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At a recessed meeting of the Cumberland County Board of Supervisors held at 9:00 a.m. on the 28th day of June 2004:

Present: William F. Osl, Jr., Chairman, District 1
Clifton C. White, District 2
Van H. Petty, District 3
Elbert R. Womack, Vice Chairman, District 4
Judy Hollifield, County Administrator

Absent: Jeremiah D. Heaton, District 5

The Chairman called the meeting to order and the County Administrator called the roll.

On a motion by Mr. Osl and carried, the agenda was amended to include discussion of public library funding.

Vote: Mr. Osl – aye Mr. White – aye
Mr. Petty – aye Mr. Womack – aye
Mr. Heaton – absent

Adoption of Budget, CIP and Tax Rates

On a motion by Mr. Petty and carried, the Board adopted the FY 2004-05 budget, the Capital Improvements Plan for FY 2004-05 – 2008-09, and tax rates for 2004, and appropriated funds for FY 2004-05 effective July 1, 2004:

REVENUE ESTIMATES

GENERAL FUND REVENUES

REVENUE FROM LOCAL SOURCES

General Property Taxes	\$ 5,575,620
Other Local Taxes	989,000
Permits, Privilege Fees & Reg.	69,700
Fines & Forfeitures	18,400
Revenue from Use of Money & Property	56,000
Charges for Services	23,485
Miscellaneous Revenue	7,500
Transfer from IDA	8,900
Transfer from Courthouse Construction Fund	197,994
Rollover Balance	<u>450,000</u>
Subtotal	\$ 7,396,599
REVENUE FROM COMMONWEALTH	\$ 1,912,465
TOTAL GENERAL FUND REVENUE	<u>\$ 9,309,064</u>

EXPENDITURE ESTIMATES

GENERAL FUND EXPENDITURES

General Government Administration	\$ 918,044
Judicial Administration	282,605
Public Safety	1,329,226
Public Works	872,095
Health	105,715

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Education - Comm. College	2,328
Parks, Recreational & Cultural	78,230
Community Development	413,267
Sales Tax	5,000
Interest on Erroneous Assessments	2,000
Miscellaneous Projects Reserve	300,536
Courthouse Project Debt Service	<u>296,245</u>

TOTAL GENERAL FUND EXPENDITURES \$4,605,291

TRANSFERS TO OTHER FUNDS

Transfer to School Fund	\$ 3,227,681
Transfer to School Capital Projects	186,819
Transfer to Textbook Fund	28,886
Transfer to School Debt Fund	521,643
Transfer to Social Services Fund	184,654
Transfer to Comp. Services Act	213,840
Transfer to County Capital Projects	315,250
Transfer to Economic Development Fund	<u>25,000</u>

TOTAL TRANSFERS TO OTHER FUNDS \$ 4,703,773

GRAND TOTAL GENERAL FUND EXPENDITURES **\$ 9,309,064**

SCHOOL OPERATING FUND

Revenue

Local	\$ 3,223,995
State	\$ 7,195,693
Federal	<u>\$ 1,230,491</u>
Total	\$11,650,179

Expenditures

\$11,650,179

SCHOOL CAPITAL PROJECTS

Revenue

Local	\$ 186,819
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Expenditures \$ 186,819

SCHOOL DEBT FUND

Revenue

Local	\$ 523,904
State (Constr. Fund)	\$ 120,452
State (1/2 Lottery)	<u>\$ 103,401</u>
Total	\$ 747,757

Expenditures \$ 747,757

SCHOOL TEXTBOOK FUND

Revenue

Local	\$ 30,311
State	<u>\$ 59,689</u>
Total	\$ 90,000

Expenditures \$ 90,000

SOCIAL SERVICES FUND

<u>Revenue</u>	
Local	\$ 184,654
State	321,970
Federal	<u>596,269</u>
Total	\$ 1,102,893
<u>Expenditures</u>	\$ 1,102,893

COMPREHENSIVE SERVICES ACT

<u>Revenue</u>	
Local	\$ 213,840
State	<u>489,584</u>
Total	\$ 703,424
<u>Expenditures</u>	\$ 703,424

CAPITAL IMPROVEMENTS PROGRAM

<u>Revenue</u>	
Local	\$ 315,250
Federal/Other	<u>1,524,000</u>
	\$ 1,839,250
<u>Expenditures</u>	\$ 1,839,250

E-911 FUND

<u>Revenue</u>	
Local Taxes	\$ 67,800
State Grant Funds	<u>50,199</u>
Total	\$ 117,999
<u>Expenditures</u>	\$ 117,999

ECONOMIC DEVELOPMENT FUND

<u>Revenue</u>	
Local	\$ 25,000
<u>Expenditures</u>	\$ 25,000

SEWER OPERATING FUND

<u>Revenue</u>	
Local	\$ 160,000
Balance Forward	<u>19,857</u>
Total	\$ 179,857
<u>Expenditures</u>	\$ 179,857

***TOTAL PROPOSED BUDGET** **\$21,248,469**

<u>Levy</u>	<u>2003 Actual Levy</u>	<u>2004 Proposed Levy</u>
Real Estate & Manufactured Homes	\$.76	\$.76
Personal Property	\$ 4.50	\$ 4.50
Airplanes	\$.45	\$.45
Machinery & Tools	\$ 4.50	\$ 4.50
Heavy Construction Machinery	\$ 4.50	\$ 4.50
Public Service Corporations	\$.76	\$.76

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(A copy of the 2004-05 – 2008-09 Capital Improvements Plan is attached to and made a part of these minutes.)

BE IT RESOLVED that the Cumberland County Board of Supervisors does hereby make the following appropriations for FY 2004-05:

GENERAL FUND

The following annual appropriations are hereby made to the General Fund as budgeted for FY 2004-05. These funds are to be expended only by order of the Board of Supervisors:

Fund 100

Board of Supervisors	\$ 58,287
County Administrator	145,191
Legal Services	50,000
Independent Auditor	21,500
Commissioner of Revenue	159,443
Assessor	15,000
License Bureau	9,399
Treasurer	200,615
Accounting	73,340
Data Processing	98,461
Electoral Board	28,532
Registrar	64,779
Circuit Court	14,260
General District Court	4,845
Magistrates	6,026
Clerk of Circuit Court	171,508
Commonwealth's Attorney	85,966
Sheriff	905,459
Volunteer Fire Departments	138,362
Ambulance and Rescue	73,100
Forestry Service	5,875
Detention	40,000
Probation Officer	2,120
Building Inspections	75,684
Animal Control	88,426
Medical Examiner	200
Refuse Disposal	437,545
Litter Grant	5,143
Recycling	29,000
General Properties	400,407
Supplement Local Health	80,528
Piedmont Senior Resources	787
Piedmont Disability Services Board	500
Chapter 10 Board	22,120
State and Local Hospitalization	1,780
Community College	2,328
Special Olympics	200
Parks, Recreation	24,200
Tri-County Life Learners	2,500
Local Library	51,330
Planning Commission	34,750
Planning/Zoning Dept.	74,350
Biosolids Monitor/Code Enforcement Officer	36,185
Community & Economic Development	116,270
IDA	5,000
Board of Zoning Appeals	1,320
Bright Hope Day Care	4,200
Historical Society	500
Clothes Closet	500

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STEPS, Inc.	6,730
(Transportation)	10,000
Piedmont PDC	8,259
Prince Edward Cannery	900
Resource Conservation & Development	812
Central Piedmont Action Council	5,400
Cumberland Housing & Community Development	10,000
Longwood Small Business Development Center	3,405
Farmville Area Chamber of Commerce	1,000
Regional Airport	7,100
Southside Violence Prevention Ctr	5,000
Longwood Visual Arts Community Campaign	1,000
Environmental Management	5,980
Extension Service	74,606
Nondepartmental (Sales Tax)	5,000
Interest on Erroneous Assessments	2,000
Miscellaneous Projects Reserve	294,033
Courthouse Project Debt Service	<u>296,245</u>
Total	\$ 4,605,291

Fund 120

The following annual appropriations are hereby made to the Economic Development Fund as budgeted for FY 2004-05. These funds are to be expended only by order of the Board of Supervisors:

Economic Development Fund Expenditures	\$25,000
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Fund 160

The following annual appropriations are hereby made to the E-911 Fund as budgeted for FY 2004-05. These funds are to be expended only by order of the Board of Supervisors:

E-911 Fund Expenditures	\$ 117,999
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Fund 201

The following annual appropriations are hereby made to the Social Services Fund as budgeted for FY 2004-05. These funds are to be expended only by order of the Social Services Board:

Social Services Fund Expenditures	\$ 1,102,893
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Fund 205

The following annual appropriations are hereby made to the School Fund as budgeted for FY 2004-05. These funds are to be expended only by order of the School Board:

School Operating Fund Expenditures	\$11,650,179
School Debt Fund Expenditures	747,757
School Capital Projects	186,819
School Textbooks	<u>90,000</u>
Total	\$12,674,755

Fund 302

The following annual appropriations are hereby made to the Capital Projects Fund as budgeted for FY 2004-05. These funds are to be expended only by order of the Board of Supervisors:

Capital Projects Expenditures	\$ 1,839,250
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Fund 500

The following annual appropriations are hereby made to the CSA Fund as budgeted for FY 2004-05. These funds are to be expended only by order of the Social Services Board:

CSA Fund Expenditures \$ 703,424

Fund 501

The following annual appropriations are hereby made to the Sewer Fund as budgeted for FY 2004-05. These funds are to be expended only by order of the Board of Supervisors:

Sewer Fund Expenditures \$ 179,857

TOTAL BUDGET APPROPRIATIONS **\$21,248,469**

Vote: Mr. Osl – aye Mr. White – aye
Mr. Petty – aye Mr. Womack – aye
Mr. Heaton – absent

FLSA Regulations

Benefits Administrator Jill Matthews brought the Board up to date on new FLSA regulations which take effect on August 23, 2004. The Board asked that the County Attorney bring any additional information regarding the new regulations to the July meeting.

Workers Compensation Policy

The County Administrator presented a draft Workers Compensation pay policy for the Board’s consideration.

Following discussion and one amendment to the draft, on a motion by Mr. White and carried, the Board adopted the following workers compensation policy, which will become a part of the personnel manual.

An employee will be covered for pay purposes, with no deduction from his/her leave balance, for the first seven calendar days following a workers compensation-related injury or illness. After seven calendar days, if the employee is eligible for workers compensation, he/she will be paid 2/3 of full salary through Workers Compensation, and the County will use the employee’s sick leave balance to bring the salary to the full amount. After sick leave has been exhausted, the employee may choose to use annual leave to bring the salary to the full amount or will only be entitled to the amount paid by Workers Compensation, without additional compensation from the County, until such time as the employee returns to work.

If it is later determined that the employee was not eligible for workers compensation, then any leave balances (sick or annual) will be applied to all time off, including the first seven days.

A doctor’s note will be required prior to an employee returning to work following a workers compensation claim or absence.

Vote: Mr. Osl - aye Mr. White – aye
Mr. Petty – aye Mr. Womack – aye
Mr. Heaton – absent

Pay/Classification Study

The County Administrator requested that the Board consider authorizing an RFP for a pay/classification study for County employee positions, which would include Constitutional Officers’ staff.

On a motion by Mr. White and carried, the Board authorized issuance of an RFP for a pay/classification plan, to include Constitutional Officers' staff.

Vote: Mr. Osl – aye Mr. White – aye
Mr. Petty – aye Mr. Womack – aye
Mr. Heaton – absent

Small purchases policy

The County Administrator presented three examples of small purchases policies for the Board's consideration. After discussion, the Board requested that a policy be drafted and presented at the July Board meeting.

RFP – Voting Machines

On a motion by Mr. Petty and carried, the Board authorized the issuance of an RFP for voting machines.

Vote: Mr. Osl – aye Mr. White – aye
Mr. Petty – aye Mr. Womack – aye
Mr. Heaton – absent

Transfer Station Hours

Based on results of a survey performed over the past three months, usage of the transfer stations during extended hours, and comments from the Maintenance Director regarding personnel issues, the Board agreed to adjust the hours of the transfer stations.

On a motion by Mr. Osl and carried, the Board set the hours at the three transfer stations (Hamilton, Madison and Randolph) as follows:

Monday – Saturday - 8:00 a.m. – 5:00 p.m.
Sunday - 1:00 p.m. – 5:00 p.m.

Vote: Mr. Osl – aye Mr. White – aye
Mr. Petty – aye Mr. Womack – aye
Mr. Heaton – absent

Dewberry Specifications for Water Project

Dewberry's plans for the County water project have been reviewed by the staff and engineers, and comments and concerns will be forwarded to Dewberry. The Board will take further action after receiving Dewberry's response.

Wireless Cell Towers, 911 Issues

Aaron Hickman, Information Technology Manager, discussed wireless cell towers, and 911 issues with the Board. The Board requested that Mr. Hickman put together an E-911 Advisory committee to discuss issues regarding dispatch.

The Board also authorized expenditure of \$1000, which is a match for the \$4000 grant application for regional data sharing.

Public hearing on Solid Waste Management Plan

The Board scheduled a public hearing on the draft solid waste management plan for July 13th. This plan has been prepared to meet the requirements and provisions of the regulations for solid waste management planning (9 VAC 20-130-10 et seq., Amendment 1), and is a sub-regional plan for Prince Edward and Cumberland Counties.

Funding for Public Library

Mr. White stated that the County was not currently meeting the match required for the Public Library to receive maximum State funding.

On a motion by Mr. Petty and carried, the Board appropriated an additional \$21,527 to the Library to meet the amount required for a 25% match. It was noted that a total of \$15,000 was in the CIP for an indexing system for the Library. These funds are not needed from the County due to the Library being awarded a grant, therefore, this amount is available to put toward the total.

The Chairman recessed the meeting until 6:30 p.m. in the Old Clerk's Office for a work session with VDOT representatives.

Chairman

County Administrator