

At a regular meeting of the Caroline County Board of Supervisors held on Tuesday, March 28, 2023 in the auditorium of the Community Services Center, located at 17202 Richmond Turnpike, Milford, Virginia 22514.

**PRESENT**

Floyd W. Thomas – Chairman, Mattaponi District  
Jeffery M. Sili – Vice-Chair, Bowling Green District  
Jeffrey S. Black – Western Caroline District  
Clayton T. Forehand – Madison District  
Nancy L. Long – Port Royal 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  
Jason R. Loftus – Fire-EMS Chief  
David Sadler – Director of Information Technology  
Joseph C. Schiebel – Director of Public Utilities  
Tomeka C. Smith – Finance Director  
Wendy S. Sneed – Director of Social Services  
Megan Upshaw – Library Director  
Gary R. Wilson – Director of Economic Development  
Christopher M. MacKenzie – County Attorney

**CALL TO ORDER**

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

**INVOCATION**

Supervisor Black led the invocation.

**PLEDGE OF ALLEGIANCE**

Chairman Thomas led the Pledge of Allegiance.

**OPENING BOARD COMMENTS**

Supervisor Underwood extended prayers to the families in Nashville, Tennessee in light of the recent school shooting.

He talked about needed repairs to the Frog Level Volunteer Fire Department building and said that he was discussing the matter with Fire-EMS Chief Jason Loftus and Deputy Director of Planning Kevin Wightman. He then said that he had also been working with members of the Dawn Progressive Association and they were willing to convey the property back to the County for demolition of the existing deteriorating building and possible revitalization of a new building and improvements to Lowe-Massie Park.

Supervisor Long reminded everyone that there would be a celebration of Secretariat's 53<sup>rd</sup> birthday and 50<sup>th</sup> anniversary of winning the Triple Crown at the Visitor Center on March 30<sup>th</sup> at 2 p.m.

Vice-Chair Sili stated that he had one more constituent meeting scheduled for this month on March 31<sup>st</sup> at Macedonia Baptist Church at 6:30 p.m.

Supervisor Black commended Director of Public Works/Utilities Joey Schiebel and staff for all their efforts related to improvements at the main Recreation Park and noted that he had received many positive comments from the community. He reminded everyone about the "Team Up to Clean Up" event on May 6<sup>th</sup> to combat the County's litter problem.

Supervisor Forehand made heartfelt remarks related to the recent school shooting in Nashville and stressed the need for society to find ways to make children and human life a priority and put aside pettiness and political correctness to stop violence. Chairman Thomas agreed with Supervisor Forehand's comments and expressed concerns about the impact of mental illness related to violence.

Chairman Thomas requested that Vice-Chair Sili work with the Town of Bowling Green on a possible turn lane into the Landfill. He then requested quarterly budget reports at future meetings.

### **AMENDMENTS TO THE AGENDA**

There were no amendments to the agenda.

#### **1. PRESENTATIONS/REPORTS**

##### **➤ Update from Healthy Generations/Rappahannock Area Agency on Aging**

Patricia Holland, Executive Director of Healthy Generations/formerly Rappahannock Area Agency on Aging, provided an update on services and programs available to senior citizens in Caroline County and Planning District 16. She explained programs such as home delivered meals, wellness checks, transportation for appointments and errands, counseling assistance, possible vouchers for participating local farmers markets, etc.

She also talked about the isolation impact on seniors during the COVID-19 Pandemic and the importance of senior citizens in our society.

➤ **Further Discussion of County Administrator’s Proposed Fiscal Year 2023/2024 Budget**

At the direction of Chairman Thomas, Finance Director Tomeka Smith provided an illustration depicting General Fund expenditures and revenues for the FY 2024 dollar as well as General Fund and Debt expenditures. She explained that the top expenditures and debt for each dollar were for Public Education and for Public Safety.

Board members talked about revenue sources in Caroline verses other localities. In response to questions from Board members, Ms. Smith stated that a one cent tax increase in Caroline would equal \$313,000 in revenue. County Administrator Charles M. Culley, Jr. noted that a one cent tax increase in Spotsylvania would equal over \$1 million.

**2. CONSENT AGENDA**

*Supervisor Underwood moved and Vice-Chair Sili seconded to approve the following Consent Agenda items as presented:*

**A) Approval of Minutes**

*Action Taken: Approval of the minutes from the March 8, 2022 Caroline County Board of Supervisors meeting as presented.*

**B) Approval of Warrants**

*Action Taken: Approval of the following warrants:*

<i>General Fund</i>	<i>\$500,102</i>
<i>Social Services Fund</i>	<i>6,046</i>
<i>Tourism Fund</i>	<i>335</i>
<i>Confiscated Assets Fund</i>	<i>1,657</i>
<i>Soil &amp; Water Fund</i>	<i>848</i>
<i>CARES Fund</i>	<i>356,117</i>
<i>Capital Improvements Fund</i>	<i>266,726</i>
<i>School Capital Projects Fund</i>	<i>9,241</i>
<i>Debt Retirement Fund</i>	<i>48,359</i>
<i>Carmel Church Utilities Fund</i>	<i>110,807</i>
<i>Dawn Wastewater Fund</i>	<i><u>3,706</u></i>
<b>TOTAL</b>	<b><i>\$1,303,944</i></b>

**C) Proposed Purchase over \$50,000 (Brush Truck Chassis)**

*Action Taken: Authorization of the purchase of two(2) brush truck chassis in the amount of \$107,115.50 with funds being equally taken from the FY 2022 CIP and FY 2023 CIP as requested. Funding in the amount of \$95,000 was included in the FY 2022 Capital Improvement Budget (CIP) to replace Brush 6 (Upper*

*Caroline). The FY 2023 CIP includes \$96,000 to replace Brush 1 (Bowling Green). Those funds were borrowed as part of a previous financing and remain available for expenditure toward this purchase.*

**D) Award of Bid for VDOT Required Road Improvements for New Carmel Church Fire-EMS Station**

*Action Taken: Award of bid for VDOT required road improvements for the new Carmel Church Fire-EMS Station to J.L. Kent & Sons, Inc. in the amount of \$509,411. Funds for this purpose were included in the borrowing for the project.*

**E) Adoption of Resolution Approving the 2023 George Washington Regional Commission Hazard Mitigation Plan**

*Action Taken: Adoption of the following resolution:*

**R10/23**

**A RESOLUTION ADOPTING THE 2023 GEORGE WASHINGTON REGIONAL COMMISSION HAZARD MITIGATION PLAN**

*WHEREAS, Caroline County and all jurisdictions within the George Washington Regional Commission (GWRC) (a planning district commission organized pursuant to Virginia Code §15.2-4200, et seq.) have exposure to natural hazards that cause risk to life, property, environment, and the economy; and*

*WHEREAS, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and*

*WHEREAS, the federal Disaster Mitigation Act of 2000 (42 USC 5121, et seq.), as amended, requires that local governments develop, adopt, and update natural hazard mitigation plans in order to receive certain federal assistance; and*

*WHEREAS, the GWRC deems it appropriate to update the existing hazard mitigation; and*

*WHEREAS, working with project consultants The Berkley Group, and coordinating with Federal, State, and regional stakeholders, the GWRC prepared an updated Regional Hazard Mitigation Plan (the Regional Hazard*

*Mitigation Plan 2023 Update) in accordance with Federal Emergency Management Agency (FEMA) requirements at 44 CFR § 201.6; and*

*WHEREAS, Caroline County has been involved in the preparation of the Regional Hazard Mitigation Plan 2023 Update through the participation of key staff in the plan's project management team, local advertisement and opportunity for public input, and plan review by staff; and*

*WHEREAS, the public and other stakeholders interested in regional hazard mitigation were provided the opportunity to review and comment on the draft while in development; and*

*WHEREAS, the Virginia Department of Emergency Management (VDEM) and FEMA have conditionally approved the Regional Hazard Mitigation Plan 2023 Update, pending local adoption; and*

*WHEREAS, the Caroline County Board of Supervisors believes that adoption of the Regional Hazard Mitigation Plan 2023 Update in substantially the same form as attached promotes health, safety, and welfare of County residents.*

*NOW, THEREFORE BE IT RESOLVED, the Caroline County Board of Supervisors does hereby adopt the Regional Hazard Mitigation Plan 2023 Update in substantially the same form as attached.*

*Adopted this 28<sup>th</sup> day of March, 2023.*

**F) Adoption of a Resolution Authorizing the County Administrator to Execute the Incentive Application to the Virginia Opioid Abatement Authority and to Execute All Documents in Connection Therewith**

*Action Taken: Adoption of the following resolution:*

R11/23

**A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE THE INCENTIVE APPLICATION TO THE VIRGINIA OPIOID ABATEMENT AUTHORITY AND TO EXECUTE ALL DOCUMENTS IN CONNECTION THEREWITH**

*WHEREAS, the Caroline County Board of Supervisors seeks to mitigate and abate the impacts of the opioid epidemic in Caroline County; and*

*WHEREAS, the mission of the Virginia Opioid Abatement Authority (OAA) is to abate and remediate the opioid epidemic in the Commonwealth through financial support in the form of grants, donations or other assistance; and*

*WHEREAS, the OAA has invited each city and county in Virginia to submit proposals for grants to support efforts to treat, prevent and reduce opioid use*

*disorder and the misuse of opioids in the Commonwealth; and WHEREAS, the financial assistance offered by the OAA is needed to provide opioid mitigation and abatement efforts in Caroline County; and WHEREAS, the County of Caroline voluntarily agrees to meet the OAA’s “Gold Standard” requirements in return for a 25% increase in OAA funding eligibility during Fiscal Year 2023 and Fiscal Year 2024. NOW, THEREFORE BE IT RESOLVED, that the Caroline County Board of Supervisors hereby authorizes the County Administrator to execute the incentive application to the Virginia Opioid Abatement Authority and to execute all documents in connection therewith.*

*Adopted this 28<sup>th</sup> day of March 2023.*

**G) Approval of Proposed Use of Opioid Settlement Funds through Services Provided by Rappahannock Area Community Services Board**

*Action Taken: Authorization to utilize Caroline County’s opioid settlement funds through the Rappahannock Area Community Services Board as presented.*

**H) Authorization to Advertise Public Hearing for the Repeal and Replacement of Flood Hazard Regulations in Chapter 45 of the Code of Caroline for the April 11, 2023 Board Meeting**

*Action Taken: Staff was authorized to advertise a public hearing to repeal and replace Chapter 45 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>

**UNFINISHED BUSINESS**

**4. CONTINUED DISCUSSION ON REQUEST FROM CAROLINE COUNTY PUBLIC SCHOOLS FOR CATEGORICAL TRANSFER FOR FUEL EXPENSES**

Chairman Thomas stated that this issue was discussed at the March 14<sup>th</sup> meeting with the School Board and action was deferred to this meeting for additional consideration. He pointed out that the Board of Supervisors would not let the school buses run out of funding for fuel.

In response to questions from Board members, County Administrator Charles M. Culley, Jr. referenced a graph provided by the School System showing the monthly fuel usage. He noted that they would not have enough funding for fuel expenses for the remainder of the fiscal year due to the extreme increase in gasoline and diesel prices throughout the school year. He explained that the

School System was requesting a transfer from instruction due to vacancies and health insurance from unfilled positions throughout the year.

Board members and Superintendent of Schools Dr. Sarah Calveric talked about the budget process and the difficulty in projecting the cost of fuel when preparing the budget request due to the budget schedule.

After much discussion, *Supervisor Underwood moved and Supervisor Black seconded to approve the transfer of \$325,000 from the Instruction Category to the Transportation Category of the Fiscal Year 2022/2023 School Operating Budget as requested by the Caroline County School Board due to an increase in transportation related expenses in the current fiscal year.*

Board members asked if there was a need for an additional increase for summer school. Dr. Calveric stated that they were comfortable with the current request.

<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 EARLY PURCHASE OF DEPARTMENT OF FIRE & RESCUE BRUSH TRUCK CHASSIS (BRUSH 5) INCLUDED IN COUNTY ADMINISTRATOR'S PROPOSED FISCAL YEAR 2023/2024 BUDGET**

Fire-EMS Chief Jason Loftus stated that included in the County Administrator's proposed FY 2023/2024 Capital Improvements Budget was \$105,000 for the purchase of a replacement brush truck for Frog Level Volunteer Fire Department (Brush 5). He explained, as noted earlier, that brush trucks had become very difficult to obtain and staff was therefore requesting that the Board consider approving the purchase of the FY 2024 brush truck prior to the adoption of the FY 2024 budget so that this truck could be ordered at the same time as the previously approved replacement brush chassis included on the Consent Agenda. He noted that this would provide the County with the opportunity to lock in the current price and take delivery of Brush 5 in FY 2024.

In response to questions from Board members, County Administrator Charles M. Culley, Jr. stated that the County would be "riding" on a joint purchasing contract with Rappahannock Electric Cooperative or purchasing from an identified large Chevrolet dealer, which would require a rapid commitment to purchase when inventory became available.

After discussion, *Vice-Chair Sili moved and Supervisor Underwood and Supervisor Black seconded to authorize the early purchase of the replacement Brush 5 chassis included in the proposed FY 2024 budget in the amount of \$53,557.75 as requested.*

In response to a question from Supervisor Forehand, Chief Loftus stated that it was expected to take approximately four to six months for delivery.

**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>

**PUBLIC COMMENTS**

Sheriff Scott Moser stated that his office had been working with the Fredericksburg Food Bank in conjunction with the Fire-EMS Office to utilize the parking lot at the Community Services Center for a temporary food distribution center. He stated that the distribution was needed by the community and the events had proven successful. Therefore, he was requesting approval to utilize the parking lot at the Community Services Center as a permanent distribution site on the third Monday of each month.

In response to questions from Board members, County Administrator Charles M. Culley, Jr. stated that no complaints had been received for the temporary food distribution events. Board members spoke in support of the request and asked that the County Attorney and County Administrator review the proposed agreement with the Fredericksburg Regional Food Bank. *\*Action on this item was taken at the end of the meeting.*

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

**PUBLIC HEARINGS**

- 3. *TXT-01-2023- AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF CAROLINE COUNTY, VIRGINIA, BY AMENDING ARTICLE XV, SUPPLEMENTAL REGULATIONS, SECTION 24, BY ADDING SECTION 2 - FLOODPLAIN DISTRICTS, TO REQUIRE THE ISSUANCE OF PERMITS FOR DEVELOPMENT, AND TO PROVIDE CONDITIONS FOR VARIANCES TO THE TERMS OF THE ORDINANCES***

This public hearing was cancelled.

**4. *INFORMATIONAL/CALENDAR ITEMS***

County Administrator Charles M. Culley, Jr. reviewed upcoming meetings and events.

**CLOSING BOARD COMMENTS**

Supervisor Long encouraged everyone to be kind to one another and enjoy time with families. She also wished everyone a happy Easter.



Chairman Thomas wished everyone a happy Easter and Passover and encouraged everyone to enjoy a peaceful season.

**CLOSED MEETING**

*Vice-Chair Sili moved and Supervisor Long seconded to convene in Closed Meeting pursuant to the personnel exemption of Section 2.2-3711.A.1 of the Code of Virginia, to discuss personnel matters relating to the compensation of employees in the Commonwealth’s Attorney’s Office.*

*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 Long 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 Long 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.*

*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>

**ACTIONS RESULTING FROM CLOSED MEETING**

*Vice-Chair Sili moved and Supervisor Black seconded to accept the recommendation for the salaries of the Commonwealth’s Attorney’s office as recommended by staff.*

*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>

**\*REQUEST FOR USE OF PARKING LOT AT COMMUNITY SERVICES CENTER FOR FREDERICKSBURG REGIONAL FOOD BANK DISTRIBUTION SITE**

*Vice-Chair Sili moved and Supervisor Black seconded to Authorize the County Administrator to sign the agreement with the Fredericksburg Regional Food Bank to have a food distribution site at the Community Services Center parking lot on the third Monday of each month as requested by Sheriff Moser (earlier in the meeting during Public Comments).*

*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>

**ADJOURNMENT**

*Vice-Chair Sili moved and Supervisor Long 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>

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CLERK TO THE BOARD

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CHAIRMAN