

**BOARD AGENDA
PULASKI COUNTY
BOARD OF SUPERVISORS**

**Regular Meeting
Monday, Nov. 22, 2010
6:00 p.m. – Closed Session
7:00 p.m. – Regular Mtg.**

Follow-up Agenda

| ACTION ITEM | KEY STAFF |
|--|---------------------|
| 1. <u>Closed Session – 2.2-3711.A.1.3.5.7</u> | |
| 2. <u>Moment of Silence in Honor of Ronnie Hamblin and Earl Hoback and Invocation</u> (Board commended Tom McCarthy as having been recognized as the recipient of the statewide Virginia Community College Board member exemplary service award) | |
| 3. <u>Recognitions</u> | |
| 4. <u>Additions to Agenda</u> (Approved resolution encouraging state legislators to consider providing bonus for constitutional officers as is being done for state employees – Send letter and resolution to Governor, General Assembly and other localities) | Mr. Huber |
| (Mr. Huber described grant received from State Department of Historic Resources (DHR) for replacement of County Administration Building (CAB) windows, as well as options available to meet criteria of DHR, including the development of a mitigation plan, or the replacement of windows to original fashion – Board approved staff proceeding with looking at all options for developing historically correct window replacement of CAB windows, as well as engaging the New River Valley Planning District Commission at a cost of \$12,000 to develop mitigation plan to allow for installation of non-historic window replacement in CAB, with display to be showcased in existing CAB exhibits in front of CAB) | Mr. Huber/Mr. Coake |

5. Public Hearings:

- a. Petition by Cityswitch, LLC for Special Use Permits (SUP), on property owned by Norfolk & Western Railway Company (now known as Norfolk Southern Corp.), located near the intersection of Old Route 11, (Rt. 11), and Hedge Ln., (Rt. 629), for setback variance from any off-site residential structure, (Ingles District).
(Public hearing Shawn explained – Comments were heard from Mike Pace, Robert Strenz and Dave Dobbins in support of the applicant’s request – Staff noted Planning Commission recommended approval – Motion and second to deny request failed on 3-2 vote – Motion to approve request approved by board as recommended by Planning Commission – Notify applicant) Ms. Wright
- b. Petition by Gary E. Mallery to rezone 37.53 acres located west of Case Knife Rd. (Rt. 758) from Residential (R1) to Agricultural (A1) and revise the Pulaski County Comprehensive Plan Future Land Use Map. (080-001-0000-0116; 080-001-0000-116F), (Robinson District).
(Public hearing held – Staff noted Planning Commission recommended approval – Board approved revision to comprehensive plan, as well as rezoning request – Notify applicant) Ms. Wright
- c. Petition by United Auto Workers Union Local 2069 to rezone 5.25 acres located at 5110 Cougar Trail Rd., (Rt. 643), from Agricultural (A1) to Industrial (I1) and revise the Pulaski County Comprehensive Plan – Future Land Use Map. (065-002-0000-0011), (Draper District).
(Public hearing held – Staff noted Planning Commission recommended approval – Mike Spraker spoke in favor of the request - Board approved revision to comprehensive plan, as well as rezoning request – Notify applicant) Ms. Wright
- c. Petition by County of Pulaski to revise allowed by-right uses in the Residential (R1) District of the Pulaski County Zoning Ordinance related to schools.
(Staff requested Board delay action to allow staff additional time to consider best possible

use of existing vacant school properties –
Board opened floor for citizen comments - No
comments – Board delayed action to December
meeting – Re-advertise public hearing and
place on December agenda)

Mr. Utt/Ms. Taylor

Ms. Wright
Ms. Hanks

- d. Ordinance establishing authorizations and procedures for curtailing water use during drought conditions.
(Board expressed concern that the ordinance was written for circumstances related only to drought conditions – Board approved ordinance subject to adding language including the word “emergency” along with “drought” in describing conditions warranting the curtailing of water usage)

Ms. Hanks

6. Citizen Comments

- Presentation by NRV Community Services Board
(Dr. Harvey Barker distributed information to the Board describing services provided by New River Valley Community Services, including information relative to grants applied for and received, as well as an update on the management of the Fairview Home Board - Comments were heard from Michelle Crowder, Linda Crockett and Lisa Gibson expressing appreciation to the Community Services Board CSB for the support and services provided to them personally – Mr. Hiss described the initiative by the CSB in partnering with agencies to provide innovative ways to reach the community – Dr. Barker described recent reductions in state funding to the CSB and affects on services provided by the CSB)

(Mr. Andy McCready spoke regarding the boundary adjustment currently being discussed by Town of Pulaski and expressed opposition to any action by the Town and County to incorporate the Wurno community into the town limits)

7. Highway Matters:

a. Follow-up from Previous Board meeting:

1. Review of Highway Matters Section of Key Activity Timetable (KAT)

(Mr. Clarke advised efforts were underway by VDOT for providing brush cutting on Hazel Hollow and other areas of the county, patching of potholes and installation of various signage requests – Mr. Sheffey thanked VDOT for replacing “tractor crossing” signage, noting signage continued to be removed by vandals)

2. Revenue Sharing – Granting of Signature Authority

(Authorized blanket approval for County Administrator to serve as “signatory authority” for all documents related to Revenue Sharing funds)

Mr. Huber

b. Resolution Requesting Maintenance of a Takeout Point at Route 114

(Staff described efforts related to a request to VDOT for maintenance of a take out point on either the Pulaski or Montgomery side of the river – Mr. Clarke advised VDOT owned right-of-way – Mr. Akers requested consideration to moving boundary signs on bridge to allow for better understanding of boundary by emergency services & policing authority – Mr. Huber suggested consideration by VDOT to moving both Pulaski and Montgomery signage to the far sides of each lane to reflect services to be provided by both governmental entities – VDOT to review request and provide update at future meeting - Place on KAT)

VDOT
Ms. Hanks

(Board approved resolution requesting maintenance of a take out point on either the Pulaski or Montgomery side of the river)

c. Condition of Low Water Bridge (Rt. 602) Dry Branch Road

(Mr. Sheffey provided details re: a request from Ray Singleton regarding caving in of bridge in Dry Branch area, noting right side of bridge is worse than left side – VDOT to review – Place on KAT)

VDOT
Ms. Hanks

d. Citizen Comments

(Mr. Thomas Pifer requested 25 mph speed limit posting on Borman Street, noting lack of postings resulted in delay in his development of a subdivision – Mr. Clarke advised VDOT was taking appropriate steps in conducting speed study – Mr. Sheffey confirmed speed limits cannot be posted by county without proper approvals by VDOT – Mr. Clarke advised all information had been sent to the VDOT engineering department – Place update on KAT)

Ms. Hanks

(Mr. Clarke advised of a request for moving of a stop sign from Borman Drive to Mitchell Drive, noting the limited numbers of houses on Mitchell Drive – Mr. Clarke advised if stop signage is relocated, appropriate signage indicating change in traffic pattern would be erected – VDOT to review and provide update to Board at future meeting – Place on KAT)

VDOT
Ms. Hanks

e. Board of Supervisors Comments

(Mr. Akers advised of overhanging of brush on roads in Allisonia – VDOT to review)

VDOT

(Mr. Akers expressed concern over citizens being told to call Board members when signage throughout the county has been knocked down and indicated his desire for VDOT staff to take initiative to take steps to correct fallen signage, as well as provide brush cutting when needed)

(Mr. Conner questioned if VDOT had provided any recent improvements to the water runoff on Little Creek- Mr. Clarke advised no work had been done recently by VDOT, but would review the matter)

VDOT

(Mr. Bopp advised of positive comments received from citizens regarding improvements to double bridges in Robinson District)

(Mr. Pratt expressed concern over the need for VDOT to cut bushes along Route 11, between Drapers Mountain and I-81, indicating bushes are overtaking sides of roadways – VDOT to review)

VDOT

(Mr. Sheffey advised of a pothole upon turning on to Route 1220, Meadowview Drive, next to the 25 mph signage – VDOT to review)

VDOT

(Mr. Sheffey advised of continued road breakage and potholes on road leading to Cloyd's Mountain Landfill – VDOT to review)

VDOT

(Mr. Sheffey inquired as to status of taking bids for Rt. 114 – Mr. Clarke advised bids had been received and was expected to be awarded within scheduled timeframe)

8. Treasurer's Report

(Ms. Worrell described procedures for Treasurer's staff in taking payments across the counter with no fees, as well as fees associated with payments made on line or by phone through Paymentus, as well as described the fees by Paymentus – Ms. Worrell noted citizens can visit the county's web site to view fee schedule – Ms. Worrell described steps taken to destroy records through the retention policy, as well as provided a listing of records destroyed - Ms. Worrell presented the monthly trial balance report)

9. Reports from the County Administrator & Staff:

a. Appointments:

1. Library Board

(Reappointed Martha Jackson for a term ending December 31, 2014 – Notify Ms. Jackson – Staff noted one additional vacancy exists on January 1, 2011 due to Mr. Danny Collins desiring to not be reappointed when term expired on December 31, 2010 – Modify appointment list to reflect new term of Ms. Jackson – Contact Nina McNeil to determine interest in

- filling upcoming vacancy - Place update on December Board agenda) Ms. Hanks
2. Western Virginia EMS Council, Inc.
(Reappointed Joe Trigg for additional term, further, notify Western Va. EMS Council the appointee from Pulaski County to the EMS Council would continue to be the current REMSI director - Modify appointment list) Ms. Hanks
 3. Clean Community Council
(Reappointed Teresa Sweeny, Mike Campbell and Polly Mitchell for an addition term – Notify appointees and modify appointment list to reflect new terms of appointees) Ms. Wright
 4. Telecommunication Committee
(Appointed Rebecca Scheckler – Notify Ms. Scheckler and modify appointment list to reflect term) Ms. Safewright
- b. Key Activity Timetable
(Reviewed)
10. Items of Consent
- a. Approval of Minutes of October 25, 2010
(Approved – Copy and index into minute book) Ms. Hanks
 - b. Accounts Payable
(Approved) Ms. Spence
 - d. Interoffice Transfers & Appropriations
(Approved transfers and appropriations/budget adjustments) Ms. Newby
 - Cleanup Efforts
(Approved appropriating \$46,500 from contingency for continuing efforts to demolish buildings) Mr. Utt/Ms. Newby
 - d. Ratification and/or Approval of Contracts, Change Orders & Agreements, Etc.
 1. Acceptance of Litter Prevention Grant
(Accepted grant award of \$11,955 by DEQ)

2. State Legislative Listing
(Ratified listing sent to Delegate
Crockett-Stark) Mr. Huber
- e. Personnel Changes
(Reviewed)
- f. Personnel Policy Revision
(Approved amendment to personnel policy
allowing approval by the county administrator
for the carry over of annual leave accrual
on December 31st of each year above the
maximum rate in situations where unexpected
departmental vacancies make it difficult
for remaining employees to take time off –
Amend policy) Mr. Hiss
- g. Advertisement of a Public Hearing on
Ordinance to allow for certain Veterans to be
exempted from Real Estate Taxes as allowed
by recent Constitution Amendment
(Approved advertising public hearing for
consideration of an ordinance allowing for
exemption from real estate taxes by certain
veterans – Provide appropriate language
for advertisement – Advertise for December 20
public hearing) Mr. McCarthy
Ms. Wright
- h. Resolution in Support of the Proposed
Extension of the New River Trail
(Approved resolution to allow for applying
for funding in the FY 2011-2012 fiscal year) Mr. Utt
11. Citizen Comments
(Mr. Angela Clevinger requested clarification that the
approval by the Board of the budget adjustments
under the "Items of Consent" portion of the agenda
included the one time \$300 bonus for school employees –
Mr. Sheffey confirmed Ms. Clevinger's understanding)
12. Other Matters from Supervisors
(Mr. Sheffey requested, and the Board approved, sending
of a "congratulatory" letter to new Congressman
Morgan Griffith, along with a request that a
Congressional office be maintained by Congressman
Griffith in Pulaski County) Mr. Hiss

(Mr. Sheffey requested, and the Board approved, sending a letter expressing appreciation and thanks to outgoing Congressman Rick Boucher for his service, as well as highlighting the various projects spearheaded by Congressman Boucher throughout his years of service)

Mr. Hiss

(Mr. Sheffey requested, and the Board approved, sending a letter to PCHS Football Coach Todd Jones commending him on his accomplishments during this year's football season, and the recognition by players of help from others cite "Excellence", "Pride" and "Vision", with copies to be sent to Mark Hanks, PCHS Athletic Director, and Robert Becker, School Superintendent)

Mr. Hiss

(Mr. Sheffey reminded the press in attendance of the next gathering of Board members where a quorum would be present was to be at the county employee Christmas breakfast to be held on Friday, December 3 at 7:00 a.m. in the Central Gym)

13. Adjournment
(Adjourned to next regular meeting on December 20th)

Administration

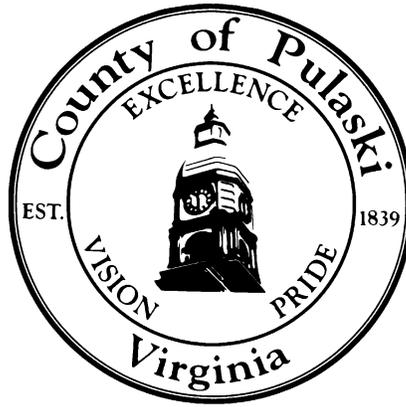
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November 15, 2010

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:

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

1. Library Board - The terms of Danny Collins and Martha Jackson will expire on December 31, 2010. Mr. Collins advises he does not wish to be reappointed due to time constraints. Ms. Jackson is eligible for reappointment for an additional four-year term ending December 31, 2014.
2. Western Virginia EMS Council, Inc. - The term of Joe Trigg will expire on January 31, 2011. Mr. Trigg is eligible for reappointment.
3. Clean Community Council – The terms for the following individuals serving on the Clean Community Council will expire as noted. All are eligible for reappointment for an additional three year term: Teresa Sweeney - January 4, 2011; Mike Campbell January 6, 2011; and Polly Mitchell January 6, 2011.

4. Telecommunications Committee – Rebecca Scheckler, an Educational Technologist at RU called with an interest in serving on the Telecommunications Committee. She said that she works directly with faculty and staff requiring telecommunication services, is very knowledgeable and would like to assist in any way that she could in bringing more affordable and better internet services to the county. She lives at 3050 Hawks Nest Lane, Draper. This committee does not have a maximum number nor an allocation by district; thus, appointment is recommended.

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:

- Gresham Elementary School – The Board had previously approved transferring this property to the IDA for reuse for economic development purposes. However, I would like to review the following terms for concurrence by the Board of Supervisors: Sale to Drewco at a price of \$10,000 for the building and parking lot (0.6 acres), with a commitment to employ 33 persons in the facility and agreement to make the restrooms available for community use. Mr. Jim Eigers plans to use the building as a training center for recently mandated asbestos and lead based paint certifications for anyone involved in the construction trades. The recommended sale would be as is with the understanding that there is significant damage to the building due to frozen water pipes and that it would be the buyer's responsibility to address asbestos and lead based paint issues.

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 Window - As discussed at the October Board Meeting's Closed Session, the company is a manufacturer of vinyl clad windows and represents a \$2,000,000 to \$3,000,000 investment and 100 employees. ***Enclosed*** is a Hoover's report on the company. The company is interested in the Lumbee building and staff was asked to begin negotiations with the building owner for the County IDA to purchase and lease back to the company (since the current owner has no interest in leasing and the prospect has no interest in owning).

The building is currently on the market for \$2,600,000 and the tax assessment is \$2,657,200. The building owner, through his real estate agent, hinted that he would be willing to take what he bought the building for (\$2,250,000 in 2005) and cut his losses (he has invested around

\$600,000 in building up-fits and parking expansions). Staff began the negotiations at \$1,500,000 cash to close in 30 days.

As of last week, we have a signed commitment from the building owner to sell the building to the County IDA for \$1,800,000 contingent on closing on the purchase before December 30th, 2010. It is recommended that the building be purchased using reserve funds.

Lease payments from the company will allow the County to make a 5% return on this investment over the 15 year lease period. The industry has agreed to lease terms that would ultimately pay the County/IDA approximately \$2,560,000. The industry has made a commitment to locating in Pulaski County and would like to be able to have an official announcement as soon as the building is purchased.

A tour of the building is being scheduled for Monday, November 22nd for members of the Board of Supervisors and IDA. As soon as the time is set, we will let everyone know.

- Project Fractionate - This company converts wood pulp into usable energy products. The firm has provided the following project summary:

Company History: Startup 18 months ago, in that time have progressed from .1KG/day of biomass to 3 tons/day of biomass. Funded by leading venture capital firm Kleiner Perkins with an experienced management team developing and commercializing revolutionary technology.

Industry Conditions/Problems: Current biomass deconstruction companies, largely using enzymatic processes, have very slow reaction times which cause very high capital expenses and also use expensive consumables like enzymes. Sriya's processes are orders of magnitude faster than enzymatic processes (Sriya can do in 1.5 minutes what enzymes take 5 days to do) and uses no consumables in the process enabling Sriya to have the lowest capital and operating expenses in the industry

Geographically, where does the company do business? Current headquarters and pilot operation are in Georgia.

Raw Materials: Type: Any lignocellulosic biomass, preferred feedstock is hardwood chips; small number of other inputs into process

Geographic Source: Feedstock must be secured locally to be economical

The prospect project would represent a \$150 million investment employing 50 individuals at an average of \$40,000 annually or about \$19 per hour. They are interested in the ShaeDawn Park site due to its rail spur connection, which is vital to their operation.

The company's investment and the need for rail qualify for a \$3,000,000 cash grant through the Commonwealth of Virginia's payments from the Federal Stimulus Program. However, in order to receive those funds, a commitment must be made by the Company to Virginia by the end of the calendar year. In addition, the Commonwealth is also proposing a \$1,000,000 cash grant from the Governor's Opportunity Fund for this project.

The ShaeDawn Park site and a site in the Martinsville/Henry County area are the two finalist sites in Virginia. However, Pulaski County is at a disadvantage because of the potential use of Tobacco Commission funds for the Martinsville/Henry County site. In an effort to remain competitive without exposing the County to undue risks from a new technology, we are recommending a commitment to use any county incentives to build the company a building on 50 acres of the Shae Dawn Industrial site.

- Project Verde - This project represents a food processing facility with a \$50,000,000+ investment and employing 289 persons initially with an expectation that the near future (3 to 5 years) would grow to a \$133,000,000 investment employing just over 700 persons.

While the company has short-listed the TMD building, amount of brake dust that still remains in the facility is a significant challenge to its reuse for food processing purposes. Shawn has been obtaining quotes on different levels of cleaning the building, including (1) basic sweeping/floor scrubbing in the warehouse/manufacturing area and fully cleaning of the office space (floor stripping/waxing, bathroom scrubbing, etc) - \$10,000; (2) blowing all dust from rafters and other areas along the ceiling, cleaning the walls and everything listed in item (1), and (3) steam cleaning the entire facility in addition to everything listed in item (2) - \$500,000.

Staff recommends that IDA provide the building/site at no cost in addition to an initial cash grant of \$2,000,000 (the annual estimated tax revenues are approximately \$365,000 with the initial project and could reach \$1,120,000 if the expanded project occurs). Currently James Hardie's use of the building is on a month-to-month basis with a 90-day notice required of either the IDA or the Company.

- Project Fish - A Norwegian company has approached the owners of Warden Spring (Jeff and Susan Bain) about a potential location of a fish farm. The spring is very attractive because it provides a natural source of water with a very minor need for treatment. The company primarily grows salmon for Whole Foods Market company and is looking to build a 200,000 square foot facility to house the 20 to 25 water tanks, which stand 18 feet tall as well as a 90,000 square foot facility to process the fish for shipment. The location of these facilities is yet to be decided with the 2 main options being on the Bain property, below the spring (to allow

for a gravity fed system) or the property adjacent to James Hardie (which would require a pumping system). Investment levels have not been provided, nor have employment levels. Any additional information will be included in the weekly update.

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

PMH/gh

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.

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

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

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:

- Gresham Elementary School

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 Window
- Project Fractionate
- Project Verde
- Project Fish

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

Administration

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November 15, 2010

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

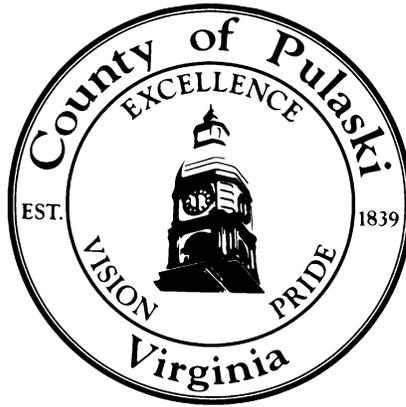
SUBJECT: **Recognitions**

As is tradition, no employees are recognized at the November Board meeting due to the employee Christmas breakfast being held on December 3rd. The next recognition of Featured Employees will be at the December Board meeting.

/gh

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November 15, 2010

TO: Board of Supervisors
FROM: Peter M. Huber, County Administrator
SUBJECT: Public Hearings

Public hearings have been scheduled for the Board meeting as follows:

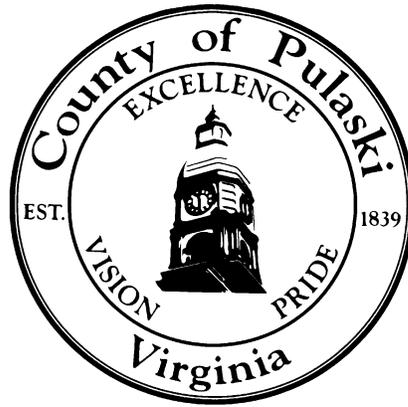
- a. Petition by Cityswitch, LLC for Special Use Permits (SUP), on property owned by Norfolk & Western Railway Company (now known as Norfolk Southern Corp.), located near the intersection of Old Route 11, (Rt. 11), and Hedge Ln., (Rt. 629), for setback variance from any off-site residential structure, (Ingles District).- A public hearing has been scheduled to consider the above special use permit. The Planning Commission and staff recommend approval as described on the ***enclosed*** information.
- b. Petition by Gary E. Mallery to rezone 37.53 acres located west of Case Kinfe Rd. (Rt. 758) from Residential (R1) to Agricultural (A1) and revise the Pulaski County Comprehensive Plan – Future Land Use Map. (080-001-0000-0116; 080-001-0000-116F), (Robinson District). - A public hearing has been scheduled to consider the above request. The Planning Commission and staff recommend approval as described on the ***enclosed*** information.
- c. Petition by United Auto Workers Union Local 2069 to rezone 5.25 acres located at 5110 Cougar Trail Rd., (Rt. 643), from Agricultural (A1) to Industrial (I1) and revise the Pulaski County Comprehensive Plan – Future Land Use Map. (065-002-0000-0011), (Draper District). - A public hearing has been scheduled to consider the above request. The Planning Commission and staff recommend approval as described on the ***enclosed*** information.
- d. Petition by County of Pulaski to revise allowed by-right uses in the Residential (R1) District of the Pulaski County Zoning Ordinance related to schools. - A public hearing has been scheduled to consider the revision to the zoning ordinance. The Planning Commission and staff recommend approval as described on the ***enclosed*** information.

- e. Ordinance establishing authorizations and procedures for curtailing water use during drought conditions. – A public hearing has been scheduled to consider adoption of the ***enclosed*** drought ordinance and a resolution.

PMH/gh

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November 15, 2010

TO: Board of Supervisors
FROM: Peter M. Huber, County Administrator
SUBJECT: **Highway Matters**

- a. Follow-up from Previous Board meeting:
 1. Review of Highway Matters Section of Key Activity Timetable (KAT) – Mr. Clark may have an update to provide at the meeting.
 2. Revenue Sharing Project – Granting of Signature Authority – In order for VDOT to proceed with the 2011 Revenue Sharing Project, approval is needed by the Board granting “signature authority” to me in signing all documents associated with the project.
- b. Resolution Requesting Maintenance of a Takeout Point at Route 114- Consideration to adoption of a resolution requesting maintenance of a take out point on either the Pulaski or Montgomery side of the river is requested.
- c. Condition of Low Water Bridge Parrott River Road (Rt 600) – Joe Sheffey had received a complaint regarding the condition of this bridge.

/gh

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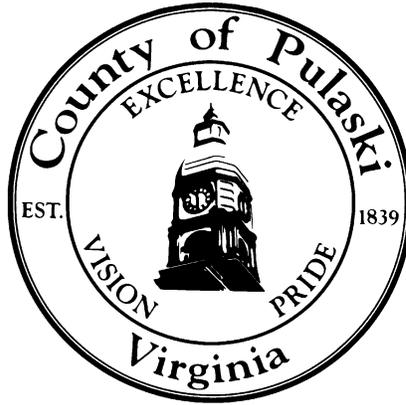
SUBJECT: **Reports from County Administrator and Staff**

- a. Appointments - See Closed Session memo for details regarding the following appointments:
1. Library Board
 2. Western Virginia EMS Council, Inc.
 3. Clean Community Council
 4. Telecommunications Committee
- b. Key Activity Timetable – Review of the ***enclosed*** Key Activity Timetable is requested.

PMH/gh

Administration

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November 15, 2010

TO: Board of Supervisors
FROM: Peter M. Huber, County Administrator
SUBJECT: **Items of Consent**

- a. Approval of Minutes of October 25, 2010 meeting – Approval of the ***enclosed*** minutes are recommended. Please let Gena know of any changes and corrections and they will be included in the November 19th weekly update.
- b. Accounts Payable – A listing of accounts payable will be presented in the weekly update.
- c. Interoffice Transfers and Appropriations – Approval of the ***enclosed*** budget adjustments is requested. A copy of the interoffice transfers will be provided in the weekly update.
 - Cleanup Efforts – To date, we have spent \$17,692.96 since July 1, 2010 for property cleanup efforts, all of which is secured by liens on specific properties. The current budget anticipated an expenditure of \$3,500 and Shawn anticipates that continuing to demolish buildings at our current rate may result in expenditures of over \$50,000. In order for the program to continue at its current pace, I recommend the Board appropriate \$46,500 in additional funding from contingency.
- d. Ratification and/or Approval of Contracts, Change Orders & Agreements, Etc. -
 1. Acceptance of Litter Prevention Grant – Acceptance of the grant award of \$11,955 by DEQ for the county and town litter prevention and recycling program is requested.
 2. State Legislative Listing – ***Enclosed*** is a legislative listing for consideration by the Board. Delegate Crockett-Stark had requested that this listing be provided to her by November 19th. Thus, I would much appreciate comments or suggestions prior to noon on November 19th, with ratification of the revised listing to be considered by the Board at the meeting on the 22nd.

- e. Personnel Changes – **Enclosed** is an update from Ms. Spence of recent personnel changes.
- f. Personnel Policy Revision - Staff shortages at the administration building and the water treatment plant are making it difficult for employees to take their vacation days before the December 31 cut off for maximum allowable carryover. The following is an excerpt from the County’s personnel policy addressing the loss of unused vacation time with changes highlighted that I would like to recommend for consideration by the Board at the November meeting.

E1. ANNUAL LEAVE POLICY

All full-time permanent employees of the County of Pulaski shall be granted annual leave by the County as follows:

ANNUAL LEAVE SCHEDULE

| <u>Years of Service</u> | <u>Days Earned per month</u> | <u>Days Earned per year</u> | <u>Maximum Accumulation</u> |
|-------------------------|------------------------------|-----------------------------|-----------------------------|
| 1-5 | 1 | 12 | 24 days |
| 6-10 | 1 ¼ | 15 | 30 days |
| 11-19 | 1 ½ | 18 | 36 days |
| 20 & over | 1 ¾ | 21 | 42 days |

Employees on vacation leave shall be paid their prevailing wage based on the prevailing scheduled work week. Annual leave is earned only upon completion of a full calendar month of employment.

Vacation leave schedule shall be planned by department heads so as to obviate the need for temporary increase in personnel.

Except in cases of illness or emergency, annual leave must be approved at least 24-hours in advance of taking time off. Unless there is an emergency involving the wellbeing of the employee or immediate family, employees should contact their supervisors at least one hour prior to the start of the workday if they anticipate utilizing sick leave.

Upon separation or retirement a full-time employee shall be paid for all accrued annual leave, not to exceed above maximums. In the event of death of the employee, the employee’s estate will be paid for accumulated annual leave.

Annual leave accrued above the maximum rate above, are lost by the employee if not used by December 31st of each year **unless specifically approved by the County Administrator in situations where unexpected departmental vacancies make it difficult for remaining employees to take time off.**

Permanent part-time employees who work at least 20 hours per week shall be entitled to annual leave on a pro-rate basis.

- g. Advertisement of a public hearing on an ordinance to allow for certain Veterans to be exempted from Real Estate Taxes as allowed by recent Constitution Amendment - The recently approved Constitutional Amendment allows localities to exempt certain veterans from paying real estate taxes, if desired by the Board, the county would have to advertise and pass an ordinance allowing for this exemption. The following is an excerpt of the constitutional amendment which will become effective January 1, 2011:

Notwithstanding the provisions of Section 6, the General Assembly by the general law, and within the restrictions and conditions prescribed therein, shall exempt from taxation the real property, including the joint real property of husband and wife, of any veteran who has been determined by the United States Department of Veterans Affairs or its successor agency pursuant to federal law to have a **one hundred (100%) service connected, permanent, and total disability and who occupies the real property as his or her principal place of residence.** The General Assembly shall also provide this exemption from taxation for real property owned by the surviving spouse of a veteran who was eligible for the exemption provided in this section, so long as the surviving spouse does not remarry and continue to occupy the real property as his or her principal place of residence.

- h. Resolution in Support of the Proposed Extension of the New River Trail – A new requirement of the Trail Extension program is that the "Resolution" has to be renewed yearly. Thus, approval of the ***enclosed*** resolution is recommended in order to apply for funding in the FY2011-12 fiscal year.

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