

BOARD OF SUPERVISORS MEETING MINUTES OF OCTOBER 27, 2003

At a regular meeting of the Pulaski County Board of Supervisors held on Monday, October 27, 2003 at 7:00 p.m. at the County Administration Building, Board Room, 143 Third Street, NW, in the Town of Pulaski, Virginia, the following members were present: Joseph L. Sheffey, Chairman; William E. "Eddie" Hale; and Frank R. Conner. Board members absent: Bruce L. Fariss and Charles E. Cook. Staff members present included: Peter M. Huber, County Administrator; Nancy M. Burchett, Assistant County Administrator; David Tickner, Community Development Director; Thomas J. McCarthy, Jr., County Attorney; and Gena T. Hanks, Executive Secretary.

1. Invocation

The invocation was delivered by Reverend Terry Woodard, Fairlawn Presbyterian Church.

2. Additions to Agenda

Mr. Huber advised any additional information would be presented at the appropriate time on the agenda.

3. Public Hearings

- a. A rezoning request by **Industrial Development Authority of Pulaski County** from Conditional Industrial (Cond. I1) to Conditional Industrial (Cond. I1), on property identified as tax map no. 108-001-0000-053B, located at 2285 Julia Simpkins Rd., (Rt. 693), Ingles District.

Mr. Tickner explained the request and advised the Planning Commission recommended approval.

Chairman Sheffey opened the public hearing on this matter. There being no comments, the public hearing was closed.

It was moved by Mr. Conner, seconded by Mr. Hale and carried, that the Board approve the request as recommended by the Planning Commission, including the stipulation that the county work with the owner to obtain an entrance approved by VDOT.

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook.

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- b. A request by **Rickey A. & Lee H. Baldwin** for a Special Use Permit (SUP) to allow construction of a dock without a principle dwelling per Article 8-3.29, on property identified as tax map no. 076-003-0000-0005, zoned Residential (R1), (0.4590 acres), located at 4520 Burma Rd. (Rt. 819), Ingles District.

Mr. Tickner explained the request and advised a revised dock plan had been received by county staff today, and neither county staff nor American Electric Power has had the opportunity to review this revision. Further, Mr. Tickner recommended the Board remand this case, as well as items "c" and "d", back to the Planning Commission for consideration at its November 24 Board meeting. Staff was requested to re-advertise for public hearings for the November 24 Board of Supervisors meeting.

Mr. Rick Baldwin, applicant, requested the Board of Supervisors take action on the request based on the information presented at the meeting.

Mr. Ronnie Walters expressed concern regarding the Board's decision to remand the three cases back to the Planning Commission and requested the Board act on the matter at this meeting.

It was moved by Mr. Hale, seconded by Mr. Conner and carried, that the Board remand the application to the Planning Commission for review based on the new information, as well as items "c" and "d" until the Board's November 24, 2003 meeting.

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook.

- c. A request by **Rickey A. & Lee H. Baldwin** for a Special Use Permit (SUP) to allow construction of a dock greater than 1,000 sq. ft. per Article 8-3.11, on property identified as tax map no. 076-003-0000-0005, zoned Residential (R1), (0.4590 acres), located at 4520 Burma Rd. (Rt. 819), Ingles District.

As noted in item "b" above, the Board tabled action on this matter to its November 24, 2003 Board meeting.

- d. A request by **Rickey A. & Lee H. Baldwin** for a Special Use Permit (SUP) to allow a camper per Article 5B-3, on property identified as tax map no. 076-003-0000-0005, zoned Residential (R1), (0.4590 acres), located at 4520 Burma Rd. (Rt. 819), Ingles District.

As noted in item "b" above, the Board tabled action on this matter to its November 24, 2003 Board meeting.

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- e. An initiative by the **County of Pulaski** to consider amendment to allow short-term day camps a use by right in the Agricultural (A-1), Conservation (C-1), Commercial (CM-1), Residential (R-1), Residential (R-2), Residential (R-3), Residential (R-R), Transitional Industrial (I-0) Zoning Districts of the Pulaski County Zoning Ordinance.

Mr. Tickner explained the request and advised the Planning Commission recommended no change to the existing ordinance.

Chairman Sheffey opened the public hearing on this matter. There being no comments, the public hearing was closed.

It was moved by Mr. Conner, seconded by Mr. Hale and carried, that the Board accept the Planning Commission recommendation for no change in the existing ordinance.

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook.

- f. Consider the transfer of pump station property of less than one quarter acre at the New River Valley Fairgrounds to the Town of Dublin.

Mr. Huber and Dublin Town Manager Bill Parker explained in detail the purpose of the requested transfer of property.

Chairman Sheffey opened the public hearing on this matter. There being no comments, the public hearing was closed.

It was moved by Mr. Conner, seconded by Mr. Hale and carried, that the Board approve the transfer of pump station property at the New River Valley Fairgrounds to the Town of Dublin.

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook.

- g. Reassessment schedule & related ordinance setting required deadlines

Mr. Huber described in detail the proposed reassessment schedule and related ordinance.

Chairman Sheffey opened the public hearing.

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Ms. Debra Gessner inquired as to the procedure for filing appeals on the proposed reassessment. Staff advised the ordinance allows for an appeals process.

There being no further comments, the public hearing was closed.

It was moved by Mr. Hale, seconded by Mr. Conner and carried, that the Board adopt the following reassessment ordinance and related schedule:

REASSESSMENT ORDINANCE

Be it ordained pursuant to Section 58.1-3378 of the 1950 Code of Virginia, as amended, that the Pulaski County Board of Supervisors does establish the following dates regarding the current reassessment of real estate in Pulaski County:

1. The date by which applications must be made by property owners or lessees to the Board of Equalization for relief from the proposed real estate assessment values effective on January 1, 2004 will be Friday, February 27, 2004.
2. The Board of Supervisors does also establish the deadline by which all applications for relief from the Board of Equalization must be finally disposed by the Board of Equalization as Wednesday, March 10, 2004.

This ordinance is to take effect immediately upon adoption. The above deadlines are based on the following schedule for completion of the 2004 reassessment:

**SCHEDULE FOR COMPLETION OF REASSESSMENT
EFFECTIVE JANUARY 1, 2004**

<u>DATE</u>	<u>ACTIVITY</u>
October 27, 2003	Board of Supervisors adoption of reassessment schedule
November 24, 2003	Board of Supervisor completes nominations to Circuit Court for appointment of 3 to 5 member Board of Equalization per Code of Virginia 58.1-3374 and sets compensation for Board members (Recommended \$200 per day for maximum of 15 days plus office mailing, mileage and advertising expenses)
December 1, 2003 – January 24, 2004	Training of Board of Equalization nominees by Virginia Department of Taxation per Code of Virginia 58.1-206

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January 8, 2004	Last day to mail reassessment notices
January 12, 2004	Reassessment hearings by Wingate begin
January 24, 2004	Reassessment hearing by Wingate end
By January 23, 2004	Circuit Court appointment of Board of Equalization
January 24, 2004	Beginning of appeals period to Equalization Board
January 26, 2004	Board of Supervisors to authorize scheduling public hearing to consider real estate tax rate revision
Week of February 8, 2004	Deadline for use value taxation notification (state law requires this to take place 30 days after mailing of reassessment notices)
By February 5, 2004	Equalization Board sets schedule of hearings
February 6, 2004	Equalization Board advertises hearing schedule in local newspapers
February 6, 2004	Sheriff posts notification of Equalization Board hearings at all voting places and both libraries per 58.1-3378
February 7, 2004	Tax rate adjustment public hearing advertised
February 14, 2004	Tax Rate adjustment public hearing advertised
February 17, 2004	Personal Property tax payment deadline (informational only due to Courthouse traffic)
February 17, 2004	Equalization Board begins hearing appeals
February 23, 2004	Public hearing on adjustment of tax rate
February 27, 2004	Deadline for submittal of appeals to the Equalization Board
March 10, 2004	Deadline for completion of Equalization Board decisions
Monday March 22, 2004	Tax rate adjusted by Board of Supervisors
April 1, 2004	Deadline for tax relief for the elderly

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April 15, 2004 Land book finalized

April 19, 2004 Deadline for mailing revised tax bills

June 7, 2004 Deadline for payment of real estate taxes for first half of
2004 based on revised assessment and revised rate

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook.

h. To provide for Minor boundary adjustment incorporating Banks Street into the Town of Dublin

Mr. Huber advised the proposed boundary adjustment was to allow for transfer of a 30 foot right-of-way to the Town of Dublin.

Chairman Sheffey opened the public hearing on this matter.

Dublin Town Mayor Benny Skeens provided a brief history of the area in question as it relates to road improvements, specifically describing concerns over the damage to the road by heavy equipment, as well as concerns over noise, dust and potholes. Mr. Skeens requested the Board vote favorable on the request for a boundary adjustment.

Mr. E. W. Harless advised he was in favor of the proposed boundary adjustment and requested the Board not delay action on this matter.

Mr. Emmett Hampton, a resident on Banks Street, spoke in favor of the boundary adjustment and requested the Board not delay action on this matter.

Ms. Deborah Gessner expressed concerns over the current conditions of the road, specifically as it relates to the difficulty experienced by fire and rescue workers while traveling the road.

There being no further comments, the public hearing was closed.

It was moved by Mr. Hale, seconded by Mr. Conner and carried, that the Board approve the boundary adjustment incorporating Banks Street into the Town of Dublin. The county attorney was requested to prepare the appropriate documents allowing for the boundary adjustment.

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Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook.

i. Six Year Secondary Road Plan

Virginia Department of Transportation (VDOT) Assistant Resident Engineer Dail Stancill advised the public hearing was being conducted to allow a second opportunity for Pulaski County citizens to provide comments and concerns regarding road improvements, specifically relating to the six year road plan.

Comments were heard from Mack Saunders requesting improvements to Rt. 708, Bethel Church Road; Candy Phillips and Tina Rife regarding improvements to Dallas Freeman Road; Pete Woodrum regarding improvements to Rt. 698, Barsus Road; and Joyce Thorne regarding the Dunkard's Bottom drainage. Ms. Thorne also expressed concern regarding the wording of minutes from the September 22, 2003 Board meeting.

Mr. Stancill explained in detail VDOT funding for secondary road improvements. Further, he advised the current plan is financially sound and there is room for consideration of some additional projects, not to exceed \$300,000.

Mr. Stancill recommended two projects be considered as additions to the plan which included the Dunkard's Bottom drainage at \$125,000 and the Old Pepper's Ferry Loop in Fairlawn at \$175,000.

Mr. Sheffey requested the Board consider waiting until the November 24, 2003 Board meeting to approve the plan.

At the request of Supervisor Fariss, who was absent, Mr. Huber advised Dr. Fariss did not have any objections to placing the Dunkard's Bottom drainage issue on the six year plan.

Supervisor Conner concurred with Mr. Sheffey's recommendation to defer any action on approving the plan to the November 24, 2003 Board meeting.

Supervisor Hale also concurred with Mr. Sheffey's recommendation and requested VDOT review Dallas Freeman Road as a potential candidate for the Rural Rustic program.

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4. Highway Matters:

The Board discussed the following highway matters with Virginia Department of Transportation (VDOT) Assistant Resident Engineer Dail Stancill:

a. Response to I-81 Proposals

Mr. Huber advised VDOT was soliciting comments from localities regarding the proposed I-81 improvements and localities had until November 4, 2003 to provide written comments. Mr. Huber discussed in detail the proposals, copies of which are filed in the office of the County Administrator. Mr. Huber advised that the New River Valley Plant of Volvo had requested the Board submit Volvo's comments to VDOT, along with those comments by Pulaski County.

Chairman Sheffey opened the meeting to allow citizen comments regarding the proposed I-81 improvements.

Mr. Steven DeHaven of Volvo Logistics urged VDOT to take the best of all plans and use federal money to consolidate the plans, while incorporating all tools at its disposal to make the best decision. Mr. DeHaven advised Volvo would submit a more comprehensive response and requested the county submit those comments to VDOT along with the county's response.

Mr. E. W. Harless advised he was not opposed to the tolling process.

Ms. Deborah Gessner expressed concern regarding Pulaski County residents traveling out of the county to purchase gas and how this affects the revenue to the county. Ms. Gessner asked the Board to encourage more gas stations to locate in the county.

It was moved by Mr. Hale, seconded by Mr. Conner and carried, that the Board approve county staff drafting comments on behalf of the Board encouraging the need for additional exits and combining the best of all three proposals, requesting assurances that the interstate stays open and at least two lanes are operational during the construction phase, as well as including Volvo's comments along with those to be presented by Pulaski County.

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook.

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b. Follow-up from Previous Board Meeting:

The Board discussed the following highway matters with Mr. Stancill:

1. Formal Speed Study, Ebb Hall Road, Rt. 806

Mr. Stancill advised the study is currently underway and requested an update at the Board's November 24, 2003 meeting.

2. Horseshoe Loop & Black Hollow Road Speed Limit Posting

Mr. Stancill advised the area will be posted at 25 mph.

3. Informal Speed Study, Lizzie Gunn Road

Mr. Stancill advised VDOT had reviewed the road and it does not warrant a posting.

4. Rt. 693 Improvements Update

Mr. Stancill advised bridge replacements are currently under study by VDOT.

c. Resolution Transferring Bay Hill Court and River Course Drive in the Herons Landing Development to VDOT

It was moved by Mr. Hale, seconded by Mr. Conner and carried that the Board adopt the following resolution, pending the resolution of any remaining bond or escrow requirement matters:

Whereas, the street(s) described on Additions Form SR-5(A), fully incorporated herein by reference, are shown on the plats recorded in the Clerk's Office of the Circuit Court of Pulaski County, and

Whereas, the resident engineer for the Virginia Department of Transportation has advised this Board the street(s) meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation, and

Now, Therefore Be It Resolved, this Board requests the Virginia Department of Transportation to add the street(s) described on the attached Additions Form SR-5(a) to the Secondary System of state highways, pursuant to 33.1-229, Code of Virginia, and the Department's Subdivision Street Requirements, and

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Be It Further Resolved, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage, and

Be It Further Resolved, that a certified copy of this resolution be forwarded to the resident engineer for the Virginia Department of Transportation.

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook.

d. Rural Addition Status Report

Mr. Huber reviewed in detail the Rural Additions Status report and advised the Board may want to consider requesting VDOT review site distance issues at the former Hiwassee School property, specifically at the school building and fire station. The Board requested staff confirm with Supervisor Fariss his desires regarding the issue.

Mr. Huber suggested the Board consider asking VDOT to review the speed limit on Rt. 100 as a way to facilitate, or make possible, a crossover on Rt. 100. Mr. Stancill advised he would discuss the matter with John Jones of VDOT, specifically, comments by Mr. Jones in a letter to the Town of Dublin dated October 16, 2003, a copy of which is filed with the records of this meeting.

e. Board of Supervisors Concerns

Supervisor Conner advised of a drainage issue on Little Creek at the Steger property. Mr. Stancill advised VDOT would review the matter and provide an update at the November 24 Board meeting.

Supervisor Conner advised of the need for additional pipe on the low water bridge at Little Creek. Mr. Stancill advised VDOT would review the matter and provide an update at the November 24 Board meeting.

Supervisor Conner requested an update on the request for a turn lane at Pulaski County High School. Mr. Stancill advised VDOT would review the matter and provide an update at the November 24 Board meeting.

Supervisor Conner requested VDOT improve Hatcher Road with tar and gravel from Fairview Home to the last row of houses. Mr. Stancill advised VDOT would review the matter and provide an update at the November 24 Board meeting.

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Supervisor Conner requested VDOT review Kent Farm Road for potential eligibility under the Rural Rustic Road program. Mr. Stancill advised VDOT would review the matter and provide an update at the November 24 Board meeting.

Supervisor Sheffey requested VDOT review the need for a deceleration lane on Rt. 100 going into the New Presbyterian Church. Mr. Stancill advised VDOT would review the matter and provide an update at the November 24 Board meeting.

f. Citizen Concerns

Deborah Gessner inquired of VDOT as to the timeframe for conducting a formal speed study. Mr. Stancill advised it normally took approximately 60 to 75 days for a study to be completed.

5. Treasurer's Report

Treasurer Rose Marie Tickle presented a monthly report and reported plans by Community National Bank to close its downtown branch.

6. Citizens' Comments

◆ Literacy Volunteers of America Presentation

Ms. Barbara Bowles, representing Literacy Volunteers of America, presented a detailed report and requested funding to continue the operation of its satellite office.

7. Reports from the County Administrator & Staff:

a. Key Activity Timetable (KAT)

The Key Activity Timetable was reviewed in detail by the Board.

Mr. Hale inquired as to the status of the installation of the entrance sign at Fairlawn from the City of Radford. Mr. Huber advised staff would determine the status and provide an update to the Board.

b. Fairlawn Customer Service Center Update

Mr. Huber provided a detailed report regarding the Fairlawn Customer Service Center, as well as presented a Power Point presentation providing details on the existing site, citizen services, and future plans.

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c. Appointments

The Board delayed action on appointments until the "Closed Meeting" session of the Board meeting.

8. Items of Consent:

On a motion by Mr. Conner seconded by Mr. Hale and carried, the Board approved all items of consent as recommended by staff, except for items "g1" - Criminal Background Check Policy; "g2" - Random Drug Testing Policy; and "g4" - Nepotism Policy.

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.
Voting no: none.
Not present: Dr. Fariss, Mr. Cook.

a. Approval of Minutes of September 22, 2003

The Board approved the minutes of the Board of Supervisors meeting of September 22, 2003

b. Accounts Payable

The Board approved accounts payable as presented on checks numbered 6754 through 7266, subject to audit.

c. Appropriations and Interoffice Transfers

The Board approved interoffice transfer #4 in the amount of \$44,426.01 and appropriations as follows:

General Fund #6

CARRY OVER FROM FY 03 TO FY 04

Expenditures

13200-8101	Registrar Ofc. Equip.	\$2,000.00
22100-6017	Comm. Attorney Seized	
	Assets Fund	\$4,155.33
31200-6017	Sheriff's Ofc. Seized	
	Assets Fund	\$ 708.10
35500-8101	Emergency Mgmt. Equip.	\$3,777.72
Total		\$14,637.76

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Capital Improvement Fund #3

Revenues

1803-1300	Refund Overpayment	\$45,203.00
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Total		\$45,203.00
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Expenditures

31200-8105	Sheriff's Ofc. Vehicles	\$45,203.00
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Total		\$45,203.00
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GOVERNOR'S SCHOOL FUND #2

Revenues

041050	Local Share Governor's School Transfer from School Fund	\$51,006.46
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Total		\$51,006.46
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Expenditures

6110-1121	Governor's School Classroom Instruction Salaries	\$51,006.46
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Total		\$51,006.46
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d. Ratification

1. Building Usage Application – Greater Pulaski Alliance

The Board ratified a request by the Greater Pulaski Alliance for use of the courthouse lawn on October 4, 2003.

2. Disposition of Fairlawn Fire Dept. Truck

The Board ratified sale of the Fairlawn Fire Department truck to the low bidder, Dr. Nathaniel Tuck.

3. Business Women's Week Proclamation

The Board ratified adoption of the following proclamation:

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Whereas, working women constitute 66 million of the nation's workforce and strive to serve their communities, their states and their nation in professional, civic and cultural capacities;

Whereas, women-owned businesses account for 28 percent of all U. S. business, generating \$1.15 trillion in sales;

Whereas, the major goals of Business and Professional Women/USA are to promote equality for all women and to help create better conditions for working women through the study of social, educational, economic and political problems; all of us are proud of their leadership in these many fields of endeavor;

Whereas, for 75 years Business and Professional Women/USA has been spotlighting the achievements and contributions of working women during National Business Women's Week.

Therefore, I, Joseph L. Sheffey, Chairman of the Pulaski County Board of Supervisors, by the authority vested in me, do hereby proclaim October 19 through October 25, 2003, **National Business Women's Week.**

Signed/Joseph L. Sheffey, Chairman

- e. Contracts & Change Orders - Breakell, Inc. Change Orders 1 & 2 – CAB Elevator

The Board approved Change Order Number 1 to Breakell, Inc. in the amount of \$37,025 and Change Order Number 2 to Breakell, Inc. in the amount of \$3,914.00.

Approved

- f. Personnel Changes

The Board reviewed a report of recent personnel changes as prepared by Assistant County Administrator Nancy Burchett.

- g. Personnel Policies:

1. Criminal Background Check

The Board tabled action on this matter to its November 24 Board meeting.

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2. Random Drug Testing

The Board tabled action on this matter to its November 24 Board meeting.

3. Cell Phone Usage

The Board adopted the following Cell Phone Usage Policy:

CELLULAR PHONE POLICY

I. COUNTY CELL PHONE USE WTHILE DRIVING A COUNTY VEHICLE

Cell phones have become a common way people contact each other while driving. This policy will outline the proper way to utilize this method of communication safely.

II. REASONS TO OPERATE A CELL PHONE

Cell phones should only be used for the following situations:

- A. The phone is to be used mainly for business purposes, but may also be used on occasion for small personal use (i.e. calling home) with subsequent reimbursement to the county if utilizing a county supplied phone.
- B. To refer back to the administration building or PSA to check for updates on work assignments or information that is work related.
- C. To contact 911 of an incident that has occurred in which emergency personnel must be contacted.

III. HOW TO PROPERLY OPERATE A CELL PHONE WHILE IN A VEHICLE

- A. When a person gets a call on the road or needs to make a call, he/she should attempt to pull over to a safe place (i.e. shoulder of the road, open parking lot) to receive or make the call.
- B. If pulling over is unable to be done at that time, the employee should keep the call to a maximum of no more than 2 minutes, in order to get the general message from the caller or to give a message.
- C. If there is a passenger in the vehicle, the driver should allow the passenger to take a message for the driver.

Following these guidelines should minimize risks that may surface when operate a cell phone while driving a vehicle.

IV. PHONE OPTIONS

The owner of the phone should be aware of all options on the phone (i.e. speed dial) in case of an emergency, so they are able to contact authorities in the least amount of time.

- A. Hands free units may be available for use also.
 - 1. A hands free unit allows the driver to keep both hands on the steering wheel, minimizing accidents.
 - 2. If a hand free unit is unable to be used and a call must be taken, the driver should make sure to keep one hand on the steering wheel at all times.
- B. To keep the battery of the phone at maximum power all of the time, the employee may be furnished with an in car battery charger if extensive in care use is anticipated.
 - 1. The phone is to be kept on the charger only when it is about to die.

V. MAINTENANCE OF PHONES

Since cell phones and cell phone plans are owned by the County of Pulaski, proper maintenance must be kept by the employee.

- A. If the phone is damaged, lost or broken due to personal negligence, the employee will take full responsibility of the cost to replace the phone.
- B. If the phone is damaged, lost or broken, not due to the personal negligence, the County of Pulaski will repair or replace the phone.

VI. CELL PHONE PLANS

- A. An estimated 300 minutes will be allocated to each employee with access to a cell phone.
- B. If an employee consistently goes over this allotment, utilization review will be done by the department manager.
 - 1. If it is found that most of the minutes that went over the 300 minutes allotted were not legitimate calls, the charges will be forwarded to the employee for payment.
 - 2. If the minutes over the allotted are legitimate calls, the county will pay the charges.

VII. CELL PHONE USE CONSENT FORM

I, _____, understand that by using my cell phone while driving, I am putting others and myself in danger. I verify that I have read and understand the above guidelines on how to operate my cell phone properly while on the road. I also understand that if my phone is damaged or lost due to my own personal negligence, I will undertake the cost of the damages to repair the phone or the cost to replace it. I finally understand that I am being granted a 300 minute allocation (including "direct connect" minutes). I will identify and pay the charges for any personal calls made using a county cell phone.

Signature of Employee

Date

Signature of Department Manager

4. Nepotism Policy

The Board tabled action on this matter to its November 24 Board meeting.

5. Pay Policy Changes

The Board adopted the following Pay Change Policy:

Overtime Pay Policy

(APPLICABLE TO EXEMPT AND NON-EXEMPT EMPLOYEES)

Employees having less than 24 hours notice prior to a work assignment or working on a holiday with the specific approval of their supervisor will be compensated through their choice of overtime pay or compensatory time. If the employee has worked more than 40 hours that week, overtime will be paid at 1.5 times the number of additional hours worked. Otherwise, overtime will be paid in an amount equal to the number of additional hours worked. Overtime will be paid on the 15th of the month following the additional hours worked.

The above policies do not affect the on-call procedures & compensation policies.

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The authorization and control of all overtime work is the direct responsibility of the department head. Overtime assignments are permitted only when required by operational necessity, and without which the normal functioning of the agency concerned would be adversely affected. Department heads must assure adequate funds are available for any payment of overtime work.

h. VACO Annual Meeting Voting Credentials

The Board designated Peter Huber, County Administrator, as voting delegate at the Virginia Association of Counties Annual meeting.

9. Citizen Comments

There were no citizen comments at this time.

10. Other Matters from Supervisors

There were no additional matters from supervisors.

11. Closed Meeting –2.2-3711.A.1.3.5.7

It was moved by Mr. Hale, seconded by Mr. Conner 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:

- ◆ New River Resource Authority
- ◆ Garage Building

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:

- ◆ Appointments
- ◆ Joint Operations

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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.

- ◆ Project Starch
- ◆ Call Center
- ◆ Project Kitchen

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: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook

Return to Regular Session

On a motion by Mr. Conner seconded by Mr. Hale and carried, the Board returned to regular session.

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook

Certification of Conformance with Virginia Freedom of Information Act

On a motion by Mr. Hale, seconded by Mr. Conner and carried, the Board of Supervisors adopted the following resolution certifying conformance with the Virginia Freedom of Information Act.

WHEREAS, the Board of Supervisors of Pulaski County, Virginia, has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law.

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NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Pulaski County, Virginia hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

Voting yes: Mr. Sheffey, Mr. Hale, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook

Action Items

On the motion of Mr. Conner, seconded by Mr. Hale and carried, the Board approved the following appointments:

Personnel:

Appointments

1. Board of Zoning Appeals Alternate

Staff was requested to solicit interest via a news release and the county's public access channel and forward names to the Board for review at the November 24 Board meeting.

2. New River Valley Juvenile Detention Home

The Board reappointed Chris Stafford to the New River Valley Juvenile Detention Home for a term to be determined by the Home.

3. Jamestown 2007 Celebration Committee

County staff was requested to solicit for interested citizens to serve on the committee through newspaper articles and the county's public television access channel and provide an update to the Board at its November 24 Board meeting.

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4. Nomination to Board of Equalization

The Board suggested asking Maynard Sayers, Bill Kegley and Jeff Reeves to consider appointment.

5. New River Community Action

The Board directed staff to contact Reverend Jeff Kackley, First Presbyterian Church, to determine his interest in serving on the Community Action Board.

Voting yes: Mr. Sheffey, Mr. Hale,
Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook

12. Adjournment

On a motion by Mr. Hale, seconded by Mr. Conner and carried, the Board of Supervisors adjourned to reconvene on Monday, November 24, 2003, at 7:00 p.m. at the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

Voting yes: Mr. Hale, Mr. Sheffey, Mr. Conner.

Voting no: none.

Not present: Dr. Fariss, Mr. Cook.

Joseph L. Sheffey, Chairman

Peter M. Huber, County Administrator