

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

At a regular meeting of the Pulaski County Board of Supervisors held on Monday, April 27, 2015 beginning with a Closed Session at 5:30 p.m. in the Board Room of the County Administration Building, 143 Third Street in the Town of Pulaski, the following members were present: Joseph L. Sheffey, Chairman; Charles Bopp, Vice-Chairman; Andy McCready; Ranny O'Dell; and Dean Pratt. Staff members present included: Peter Huber, County Administrator; and Karen Thompson, Assistant County Administrator. Joining the regular session at 7:00 p.m. were Gena Hanks, Clerk to the Board; Diane Newby, Finance Director; Danny Wilson, Zoning Administrator; and Jared Linkous, County Engineer.

1. Closed Session – 2.2-3711.A.1.3.5.7

Chairman Sheffey called the meeting to order and advised a Closed Session would need to be held as follows:

A Closed Session 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.

On a motion by Mr. Bopp, seconded by Mr. Pratt and carried, the Board of Supervisors entered a 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
- Community Development Restructuring

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:

- ShaeDawn Road/Trail Option
- Former Sheriff's Office/Jail Use
- Loving Field

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 Pellet

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. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.

Voting no: None.

Return to Regular Session

On a motion by Mr. O'Dell, seconded by Mr. Bopp and carried, the Board returned to regular session.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.

Voting no: None.

Certification of Conformance with Virginia Freedom of Information Act

On a motion by Mr. Bopp, seconded by Mr. McCready 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.

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. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp,
Mr. Pratt.

Voting no: None.

Mr. Sheffey described the purpose of the Closed Session and action needed to return to open session.

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

2. Welcome, Pledge and InvocationA. Welcome

Mr. Sheffey welcomed those in attendance at the Board meeting.

Mr. Sheffey advised of the passing of Basil Scott, a long-standing member of the Planning Commission and Pulaski County resident. Mr. Sheffey called for a moment of silence in remembrance of Mr. Scott.

B. Pledge of Allegiance

Supervisor O'Dell led the Pledge of Allegiance.

C. Invocation

Bishop David Hoover, Pulaski Christian Church, led the Invocation.

3. Presentations and Recognitions - Featured Department

Dr. Molly O'Dell, Regional Director, New River Health District, provided details regarding the services provided by the Health Department, including the number of patients, visits, etc. treated each year as a result of communicable disease services, child health services, maternal health services, family planning services, etc.

Dr. O'Dell cited State Code Section 32.1-30 which describes requirements for localities in establishing and maintaining a local health department. Dr. O'Dell also described the Joint Legislative Audit and Review Committee (JLARC) formula. Dr. O'Dell provided details related to the 29% increase in requested funds from Pulaski County, as well as a summary of the status of surrounding localities funding.

Mr. McCready described state, local and federal funding sources for the New River Health District and expressed concern that Pulaski County citizens were being doubly taxed.

Dr. O'Dell described the local match required for state dollars. Dr. O'Dell also described the staffing levels at the New River Health District offices.

Board members discussed: charges for use of Health Department services by the inmates in the local jail; services provided by the environmental health, including restaurant inspections; funding formula; and concerns over potential for some localities not paying fair share.

Dr. O'Dell offered to provide funding formula, as well as listing of localities providing funding to the New River Health District.

4. Additions to Agenda

There were no additional agenda items.

5. Public Hearings

There were no public hearings.

6. Presentations and Citizen Comments

A. Citizen Comments related to items on agenda

Mr. Sheffey explained the purpose of this first "Citizen Comments" section was to allow citizens to speak to any item on the current agenda only, as well as to allow those agencies funded by the Board of Supervisors an opportunity to speak.

There were no citizen comments.

B. Response to Comment Regarding Use of County Vehicle on a Sunday

Mr. Huber advised at the March 23, 2015 Board meeting a citizen had questioned the purpose of a "County vehicle" being used on a weekend, specifically advising of having observed vehicle hauling hay. Mr. Huber advised the citizen had followed up by notifying the County that the vehicle in question was not a County vehicle, but rather a state vehicle that was hauling hay from Bland County to Virginia Tech. Mr. Huber advised that it is not unusual for County vehicles to be used on weekends for the purpose of providing trash service to James Hardie and/or working inmates.

C. Presentation of FY 14 Audit by Robinson, Farmer, Cox Associates

Deanna Cox, Robinson, Farmer, Cox Associates provided a formal presentation of the FY 14 Pulaski County audit. Ms. Cox advised the County had received an "unmodified opinion" which, if equated to a report card, would be an "A". Ms. Cox summarized the FY 14 audit and described reporting procedures, and new requirements being implemented. Ms. Cox thanked County staff for the assistance in providing information for the FY 14 audit.

Mr. Sheffey thanked Ms. Cox, as well as County staff for the work resulting in the FY 14 audit. Mr. Huber also advised that input was provided by the Treasurer and Commissioner of the Revenue.

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

Staff was requested to have the FY 14 audit posted on the County's web site. Ms. Cox was requested to send the formal presentation in PDF.

On a motion by Mr. McCreedy, seconded by Mr. O'Dell and carried, the Board formally accepted the FY 14 audit, as presented by Robinson, Farmer, Cox Associates.

Voting yes: Mr. McCreedy, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.
Voting no: None.

D. Presentation by Agencies Funded by Board

There were no presentations.

7. Highway Matters:

A. Follow-up from previous Board meetings:

- Review of Highway Matters Section of Key Activity Timetable

Mr. Clarke reported VDOT continued to address brush cutting and pothole issues, including addressing issues on Lowman's Ferry Road, McFall Hollow, and Irish Mountain Road and Mount Olivet.

Mr. Clarke advised VDOT was currently working on F047, Kirby Road.

Mr. Clarke advised work had started on Rock Creek Road, starting off with pipe replacement.

B. Six-Year Plan Approval

Mr. Clarke advised that VDOT staff had met with the County's Road Viewing Committee (Supervisors O'Dell and Pratt) and reviewed the roads listed on the Six-Year Plan. Mr. Clarke described status/plans for each road listed on the Six-Year Plan, noting work on Rock Creek Road and Depot Road are scheduled to start this summer (2015) and Case Knife Road in the summer of 2016.

Mr. Clarke also advised the telecommunication fee is the only fee that can be spent on maintenance in the secondary system.

On a motion by Mr. O'Dell, seconded by Mr. Pratt and carried, the Board approved the following resolution accepting the Six Year Plan as presented:

RESOLUTION

WHEREAS, Sections 33.2-331 and 33.2-364 of the 2014 Code of Virginia provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan, and

WHEREAS, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures and participated in a public hearing on the proposed Plan (2015/16 through 2020/21) as well as the Construction Priority List and Construction Budget (2015/16) on February 23, 2015 after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List,

NOW, THEREFORE, BE IT RESOLVED that since said Plan appears to be in the best interests of the Secondary Road System in Pulaski County and of the Citizens residing on the Secondary System, said Secondary Six-Year Plan (2015/16 through 2020/21) and Construction Priority List and Construction Budget (2015/16) are hereby approved as presented at the public hearing and in the following priority order:

- Route 693 Lead Mine Road spot improvements
- Route 693 Julia Simpkins Road spot improvements
- Route 755 Depot Road surface treat unpaved road
- Route 764 Rock Creek Road hard surface unpaved road
- Route 758 Case Knife Road hard surface unpaved road
- Route 708 Bethel Church Road hard surface unpaved road
- Route 729 Wilson Grove Road hard surface unpaved road
- Route 609 Boyd Road hard surface unpaved road

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.

Voting no: None.

Mr. Clarke advised of a public hearing regarding primary and Interstate road issues is scheduled by VDOT for Wednesday, April 29 at 6:00 p.m. at Northside High School at which time comments would be heard on the Six-Year Plan.

C. Rt. 100/Alexander Road Stop Light

Mr. Huber advised of a complaint regarding concerns over the traffic light at the Rt. 100/Alexander Road intersection, specifically, that the light goes through multiple cycles (as much as six) before allowing traffic to turn

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

left on to Alexander Road, resulting in traffic backing up on Rt. 100. Mr. Clarke introduced Elaine Bartkau of VDOT who advised the matter had been reviewed and it was determined that the cameras were likely not picking up some of the moving vehicles, or the camera was picking up a "shadow", when it was actually a vehicle and as a result, the timing of the light changes was affected. Ms. Bartkau advised that VDOT staff had performed testing and adjustments have been made to the signal timing to correct the issue. Mr. Sheffey requested the response be placed on the county's Facebook page, since Facebook is where the complaint was registered.

D. Belspring Drainage Issue

Board members reviewed comments from Brad Nester related to standing water on Belspring Road, approximately 130 feet before Rt. 779, Joyce Way. Mr. Clarke advised VDOT staff would review the drainage issue.

E. Norman Lane Improvements

Staff shared a request for grading and re-graveling on Norman Lane. Mr. Clarke advised if the road is not state maintained, VDOT cannot perform any work on the road.

F. Citizen Comments on Highway Matters

There were no citizen comments.

G. Board of Supervisors Comments

Mr. E. W. Harless expressed concern over the Rt. 100 - Cloyd's Mountain Road benching of slope and questioned who was responsible for addressing the issue. Mr. Harless advised of being told by former VDOT representatives that the matter would be addressed by contractors and inquired if VDOT would be responsible for providing funding to address the matter. Mr. Clarke advised VDOT could review the area and if it is determined to be routine maintenance work, funds could be used out of existing road funds.

Mr. McCready advised of a request to have Deertrot Lane paved. Mr. Clarke advised VDOT staff would review the matter.

Mr. McCready advised of having talked with Anthony Barnes of VDOT regarding the need for millings on the shoulder of Route 611 from the Town line back up to Miller Lane. Mr. McCready advised of the tremendous amount of truck traffic turning in and out of James Hardie and the difficulty of trucks staying on the road. Mr. Clarke advised VDOT staff would add the matter to VDOT's list for shoulder wedging.

Mr. McCready described shoulder issues at the intersection of stop light in Newbern. Mr. Clarke advised VDOT staff would review the matter.

Mr. O'Dell advised that the "park and ride" area at the intersection of Rt. 99 and F047 washes out during significant rainfall and requested consideration to paving. Mr. Clarke advised VDOT staff would review the matter.

Mr. O'Dell requested review of the area from F047 down to Rt. 611, specifically for repairs to potholes. Mr. Clarke advised VDOT staff would review the matter.

Mr. McCready inquired as to the plans for repairs to the Peak Creek bridge. Mr. Clarke advised the repairs are in VDOT's short range plan, but due to the complicated nature of performing the repairs and keeping the bridge open, the matter was being reviewed in depth by VDOT.

Mr. Bopp requested the brush cutter be used on Robinson Tract and Brookmont Road.

Mr. Pratt inquired as to the status of work to be done on McFall Hollow Road. Mr. O'Dell advised of having observed that paving had been done on the road. Mr. Clarke confirmed VDOT had paved the road.

Mr. Sheffey referenced the recent flooding in some of the lower lying areas of the County and inquired as to the status of any areas where flooding continued to exist. Mr. Clarke advised he was not aware of any existing drainage issues, but rather some gathering of debris which VDOT was addressing.

Mr. Clarke advised the brush cutting machine was in operation.

Mr. Sheffey requested VDOT review the edges of the road on Hazel Hollow Road, where breakage is occurring. Mr. Clarke advised VDOT staff would review the matter.

Mr. Sheffey requested VDOT review the road leading to the Cloyd's Mountain Landfill, specifically for areas where the sides of the road are breaking and the middle of the road needing repairs. Mr. Clarke advised VDOT staff would review the matter.

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

8. Treasurer's ReportA. Monthly Report from Treasurer

Ms. Worrell provided the monthly reports.

Ms. Worrell also provided a listing of the top five meals tax providers in the County, as requested by the Board at its previous meeting which was as follows: McDonald's Dublin; McDonald's Fairlawn; Fatz; Cookout; and Shoney's.

B. Real Estate Due Date Change

Ms. Worrell requested the Board extend the June 5 real estate due date to June 19, 2015 describing changes, new programming, and the amount of checking needing to be done before the information is sent to the printers. Ms. Worrell also summarized the State Code Section which requires giving the taxpayer 14 days to pay and the extended date would allow for meeting that requirement.

On a motion by Mr. O'Dell, seconded by Mr. Bopp and carried, the Board approved extending the due date for the real estate to June 19, 2015.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.
Voting no: None.

Mr. O'Dell inquired as to the status of collection of delinquent taxes. Ms. Worrell advised work was underway in putting together a list of delinquent taxes, as well as the issuing of DMV stop list, with plans to start the summoning process in the summer of 2015.

9. Reports from the County Administrator & Staff:A. Appointments

There was no action regarding appointments.

B. Four-Year Goals

Mr. Sheffey inquired regarding 3.4.3 and the need to change the staff name under the "Responsibility".

Mr. McCready inquired as to the status of item 2.3.2 related to Dublin Primary and if this property was tied to the Fall Prevention project. Mr. Huber advised the Fall Prevention Center would be located on the lot, but not on the tennis court.

Mr. Bopp inquired regarding 10.3.3.3 related to the relocation of the School Board offices to the CAB. Mr. Huber advised the next step is to put the project out for design and bid.

Mr. McCready spoke to the difficulty facing the Board as it relates to funding for the project.

C. Courtesy Ramp Below Claytor Dam

Mr. Huber described a proposal from AEP for a courtesy pier at the New River ramp below Claytor Lake and is requesting comments within 30 days of March 29, 2015. Mr. Huber described written comments proposed by Danny Wilson, Zoning Administrator, specifically describing a staff recommendation to not build the proposed new boat access.

Board members discussed concerns related to the potential affect of funding on other projects by AEP, including the FOCL cleanup takeout point.

On a motion by Mr. McCready, seconded by Mr. O'Dell and carried, the Board authorized staff sending AEP comments that the Pulaski County Board of Supervisors requests that AEP reconsider funding for the proposed ramp and direct funding towards the abutment upstream of the lighthouse bridge.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.
Voting no: None.

D. CDBG Pre-planning Grant Housing Study

Mr. Wilson advised that Pulaski County had received a \$5,000 CDBG pre-planning grant to perform a County-wide housing study to determine future planning grant, and ultimately a CDBG construction grant. Mr. Wilson advised the NRVPDC was contracted for \$5,000 to perform the study and a public hearing was held, with no citizens attending. Mr. Wilson also advised this was the first stage in making application for a grant.

Mr. Wilson advised of plans to provide the Board with a draft of the application at its May 18 regular meeting.

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

E. Joint Planning Commission/Board of Supervisors Meeting

Mr. Wilson confirmed that the Planning Commission had accepted the Board's invitation for a joint meeting to be held on Monday, May 11 at 5:00 p.m. in the IT Training Facility on Commerce Street, with the Board of Supervisors to meet at 6:30 for a budget work session.

F. Unified Development Ordinance Project Update

Mr. Wilson described work by County staff in updating the zoning and subdivision ordinances in an effort to create a concise set of documents that are shorter, easier to read, comply with all regulations, are user-friendly and that streamlines the process. Mr. Wilson advised five community meetings had been held, as well as presentations made to Rotary and the Friends of Claytor Lake, with two community meetings remaining. Mr. Wilson summarized various changes, noting all changes were compliant with state law and code.

G. Passenger Rail Station

Mr. Linkous described three potential sites for the possible location of a passenger rail station serving the region, should passenger rail become available in the New River Valley. Mr. Linkous advised of an effort to encourage citizens to take an online survey regarding passenger rail service to allow for gauging ridership expectations. Mr. Linkous also advised that the goal is to have passenger rail service in the NRV by 2020. Mr. Sheffey discussed Roanoke's capability related to passenger rail service.

H. Comprehensive Economic Development Strategy Projects

Mr. Huber described efforts by the New River Valley Planning District Commission to identify economic development projects for inclusion in the Comprehensive Economic Development Strategy for the New River Valley Region.

Mr. Sheffey inquired if staff had any recommendations on potential projects. Mr. Huber advised any potential projects would be forwarded to the Board.

Mr. McCready described the need for another "ready-to-work" shell building to be in the Corporate Center. Mr. McCready also suggested consideration to extending existing spur in the industrial park to Korona.

I. Dublin Elementary School Options

Mr. Huber advised engineering estimates for HVAC of the middle schools had not been received, recommending holding off on any action by the Board until those figures are received.

Mr. McCready inquired if a joint School Board/Board of Supervisors meeting had been scheduled. Ms. Hanks advised at the last joint meeting the two boards had requested that Mr. Huber and Dr. Brewster meet and schedule a meeting, following a meeting of the Joint Oversight Board.

Mr. McCready also inquired if a groundbreaking ceremony had been scheduled for the Dublin Elementary School construction. Mr. Huber advised staff would notify the Board when a date had been set by the School Board for a groundbreaking ceremony.

10. Items of Consent

On a motion by Mr. O'Dell, seconded by Mr. Bopp and carried, the Board approved the Items of Consent, as follows:

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.
Voting no: None.

A. Approval of Minutes of March 16 & 23, and April 6 and 9 (6:00 p.m. and 7:00 p.m.), 2015 Board meetings

The Board approved the minutes of the March 16 and 23 and April 6 and 9, 2015 Board meetings, as presented.

B. Accounts Payable

The Board approved accounts payable for checks numbered 2044497 through 2044952, subject to audit.

C. Interoffice Transfers and Budget Adjustments

The Board approved the interoffice transfer #10 in the amount of \$45,443.16.

The board approved the following budget adjustments: General Fund #2015-12 - \$32,228.73; General Fund #2015-13 - \$339,000.00; Capital Improvements Fund #2015-01 - \$140,360.00; and School Capital Improvements #2015-01 - \$240,000.

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

D. Ratification and/or Approval of Contracts, Change Orders & Agreements, Etc.

There were no items presented.

E. Personnel Changes

The Board ratified approval of personnel changes that were presented in weekly updates from March 19, 2015 through April 16, 2015.

F. Proclamation for Older Americans Month (2015)

The Board adopted the following proclamation declaring May as Older Americans Month:

**OLDER AMERICANS MONTH 2015 A PROCLAMATION
BY THE PULASKI COUNTY BOARD OF SUPERVISORS**

WHEREAS, Pulaski County includes a thriving community of older Americans who deserve recognition for their contributions and sacrifices to ensure a better life for future generations; and

WHEREAS, Pulaski County is committed to helping all individuals live longer, healthier lives in the communities of their choice for as long as possible; and

WHEREAS, since 1965, the Older Americans Act has provided services that help older adults remain healthy and independent by complementing existing medical and health care systems, helping prevent hospital readmissions, and supporting some of life's most basic functions, such as bathing or preparing meals; and

WHEREAS, these programs also support family caregivers, address issues of exploitation, neglect and abuse of older adults, and adapt services to the needs of Native American elders; and

WHEREAS, we recognize the value of community engagement and service in helping older adults remain healthy and active while giving back to others; and

WHEREAS, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members of all ages benefit from the contributions and experience of older adults.

NOW THEREFORE BE IT RESOLVED that the Pulaski County Board of Supervisors do hereby proclaim May 2015 to be Older Americans Month. The Pulaski County Board of Supervisors urge every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

Adopted this 27th day of April, 2015

G. Uniform Policy Revision

The Board approved amendments to policy related to IRS regulations pertaining to uniforms of Sheriffs deputies and first responders, with amendments included in the following policy:

PULASKI COUNTY, PULASKI COUNTY PSA & PULASKI COUNTY SCHOOL BOARD UNIFORM, CLOTHING AND CLOTHING ALLOWANCE ADMINISTRATIVE PROCEDURES POLICY

1. **PURPOSE:** To provide an equitable policy among County, PSA & School Board employees whose jobs require uniforms, or where clothing or clothing allowances are provided, and to ensure compliance with the IRS Accountable Plan rules and Personnel Policies, governing appropriate work attire.
2. **APPLICABILITY:** This policy shall govern clothing or clothing allowances provided to employees of the County, PSA & School Board (including footwear) but excluding other personal protective equipment for compliance with OSHA standards which is governed by the Personnel Policies.
3. **DEFINITIONS:** For the purpose of this policy, the following definitions shall apply:
 - a. **Public Works Uniforms:** Refers to the standard clothing required as a condition of employment for employees of the General Properties Department (maintenance and grounds), Building Maintenance, Water Treatment Plant, Joint Garage Facility, Public Service Authority and PSA Water/Sewer Department, whose positions are classified as maintenance, including crew leader or supervisor, laborer, sanitation equipment operator, HVAC Technician, mechanic, and utilities including operators in charge. These uniforms are taxable.
 - b. **Custodial Services:** Refers to the standard clothing required as a condition of employment for employees of the divisions who are classified as custodian or custodial supervisor. These uniforms are taxable.
 - c. **School Nutrition Uniforms:** Refers to the standard clothing required as a condition of employment for employees of the divisions who are classified as cafeteria or cafeteria supervisor. These uniforms are taxable.

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

- d. Public Safety Uniforms: Refers to the standard clothing required as a condition of employment for sworn officers of the Sheriff's Office and the Animal Control Officers of the divisions. EMS workers are governed by REMSI's policies and procedures. Class A uniforms of the Sheriff's Department are not taxable. Polo shirts that contain the Sheriff's Logo and BDU (Cargo) pants are not taxable to Sheriff's Deputies or Emergency Response Personnel so long as the uniform is not worn while the employee is off-duty.
- e. Parks and Recreation Uniforms: Refers to the shirts and T-shirts provided to County or School Board employees (including positions in maintenance classifications in Parks and Recreation) required for games, events, programs and County/school activities, necessary to identify the department staff members working these functions, and/or performing maintenance services. These employees will also include day camp workers and lifeguards at Randolph Park. These uniforms are taxable.
- f. Non-Taxable Employee Uniforms and/or Clothing: Refers to the uniforms and clothing defined by the IRS to be required as a condition of employment and that are not adaptable to street wear such as traditional Sheriff's deputy uniforms and safety equipment (i.e. clothing including reflective stripes, safety shoes), etc. Non-taxable items also include polo shirt (inclusive of the Sheriff's Department or First Responders logo) and BDU's (cargo pants), that are worn only while the employee is on duty. Wearing of such items is strictly prohibited while off duty.
- g. Taxable Employee Uniforms and/or Clothing: Refers to the uniforms and clothing that may or may not be required as a condition of employment, and that the IRS defines as adaptable to street wear such as uniforms with county logos, non-safety shoes, polo shirts, t-shirts, baseball hats, BDU or cargo pants, winter coats, etc.

4. **PUBLIC WORKS UNIFORMS**: Public Works Uniforms shall include the Division name, and be the same general style and color within each Division or Agency. For example, positions in the Division of the Public Works classification shall wear navy blue shirts displaying the General Services Division name. Items in the listing below may be taxable or non-taxable, (Refer to Section 3 Definitions).

- a. Maintenance Positions: Positions within the General Properties/Building Maintenance classifications and general maintenance positions may be provided uniforms from the following items:

1. Rental Contract From the Approved Rental Listing (includes laundering) up to:
 - 11 pants
 - 22 shirts (11 short sleeve and/or 11 long sleeve as determined by the employee not to exceed 22 shirts total)
 - 2 lightweight jackets
 - 1 insulated work jacket
 - 2 lightweight coveralls (as requested by employee)

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

- 1 insulated coverall (as requested by employee)
 - 1 pair steel toed safety shoes (only if not purchased and reimbursed by the division)
2. Purchased From the Approved Purchase Listing, as needed:
- 1 pair steel toed safety shoes per guidelines in the Personnel Policies (only if not provided as part of the rental contract) up to \$150
- b. Joint Garage Facility Positions: Positions within the joint garage facility shall be provided uniforms from the following items:
1. Rental Contract From the Approved Rental Listing (includes laundering) up to:
- 11 pants
 - 22 shirts (11 short sleeve and/or 11 long sleeve as determined by the employee not to exceed 22 shirts total)
 - 2 lightweight jackets
 - 1 insulated work jacket
 - 2 lightweight coveralls (as requested by employee)
 - 1 insulated coverall (as requested by employee)
 - 1 pair of steel toed safety shoes (only if not purchased and reimbursed by the division)
2. Purchased From the Approved Purchase Listing, as needed:
- 1 pair steel toed safety shoes per guidelines in the Personnel Policies (only if not provided as part of rental contract) up to \$150
- c. Utilities Positions: Positions within Water Treatment Plant and PSA Refuse and Water/Sewer Departments shall be provided uniforms from the following items:
1. Rental Contract From the Approved Rental Listing (includes laundering) up to:
- 11 pants
 - 22 shirts (11 short sleeve and/or 11 long sleeve as determined by employee not to exceed 22 shirts total)
 - 2 lightweight jackets
 - 1 insulated work jacket
 - 2 lightweight coveralls (as requested by the employee)
 - 1 insulated coverall (as requested by the employee)
 - 1 pair steel toed safety shoes (only if not purchased and reimbursed by the division)

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

2. Purchased From the Approved Purchase Listing, as needed:

- 1 pair steel toed safety shoes (only if not provided by the rental contract) up to \$150

5. **CUSTODIAL SERVICES:** Custodial uniforms shall include the Division and employee names, and be the same general style and color. Items in these listings may be taxable or non-taxable, (Refer to Section 3 Definitions).

a. **Custodian Positions:** Positions within the custodian classification shall be provided uniforms from the following items:

1. Rental Contract From the Approved Rental Listing (includes laundering) up to:

- 11 shirts (short sleeve)
- 11 shirts (long sleeve)
- 11 pants
- 11 smocks
- 1 pair slip-resistant safety shoes (only if not purchased and reimbursed by the division)
- 1 lightweight jacket
- 1 heavyweight jacket

2. Purchased From the Approved Purchase Listing, as needed:

- 1 pair slip-resistant safety shoes (only if not provided by the rental contract) up to \$60

6. **SCHOOL NUTRITION UNIFORMS:**

a. **School Nutrition Positions:** Positions within the School Nutrition classification are responsible for providing their own uniforms as follows:

1. All school nutrition employees are **required** to wear "scrub" type uniform apparel (includes tops and pants). Uniforms may be of any print or color that **promotes** the school nutrition program. Prints or colors that may generate controversy or be offensive to others will not be allowed. (Prints with political, religious, racial symbols or emblems are not allowed)
2. The School Nutrition Manager will determine what a "proper uniform" is, pertaining to hair, clothing and shoes.
3. Contracted employees will receive \$150.00 annually to help cover the cost of work wear.
4. Uniforms are to be clean, neat and wrinkle free.

5. All employees are required to wear ID badge as part of uniform requirement, which are provided by the School Board.
6. Employees are required to wear white, brown, tan or black slip resistant work shoes. Shoes must be solid top, no perforated uppers or canvas. Shoes must be kept clean every day.
7. Hair must be worn so it is neat and restrained; not loose or flying or around the face. Hairnets are not required as long as employees are in compliance with this requirement.
8. Employees may support school spirit or themes directly related to each school site; such as "wearing school tee shirts". The School Nutrition Manager will determine what appropriate attire for these occasions.
9. Capris type pants are allowed.

Other health and safety requirements

- Nails must be kept short, clean and free of any type polish. Nails must not extend above fingertips.
- Nails: if you were not born with them; they are not allowed!
- Jewelry: Long necklaces, earrings and bracelets not allowed due to safety concerns.
- All rings with sets is prohibited, single bands may be worn. Small watches are permitted however; they must be removed during food preparation.

7. PUBLIC SAFETY UNIFORMS: Public Safety uniforms address only the employees of the Sheriff's Office and the Animal Control division. Items in these listings may be taxable or non-taxable, (Refer to Section 3 Definitions).

- a. Sheriff's Office Positions: Uniforms for deputies in the Sheriff's office are governed by General Order #22, Equipment and Uniforms.
- b. Animal Control Positions: Uniforms for animal control positions will be handled and governed through the Sheriff's Department.
- c. EMS Workers: Shall be governed through REMSI's policies & procedures.

Investigations personnel shall be reimbursed up to \$600 annually (on a fiscal year basis July 1 – June 30) for the purchase of clothing (suits, shoes, ties, & general apparel). Items in this listing may be taxable or non-taxable, (Refer to Section 3 Definitions). Employees must submit receipts to be reimbursed.

8. PARKS AND RECREATION UNIFORMS: Positions with Parks and Recreation classifications (excluding maintenance classifications) who are required during work hours to be identified as members of the Parks and Recreation department/school system at games, events, and programs may request shirts from the Approved Purchase List that identify them as staff members of the Parks and Recreation

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

department/school system. Part time positions required to be identified as members of the Parks and Recreation department/school system at games, events, and programs may be provided with T-shirts identifying them as departmental staff. These positions also include day camp workers and lifeguards at Randolph Park. Items in these listings may be taxable or non-taxable, (Refer to Section 3 Definitions).

a. *Maintenance Positions:*

1. Rental Contract From the Approved Rental Listing (includes laundering) up to:

- 11 shirts (short sleeve)
- 11 shirts (long sleeve)
- 2 Insulated Coveralls
- 2 Lightweight Coveralls
- 1 pair slip-resistant safety shoes (only if not purchased and reimbursed by the division)

2. Purchased From the Approved Purchase Listing, as needed:

- 1 pair slip-resistant safety shoes (only if not provided by the rental contract) up to \$60

b. Other Classifications:

- Staff t-shirts

9. **EMERGENCY SERVICES COORDINATOR CLOTHING:** An employee in this classification may purchase clothing for the purpose of identification as a County employee on the job as emergency personnel at incident scenes up to \$300 annually (fiscal year July 1-June 30). Deputy Coordinators may purchase clothing for the same up to \$150 annually. Employees must submit receipts to be reimbursed.
10. **DEPARTMENTAL CLOTHING:** Members of other departments not identified above whose staff members choose to purchase shirts, T-shirts, jackets etc., with County name, department name and/or logo may purchase these items upon approval by their supervisor or department head using their own personal funds. County/PSA/School funds may not be used for these purchases.
11. **PROCEDURES FOR OBTAINING UNIFORMS FROM THE RENTAL CONTRACT – NON SHERIFF'S OFFICE:** The County/PSA/School uniform rental contract shall be managed by the Purchasing Offices of each division. Directors and Agency Heads shall work with the Purchasing Managers to develop an Approved Rental Listing for classifications within their division or agency. This listing shall consist of uniforms provided through the rental contract. Each employee classification receiving uniforms through the rental contract shall have a requisition form specific to their division. All items through this contract may be taxable unless otherwise specified. Employees are required to return their uniform and other related items that are

County/PSA or School Board property to their supervisor upon termination, retirement, or transfer to a non-uniform position. Failure to comply may result in reduced wages and/or pay out of leave time to compensate for the cost of the uniforms.

Uniforms issued pursuant to this policy from the rental contract shall follow these steps:

- a. Each employee shall complete the applicable uniform requisition form for his or her uniform classification.
- b. The requisition form shall be submitted to the Supervisor or Department Head for approval.
- c. The approved requisition form shall be submitted to the Purchasing Office.
- d. Purchasing staff shall coordinate the rental of uniforms with the rental company.
- e. Invoices shall be submitted to the department for payment.
- f. The Supervisor or Department Head shall ensure the employee's name is listed on all applicable invoices.

12. PROCEDURES FOR OBTAINING UNIFORMS FROM THE APPROVED PURCHASING LISTING -- NON-SHERIFF'S OFFICE: (This section excludes classifications within the Sheriff's Office whose uniforms and clothing purchases are governed by Sheriff's Office General Order #22).

The Supervisors and Department Heads shall work with the Purchasing staff to develop Approved Purchasing Lists for classifications within their division or agency. Each employee classification receiving uniforms through the purchase of items from the Approved Purchasing List shall have a requisition form specific to their division or agency. All items included on the Approved Purchasing Lists may be taxable unless otherwise specified.

Employees issued uniforms pursuant to this policy from the Approved Purchasing List shall follow these steps:

- a. Each employee shall complete the applicable uniform requisition form for his or her uniform classification.
- b. The requisition form shall be submitted to the Supervisor or Department Head for approval.
- c. The approved requisition form shall be submitted to the Purchasing Office.
- d. Purchasing staff shall place the order for the uniform purchase.
- e. Invoices shall be submitted to the department for payment.
- f. The Supervisor or Department Head shall ensure the employee's name is listed on all applicable invoices.

13. PROCEDURES FOR OBTAINING UNIFORMS – SHERIFF'S OFFICE:

- a. All invoices shall indicate which items are taxable and which are not taxable.
- b. Invoices that include taxable items shall indicate the total dollar amount per employee.
- c. Staff in the Finance Department shall provide a copy of invoices to the Payroll Supervisor for inclusion as pay for the appropriate employees.

14. NON-ALLOWABLE PURCHASES: All purchases must comply with the procedures outlined in this Policy. County/PSA/School funds shall not be used to purchase or rent clothing or uniforms not included on County/PSA/School contract. County/PSA/School credit cards shall not be used to purchase or rent clothing or uniforms unless an exception is granted by the Procurement Manager. Any non-allowable purchases shall be immediately reimbursed to the County/PSA/School by the employee who authorized the purchase, and may subject the employee to disciplinary action.

15. COMPLIANCE: Uniformed employees shall wear their uniform during work hours only as a condition of employment. Although uniforms are worn to and from work, uniforms should not be worn during non-work activities and are not suitable for everyday wear. While in uniform, the purchasing or consumption of alcoholic beverages or engaging in other activities that might reflect negatively on the County is strictly prohibited, and shall subject the employee to disciplinary action, up to and including termination.

Employees are also required to return ALL uniforms to their supervisor upon termination, retirement or severance of employment. Failure to do so may result in the employee being charged with the cost of the uniform by a reduction of pay equal to the value of the uniform in their final payout.

APPROVED CLOTHING PURCHASE LISTING

The following is a listing of clothing approved for purchases directly by the employee as outlined in the above policy and is deemed as a reimbursable expense. Items may only be purchased once per year (on a fiscal year basis July 1 – June 30) and may only be reimbursed up to the amount listed for that department. Items in this listing may be taxable or non-taxable, (Refer to Section 3 Definitions):

Steel Toed Safety Shoes
 Slip Resistant Safety Shoes
 Suits (to include sports jackets, dress pants)
 Dress Shirts
 Ties
 Khaki Pants
 Dress Shoes
 Dress Socks

Dresses (for female investigators)
Blouses
T-Shirts
Polo Shirts

UNIFORM REQUISITION FORM

Public Works Uniforms

I hereby request the following uniform classifications as listed below and detailed in the attached Uniform, Clothing and Clothing Allowance Administrative Procedures Policy. I have received and read the aforementioned policy and acknowledge that some items may be considered a taxable fringe benefit as outlined in Section 3 (definitions) of Non-Taxable and Taxable Uniforms or Clothing. I realize that by accepting the terms of this policy, some items may be added to my taxable gross income as a taxable fringe benefit.

Please check those that apply:

Maintenance Positions:

Rental Contract From the Approved Rental Listing (includes laundering) up to:

_____ 11 Lee jeans _____ 11 carpenter jeans _____ 11 cargo pants _____ 11 comfort pants
 _____ 11 short sleeve shirts
 _____ 11 long sleeve shirts (not to exceed 22 long/short sleeve total)
 _____ 2 lightweight jackets
 _____ 1 insulated work jacket
 _____ 2 lightweight coveralls (as requested by employee)
 _____ 1 insulated coverall (as requested by employee)
 _____ 1 pair steel toed safety shoes (only if not purchased and reimbursed by the division)

Purchased From the Approved Purchase Listing, as needed:

_____ 1 pair steel toed safety shoes per guidelines in the Personnel Policies (only if not provided
 as part of the rental contract) up to \$150

Joint Garage Facility Positions:

Rental Contract From the Approved Rental Listing (includes laundering) up to:

_____ 11 Lee jeans _____ 11 carpenter jeans _____ 11 cargo pants _____ 11 comfort pants
 _____ 11 short sleeve shirts
 _____ 11 long sleeve shirts (not to exceed 22 long/short sleeve total)
 _____ 2 lightweight jackets
 _____ 1 insulated work jacket
 _____ 2 lightweight coveralls (as requested by employee)
 _____ 1 insulated coverall (as requested by employee)

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

_____ 1 pair steel toed safety shoes (only if not purchased and reimbursed by the division)

(Joint Garage Facility Positions Continued):

Purchased From the Approved Purchase Listing, as needed:

_____ 1 pair steel toed safety shoes per guidelines in the Personnel Policies (only if not provided as part of rental contract) up to \$150

Utilities Positions:

Rental Contract From the Approved Rental Listing (includes laundering) up to:

_____ 11 Lee jeans _____ 11 carpenter jeans _____ 11 cargo pants _____ 11 comfort pants

_____ 11 short sleeve shirts

_____ 11 long sleeve shirts (not to exceed 22 long/short sleeve total)

_____ 2 lightweight jackets

_____ 1 insulated work jacket

_____ 2 lightweight coveralls (as requested by the employee)

_____ 1 insulated coverall (as requested by the employee)

_____ 1 pair steel toed safety shoes (only if not purchased and reimbursed by the division)

Purchased From the Approved Purchase Listing, as needed:

_____ 1 pair steel toed safety shoes (only if not provided by the rental contract) up to \$150

Uniform Name Preference

Employee Name (Please type or print)

Employee Signature

Date

Supervisor Signature

**UNIFORM REQUISITION FORM
CUSTODIAL SERVICES**

I herby request the following uniform classifications as listed below and detailed in the attached Uniform, Clothing and Clothing Allowance Administrative Procedures Policy. I have received and read the aforementioned policy and acknowledge that some items may be considered a taxable fringe benefit as outlined in Section 3 (definitions) of Non-Taxable

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

and Taxable Uniforms or Clothing. I realize that by accepting the terms of this policy, some items may be added to my taxable gross income as a taxable fringe benefit.

Please check those that apply:

Custodian Positions:

- Rental Contract From the Approved Rental Listing (includes laundering) up to:
- _____ 11 Lee jeans _____ 11 carpenter pants _____ 11 cargo pants _____ 11 comfort pants
- _____ 11 shirts (short sleeve)
- _____ 11 shirts (long sleeve)
- _____ 11 smocks
- _____ 2 lightweight jackets
- _____ 1 heavyweight jacket
- _____ 1 pair slip-resistant safety shoes (only if not purchased and reimbursed by the division)

- Purchased From the Approved Purchase Listing, as needed:
- _____ 1 pair slip-resistant safety shoes (only if not provided by the rental contract) up to \$60

Uniform Name Preference

Employee Name (Please type or print)

Employee Signature

Date

Supervisor Signature

**UNIFORM REQUISITION FORM
PUBLIC SAFETY**

I hereby request the following uniform classifications as listed below and detailed in the attached Uniform, Clothing and Clothing Allowance Administrative Procedures Policy. I have received and read the aforementioned policy and acknowledge that some items may be considered a taxable fringe benefit as outlined in Section 3 (definitions) of Non-Taxable and Taxable Uniforms or Clothing. I realize that by accepting the terms of this policy, some items may be added to my taxable gross income as a taxable fringe benefit.

Please check those that apply:

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

Sheriff's Office and Animal Control Positions are exempt from this section as these uniforms are governed by General Order # 22.

Investigations Personnel:

_____ Reimbursement for up to \$600 annually for the purchase of clothing (as outlined in the approved clothing purchase listing)

Employee Name (Please type or print)

Employee Signature

Date

Supervisor Signature

UNIFORM REQUISITION FORM
PARKS AND RECREATION

I hereby request the following uniform classifications as listed below and detailed in the attached Uniform, Clothing and Clothing Allowance Administrative Procedures Policy. I have received and read the aforementioned policy and acknowledge that some items may be considered a taxable fringe benefit as outlined in Section 3 (definitions) of Non-Taxable and Taxable Uniforms or Clothing. I realize that by accepting the terms of this policy, some items may be added to my taxable gross income as a taxable fringe benefit.

Please check those that apply:

Maintenance Classifications:

_____ 11 shirts (short sleeve)

_____ 11 shirts (long sleeve)

_____ 2 Insulated Coveralls

_____ 1 pair slip-resistant safety shoes (only if not purchased and reimbursed by the division)

Purchased From the Approved Purchase Listing, as needed:

_____ 1 pair slip-resistant safety shoes (only if not provided by the rental contract)

Other Classifications:

_____ Staff t-shirts

Uniform Name Preference

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 27, 2015

Employee Name (Please type or print)

Employee Signature

Date

Supervisor Signature

UNIFORM REQUISITION FORM
EMERGENCY SERVICES COORDINATOR

I hereby request the following uniform classifications as listed below and detailed in the attached Uniform, Clothing and Clothing Allowance Administrative Procedures Policy. I have received and read the aforementioned policy and acknowledge that some items may be considered a taxable fringe benefit as outlined in Section 3 (definitions) of Non-Taxable and Taxable Uniforms or Clothing. I realize that by accepting the terms of this policy, some items may be added to my taxable gross income as a taxable fringe benefit.

Emergency Services Coordinator:

_____ Reimbursement for up to \$300 annually for the purchase of clothing for the purpose of identification as a County employee on the job as emergency personnel at incident scenes (as outlined in the approved clothing purchase listing)

Deputy Emergency Services Coordinators:

_____ Reimbursement for up to \$150 annually for the purchase of clothing for the purpose of identification as a County employee on the job as emergency personnel at incident scenes (as outlined in the approved clothing purchase listing)

Uniform Name Preference

Employee Name (Please type or print)

Employee Signature

Date

Supervisor Signature

UNIFORM WAIVER FORM

I _____ herby acknowledge that I was offered uniform/clothing rental through the County of Pulaski/Pulaski County PSA/Pulaski County School Board but I am not interested in it at this time. If I should become interested at a later date, I must request the uniform directly through my supervisor and they will alert the purchasing staff of my request.

Employee Name (Please type or print)

Employee Signature

Date

Supervisor Signature

H. Friends of Claytor Lake – Construction of Concrete Abutment

Staff shared via BoardDocs a public notice related to a proposal by FOCL to construct a concrete abutment to be used for loading and unloading equipment used to remove wood and man-made debris during cleanup operations.

I. Community Development Restructuring

The Board approved restructuring of the Community Development Department as described by Jared Linkous and reviewed by Pete Huber

11. Citizen Comments

There were no citizen comments.

12. Other Matters from Supervisors

Mr. Sheffey described a meeting to tour Falls Stamping scheduled for Tuesday, April 28, 2015 at 1:30 p.m. with the potential for there to be three or more Board members in attendance.

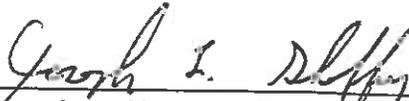
Mr. Sheffey advised the next meeting of the Board was a budget work session to be held on Monday, May 4, 2015 beginning at 6:00 p.m. in the IT Training facility on Commerce Street.

Mr. Sheffey advised the next regular Board meeting was scheduled for Monday, May 18, 2015, which is one week earlier than normal, due to the Memorial Day Holiday on the fourth Monday. Mr. Sheffey also advised that the May meeting was the start of the casual "no tie" attire for Board meetings.

13. Adjournment

On a motion by Mr. O'Dell, seconded by Mr. McCreedy and carried, the Board of Supervisors adjourned its regular meeting. The next meeting of the Board of Supervisors is a budget work session scheduled for Monday, May 4, 2015 at 6:00 p.m. in the IT Training Room, located on Commerce Street in the Town of Pulaski. The next regular Board of Supervisors meeting is scheduled for Monday, May 18, 2015 beginning with a Closed Session at 5:30 p.m. and the regular meeting at 7:00 p.m. with said meeting to be held in the County Administration Building.

Voting yes: Mr. McCreedy, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.
Voting no: None.



Joseph L. Sheffey, Chairman



Peter M. Huber, County Administrator