

At a regular meeting of the Caroline County Board of Supervisors held on April 2, 2019 in the auditorium of the Community Services Center, located at 17202 Richmond Turnpike, Milford, Virginia 22514.

PRESENT

Clayton T. Forehand – Chairperson, Madison District
Jeffery M. Sili – Vice-Chair, Bowling Green District
Jeffrey S. Black – Western Caroline District
Nancy L. Long – Port Royal District
Floyd W. Thomas – Mattaponi District
Reginald L. Underwood – Reedy Church District

ALSO PRESENT

Charles M. Culley, Jr. – County Administrator
Alan L. Partin – Deputy County Administrator
Curtis S. Finney, Jr. – Director of Finance
Craig R. Daig – GIS Analyst
Jason R. Loftus – Fire-EMS Chief
Joseph C. Schiebel – Director of Public Utilities
Gary R. Wilson – Director of Economic Development
Benjamin W. Emerson – County Attorney

CALL TO ORDER

Chairman Forehand called the meeting to order at approximately 6:00 p.m.

INVOCATION

Representatives from the Bowling Green Elementary BETA Club led the invocation.

PLEDGE OF ALLEGIANCE

Chairman Forehand led the Pledge of Allegiance.

OPENING BOARD COMMENTS

Supervisor Thomas stated that representatives from the Bowling Green Elementary BETA Club were present and would like to be included on the agenda if possible.

He stated that he had forwarded a letter regarding citizen's concerns about the girls' softball field to the other Board members. He noted that he would like to discuss it with the Board and or School Board.

Supervisor Black thanked Chairman Forehand and everyone involved with the Woodland Trail. He noted that people from all districts attended the workday and there were over 70 volunteers, including the Caroline High School Football coach and several players.

He reminded everyone about his upcoming district meetings scheduled on April 9th at Rehoboth United Methodist Church and April 11th at Lake Land'Or. He then asked for a list of areas to be cleaned up during trash pickups.

Supervisor Long stated that it was great to see everyone working together during the workday for the Woodland Trail. She then thanked the Farm Bureau for the annual dinner meeting. She then talked about a possible speed study on Route 2.

She then expressed condolences to the family of Dick Washington. She said that Mr. Washington served the County as a convenience site attendant for several years.

Supervisor Underwood stated that he had a large crowd in attendance at his district meeting a few weeks ago. He noted that citizens expressed concerns about the need for improvements at Lowe-Massie Park. He then asked for a representative from the YMCA to attend a future meeting to discuss bus service from Dawn and the Silver Slipper Program.

He stated that the Frog Level Volunteer Fire Department would be celebrating its 50th anniversary in October and asked staff to prepare a resolution.

Vice-Chair Sili stated that he attended Bowling Green Volunteer Fire Department's award ceremony a few weeks ago and noted that one member had 2,700 hours of volunteer service.

He thanked staff and everyone that worked at the Woodland Trail workday and said that it was great to see so much community support.

He expressed concerns about the ongoing litter issue and said he wanted to follow up with the Sheriff's Office about previously mentioned cameras.

Chairman Forehand echoed everyone's comments about the Woodland Trail workday. He gave a special thank you to staff for all their efforts. He noted that another workday was scheduled for April 13th.

Supervisor Long reminded everyone that Little League Opening Day was also scheduled for April 13th.

AMENDMENTS TO THE AGENDA

Supervisor Underwood moved and Supervisor Long seconded to amend the agenda by adding the following items:

Addition to Presentations/Reports

- ***Bowling Green Elementary BETA Club Presentation***

Addition to Consent Agenda

- ***#3C - Appropriation of Polar Bear Plunge Funds in FY 2019 Budget***

Roll Call Vote: **Black** **Yea**
 Forehand **Yea**

<i>Long</i>	<i>Yea</i>
<i>Sili</i>	<i>Yea</i>
<i>Thomas</i>	<i>Yea</i>
<i>Underwood</i>	<i>Yea</i>

1. PRESENTATIONS/REPORTS

➤ **Bowling Green Elementary BETA Club Presentation**

Tamra Fagen, sponsor for the Caroline Junior BETA Club, thanked the Board for supporting the BETA Club in the past. She talked about the cost for each student to attend the National Convention and some of the projects that they participated in to raise funds. BETA members James Scott and Lahona Hayes talked about past conventions and the life lessons and leadership skills learned by being involved with BETA. They then requested that the Board consider making a donation to help the Caroline BETA members go to National Convention.

After discussion, County Administrator Charles M. Culley, Jr. stated that staff would research the amount of last year's donation.

Supervisor Thomas moved and Vice-Chair Sili seconded to approve a request in the amount of \$10,000, or the same amount as last year if different, for the BETA clubs of all the Caroline County public schools.

Roll Call Vote:

<i>Black</i>	<i>Yea</i>
<i>Forehand</i>	<i>Yea</i>
<i>Long</i>	<i>Yea</i>
<i>Sili</i>	<i>Yea</i>
<i>Thomas</i>	<i>Yea</i>
<i>Underwood</i>	<i>Yea</i>

➤ **Report from Caroline County Little League**

David Fletcher, President of Caroline Little League, presented an overview of the accomplishments by the Caroline Little League in 2018 and a preview of 2019. He stated that there were 352 baseball and softball players involved with Little League and pointed out that all kids were allowed to participate regardless of their ability to pay. He then requested additional funding in the amount of \$20,000 toward the cost of installing lights at the Little League Park.

Supervisors noted that \$10,000 was contributed toward the lights in 2018.

Mr. Fletcher explained that the lights were purchased, but not installed. He explained the plan for installation of the lights and said after talking with the Rappahannock Electric Cooperative they learned that it was not possible because of safety requirements regarding the depth of the poles and other Code requirements.

In response to questions from Board members regarding fundraising, Mr. Fletcher stated that they had calendar sales planned which normally brought in approximately \$15,000 and they planned to use their savings to get the lights installed in time for the tournament.

After discussion, *Supervisor Thomas moved and Supervisor Black seconded to appropriate \$20,000 toward the cost of the installation of lights at the Caroline Little League Park with funding to come from the FY 2019 Undesignated Fund Balance.*

Supervisor Underwood stated that he supported the Little League program, but expressed concerns about giving them \$10,000 last year for the lights and more money at this time. He said he believed it would be fair for Little League to do more fundraising and meet in the middle.

Mr. Fletcher explained that they raised \$48,000 for the lights over the past six years to update the lights on field three and the concession stand as well as providing the labor. He said that the registration fees were only \$75, with an early bird fee of \$55 and were the lowest in the area in an attempt to make it affordable for the parents. He pointed out that price included uniforms and noted that they used a local vendor for the uniforms to keep all the money in the County.

Supervisor Long expressed concerns about there being a lot of good causes in the County and talked about just agreeing to give the BETA Club \$10,000 with them continuing to do their fundraising. She then suggested approving \$10,000 for Little League in an effort to be fair to everyone.

In response to questions from Supervisor Black, Mr. Fletcher stated that this was the last major large project that they had planned.

<i>Roll Call Vote:</i>	<i>Black</i>	<i>Yea</i>
	<i>Forehand</i>	<i>Yea</i>
	<i>Long</i>	<i>Yea</i>
	<i>Sili</i>	<i>Yea</i>
	<i>Thomas</i>	<i>Yea</i>
	<i>Underwood</i>	<i>Nay</i>

**The motion carried 5-1.*

➤ **Presentation of Fiscal Year 2018 Audit**

Anne Wall, of Robinson, Farmer, Cox Associates, presented the audit for Fiscal Year 2017/2018. She reviewed the audit results and talked about future accounting and reporting changes.

She reported that the audit was issued with an unmodified opinion on the financial statements for the year ending June 30, 2018. She reviewed material weaknesses and said that they had been addressed through correction action.

She thanked County staff for their cooperation with the audit.

The Board took a recess at approximately 7:27 p.m. and reconvened the meeting at approximately 7:45 p.m.

PUBLIC COMMENTS

There were no Public Comments.

1. **PRESENTATIONS/REPORTS (continued)**

➤ **Presentation of County Administrator’s Proposed Fiscal Year 2019/2020 Budget**

County Administrator Charles M. Culley, Jr. apologized for the lateness of the budget presentation. He explained that it had been delayed because the numbers were contingent on the audit and that had been delayed for various reasons.

He then presented the proposed budget for Fiscal Year 2019/2020. He noted that there were no tax increases proposed and pointed out that money was included for the general reassessment which would be effective January 1, 2021. He also noted the proposed elimination of funding for the FRED Transit System effective July 1st.

Chairman Forehand stated that the Board would be reviewing the budget and discussing it in the future.

2. **APPOINTMENTS**

➤ **Rappahannock Area Alcohol Safety Action Program (RAASAP) Board of Directors**

Vice-Chair Sili moved and Supervisor Long seconded to appoint John Mahoney as the County representative to the Rappahannock Area Alcohol Safety Action Program (RAASAP) Board of Directors for a term beginning immediately and expiring on February 28, 2022.

<i>Roll Call Vote:</i>	<i>Black</i>	<i>Yea</i>
	<i>Forehand</i>	<i>Yea</i>
	<i>Long</i>	<i>Yea</i>
	<i>Sili</i>	<i>Yea</i>
	<i>Thomas</i>	<i>Yea</i>
	<i>Underwood</i>	<i>Yea</i>

➤ **Rappahannock Emergency Medical Services Council (REMS Council)**

Vice-Chair Sili moved and Supervisor Long seconded to reappoint Deputy Fire-EMS Chief Mark Garnett as the County’s career representative to the Rappahannock Emergency Medical Services Council (REMS Council) for a term beginning July 1, 2019 and expiring June 30, 2022.

<i>Roll Call Vote:</i>	<i>Black</i>	<i>Yea</i>
	<i>Forehand</i>	<i>Yea</i>
	<i>Long</i>	<i>Yea</i>
	<i>Sili</i>	<i>Yea</i>
	<i>Thomas</i>	<i>Yea</i>
	<i>Underwood</i>	<i>Yea</i>

➤ **George Washington Regional Commission Citizens Transportation Advisory Group**

These appointments were deferred.

3. CONSENT AGENDA

A) Approval of Warrants

Action Taken: Approval of the following warrants:

General Fund	\$668,434
Social Services Fund	5,983
Law Library Fund	382
Tourism Fund	990
Fire/Rescue Grants Fund	1,386
Capital Improvements Fund	127,974
School Capital Project Fund	38,307
Debt Retirement Fund	140,528
Carmel Church Utilities Fund	993,948
Dawn Wastewater Fund	2,425
TOTAL	\$1,980,358

B) Authorization to Use Funds Approved for Frog Level Volunteer Fire Department Sign for Opticom Traffic Light Signal Replacement Instead

Action Taken: Authorization for Chief Loftus to defer the electronic sign project at Frog Level Volunteer Fire Department to 2020 and use \$12,100 in previously identified grant funds to replace 11 ambulance emitters for Opticom traffic light signals. VDOT recently provided notice that it planned to upgrade its traffic signal controllers, necessitating the replacement of the County's existing Opticom Emergency Vehicle Preemption System emitters.

C) Appropriation of Polar Bear Plunge Funds in FY 2019 Budget

Action Taken: Approval of the appropriation of \$650 from the FY 2019 Unrestricted General Fund Balance to reimburse the Ladysmith Ruritan Club for expenses related to the Polar Bear Plunge. Funds were omitted from the FY 2019 budget for this purpose.

Roll Call Vote:	Black	Abstain*
	Forehand	Yea
	Long	Yea
	Sili	Yea
	Thomas	Yea
	Underwood	Yea

*Supervisor Black abstained because of his involvement with the Polar Bear Plunge.

PUBLIC HEARINGS

UNFINISHED BUSINESS

4. FINAL DESIGN AND FUNDING FOR EMERGENCY MEDICAL SERVICES/LAW ENFORCEMENT MEMORIAL

Kara Taylor read the following letter and asked that it be part of the record:

Chairman and Board of Supervisors,

After speaking with Mr. Schiebel, I have a more accurate cost analysis of what this overall project will cost. He has made me aware of the materials needed to create the base foundation required for the installation of this memorial project.

On behalf of Sheriff Lippa, Chief Loftus and the residents of Caroline County, we are requesting supporting funds from the Board in the amount of \$15,000. These funds will allow us to order the rock for \$8,600. There is a 4 to 5 month process for creating and shipping the rock. Therefore, this needs to be ordered as soon as possible. With the remaining \$6,400, we will be able to provide the pavers for the walk (\$2,984), the stone base (\$411), the concrete sand (\$319), the polymeric sand (\$240), the edging (\$227) and the spikes (\$50). There will be approximately \$2,100 left which we may need for labor cost.

I have confirmed the assistance of Matthew Petrey, a Caroline County resident who owns a local lawn care company. He has committed to volunteering the use of his staff to assist in the manual labor of laying the stone, stand and the pavers on work days as needed. Hopefully, this will offset some of the labor cost.

It is the goal of my group to provide the remaining funds through networking with the community and selling pavers to residents who wish to contribute to this memorial project. We also intend to contact local corporate entities to request financial support for this paramount project for this community.

I ask that you stand with Sheriff Lippa, Chief Loftus, the brave men and women of this community in our Police and Emergency Services departments and help us give them the recognition they deserve this Patriots Day, September 11, 2019, by providing this memorial for their outstanding services to the community of Caroline County, Virginia.

Thank you for your time,

Kara Taylor

In response to questions from Vice-Chair Sili regarding the existing Japanese Maple tree, Director of Public Utilities/Works Joseph Schiebel stated that the current Japanese Maple tree was located in the middle of the proposed design. He said he understood the significance of the tree to the Garden Club and would do everything possible to preserve it, but noted concerns about roots growing under the memorial in the future and causing issues with the pavers.

Supervisor Black expressed concerns about prolonging the project. He said that Ms. Taylor approached him about the project in August of 2018 and she had met with everyone requested and done what was asked. He said he understood the significance of the tree as well, but did not want to put the project off any longer than necessary.

In regard to questions regarding the size of the memorial, Ms. Taylor stated that the proposed rock would not be any more than four to five feet tall and would not interfere with the other memorials at the Community Services Center or the line of sight.

Supervisor Long asked about the increase in price since this was first proposed.

Supervisor Black explained that the \$15,000 would be provided by the County and funds would be raised through the brick sales to come back to the County toward the project. He noted that it would be a memorial dedicated to those that served in Fire and Rescue, first responders, Law Enforcement and dispatchers.

After discussion, Supervisor Underwood stated that the Board had agreed to provide money for the youth of the County by giving to the BETA Club and Caroline Little League earlier in the meeting. He said he believed it was important to recognize the first responders, the Sheriff's Office and EMS. He said those were the people that served the County and were committed to the community. He then commended Ms. Taylor for starting this project.

In response to questions from Supervisor Long, Mr. Culley stated the Board needed to decide how to proceed and make the appropriation to the Department of Public Works to expend the funds. He said the funds would be taken from the General Fund Undesignated Fund Balance in either FY 2019 or FY 2020, depending on when the project was complete. He explained that staff would then get quotes and build the project accordingly. He added that donations would be accepted for the bricks to offset the County's cost.

Supervisor Underwood moved and Supervisor Black seconded to appropriate an amount not to exceed \$25,520 for the Emergency Services/Law Enforcement Memorial with the funds being taken from the General Fund Undesignated Fund Balance. It is the understanding that pavers will be sold to partially offset the County's cost for the project.

<i>Roll Call Vote:</i>	<i>Black</i>	<i>Yea</i>
	<i>Forehand</i>	<i>Yea</i>
	<i>Long</i>	<i>Yea</i>
	<i>Sili</i>	<i>Yea</i>
	<i>Thomas</i>	<i>Yea</i>
	<i>Underwood</i>	<i>Yea</i>

NEW BUSINESS

5. PROPOSED CONTEST TO CREATE COUNTY SLOGAN

Chairman Forehand stated that he requested that this item be placed on the agenda. He said that several other localities had a slogan and suggested that it could be used as a marketing tool and source of pride. He talked about the possibility of coordinating a contest through Economic Development staff.

Supervisor Sili suggested asking the schools to help distribute information to the students for participation.

Superintendent of Schools Dr. Sarah Calveric stated that the schools would be glad to assist with the project, but expressed concerns about not being able to get through the process by the end of school next month.

Board members talked about the current slogan on the welcome signs into the County being “*Land of Opportunity*” and asked if this was supposed to be geared more toward a contest for the students or a marketing tool.

Chairman Forehand moved to dedicate \$1,000 to the contest to create a County slogan and to have staff coordinate with the schools.

Supervisor Long expressed concerns about the close timeframe with school closing for the summer next month.

After discussion, ***Chairman Forehand withdrew his motion.***

He stated that this item could be put back on a future agenda after July 1st.

6. INFORMATIONAL/CALENDAR ITEMS

County Administrator Charles M. Culley, Jr. reminded everyone of upcoming calendar items.

He talked about the need for an additional meeting to adopt the tax rate in order to get the bills out in a timely manner.

Vice-Chair Sili moved and Supervisor Underwood seconded to schedule a budget worksession on April 23, 2019 at 6 p.m.

<i>Roll Call Vote:</i>	<i>Black</i>	<i>Yea</i>
	<i>Forehand</i>	<i>Yea</i>
	<i>Long</i>	<i>Yea</i>
	<i>Sili</i>	<i>Yea</i>
	<i>Thomas</i>	<i>Yea</i>
	<i>Underwood</i>	<i>Yea</i>

After discussion regarding the May 28th Board meeting being scheduled the day after Memorial Day, ***Supervisor Long moved and Supervisor Underwood seconded to cancel the May 28, 2019 Board of Supervisors meeting.***

<i>Roll Call Vote:</i>	<i>Black</i>	<i>Yea</i>
	<i>Forehand</i>	<i>Yea</i>
	<i>Long</i>	<i>Yea</i>
	<i>Sili</i>	<i>Yea</i>
	<i>Thomas</i>	<i>Yea</i>
	<i>Underwood</i>	<i>Yea</i>

CLOSING BOARD COMMENTS

There were no Closing Board Comments.

CLOSED MEETING

Vice-Chair Sili moved and Supervisor Long seconded to convene in Closed Meeting pursuant to the prospective business and legal exemptions of Section 2.2-3711.A.3 and A.8 of the Code of Virginia to discuss two potential economic development projects in the County about which no previous public announcement has been made.

Roll Call Vote:

<i>Black</i>	<i>Yea</i>
<i>Forehand</i>	<i>Yea</i>
<i>Long</i>	<i>Yea</i>
<i>Sili</i>	<i>Yea</i>
<i>Thomas</i>	<i>Yea</i>
<i>Underwood</i>	<i>Yea</i>

Vice-Chair Sili moved and Supervisor Black seconded to leave Closed Meeting.

Roll Call Vote:

<i>Black</i>	<i>Yea</i>
<i>Forehand</i>	<i>Yea</i>
<i>Long</i>	<i>Yea</i>
<i>Sili</i>	<i>Yea</i>
<i>Thomas</i>	<i>Yea</i>
<i>Underwood</i>	<i>Yea</i>

Vice-Chair Sili moved and Supervisor Black seconded that the Caroline County Board of Supervisors certify that to the best of each Board member's knowledge:

- (i) only public business matters lawfully exempted from the open meeting requirement by Virginia law were discussed in closed meeting to which this certification applies; and*
- (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.*

Certification by Roll Call Vote:

<i>Black</i>	<i>Certify</i>
<i>Forehand</i>	<i>Certify</i>
<i>Long</i>	<i>Certify</i>
<i>Sili</i>	<i>Certify</i>
<i>Thomas</i>	<i>Certify</i>
<i>Underwood</i>	<i>Certify</i>

ADJOURNMENT

Supervisor Underwood moved and Supervisor Black seconded to adjourn the meeting.

Roll Call Vote:

<i>Black</i>	<i>Yea</i>
<i>Forehand</i>	<i>Yea</i>
<i>Long</i>	<i>Yea</i>
<i>Sili</i>	<i>Yea</i>
<i>Thomas</i>	<i>Yea</i>
<i>Underwood</i>	<i>Yea</i>

CLERK TO THE BOARD

CHAIRMAN