e. FOCL Donation
(Ratified donation of \$7,500 to FOCL to purchase 1991 Mack DM Roll Off truck from Waste Management)

5. Other Matters

(Staff advised Board of invitation by Town of Pulaski to attend New River Trail groundbreaking on Saturday, June 6)

(Approved sending VICA letter, which requests funding for students to attend National Convention, to committee that oversees special funding requests and if committee concludes that request meets all criteria of the committee, request is approved)

Mr. Akers/Mr. Wallis/
Ms. Hanks

- 6. Closed Meeting –2.2-3711.A.1.3.5.7
(Approved salary adjustments as appropriate and to be determined by county administrator, as long as pay adjustments established for each position are within appropriate pay ranges)

Mr. Huber

7. Adjournment

May 30, 2003

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Reports from County Administrator and Staff

- a. Publication of VACO Public Service Announcements – I plan to present two 30-second radio spots for consideration by the board prior to distribution to local television stations.
- b. Drainage Issues – The following are the contents of a memo to the Board transmitted with the May 23 Update:

I have reviewed options for addressing the Dunkard's Bottom and other storm water related drainage problems in the county. In discussing the matter with Dan Brugh, I have found that the county may use in-kind costs to match "revenue sharing" funds from VDOT. Previously, I had understood that the county would have to provide a cash match. Use of in-kind costs gives us the opportunity to access VDOT Revenue Sharing funds without a cash outlay.

Thus, we may be able to utilize the PSA backhoe and personnel to install shallow drainage pipes as are needed in Dunkard's Bottom and the Lakewood Estates (Rakes) Subdivision. The VDOT Revenue Sharing funds could be used to purchase the pipe and engineering could be done jointly by the county and VDOT. I would recommend that residents be responsible for providing the required easements and that projects be done as manpower and equipment are available on a first-come first-served basis upon acquisition of the necessary easements.

However, county equipment can only be used to install ditches to a depth of four-feet since we do not have the required protective equipment. In addition, drainage work would be limited to a few days per month to avoid compromising required maintenance on the water and sewer system. One drawback to this approach is the likely assumption by the public of the county's responsibility for addressing the numerous storm water drainage problems throughout the county.

This approach could also be used to address any remaining issues in the Fair Acres subdivision. With regard to Fair Acres, VDOT has been using some maintenance funds to replace and relocate existing drain pipes and we have modified the amount of water being discharged from the Randolph Park detention ponds. I believe these improvements have addressed the worst of the concerns in the subdivision. I plan to review this alternative with the Board at the June 2 public hearing.

In reviewing this matter further, I believe that most of the run off at this intersection comes from Barton Drive which is a private drive. I have mapped the apparent run off on the *enclosed* map and hope to discuss the situation with Ms. Thorn. In seeking a resolution to the Dunkards Bottom area, the options remain to include the road in the six-year plan or obtaining a drainage easement across the Petrone property. I also hope to discuss the matter with the Petrone family individually prior to the meeting Monday night.

May 30, 2003

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Items of Consent

- a. Minutes of May 5 and May 12 – ***Enclosed*** are draft minutes of the May 5 and May 12 budget work sessions for your review and approval.
- b. Award of Audit and Cost Allocation Contracts – ***Enclosed*** is a memo from Nancy Burchett recommending the award of audit services to Robinson, Farmer, Cox Associates and cost allocation plan to Maximus. Both firms have fulfilled these functions in previous years. The separation of duties between firms saves \$200 and provides a double check on the proper accounting of expenditures.
- c. New River Community Action Homeless Intervention Program – Ratification of the ***enclosed*** letter of support for the SHARE Federal Shelter Grant Pilot Project is requested. The application deadline was May 30 requiring my signature prior to the Board meeting. I reviewed the matter with Jim Wallis who concurred with my signoff which was made with the following conditions:
 1. There needs to be specific representation by Pulaski County and other Department of Social Services in the management and administration of this grant; and
 2. All other local and regional agencies with any bearing on potentially assisting the homeless be included in planning and implementing the proposed grant.

These conditions are offered in appreciation for the difficult task of effectively addressing the homeless issue and the need to make most effective use of public funds.

- d. Pigeon Control - Pulaski Furniture has contracted with the U.S. Department of Agriculture for the removal of pigeons from their facilities. The first phase of this effort, costing \$2,500, resulted in elimination of approximately 400 pigeons. Pulaski Furniture and the Town of Pulaski are seeking financial participation in the amount of \$1,150 from the County for the second phase to ensure the population does not rebound. In effect, Pulaski Furniture would have paid for 50% of the total \$5,000 cost, the Town of Pulaski \$1,150 or 23%, the County \$1,150 or 23% with the owner of the Dalton building paying for the remaining \$200 or 4%. The ***enclosed*** map illustrates the distribution of County, Town and other buildings in the Downtown area. I recommend contribution of up to \$1,150 less financial participation from owners of other buildings in the area.

- e. FOCL Donation – Ratification of a \$7,500 donation to FOCL is requested following my authorization to purchase a 1991 Mack DM Roll Off truck from Waste Management at a price of \$7,500. The truck will be left on the south side of Claytor Lake specifically to be used to empty roll off containers filled with wood debris from the Lake Clean-up operation. The boat driver would also operate the roll-off truck allowing for immediate unloading of containers filled with debris. Debris would be dumped a short distance from one of three pull out points on the lake and subsequently burned. As noted in a recent weekly update, the cost of the newly purchased truck should be more than offset by revenue from the sale of one of two existing road tractors and one of three existing tank trailers, all of which were previously used to haul leachate from the old Cloyd's Mountain Landfill.

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May 30, 2003

TO: Board of Supervisors

FROM: Peter Huber, County Administrator

SUBJECT: **Closed Meeting – 2.2-3711.A.1.3.5.7**

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. ***Enclosed*** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Property Disposition or Acquisition:

- None

Personnel:

1. Emergency Management Coordinator – As requested by the Board, I have polled other localities to determine their interest in jointly hiring or sharing an Emergency Management Coordinator. While I am still waiting on responses from most localities, I did have a good conversation with Jeff Johnson. Interestingly, Montgomery County has been looking to the County Administrator to fill this function but is now hiring their first Emergency Management Coordinator. They are in the exact same time schedule we are in the hiring process we are in that they are interviewing potential candidates next week. We agreed that neither would complete the hiring without discussing the potential further. Considering the potential problems caused by river crossings at the border of Pulaski and Montgomery counties and the large number of persons commuting between the two counties, sharing of a coordinator would make most sense if done with Montgomery County. The drawbacks we see is the distance involved with responding to flooding or other natural disasters in eastern Montgomery County and western Pulaski County a distance of 42 miles via I-81. As stated by local fire chiefs, they feel there is a need for filling the position in that they see this individual as:

- a. Providing a liaison between the Board of Supervisors and emergency response service providers;
 - b. Supporting of volunteer personnel;
 - c. Communicating to and from state and federal agencies;
 - d. Documenting of liability when responding to environmental situations;
 - e. Recovering local costs following an incident;
 - f. Long-term planning and coordination toward future progress. Otherwise, the existing departments would only be treading water;
 - g. Maintaining Emergency Response Plans.
2. Salary Adjustments – I would like to request consideration by the Board to an additional \$1,000 merit increase for Edith Hampton, Doug Mayberry, and Tammy Boyer or their option of an equivalent amount of time off based on their current pay. All three have been or are doing the job of two persons. Edith during the vacancy created by the retirement of Charles Goins over 8 months, Doug following the resignation of Stan Crigger and Tammy Boyer following the resignation of Lee Ann Woods. All have willingly accepted the additional challenge with no complaint or concern. With specific regard to Edith, she fully accepted 100% of the burden of all building inspections. This involved working while sick and only taking time off when there were no scheduled inspections. She is now training Ty Kirkner while continuing her education in building code administration. In Doug's case, he has been diligent in learning the details of his new duties and organizing matters to ensure an easy transition upon his planned retirement in December. Tammy Boyer has been doing the work of Lee Ann Woods for the past five months in maintaining the operation of delinquency prevention efforts in the County (including the enforcement of home monitoring). In addition to these specific recommendations, I strongly recommend the Board consider a means of rewarding employees for a job well done. Options could include additional pay as has been done in the past and/or paid leave. Persons I feel are deserving of meaningful recognition for going above and beyond in their daily tasks include: Nancy Burchett, Gena Hanks, Tammy Safewright, Tammy Boyer, Norma Spence, Wade Roope, Anthony Akers, Rick Gordon (PSA employee at the water treatment plant) and others. Should the Board be open to some form of recognition, I would want the opportunity of involving the department heads in reviewing my recommending specific individuals. Finally, I have arranged for the possible restructuring of Nancy Burchett's duties to allow her to assume additional responsibilities in assisting schools with financial reporting issues. This restructuring is very likely to require the transfer of much of what Nancy currently does to Tammy Safewright, Karen Coltrane and Gena Hanks. Whether due to the need for increased support for the schools, or general relief of Nancy's workload, I anticipate the need of adjusting the work load and corresponding compensation of the office staff.

Prospective Industry

- None

Legal Matters:

- None

CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

The following motion is suggested for a closed meeting at the June 2, 2003 Board of Supervisors meeting:

It was moved by _____, seconded by _____ and carried, that the Board of Supervisors enter closed session for discussion of the following:

Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.2-3711(A)3 discussion for consideration of the disposition or acquisition of publicly held property regarding:

- ◆ None

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

1. Emergency Management Coordinator
2. Salary Adjustments

Prospective Industry – Pursuant to Virginia Code Section 2.2-3711(A)5 discussion concerning a prospective business or industry, or the expansion of an existing business and industry, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

- ◆ None

Legal Matters – Pursuant to Virginia Code Section 2.2-3711(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- ◆ None

Voting yes: _____

Voting no: _____

Abstaining: _____

Not present: _____