

King and Queen County
Board of Supervisors Workshop Presentation Meeting

Monday, February 25, 2013
7:00 P.M.

2nd Floor Conference Room
King and Queen County Courts and Administration Building
King and Queen Court House, Virginia

“Minutes of the Meeting”

Chairman Morris called the meeting to order, noting that Ms. Alsop and Mr. Milby were not present.

PROPOSED BUDGET AMENDMENTS – SUSAN BALDERSON, DEPUTY COMMISSIONER OF THE REVENUE

Chairman Morris advised that Mrs. Longest was not in attendance; however, Susan Balderson was present. Mrs. Balderson expressed that their office had been working hard with the business licenses and falling behind on a lot of things, and would like to ask for more part-time money to help get things accomplished. Mrs. Balderson further expressed that she would like to hold on to doing the business licenses until she can get a handle on it and then maybe later turn it over to a part time person or do whatever works. Mrs. Balderson advised that they have processed 266 forms of which 187 licenses have been issued. Eleven of the 266 are being held for delinquent taxes. Two Hundred and Seventy Six additional forms were sent out but they have not received any responses and twenty five are on hold to check to see if there are any gross receipts.

Mr. Simpkins questions if she was talking about part-time money for this year and Mrs. Balderson responded yes.

County Administrator Mr. Swartzwelder expressed that it was his understanding from conversations with Mrs. Longest and Mrs. Balderson that they are going to ask for a budget amendment in March for part-time money for this year, but they are also going to ask to amend their original budget request for next year by \$8,000 – 10,000, adding more to what has been spent to date.

Mrs. Balderson commented that this would allow for a part-time person to work two days a week and they would only use them if they had to. If they get caught up and things are going smoothly, they will not use it. Mrs. Balderson further expressed that there is a lot with this that she wants to research and that she cannot do it the way they are going now.

Chairman Morris questioned if they had been out and visited any of the businesses and did she have any idea how many businesses are in King and Queen County. Mrs. Balderson expressed that at the present time she knows there are 266 for sure and that all she has to go on is what the state sends, or if citizens are paying on furniture, machinery and tools, and gross receipts.

Chairman Morris further questioned if Mrs. Longest and Mrs. Robinson couldn't do the business licenses. Mrs. Balderson responded that they can do some things, but she does all the data entry.

Mrs. Balderson advised that she has three budget amendments for March, being for the copier lease, part-time and education.

Chairman Morris expressed concern as to why the Commissioner's Office was still holding on to the copier, when they were told to turn it back in and share with the Treasurer's Office. Mrs. Balderson responded that they thought that they were getting another copier and that Xerox would not talk to her. Mrs. Morris further advised that it was very clear last year that the copier lease was not going to be renewed, as the Commissioner's Office did not do that much copying. Anything that is owed to this point needs to be pulled from another line item to cover the cost.

After further discussion, Mr. Simpkins expressed that he felt that the Copier people need to be contacted to come and pick up the copier and see how things work for the next couple of months, trying to share the copier, since they have not tired.

On the issue with the education request, Mrs. Balderson advised that they were told they had to be certified. Chairman Morris commented that they did not give a time limit, that they wanted them to work on it. It was advised that a formal request would be submitted to the Board at their next regular meeting of the Board in March.

ANDERSON'S NECK PUMP & HAUL

County Administrator Thomas Swartzwelder advised that this is related to the Oyster project. The Health Department is requiring the county to come into a Pump and Haul Agreement with a Bond of \$150.00 and that approval from the Board authorizing the Chairman to sign is needed.

A motion was made by Mr. Bailey and the motion was seconded authorizing the Chairman of the Board to sign the required agreement.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. L. SIMPKINS

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. M. MILBY, JR.

UPDATE – LETTER RECEIVED FROM KING WILLIAM COUNTY RELATING TO RADIO SYSTEM

County Administrator Thomas Swartzwelder advised that he has received a letter from King William County wanting usage of the county Radio System, and asked if the Board wanted him to respond that King and Queen's offer was still open for \$450,000 a year for 10 years, and that they would trunk the system.

The Board was in consensus to advise King William of such.

BUDGET

County Administrator Thomas Swartzwelder provided an overview highlighting some recommendations in the 1st draft of the Budget. Those being:

- Proposed Tax Increase of 2 cents on Real Property. This will generate approximately \$167,000 in additional Revenue. The additional funds will be used to offset the cost associated with the new Emergency Services Department.
- Cost of Living Adjustment of 2% for all County Employees except the County Administrator, Constitutional Officers and some employees within the Sheriff's Department. County employees have not received a cost of living increase for 5 years. Mr. Swartzwelder is recommending a COLA so that the employees' contributions to VRS will increase in preparation for retirement. The estimates cost is \$15,751.00
- Commissioner and Treasurer Copier – Proposing use of one copier between the two offices.
- Commonwealth Attorney and Registrar – recommending that their offices transition to desktop multifunction office machines leases.
- Energy Assistance – Department of Social Services- heating oil and gas funds - The Department of Social Services recently provided information on the existing programs provided for assistance through their agency, requesting the Board to consider adding local funding to these programs. Mrs. Dougherty included a local funding request of \$10,000 to supplement these programs. Since this is a new request and there is no way to estimate the extent of need for these funds, he is recommending that \$5,000 be placed in a new contingency line item for energy assistance, rather than adding to the Department of Social Services regular local funding.
- General District Court Clerk's Office – is requesting \$5,000 but he is recommending \$2,500.00 for mileage reimbursement in making bank deposits as he believes coordination with other departments is achievable.
- Emergency Services Coordinator – Vehicle purchase
- EMS Program – one additional EMT, beyond the one we are currently hiring will be needed and provided with a vehicle and equipment.
- Lower King and Queen Vol. Fire and Rescue – reduction of \$20,000 for fire services only from \$40,000.00 in donation. This will keep the donations at \$20,000 for fire and \$20,000 for rescue.

- Sheriff's Department proposed salary step program to provide a system of advancement and to ameliorate the problems with turnover in that department
- VPPSA – reduction of \$22,000 for the operation of the 4 convenience centers. VPPSA requests an approximately \$15,000 increase to this budget as a whole. To offset that increase it is proposed that we reduce service at each convenience center from 6 days a week to 5 days a week.
- School Budget reduction of \$100,000. Last year the Schools turned in \$66,000 in unspent funds after the June purchase of a number of computers, ipads and smart phones which have not been used or needed. This is per discussion with a couple of members on the School Board.
- Proposed replacement of the existing Telrad phone system with a Voice Over IP system in the Administration Building. An estimate has been received from Gamewood to do this in an amount of \$65,000.

Mr. Swartzwelder advised that it is proposed that the budget be balanced with \$239,629 from the General Fund. The current year budget was balanced with \$510,127 from the General Fund.

DISCUSSION OF PERSONNEL ISSUES (CONSIDERATION OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT IN THE EMS DEPARTMENT)

County Administrator Thomas Swartzwelder provided the Board with an update on the EMS position and that advertisement was made again seeking applicants for the EMS position. After going through the process a second time and review of applicants received, Mr. Swartzwelder wanted to confirm the Boards Approval of the prospective candidate previously discussed. The Board confirmed their approval to proceed with the employment for the EMS position.

IT IS ORDERED THAT THE BOARD ADJOURN:

Doris H. Morris, Chairman

Thomas J. Swartzwelder, Clerk