

At a regular meeting of the Caroline County Board of Supervisors held on Tuesday, January 14, 2020 in the auditorium of the Community Services Center, located at 17202 Richmond Turnpike, Milford, Virginia 22514.

CALL TO ORDER OF 2019 ORGANIZATIONAL MEETING

County Administrator Charles Mr. Culley, Jr. called the 2020 organizational meeting to order at approximately 6:00 p.m.

1. ORGANIZATIONAL MEETING

A) Election of Chairman

Supervisor Forehand moved and Supervisor Long seconded to nominate Supervisor Sili as the Chairman of the Board for calendar year 2020.

<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>

Supervisor Forehand moved and Supervisor Long seconded to close the nominations for Chairman and elect Supervisor Sili as Chairman for 2020.

<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>

B) Election of Vice-Chair

Supervisor Black moved and Supervisor Long seconded to nominate Supervisor Thomas as the Vice-Chair of the Board for calendar year 2020.

<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>

Supervisor Black moved and Supervisor Long seconded to close the nominations for Vice-Chair and elect Supervisor Thomas as Vice-Chair for 2020.

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>

C) Adoption of Rules of Order

Supervisor Thomas moved and Supervisor Long seconded to adopt the Bylaws and Rules of Procedure for calendar year 2020 as presented.

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>

D) Schedule of Regular Board Meetings for 2020

Supervisor Thomas moved and Supervisor Black seconded to approve the regular meeting schedule for calendar year 2020 as presented.

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>

E) Board of Supervisors Appointments

Supervisor Thomas moved and Supervisor Forehand seconded to appoint the following individuals to the respective boards and commissions for calendar year 2020:

- *Rappahannock Area Agency on Aging – Supervisor Underwood*
- *Social Services Board – Supervisor Sili*
- *George Washington Regional Commission – Supervisor Black and Supervisor Long*

- Fredericksburg Chamber of Commerce Government & Military Affairs Council – Supervisor Sili
- Rappahannock Regional Disability Services Board – County Administrator Charles M. Culley, Jr.
- Rappahannock River Basin Commission – Supervisor Long
- Fredericksburg Regional Alliance – Supervisor Forehand
- Recreation Advisory Committee – Supervisor Forehand
- Fort A.P. Hill Executive Steering Committee – Supervisor Long

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>

F) Close Organizational Meeting

Supervisor Thomas moved and Supervisor Long seconded to close the organizational 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>

PRESENT

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

ALSO PRESENT

Charles M. Culley, Jr. – County Administrator

Alan L. Partin – Deputy County Administrator
Michael A. Finchum – Director of Planning & Community Development
Donnell S. Howard – Director of Parks & Recreation
Curtis Finney – Finance Director
Jason R. Loftus – Fire-EMS Chief
David Sadler – Director of Information Technology
Joseph C. Schiebel – Director of Public Utilities
Megan Upshaw – Library Director
Gary R. Wilson – Director of Economic Development
Benjamin W. Emerson – County Attorney

CALL TO ORDER OF REGULAR MEETING

Chairman Sili called the regular meeting to order.

INVOCATION

Supervisor Thomas led the invocation.

PLEDGE OF ALLEGIANCE

Chairman Sili led the Pledge of Allegiance.

OPENING BOARD COMMENTS

Board members commended everyone for their efforts in organizing the Senior Gala in December and said it was a wonderful event.

Supervisor Forehand noted that the old Pauley Jail had been added to the National Historic Register.

Supervisor Black talked about the possible consideration of neighboring jurisdictions being the first due responder for EMS and fire calls closer to their areas in the County, such as Spotsylvania for the Partlow area of Caroline. He then asked for an update on the Adopt-A-Highway Program at a future meeting and commended staff on the recent pickup. He also thanked the YMCA for their litter pickup this past weekend with 47 bags and commended the Sheriff's Office and the Virginia State Police for their assistance.

He then reminded everyone that the Polar Bear Plunge was scheduled for February 1st and 14 non-profit organizations were involved with this year's event.

Supervisor Long stated that the proposed MOU with A.P. Hill was scheduled for discussion at the upcoming A.P. Hill Steering Committee. She then expressed condolences to the family that lost their loved one in a fire in Port Royal and thanked everyone involved with helping to keep the fire from spreading.

Supervisor Underwood stated that there was also a large structure in the Dawn area last week that completely destroyed Woody's Garage. He thanked Fire & Rescue volunteers and career staff for all their assistance and talked about possibly installing some type of water tower for businesses as the area grows in the future. He then said he had spoken with the YMCA Director and they would be attending the next meeting to provide an update to the Board.

He talked about the Sheriff's recent news story on television regarding the need for increased pay for deputies and said he was looking forward to future discussions.

Vice-Chair Thomas stated that VDOT was scheduled to attend the next meeting and mentioned a new program specializing in heavy duty trucks to be on call on I-95. He reminded everyone about the program scheduled for Martin Luther King, Jr. Day at the Community Services Center. He then thanked Rappahannock Electric Co-op and Gary Watts for helping to install the new scoreboard for Caroline Little League.

Chairman Sili reminded everyone that the Caroline Historical Society had scheduled a meeting on January 26th to discuss the old jail.

AMENDMENTS TO THE AGENDA

Supervisor Black moved and Supervisor Forehand seconded to amend the Agenda by adding the following items:

- 11A) Consideration of Refund of Fees Paid by Caroline Little League***
- 11B) Schedule Worksessions with the School Board and the Sheriff***

<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>

2. PRESENTATIONS/REPORTS

➤ **Update from Meadow Event Park**

Marlene Pierson-Jolliffe, Vice President of Operations and Executive Director-State Fair of Virginia, provided a PowerPoint presentation on activities and events at Meadow Event Park. She talked about having a great working partnership with the County and thanked all the departments for helping throughout the year, especially Fire & Rescue for their efforts with the excessive heat during the State Fair.

She talked about the importance of security during events and said it was a constantly changing priority. She said that they were continuing to work on IT services in order to maintain internet services during events. She said they were working on a new livestock pavilion and had planned

some new events and noted that Meadow Event Park had served as a food distribution center for the Dawn area.

She stated that they were willing to present data for discussion on an admissions tax if that was the desire of the Board. She then said that they were aware of the proffer associated with Meadow Event Park requiring that Caroline County's name be included in advertising. She then pointed out how advertising had changed since the original approval of the proffers due to social media, etc. and pointed out the various events at Meadow Event Park that had included the name of the County in their advertising.

➤ **Update/Funding Request from Caroline County Complete Count Committee (United States Census)**

Jessie Rollins, Chair of the Caroline County Complete County Committee, provided an update on the upcoming census and various educational efforts to ensure that everyone gets counted. She talked about the importance of completing the Census questionnaire and noted that money would be lost for localities if people failed to submit their information. She pointed out that it was an easy and secure process that could be completed in just a few minutes by mail, telephone or online.

She requested that the Board provide funding to help with advertising, banners, yard signs, flyers and other media to be used throughout the County. She reported that Census days would be held at each library and other community venues to reach the most undercounted populations and a Census "Pep Rally" would be held on April 1st.

Vice-Chair Supervisor Thomas moved and Supervisor Black seconded to provide initial funding in the amount of \$5,000 for the Census advertising and outreach materials as requested.

<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>

3. APPOINTMENTS

➤ **Planning Commission (Bowling Green District)**

Supervisor Thomas moved and Supervisor Forehand seconded to appoint Robert E. Schwartz to fill the unexpired term of Les Stanley as the Bowling Green District representative on the Planning Commission beginning immediately and expiring October 31, 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>

Thomas Yea
Underwood Yea

➤ **Broadband Advisory Committee (Citizen At-Large Members)**

These appointments were deferred.

➤ **Recreation Advisory Committee (Western Caroline)**

Supervisor Black moved and Supervisor Long seconded to appoint Cathy Loracco to fill the unexpired term of Kenneth Davis as the Western Caroline District representative to the Recreation Advisory Committee for a term beginning immediately and expiring June 30, 2021.

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

➤ **Social Services Board (Western Caroline)**

Supervisor Black moved and Vice-Chair Thomas seconded to reappoint Shawn Kiger as the Western Caroline District appointment to the Social Services Board for a term beginning immediately and expiring December 31, 2023.

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

➤ **Board of Zoning Appeals (Mattaponi District)**

This appointment was deferred.

➤ **Board of Zoning Appeals (At-Large)**

Supervisor Long moved and Supervisor Forehand seconded to recommend the reappointment of W. Leo Satterwhite as the At-Large representative on the Board of Zoning Appeals to the Circuit Court Judge for a term that would begin immediately and expire on February 1, 2025.

Roll Call Vote: Black Yea
Forehand Yea
Long Yea

Sili *Yea*
Thomas *Yea*
Underwood *Yea*

4. CONSENT AGENDA

Supervisor Long requested that *Item 4C, “Proposed Memorial Tree Planting Policy”*, be removed from the Consent Agenda for discussion.

Chairman Sili requested that *Item 4E, “Adoption of VACo Region 7 Legislative Agenda for 2020 General Assembly Session”*, be removed from the Consent Agenda for discussion.

Vice-Chair Thomas moved and Supervisor Long seconded to approve the following Consent Agenda items as presented:

A) Approval of Minutes

Action Taken: Approval of the minutes from the August 18, 2018 Board of Supervisors meeting as presented.

B) Approval of Warrants

Action Taken: Approval of the following warrants:

<i>General Fund</i>	<i>\$864,247</i>
<i>Social Services Fund</i>	<i>10,433</i>
<i>Law Library Fund</i>	<i>479</i>
<i>Tourism Fund</i>	<i>2,709</i>
<i>Fire/Rescue Grants Fund</i>	<i>10,981</i>
<i>Program Income Fund</i>	<i>8,600</i>
<i>Capital Improvements Fund</i>	<i>667,541</i>
<i>School Capital Projects Fund</i>	<i>7,533</i>
<i>Debt Retirement Fund</i>	<i>999,300</i>
<i>Carmel Church Utilities Fund</i>	<i>159,623</i>
<i>Dawn Wastewater Fund</i>	<i>3,510</i>
<i>TOTAL</i>	<i>\$2,734,955</i>

C) Proposed Memorial Tree Planting Policy

Action Taken: This item was removed from the Consent Agenda for discussion.

D) Adoption of a Resolution in Support of the 2020 United States Census

Action Taken: Adoption of the following resolution:

R1/20

**A RESOLUTION IN SUPPORT OF THE 2020 UNITED STATES
CENSUS**

WHEREAS, the U.S. Census Bureau is required by the United States Constitution to conduct a nationwide count of the population, which has been performed every ten years since 1790; and

WHEREAS, an accurate and complete census count is vital to ensure our community receives its fair allocation of the annual appropriation of approximately \$400 billion dollars in federal and state funding; and

WHEREAS, accurate and complete census data is intended to ensure fair congressional representation to the Commonwealth of Virginia and is vital in the County redistricting process in the creation and adjustment of voting districts within the County; and

WHEREAS, the Caroline County Board of Supervisors recognizes the importance of the decennial census and has appointed the 2020 Caroline County Complete Count Committee to promote, inform and prepare the community for the 2020 census; and

WHEREAS, the next decennial census will be conducted on April 1, 2020;

NOW THEREFORE, BE IT RESOLVED, that the Board hereby resolves to partner with the U.S. Census Bureau to help ensure a full and accurate count in Caroline County in 2020; and

BE IT Further RESOLVED, the Board encourages people in Caroline County to participate in the 2020 Census and support the Caroline Complete Count Committee and census takers as they help the community complete an accurate count.

Adopted this 14th Day of January, 2020

E) Adoption of VACo Region 7 Legislative Agenda for 2020 General Assembly Session

Action Taken: This item was removed from the Consent Agenda for discussion.

F) Adoption of Resolution in Support of the Route 639/738 Intersection Safety Improvements

Action Taken: Adoption of the following resolution:

**A RESOLUTION IN SUPPORT OF TRANSPORTATION SAFETY
IMPROVEMENTS TO THE ROUTE 639/738 INTERSECTION IN
CHILESBURG**

WHEREAS, the Caroline County Board of Supervisors and Virginia Department of Transportation (VDOT) have received funds for safety improvements to improve sight distance and curvature at the Route 639/738 intersection in Chilesburg; and

WHEREAS, VDOT has prepared two options for the reconstruction and realignment of the intersection; and

WHEREAS, the VDOT preferred alternative reconstructs the intersection to create a full stop for traffic east bound on Route 738 to turn left to continue east on Route 639, and a dedicated deceleration lane off of westbound Route 639 for traffic to continue west on Route 738 towards Partlow; and

WHEREAS, the Board remains concerned about the accident potential for vehicles slowing and making a right turn off of Route 639 to proceed west on Route 738 and the potential danger to vehicle occupants stopped at the intersection to make a left turn onto Route 639 eastbound; and

WHEREAS, the Board desires a raised concrete median to be installed at the intersection to provide a physical separation at the intersection between eastbound and westbound traffic at the reconfigured intersection; and

WHEREAS, it appears that a physical median can be installed within the existing right-of-way at minimal cost to the project;

NOW THEREFORE BE IT RESOLVED, by the Caroline County Board of Supervisors on this 14th day of January, 2020 that the Caroline County Board of Supervisor supports the VDOT preferred alternative to reconstruct and realign the intersection with the installation of a raised concrete median as requested by the Board; and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be forwarded to the Virginia Department of Transportation (VDOT) Residency Administrator.

Adopted this 14th day of January, 2020

*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>

4C) Proposed Memorial Tree Planting Policy (continued)

Supervisor Long suggested that the Dogwood Tree be added to the list of approved memorial trees since it's the State Tree.

Supervisor Forehand expressed concerns about the cost of the requirement for an approved contractor to actually plant a tree putting an undue burden on someone. Chairman Sili noted that it was important to dig an appropriate size hole for the success of the tree.

After discussion, Supervisor Forehand moved and Supervisor Long seconded to adopt the proposed policy for the planting of memorial trees as presented with the addition of the Dogwood Tree being added to the list as an approved tree and the removal of the requirement for a bonded licensed contractor to be replaced with a list of instructions and possible groups to assist with the planting and oversight provided by the Public Works/Utilities Department.

<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>

4E) Adoption of VACo Region 7 Legislative Agenda for 2020 General Assembly Session (continued)

Chairman Sili stated that he had never heard of “inclusionary zoning” mentioned with Local Land Use Authority and Affordable Housing section of the proposed agenda. He also mentioned the importance of the possible loss of BPOL and Machinery & Tools Tax for localities and devolution being included in the proposed Program, which would require counties to take care of the roads with very little funding and the possible decrease in State funding for local and regional jails.

Vice-Chair Thomas stated that he would like to include discussion of Route 301 south of Bowling Green as a main thoroughfare and the possibility of a four-lane expansion to Hanover because of the increased traffic.

Supervisor Black moved and Supervisor Forehand seconded to adopt the proposed VACo Region 7 2020 Legislative Agenda as presented with the additions mentioned by Board members.

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

Sili *Yea*
Thomas *Yea*
Underwood *Yea*

NEW BUSINESS

9. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR FINANCING RECORDS MANAGEMENT SYSTEM/CAD AND EMERGENCY BACKUP GENERATORS

County Administrator Charles M. Culley, Jr. stated that the FY 2019/2020 Capital Improvements Fund budget included the following:

- 1) \$499,862 for a new Records Management System and Computer Aided Dispatch (CAD) System; and
- 2) \$136,000 for an emergency backup generator system in the Administration building, Department of Fire & Rescue and Department of Planning & Community Development building and Sheriff's Office and Patrol building.

However, approval was needed from the Board of Supervisors to secure financing for the projects prior to moving forward. He then noted that staff proposed some changes to the generator project due to the cost of the project being significantly higher than anticipated during the preparation of the FY 2020 budget and reviewed the project cost increases.

He further stated that the current records management system (RMS) for the Sheriff's Office had come to the end of its useful life and needed to either be updated or replaced. He explained that the Sheriff's Office proposed the purchase of a new RMS and CAD system from Zuercher Technologies using a cooperative procurement clause in an Orange, Virginia contract. He noted that the Department of Fire & Rescue had reviewed the proposed system and indicated that it would sufficiently serve the needs of the Department.

Mr. Culley stated that RMS and CAD systems were often packaged together and the combined total cost from Zuercher Technologies was \$477,979. He pointed out that the General Assembly had passed legislation requiring each public safety answering point (PSAP) in the Commonwealth to have the ability to receive and process calls for emergency assistance sent via text message by July 1, 2020 and the current CAD system would not accept text messages.

He further stated that the proposed RMS system would also include the ability to support an electronic summons system that would enable citation data to be automatically scanned from a driver's license and electronically entered by officers in the field. He explained with this technology, the Sheriff's Office personnel would no longer have to re-enter data from a hand-written summons. He said it would also make traffic stops safer for both motorists and Sheriff's Office personnel by decreasing the chance of an accident on the shoulder of the road during the course of traffic stops.

He pointed out that the Board of Supervisors adopted an amendment to the County Code to assess a \$5 fee as part of the costs in each criminal and traffic case for the purchase of an electronic summons system and revenue had been accumulating in a special fund since 2015.

In response to questions from Board members, Major Scott Moser of the Sheriff's Office talked about all the problems with the current system and said it was beyond patching.

Deputy County Administrator Alan Partin noted that the Treasurer reported that approximately \$245,000 had been collected through the electronic summons systems fees and those funds were being used for computers in the police cars, but could be used to reimburse for hardware cost of the RMS in the future as they were made available.

Supervisor Underwood moved and Supervisor Long seconded to authorize Davenport & Company, the County's financial advisor, to issue a Request for Proposals for an equipment lease financing for the Records Management System (RMS)/CAD system and the emergency backup generators.

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>

11B) SCHEDULE DATES FOR WORKSESSIONS WITH SCHOOL BOARD AND THE SHERIFF

Chairman Sili stated that he wanted to review some background information related to recent media posts and asked County Administrator Charles M. Culley, Jr. to read the following prepared statement on behalf of the Board of Supervisors:

BOARD OF SUPERVISORS' STATEMENT ON PAY FOR SHERIFF'S DEPUTIES

In September 2017, the Caroline County Board of Supervisors implemented pay raises for County employees based on the results of a pay study completed by an independent consultant. The study undertook a thorough, comprehensive review of the County's compensation structure and the regional market competitiveness of its salaries. County salaries were compared to eight other localities (Dinwiddie, Hanover, King George, King William, Orange, Powhatan, Prince George and Spotsylvania) selected by the consultant based on demographics, comparable levels of services provided to citizens and geographic proximity to Caroline.

The resulting employee raises, which increased the County's payroll by approximately \$1.1 million, included all Sheriff's Office personnel except the Sheriff himself because he is a constitutional officer (no constitutional officers received pay increases as a result of the salary study).

In July 2019 all County employees, including the Sheriff's Office, received a 2% cost of living increase and were eligible for up to an additional 3% merit increase based on a performance review. All told, \$650,000 was budgeted to implement further employee pay increases in the current fiscal year (FY 2019/2020). In addition to pay increases, the Board has also contributed more County funds in recent years to keep health and dental insurance costs at affordable and attractive rates for employees.

The Sheriff has also publicized that his total Law Enforcement budget for FY 2019/2020 is \$4,695,399 and that approximately \$1.3 million of the total comes from the State Compensation Board. In comparison, the Department of Fire & Rescue budget is \$5,643,250 for the same fiscal year. However, this analysis failed to mention that Fire & Rescue's budget is supported by nearly \$1,000,000 in revenue from ambulance service recovery fees paid by the patient's insurance company.

The Sheriff has indicated that Firefighter/EMT's in the Department of Fire & Rescue are placed at a higher grade on the County's pay scale than deputies. This is based on the independent recommendation of the consulting firm that completed the compensation study and is the result of an analysis of the training requirements for each position. Further, when average salaries are compared on an hourly basis, the minimum hourly rate for a deputy is actually \$4.00 more than a Firefighter/Medic.

	Annual Salary	Hours	Pay Cycles	Total Hours	Hourly Rate
FF/EMT	\$45,968.00	212	13	2756	16.68
Deputy	\$43,005.00	160	13	2080	20.68
Difference	\$2,963.00	52		676	-4.00

Recently, the Sheriff in a letter delivered to the Board on Monday December 16, 2019, proposed that each sworn member of his staff receive an immediate \$4,000 raise, plus an additional \$10,000 raise in the next fiscal year. This would cost approximately \$238,000 in the current fiscal year and nearly \$600,000 more in FY 2020/2021. If you include similar raises for Department of Fire & Rescue employees who make less per hour and to maintain fairness in the public safety realm, it adds \$210,000 in salary costs in the current fiscal year and \$525,000 in FY 2020/2021.

All told, the Sheriff's proposed pay increases alone total approximately \$838,000. The Board of Supervisors would either have to raise the real estate tax rate by over 3 cents or cut an equivalent amount from somewhere else in the budget to make this happen. When Fire & Rescue salaries are factored in, the total cost increases to \$1,570,000. To fund this total, either a real estate tax increase of 6 cents or major cuts to the existing budget would be needed.

In addition, implementing these hand-picked pay increases without thinking them through may result in deputies being paid more than supervisory staff in other departments. This would severely compromise the integrity of the County's pay plan put in place at the recommendation of the consultant and likely result in a chain reaction of needed pay increases. Caroline County Public Schools' employees would be next in line seeking pay increases. If the cost to the taxpayer for raises for 94 Public Safety employees is \$1,570,000 and requires a 6 cent tax increase, the cost for adding 315 teachers would be at least 3 times the cost, or another 18 cents on the Real Estate Rate. There are also another 233 full-time School employees that are not teachers. An additional 12 cent tax increase would be needed for raises for these employees. If you add up

all the needed tax increases, it amounts to 6 cents for Public Safety and 30 cents for Schools. The Real Estate Tax Rate would increase from \$0.83 to \$1.19 per \$100 of assessed value. And you would still have hundreds of county employees with no pay increases.

This is why Caroline County is not in a position to get in a bidding war with larger localities and localities influenced by Northern Virginia salaries for Public Safety or Schools. What Caroline does offer is a much lower cost of living.

In addition, we believe there are factors outside of pay that significantly contribute to the Sheriff's current inability to hire deputies. These factors can be summarized as follows:

- The Sheriff advertises for vacancies through his Facebook page exclusively. He does not use specialized recruitment websites such as Indeed, LinkedIn or Monster.com that are often highly effective in today's job market. The Sheriff has also chosen not to advertise on Caroline County's website, which offers a comprehensive, fully automated process. We believe this limited outreach hampers the Sheriff's Office's ability to effectively get the word out about employment opportunities in his department.*
- All new deputies at the Sheriff's Office must start at the minimum salary of the pay grade, regardless of their years of experience with another locality. This naturally limits the pool of experienced candidates who are willing to come to Caroline. The County should be able to recruit deputies from smaller localities that cannot match our salaries, just as Caroline loses deputies to larger localities to the north and south. However, few deputies with experience in smaller localities are likely to make a move to Caroline if they have to start at the very bottom of the pay scale.*

In closing, the Board of Supervisors is willing to consider reasonable measures to help recruit and retain deputies in the Sheriff's Office at the appropriate time during the upcoming FY 2020/2021 budget process. The measures considered may or may not involve pay increases. However, a comprehensive solution to the Sheriff's Office's current inability to fill vacancies must come from a variety of measures including a better effort to publicize openings and a change in the Sheriff's pay practices.

Vice-Chair Thomas moved and Supervisor Black seconded to schedule a budget worksession with the School Board for January 28, 2020 at 5 p.m. and a worksession with the Sheriff on February 11, 2020 at 5 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>

PUBLIC COMMENTS

Schericka Twyner, Membership Director for the Caroline YMCA, talked about various fundraising events scheduled to support local restaurants and donate to the Polar Plunge. She then invited

everyone to attend the upcoming Polar Plunge scheduled for February 1st.

The following individuals talked about the difficulties in hiring and retaining Sheriff's Office employees and spoke in support of increased salaries for the Sheriff's Office personnel:

- Major Scott Moser, of the Caroline Sheriff's Office and resident of the Bowling Green District
- Travis Nutter, Investigator with the Caroline Sheriff's Office and resident of the Madison District
- Mark Gaines, of the Bowling Green District
- David Lipscomb, of the Reedy Church District
- Richard Wilcox, of the Bowling Green District
- Andrew Williams, Deputy with the Caroline Sheriff's Office
- Danny Carter, of the Western Caroline District
- David Robinnette, of DK Firearms
- Kyle Griffin, of Stafford County
- Tammie Gaines, of the Bowling Green District
- Lisa Harvey, Supervisor for the 911 Dispatch Center for Caroline Sheriff's Office
- Steve Shapiro, of Fairfax
- Jason Miller, Patrol Sergeant for the Caroline Sheriff's Office and resident of the Port Royal District
- Erin Cardosa, of the Caroline Sheriff's Office and resident of Hanover County
- Jason Church, Deputy with Caroline Sheriff's Office and resident of the Western Caroline District
- Susan Church, of the Western Caroline District
- Chris Hall, Sergeant of the Caroline Sheriff's Office and resident of the Reedy Church District
- Erin Gardnova, Hanover Sheriff's Office
- Karl Eichenmiller, Sergeant with Caroline Sheriff's Office
- Joe Crowder, Captain with Caroline Sheriff's Office and resident of Hanover County
- William Whiteside, of the Port Royal District
- Stacy Cary, Lieutenant with the Caroline Sheriff's Office and resident of the Bowling Green District
- Sheriff Anthony A. "Tony" Lipka, Jr. of the Caroline Sheriff's Office and resident of the Bowling Green District

Terry Southworth, Clerk of the Caroline General District Court and resident of the Bowling Green District, talked about previous General Assembly action allowing localities to supplement General District Court Clerks and their staff. She talked about the various fees collected by the General District Court staff for the County and requested that the Board consider providing a local supplement for the General District Court during the budget process.

There being no further comments, Chairman Sili declared the Public Comments closed.

UNFINISHED BUSINESS

5. RZ-07-2018 COOL WATER DEVELOPMENT LLC, OWNER/APPLICANT

Director of Planning & Community Development Michael Finchum stated that this item was on the Agenda for the Board’s review and consideration of amended materials related to RZ-07-2018 for Belmont West. He reminded everyone that a public hearing was held at the June 11, 2019 Board of Supervisors meeting and action was deferred for additional information and clarifications to the proffers, which were included in the Board’s packet.

Supervisor Thomas stated that the cash proffers would begin on the 105th unit for the Carmel Church Fire Station and Mr. Finchum stated that there had been no change to that proffer.

Chairman Forehand noted that the facades of the multi-family buildings would be constructed of brick or other types of masonry. Mr. Finchum stated that there was a better chance to get a higher quality of materials with VHDA requirements as noted in Proffer #4.

Supervisor Long talked about the open type of breezeway in the original permit, but preferred the enclosed type. Mr. Finchum stated that the County could not get into that type of detail because of legislation passed a few years ago by the General Assembly related to other localities getting involved with proffers.

Supervisor Long expressed concerns about possible eviction if someone’s income level, such as a new teacher, exceeded the limit. She said affordable housing was very difficult to find on a single teacher’s salary and they had previously talked about this development as a possibility for teachers. Chris Waller, the applicant, responded that he did not have the answers, but believed there should be some type of grandfathering condition for circumstances as mentioned related to increasing incomes.

In response to questions from Supervisor Black related to the broadness of Proffer #18, Mr. Waller stated that they would be working with the County to providing available housing opportunities for qualifying employees of County departments and agencies, such as the school system, the Sheriff’s Office and Fire & Rescue.

In response to questions from Chairman Sili, Mr. Waller stated that the project would be developed as a market rate project with a maximum of 12% of the units being three-bedrooms with an equal percentage of one bedroom units to retain a two-bedroom average.

Vice-Chair Thomas pointed out that this rezoning project had previously been approved, they were just trying to refine the market rate of the project for the grant application process.

Vice-Chair Thomas moved and Supervisor Black seconded to approve RZ-07-2019 for Cool Water Development LLC, Owner/Applicant with the amended proffers as presented.

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

Long *Yea*
Sili *Yea*
Thomas *Yea*
Underwood *Yea*

NEW BUSINESS (continued)

6. DISCUSSION OF PROPOSAL FOR TRANSPORTATION ASSISTANCE FUND

Deputy County Administrator Alan Partin stated that staff and Supervisor Black had discussions with Social Services Director Wendy Sneed about ideas for transportation assistance for citizens following the elimination of FRED Transit bus service in the County and developed the proposal included in the Board's packet.

He stated that King George County Department of Social Services was allocated \$30,000 for similar transportation assistance services as proposed by Ms. Sneed. He explained that the funding was provided after King George unsuccessfully explored other alternatives such as connecting to the transit system in the Town of Colonial Beach and partnering with local churches for ride sharing.

Board members talked about the previous program through the Department of Social Services that distributed gas cards and the need for transportation to medical appointments and expressed concerns about individuals that did not have a vehicle and couldn't make ends meet and had transportation needs because they were just slightly above the poverty level.

Ms. Sneed explained the Department of Social Services currently provided a variety of transportation related assistance to clients in the VIEW (Virginia Initiative for Education and Work) Program. She reviewed the Program and explained that assistance included gas cards, vehicle repair, vehicle purchase, insurance, taxes, DMV fees and court fines. She said that the VIEW Program was federally funded and the Department of Social Services received an allocation each fiscal year. She suggested that a transportation assistance fund be established to assist the general population that was not eligible for VIEW or other benefits. She said that guidelines could be established and citizens could apply at Social Services.

After discussion, it was the consensus of the Board for staff to work with Ms. Sneed to develop proposed guidelines for a modified version of the VIEW Program to help citizens with transportation needs and come back for further discussion at the February 11th meeting.

7. FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 103 (TAXATION) OF THE CODE OF CAROLINE COUNTY BY ADDING ARTICLE XVIII RETAIL SALES TAX

Deputy County Administrator Alan Partin stated that staff was recently made aware by the Commissioner of the Revenue's Office that the County Code did not include an ordinance referencing the County's intent to charge a local general retail sales tax at the rate of one percent to provide revenue for the General Fund pursuant to the Code of Virginia, §58.1-605. He explained

that it was unclear if such an ordinance was not included in the online County Code prepared by General Code due to an oversight by either staff or the company or if no such ordinance was ever brought to the Board of Supervisors for consideration.

He stated it was staff's belief that an ordinance was previously adopted by the Board, perhaps several decades ago, but they had not performed the exhaustive research needed to make a final determination. He said after consulting with the County Attorney, it appeared the best option was to simply move forward with adopting the appropriate ordinance as soon as possible.

Vice-Chair Thomas moved and Supervisor Long seconded to authorize staff to advertise the proposed amendment to Chapter 103 of the County Code to add local sales tax language for public hearing at an upcoming Board of Supervisors 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>

8. DISCUSSION OF POTENTIAL PROJECTS FOR VDOT SMART SCALE FUNDING APPLICATIONS

Director of Planning & Community Development Michael Finchum stated that the next cycle for VDOT Smart Scale project application was approaching and staff was trying to determine the Board's interest in developing project applications for the 2020 Smart Scale cycle. He said that Caroline could submit up to four projects, inclusive of projects it may request on behalf of a town. He said that applications were due April 1st and staff would have approximately three months to work with VDOT on any projects desired by the Board. He then reviewed the Smart Scale projects from previous submissions including the I-95 interchange improvements and Route 301 Bypass/Chase Street intersection improvements in the Town of Bowling Green, neither of which received funding

In response to questions from Board member related to increased traffic and additional crashed on Route 2, Mr. Finchum noted that Supervisor Long had suggested that staff request a Route 2 Corridor Safety Study. He also said that staff had discussed one Farmer Drive entrance problem with VDOT and suggested that it be included with the Six-Year Plan.

Supervisor Black pointed out that the Smart Scale project at Chilesburg was fully funded because of safety concerns. He said he believed projects had a better chance of being funding if safety was the priority and there had been numerous traffic accidents.

Chairman Sili talked about the need for outdoor lighting near the end of the bypass and Mr. Finchum said it may be possible to fit the three intersections of the bypass into one project. He noted that VDOT suggested extending the acceleration and deceleration lanes at some of the key intersections. Chairman Sili agreed, but stressed the importance of keeping all of the crossovers

open. Mr. Finchum pointed out that the Corridor Study had not yet been adopted because of the crossover issue.

Supervisor Long talked about the importance of conducting a safety study on Route 2.

Supervisor Forehand talked about the possibility of sidewalks across from Campbell's Creek on Route 1 to the shopping center.

Vice-Chair Thomas stated that it was important to remind VDOT about the issues on Route 301 south.

After discussion, Mr. Finchum stated that he would meet with VDOT representatives later in the week to talk about which projects they believed would be good candidates for Smart Scale project and he would then share that with Board members.

10. DISCUSSION OF PROPOSED LIBRARY POLICIES

Deputy County Administrator Alan Partin stated that staff had been working on formulating comprehensive library policies since the Caroline Library became a County department under the supervision of the County Administrator's Office. He said the proposed policies had been included in the Board's packet.

In response to questions from Board members, Library Director Megan Upshaw explained that some documents were copied free of charge including resumes, homework, job applications, etc.

Supervisor Long moved and Supervisor Forehand seconded to adopt the proposed Library policies as presented.

<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>

11. FIRST READING OF PROPOSED AMENDMENT OF CHAPTER 93-1 OF THE CODE OF CAROLINE COUNTY (SCHEDULE OF WATER AND SEWER FEES)

Director of Public Works/Utilities Joseph Schiebel stated that the Brookwood Subdivision currently under construction off of Edwards Road near the Community Services Center could eventually consist of 203 new homes. He said that the new homes would be in the County and the wastewater from those homes would initially be conveyed to the Town of Bowling Green's wastewater treatment plant via the County's collection system.

He explained that it had always been staff's long-term objective to ultimately discharge that wastewater at the County's wastewater plant at Polecat Creek. He said this would also enable the

County's plant to treat wastewater from facilities such as the Community Services Center, Bowling Green Elementary School, etc., which were currently routed to the Town's wastewater plant. He pointed out that the County's cost to treat this wastewater would continue to increase in future years based on rate increases from the Town. Therefore, it was staff's belief that the County would be better off constructing the needed connect to the County's plant.

He further stated that the County Attorney confirmed that it was permissible to establish separate water availability fees for the Milford Wastewater System. He reviewed the fees and said that they were designed to facilitate the objective of connecting to the County's wastewater treatment plant.

Vice-Chair Thomas stated that this would only impact the Milford sewer system, which was Brookwood.

Vice-Chair Thomas moved and Supervisor Long seconded to authorize staff to advertise the proposed ordinance amendment for Chapter 93-1 of the Code of Caroline County for the Schedule of Water and Sewer Fees for public hearing at a future 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>

11A) CONSIDERATION OF REFUND OF FEES PAID BY CAROLINE LITTLE LEAGUE

Chairman Sili asked staff to research the cost of the permits recently paid by Caroline Little League for improvements and then bring the information back on the next agenda for consideration of a refund/donation.

12. INFORMATIONAL/CALENDAR ITEMS

County Administrator Charles M. Culley, Jr. reviewed the Capital Projects Update Report and upcoming events.

CLOSING BOARD COMMENTS

Supervisor Black reminded everyone again about the Polar Bear Plunge scheduled for February 1st.

Vice-Chair Thomas asked that Mr. Finchum and Mr. Wilson look into the idea of a hotel at or near the State Fair as mentioned by Marlene Pierson-Jolliffe.

CLOSED MEETING

Vice-Chair Thomas moved and Supervisor Underwood seconded to convene in Closed Meeting pursuant to the discussion of plans for public safety and security exemption of Section 2.2-3711.A.19 of the Code of Virginia to discuss plans to protect public safety as related to the security of governmental facilities, buildings or structures and the safety of persons using such facilities, buildings or structures.

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 Thomas moved and Supervisor Forehand seconded to leave Closed Session.

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 Thomas moved and Supervisor Forehand 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>

ACTIONS RESULTING FROM CLOSED MEETING

Vice-Chair Thomas moved and Supervisor Long seconded to authorize the expenditure of up to \$100,000 for security improvements to County facilities.

Roll Call Vote:

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

ADJOURNMENT/RECESS

Vice-Chair Thomas moved and Supervisor Forehand to recess the meeting to 5:00 p.m. on January 28, 2020 in the Community Services Center Emergency Operations Center (EOC) for a meeting with the School Board.

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

CLERK TO THE BOARD

CHAIRMAN