

King and Queen County  
Board of Supervisors Meeting  
Monday, March 11, 2013

6:00 P.M.

Workshop with King and Queen County Schools  
Presentation of FY14 School Budget

Chairman Morris called the meeting to order. Mrs. Morris noted that Ms. Alsop and Mr. Simpkins were not present.

Mrs. Morris asked that the School Board Chairman call their meeting to order. School Board Chairman Stephanie Sears noted that Ms. Armstrong was not in attendance.

Mr. Bailey provided the invocation, followed by the Pledge of Allegiance to the Flag of the United States.

**PRESENTATION OF FY 14 KING AND QUEEN COUNTY SCHOOL BUDGET PROPOSAL – CHARLES CLARE, SUPERINTENDENT OF SCHOOLS**

Superintendent of Schools Charles Clare provided an overview of the FY14 School Budget proposal. Mr. Clare advised that the School Board has not approved their budget as of this meeting and provided a highlight of the following:

- Staffing
- FY13/14 budget challenges: sustaining the school improvement staffing positions, 1% VRS increase ( currently at 3%), 2% salary increase, basic aid reduction due to declining enrollment, textbook replacement adoption schedules, Sequestration impact for FY14, fuel prices are locked in through 1/31/14, increase in insurance
- Review of budget comparison, and thanked the Board for their support.
- Advised that they have fewer students than 10 years ago
- That they have no proposed reduction in staffing for 2013/14
- Debt Service of \$115,000 is paid off
- Advised that in 4 years they have lost 34 positions
- Reports on 4 grants
- Advised that they are requesting 1 bus from Capital Funds, as they have several that are at the 15 year life span
- Request for FY 14 funding of \$133,075 additional local funding (2.9% increase over level funding, making a total budget request of \$4,677,263.00)
- Advised that for FY 15, they have the final 1% of the VRS contribution

School Board Member Mr. Horsley shared common goals of the dedication to the County and the School System, and that there is some work to be done at the Schools, noting that Lawson and Central are still pretty good buildings. The buildings are a very unique challenge to the School Board Members and their budget. Mr. Horsley expressed that the Board of Supervisors have been willing and cordial in working with them, and expressed his appreciation for allowing him to speak before the Board.

School Board Member Ms. Lee thanked the Board for the funds for last year. Ms. Lee expressed that she was concerned with the SOL scores and hopes that if the Board will give them the \$113,000 that they will work more to bring those scores up.

School Board Chairman Stephanie Sears expressed appreciation for all that the Board has done for the Schools and would like to see a lot of changes, mentioning academic classes. Mrs. Sears further commented that if the Board gives the Schools the funds that they have asked for, that they will see that it is used and spent wisely for the perspective that it is meant to be used for.

After hearing no further comments, a motion was made by Mr. Bailey and seconded by Mrs. Morris to recess to reconvene the meeting until 7:00 P.M., at which time the regular meeting of the Board will begin:

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

King and Queen County  
Board of Supervisors Regular Meeting  
7:00 P.M.

King and Queen County Courts and Administration Building  
General District Courtroom

“Minutes of the Meeting”

RECONVENEMENT OF MEETING

A motion was made by Mr. Bailey and seconded by Mr. Milby to reconvene the meeting from the 6:00 P.M. workshop presentation with the Schools.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

(It is noted that the Invocation and Pledge of Allegiance were provided at the beginning the workshop presentation meeting that began at 6:00 P.M.)

**APPROVAL AND SIGNING OF THE JANUARY 28, 2013 AND FEBRUARY 11, 2013  
MINUTES OF THE BOARD**

A motion was made by Mr. Milby and seconded by Mr. Bailey to approve the January 28<sup>th</sup>, 2013 and February 11, 2013 minutes, making reference to a statement that Mr. McDuff made relating to frogs. It was noted that the statement was included; however, Mr. Milby asked that it be made clearer that Mr. McDuff actually made the comment.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

**APPROVAL AND SIGNING OF THE MARCH 2013 WARRANTS AND  
APPROPRIATIONS**

A motion was made by Mr. Milby and seconded by Mr. Bailey to approve the warrants and appropriations for the month of March 2013, as subject to audit.

AYES: D. H. MORRIS, R. F. BAILEY, JR. J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

## **SCHOOLS AND DIRECTOR OF SOCIAL SERVICES REPORT**

Superintendent of Schools Charles Clare provided the following report:

- Thanked the Board for the opportunity to present the School Budget. Mr. Clare further expressed that they try to do more with less.
- Enrollment for February they have: 239 enrolled at King and Queen Elementary, 229 at Lawson Marriott and 242 at Central High which equals 710 students which is a decrease and a temporary number. There are 38 virtual students.
- Experienced snow at one end of the county and closed school early.
- Had one incident where one car slid in the ditch.
- Reminded the Board, that they are looking at 16 students being enrolled with the bridging communities' partnership, with a morning program for those who have attended before.

Director of Social Services Betty Dougherty provided the following report:

- Advised that they assisted 3 families with energy shared funds for a total of \$942.39, seven families were assisted with crisis funds in the amount of \$2,724.00, and three pending cases that they are waiting for information in which to approve.
- Advised that she attended a regional resource summit in Middlesex County representing King and Queen County, at the conclusion they decided that the directors would continue to have resource meetings
- Advised that her budget this year was pretty standard, except that she put in \$10,000 of local funds to assist citizens that may have needs.

## **PUBLIC COMMENT PERIOD**

Anne Bland, member of the Garden Club of Middle Peninsula was present to advise the Board of what is happening in the County in the lower end, providing the Garden Club guidebooks and brochures about their tour that they will be holding this year. Tours are rotated year to year with the funds that are raised going to restore Historic Gardens, mentioning Mt. Vernon, Monticello, Montpelier, and any that are historic and are open to the public. The tour will be held on April 26, 2013 and that they are expecting around 800 people. Mrs. Bland further expressed that she hoped the Board could assist in making the county look great.

After hearing all comments, the public comment period was closed.

## **FY 14 BUDGET PRESENTATIONS FROM DEPARTMENT HEADS AND AGENCIES**

Outside Agencies –

Anne Klockner, Executive Director at Rappahannock Legal Services, expressed that it means a lot that the Board has supported them in the past and hopes that the board will consider a level funding request again this year. Ms. Klockner provided a brief over-view of the types of

representation that they handle, mentioning domestic violence, tenant/housing issues, court system services, child custody, etc. In King and Queen County there are over 1500 citizens that are eligible based on the census figures for 2010. Ms. Klockner thanked the Board for their past support and for beginning their meeting with the Pledge of Allegiance, with their motto being the last three words "Justice for All".

Shenia McKenzie, King William Dawn Community Doctors, thanked the Board for their past support and provided a brief overview of the nonprofit health center. All age groups are seen and are assured of quality care.

Chuck Walsh, Executive Director of the Middle Peninsula Community Services Board, was present providing a report to the Board, and thanking the Board for their continued support and appreciates the increase in allocation last year.

Ken Polluck, Transit Director for Bay Aging was present representing Bay Aging on behalf of Kathy Vesley. Mr. Polluck provided an overview of some of the many services that they offer and thanked the Board for the past support. Mr. Polluck further recognized Dr. Elton Smith, representative from King and Queen County on the Bay Aging Board.

Mr. Milby recognized Dr. Smith.

Ken McManus, Vice-President of Finance and Administrative Services with Rappahannock Community College, expressed Dr. Crowthers regrets that she could not be in attendance at the meeting to thank the Board for their support over the years and provided information relating to the number of students from King and Queen being 147. Mr. McManus further commented that they are working on a 10 year capital plan that requires local funds to support it, to do site work on the campus to support grounds, parking lots, and roads. They are asking for \$5,591 this year, plus the portion would be \$99,200 over a 10 year period being \$9,920 each year in addition to their \$5,591 making a total of \$15,511. Mr. McManus expressed his appreciation of support through the years and that he hopes that the Board can help them out as they move forward.

Department Heads:

Sheriff Charboneau commented that the salary survey will give more control of employees, especially in dispatch and starting deputies. Sheriff Charboneau further commented that he has met with the County Administrator and is in agreement with 90% of what he is recommending. A couple of things that he wanted to go over with the Board relate to the Resource Officer and that they are making close to \$40,000. He is much needed on the road, where he is short 1 position. This has been a position that they have been looking at to match both their shifts, one shift is short one man, with this and implementing 2 part-time people, paying an hourly wage, will save the County money and would give him another road deputy, having two at night.

Mr. Swartzwelder for clarification stated this does not represent any increase; it is basically pass-through money in funding from schools to his department. They would need to be certified

officers, familiar with everything that is going on, and he would have to send them to Resource Officer School for one week.

Sheriff Charboneau advised that they had one investigator to retire, this was a state funded position and would like to move that money into the investigator slot and may need extra funds from the County, with a minimum of \$35,000 in that slot.

The Sheriff commented that they do a lot with their part-time people and would like to have more money in their dispatch area, especially with the new department being developed for EMT, with 2 part-time from 12-12, Monday – Sunday. The County Administrator is recommending \$14,000, he feels he would need \$30,000 in that category and proposes to the Board, if his department starts running low, he be allowed to use any state money for part-time use and would turn over to the county the state money to offset funds used. If need be he could come back to the Board and ask for “X” amount of dollars to finish the year out.

As far as Animal Control, he is asking for \$2,500 for convention and education. The County Administrator is recommending \$1,000. Sheriff Charboneau advised that they are in the process of hiring a new Animal Control Warden and they would need training and need to attend conferences. He would appreciate more, if possible in that category.

Sheriff Charboneau expressed that “Salary” is his focus for his employees. He wants to take care of his people, rather than big ticket items. Sheriff Charboneau thanked the board for their understanding.

Susan Balderson was present to answer any questions relating to the Commissioner of Revenue’s Budget.

## **APPOINTMENTS/REAPPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS**

Planning District Commission – Buena Vista District - Tabled

IDA/EDA – Shanghai District

It was noted that Pam Ashley was appointed to fill the unexpired term of Connie Prince. Mrs. Prince’s term expires in April of which Mrs. Ashley will need to be reappointed to serve a regular term.

A motion was made by Mr. Bailey and seconded by Mr. Milby to reappoint Mrs. Ashley to serve a four (4) year term effective April 26, 2013 through April 26, 2017.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

## **BUDGET AMENDMENTS**

### **Commissioner of the Revenue**

Copier Lease \$1,462.00

Education to cover certification classes \$1,000.00

Part-time help – allowing help for 2 days a week for the remaining current budget year so that her office can complete their many tasks in a timely manner. - \$2900.00

**No action was taken.**

### **Electoral Board –**

Request for \$4,545.00 to purchase 12 electronic poll books. The State Board of Elections has agreed to reimburse the County for ½ of the purchase cost.

A motion was made by Mr. Milby and seconded by Mr. Bailey approving request of \$4,545.00 to purchase electronic poll books.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

### **General District Court**

County Administrator Thomas Swartzwelder advised that the law requires Court Appointed council, and that Mrs. Mitchell is requesting an additional \$3,000 to pay attorneys appointed to represent indigent defendants on local charges. Funds would come out of the Contingency Fund.

A motion was made by Mr. Milby and seconded by Mr. Bailey to approve the request in the amount of \$3,000.00

AYES: D. H. MORRIS, R. F. BAILEY, JR. J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

### **Emergency Services – Total \$56,500.00, plus reallocation of \$7,053 from current budget.**

County Administrator Thomas Swartzwelder advised that this request is largely the remainder of the budget presentation that the Emergency Services Coordinator made to the Board when the Board decided to fund this position and at the time the Board authorized \$40,000 to get this

project started. An employee has been hired and will begin on April 1<sup>st</sup> full-time. Items a, b, c, and d are remainder capital costs. The reallocation of \$7,053 would go to the new part-time emergency services technician line item from the budgeted \$18,720.00.

A motion was made by Mr. Bailey seconded by Mr. Milby to approve the following Emergency Services amendments:

**(a) Reallocation of Funds** from the current fiscal year in the amount of **\$7,053.00** to a “New Part-time” Emergency Services Technician Line Item from the budgeted \$18,720 authorized salary for an Emergency Services Technician.

**(b) Advanced Life Support** level portable equipment package which meets the licensure requirements of the Virginia Office of EMS to be added to the medical supplies line item in the amount of **\$4,500.00**.

**(c) Purchase of Advanced Life support Defibrillator/Cardiac Monitor device.** This is a requirement for advanced life support licensure by the Virginia Office of EMS in the amount of **\$22,000.00**.

**(d) Purchase and configuration of one EMS first response vehicle.** This vehicle requested will be licensed by the Virginia Office of EMS and requires specific emergency warning packages and the provision of equipment to maintain temperature controlled medications. The vehicle will be a Ford Explorer. Cost: **\$30,000.00**.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J.M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

## **DIRECT ADVERTISEMENT FOR PUBLIC HEARING – ZONING TEXT AMENDMENTS ORDINANCE**

A motion was made by Mr. Milby and seconded by Mr. Bailey to hold a public hearing on the zoning text amendments at the April 8, 2013 regular meeting of the Board.

AYES: D. H. MORRIS, R. F. BAILEY, JR, J.M. MILBY JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

## **COUNTY ADMINISTRATOR’S COMMENTS**

County Administrator Thomas Swartzwelder provided the following comments:

- Provided an update on the Courthouse project, advising that the project has moved along very well, and the road will be closed shortly while putting in the crosswalks. The trees in front of the Courthouse are diseased terribly, and per board minutes years ago, the Historical Society was opposed to having the trees removed. The Department of Forestry is suppose to come tomorrow to look at the trees, and if they recommend they come down, he would like the Boards blessing authorizing him to remove the trees and that something appropriate be placed in the areas. They would speak with DOF and see what they recommend. It was the consensus to proceed.
- Advised that he received a phone call from CIT, Center for Innovative Technology in Northern Virginia. They are a state funded organization that helps with a number of technology challenged things. They do everything from helping start-up businesses, high tech projects, to managing the States Rural Broadband Initiative. They wanted to know how we did it, if the county was interested in sharing as a model and if the County would consider expanding to our neighbors.
- Advised that the project on the Mattaponi River for the new public pier, the 50% plans were submitted today to VDOT for their approval. The project would start as early as June. The Plans largely deal with removal of some of the section s of asphalt, putting in parking, picnic tables and the pier itself. The project should be completed this summer. The Pier is “T”shaped. No lighting will be placed.

The exciting thing is the two top items listed on the questionnaire that was sent out with the taxes is that residents wanted internet and a public pier, the Board has accomplished both or will within 12 months.

## **BOARD OF SUPERVISORS COMMENTS**

Mr. Milby had the following comments:

- Thanked everyone for coming out, and hoped for a safe trip and to see them next month

Mr. Bailey had the following comments:

- Thanked everyone for coming out, expressing appreciation for all of the input that was received as this goes heavily towards the decision towards the budget.
- Have a safe trip home and to watch out for the deer, as there are still plenty of them out.

Mrs. Morris had the following comments:

- Welcomed to the new reporter from the Rappahannock Times, Mrs. Nichols
- Expressed appreciation to all that came out and provided reports, expressing that the Board will do all they can possibly do
- Thanked everyone for coming out and being a part of the process
- Have a safe trip home and hope to see you next month.

A MOTION WAS MADE BY MR. MILBY AND SECONDED BY MR. BAILEY TO RECESS AND RECONVENE ON MONDAY, MARCH 18, 2013 AT 6:00 P.M FOR THE PURPOSE OF HOLDING A BUDGET WORKSHOP.

AYES: D. H. MORRIS, R. F. BAILEY, JR., J. M. MILBY, JR.

NAYS: NONE

NOT PRESENT: S. C. ALSOP, J. L. SIMPKINS

IT IS ORDERED THAT THE BOARD RECESS TO RECONVENE ON MARCH 18, 2013 AT 6:00 P.M.

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Doris H. Morris, Chairman

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K. Diane Gaber, CMC, Deputy Clerk