

The regular meeting of the Botetourt County Board of Supervisors was held on Tuesday, March 24, 2015, in Rooms 226-228 of the Greenfield Education and Training Center in Daleville, Virginia, beginning at 2:00 P. M.

PRESENT: Members: Dr. Donald M. Scothorn, Chairman (left at 6:52 P. M.)
Mr. L. W. Leffel, Jr., Vice-Chairman
Mr. John B. Williamson, III
Mr. Billy W. Martin, Sr. (arrived at 4:30 P. M.)
Mr. Todd L. Dodson

ABSENT: Members: None

Others present at the meeting:

Mr. David Moorman, Deputy County Administrator
Mrs. Kathleen D. Guzi, County Administrator
Ms. Theresa Fontana, County Attorney

The Chairman called the meeting to order at 2:00 P. M.

He noted that Mr. Martin is not present at today's meeting as he is attending a State Corporation Commission public hearing in Richmond regarding a proposed water rate increase by Aqua Virginia; however, Mr. Martin should return to the Board meeting later today.

Dr. Scothorn then asked for a moment of silence or prayer and then led the group in reciting the pledge of allegiance.

Mrs. Guzi then asked that members of the County's career and volunteer emergency services staff come to the front of the room. She stated that on February 21, 2015, members of Botetourt County's Fire and Emergency Medical Services' Special Operations and Tactics Team were recognized at the Virginia Fire and Rescue Conference for receiving the Governor's "Incident Response of the Year" award. She noted that this award is given for outstanding fire department response that demonstrates mutual aid, integration of multiple system components, interagency interfacing and cooperation, or complex assessment or rescue.

She noted that this group received this award for their efforts on November 11, 2014, in rescuing an individual who had accidentally driven 200' off of an overlook on the Blue Ridge Parkway near Buchanan. Mrs. Guzi stated that this team, along with resources from multiple departments within Botetourt County, responded to this incident and through coordination, collaboration, teamwork, and technical expertise the victim was safely removed from the vehicle and hoisted up the ravine with a rope system. She noted that the efforts of this team of highly-skilled career and volunteer staff, along with the technical expertise of a specialized team and coordination of resources, made for a highly successful rescue which the Governor recognized through this award.

Mrs. Guzi congratulated those individuals who participated in this rescue for their receipt of this award. She noted that there is a significant amount of training required by these personnel and their efforts and achievements are appreciated.

Chief Jeff Beckner stated that this is a perfect example of the successful outcome that his department wants to achieve on every incident response and he "couldn't be more proud to be in Botetourt County."

Dr. Scothorn congratulated these individuals for their good work, good vision, and good training. This group then received a standing ovation.

Dr. Scothorn then asked Mr. Hiawatha Nicely of the Botetourt Kiwanis Club to come forward. He noted that Kiwanis Club members conduct volunteer work to help the County's schools and citizens. Dr. Scothorn stated that this year is the 100th anniversary of the organization's founding and a proclamation has been prepared recognizing this milestone.

Dr. Scothorn then read the proclamation as follows:

WHEREAS, Kiwanis International is one of the largest service organizations in the world with more than 600,000 members of all ages and abilities in more than 80 nations; and,

WHEREAS, The members of the Kiwanis Club of Botetourt County are devoted to improving the world, one child and one community at a time by seeking primacy to the human and spiritual rather than the material values of life; and,

WHEREAS, In addition to improving lives, Kiwanis Club members promote the development of community leaders, positive role models, intercultural understanding and cooperation, and opportunities for fellowship, personal growth, professional development and community service; and,

WHEREAS, The first Kiwanis Club started its service in Detroit, Michigan, USA, in 1915; and,

WHEREAS, Kiwanis International celebrates its Centennial Anniversary of the founding of the Detroit Kiwanis Club No. 1; and,

WHEREAS, The service provided by the Kiwanis Club of Botetourt County will continue to have a positive impact on our community and citizens;

NOW, THEREFORE, I, Donald M. Scothorn, Chairman, on behalf of the Botetourt County Board of Supervisors, do hereby proclaim March 24, 2015, as Kiwanis International Day, and hereby call upon all citizens of Botetourt County thereof to render support to the members of this organization and to make themselves aware of Kiwanis International, whose members this day are providing meaningful service to our homes, schools, and community.

After questioning by Dr. Scothorn, Mr. Nicely stated that the Botetourt Kiwanis Club has approximately 55 members at this time; however, they are always looking for new members. He noted that the organization meets on Fridays at 7AM in this same room. He noted that the biggest part of their program is the work that they do in the community. Mr. Nicely stated that the group also provides approximately nine scholarships to the County's two high schools each year for students who attend two-year programs at Dabney S. Lancaster and Virginia Western Community Colleges.

Mr. Nicely thanked the Board for this proclamation.

After discussion, on motion by Mr. Dodson, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board approved the minutes of the regular meeting held on February 24, 2015, as submitted. (Resolution Number 15-03-01)

AYES: Mr. Dodson, Mr. Leffel, Dr. Scothorn, Mr. Williamson

NAYS: None

ABSENT: Mr. Martin

ABSTAINING: None

Consideration was then held on requests for transfers and additional appropriations. Mr. Tony Zerrilla, Director of Finance, stated that there was one transfer and two pass through appropriations for the Board's consideration this month. He noted that these were for receipt of grant funds and reimbursement of costs.

There being no further discussion, on motion by Mr. Leffel, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board approved the following transfer and additional appropriations. (Resolution Number 15-03-02)

AYES: Mr. Dodson, Mr. Leffel, Dr. Scothorn, Mr. Williamson

NAYS: None

ABSENT: Mr. Martin

ABSTAINING: None

Transfer \$492.55 to Central Purchasing – Store Supplies, 100-4012530-6021, from various departments as follows for store supplies usage:

\$127.08 Circuit Court – Office Supplies, 100-4021100-6001
 \$175.50 Deputy County Admin. – Marketing, 100-4012121-5840
 \$107.97 Deputy County Admin. – Office Supplies, 100-4012121-6001
 \$ 58.00 Technology Services – Office Supplies, 100-4012510-6001
 \$ 24.00 Development Services – Office Supplies, 100-4034000-6001

Additional appropriation in the amount of \$3,440.07 to Tourism – Marketing, 100-4081600-5840. This represents the final portion of the Virginia Tourism Corporation grant for the “What’s Your Bot-e-Type” (aka All Trails Lead to Botetourt) initiative.

Additional appropriation in the amount of \$907.39 to the following Sheriff’s Department accounts: \$850.00 to Ball Game Pay, 100-4031200-1500; and \$57.39 to FICA, 100-4031200-2100. These are funds received for providing security for playoff games at the two high schools.

Consideration was then held on approval of the accounts payable list and ratification of the Short Accounts Payable list. Mr. Tony Zerrilla, Director of Finance, stated that this month’s accounts payable totaled \$891,355.07; \$751,164.97 in General Fund invoices; and \$140,190.10 in Utility Fund expenditures. He noted that the Short Accounts Payable list totaled \$254,892.93; \$242,425.28 in General Fund invoices; \$3,055 in Debt Service Fund expenditures; and \$9,412.65 in Utility Fund invoices.

Mr. Zerrilla stated that this month’s large expenditures included \$28,089 to Wampler-Eanes Appraisal Group for work on the reassessment; \$55,138 to Physio-Control, Inc., for Fire and EMS Department monitor units; \$77,438 to Harris Computer Systems for enterprise-wide software licenses; and \$67,271 to the Western Virginia Water Authority for the County’s portion of costs for the Roanoke Regional Sewage Treatment Plan upgrade project which will be reimbursed as part of the County’s loan agreement with the Virginia Department of Environmental Quality.

After questioning by Dr. Scothorn, Mr. Zerrilla stated that a portion of the cost of two defibrillator units purchased from Physio-Control will be paid through a 50% matching grant.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the accounts payable list and ratified the Short Accounts Payable list as submitted. (Resolution Number 15-03-03)

AYES: Mr. Williamson, Dr. Scothorn, Mr. Dodson, Mr. Leffel

NAYS: None

ABSENT: Mr. Martin

ABSTAINING: None

Consideration was then held on a lease agreement for Countywide government telephone system and supporting technology. Mr. David Moorman, Deputy County Administrator, stated that the County’s current telephone systems range in age from 20 to 5 years old. He noted that there are eight systems from various manufacturers, some of which are no longer in service, and it is difficult to find technical and maintenance support for these systems. Mr.

Moorman stated that operational necessities can no longer be supported by obsolete telephone technology and the largest phone system, which supports the Sheriff's Office, Regional Jail, Department of Fire and EMS, Community Development, and several administrative offices has reached capacity and cannot be expanded further.

Mr. Moorman noted that the staff analyzed the cost of replacing the phone systems and compared the cost of cash funding with a lease purchase program available from Bank of America Public Capital Corporation (BAPCC) in partnership with Cisco Capital and ABS Technologies through a State contract. He stated that the estimated cost of needed improvements over the next five years is \$984,000; however, the cost of a five-year lease agreement to finance these improvements is \$619,490, which is a projected savings of \$364,555 or 37%. Mr. Moorman noted that, as this potential savings is based on budget projections compared to actual lease costs, actual savings would likely vary; however staff estimates that these savings would be at least 20% (\$196,000) over the five year lease period with BAPCC.

He further noted that, if approved, equipment delivery and phased-in installation would begin this spring and completed in early 2016 with the offices experiencing the most problems updated first.

After discussion, Mr. Moorman stated that there would be a 0% interest rate on the lease agreement and a nominal interest charge on selected services totaling \$25,000 resulting in an overall interest rate of approximately 0.001%. He noted that the total lease cost over the five year term of the lease is \$619,490. Mr. Moorman further noted that 30% of this amount will be payable in August and the remainder due in February after receipt of real estate and personal property tax revenues.

He stated that the lease cost for FY 16 would be slightly less than related technology funding that is included in the FY 16 draft budget.

Mr. Moorman noted that other public/institutional entities in the State who utilize Cisco phone technology from ABS include the City of Salem, Roanoke County Schools, City of Lynchburg, etc., and several of these entities also used Cisco Capital and BAPCC financing to fund these leases.

Mr. Moorman stated that this lease proposal will allow the County to address the offices' communication system needs sooner than would be possible with cash funding. He noted that the staff recommends that the Board approve this lease/purchase of telephone system technology equipment and services as proposed. He further noted that the County Attorney has reviewed the lease purchase agreement.

He stated that Mr. Kyle Hawkins, Accounts Manager of U. S. Sales for Cisco Systems and Mr. C. J. Caldwell, Senior Strategic Account Manager with ABS Technology Architects, were present at the meeting to answer any questions.

Dr. Scothorn thanked Mr. Hawkins and Mr. Caldwell for attending the meeting. Dr. Scothorn stated that he would like the Board to delay a vote on this proposal until after the FY 16 budget work session later today.

Mr. Williamson stated that he understands that the County's lease would be with BAPCC and he assumes that Cisco is selling the equipment to BAPCC. Mr. Caldwell stated that this is correct.

Mr. Hawkins stated that "as far as Cisco is concerned" there is a 0% interest rate on this lease agreement. He noted that this agreement was written through a contract with the State of Virginia.

After questioning by Mr. Williamson, Mr. Hawkins stated that, if over the course of the five year agreement, the County wants to add telephone lines, reduce the number of lines, or expand the system, the work would be handled by ABS, their local service provider. He stated that ABS has a facility in downtown Roanoke.

After questioning by Mr. Dodson, Ms. Theresa Fontana, County Attorney, said that she has reviewed and approved the lease purchase documents.

After further questioning by Mr. Dodson, Mr. Rodney Gray, Technology Services Manager, stated that the proposed system will support 300 handsets served by a dual system of 23 channels. He noted that there will be 48 telephone lines coming in and out of the system through the Internet. Mr. Gray further noted that there will be one copper line serving each building to allow telephone service to continue in the event there is an Internet outage. After further discussion by Mr. Dodson, Mr. Gray stated that this proposed system will support as many telephone handsets as the County needs.

After questioning by Dr. Scothorn, Mr. Gray stated that the servers can be sized to accommodate over 1,400 telephones in the event that the County wants to add the school system's telephone system in the future.

After questioning by Mr. Leffel, Mr. Gray stated that there is no connectivity between the County's and the School's telephone systems at this time but the proposed system is capable of being expanded to do so.

Mrs. Guzi stated that the proposal presented to the Board today provides a telephone system to meet the County's needs; however, if additional capacity is needed, then the system is capable of being expanded.

Mr. Gray stated that the proposed system can support the infrastructure of both the County's and the School's telephone systems.

After questioning by Mr. Williamson, Mr. Gray stated that the County has fiber Internet service through Lumos at this time.

Dr. Scothorn thanked Mr. Hawkins and Mr. Caldwell for attending today's meeting and noted that the Board would reconsider this proposal later today.

Mr. Kevin Hamm, Maintenance Operations Manager with the Virginia Department of Transportation, was then present to speak to the Board. Mr. Hamm stated that VDOT personnel are in the process of patching potholes throughout the County. He then noted that the Exit 150 reconstruction project bid was awarded by the Commonwealth Transportation Board on February 18 to Branch Highways.

After questioning by Mr. Williamson, Mr. Hamm noted that the low bid was \$3.4 million above the engineer's estimate and VDOT will work with the contractor to find some cost savings in the bid proposal.

Mrs. Guzi stated that she and the County Engineer had a conference call with VDOT personnel yesterday on this project and a follow-up meeting has been scheduled with Residency Engineer Dan Collins and District Engineer Ken King early next month to discuss this project further.

Mr. Hamm noted that VDOT staff is looking for additional available funding from other projects that can be transferred to the Exit 150 project as well as cost savings on the submitted bid. He noted that federal highway funds cannot be used for landscaping and aesthetic-type items on this project.

After questioning by Mr. Dodson, Mr. Hamm stated that he has not been informed of any hazardous material remediation issues on the former truckstops property.

Mrs. Guzi noted that some of the facility removal activities on the truckstops property are behind schedule due to the recent winter weather.

After questioning by Mr. Dodson, Mrs. Guzi stated the demolition of the truckstops buildings will be done under a separate contract.

Mr. Hamm noted that it will take a month or two after the construction bid is awarded to have these various issues worked out.

Mr. Hamm then reviewed VDoT's monthly report. He noted that the latex concrete deck overlay work on several I-81 bridges is ongoing; the bridge portion of the Etzler/Catawba Road intersection project is being constructed and the project is now estimated to be completed this fall; and two land development projects and 11 utility and private entrance permits have been issued in the past month.

Mr. Hamm stated that their area headquarters' staff are working to have gravel replaced on the County's unpaved roads. He noted that VDoT has several hundred thousand dollars set aside for this purpose. He stated that work to replace the box culvert on Route 643 (Mountain Valley Road) is in progress and the road should be reopened to traffic by the end of this week.

Regarding the speed limit reduction request for Route 615 near Roaring Run, Mr. Hamm stated that based on their studies the traffic is obeying the speed limit; however, some "Watch for Turning Vehicles" signs and Advisory Speed Plaques for a speed of 35 mph will be posted near Farm View Road. He noted that these warning signs will inform drivers of possible additional turning movements in this area. He noted that the engineer's recommendation was to not reduce the speed limit in this area.

Regarding the request for a tractor trailer restriction on Brugh's Mill Road (Route 640), Mr. Hamm stated that their traffic studies are recommending that this restriction not be implemented on this road. He noted that five years' worth of accident data from the State Police and Sheriff's Department was reviewed which indicated that only one tractor trailer accident occurred during this period.

Mr. Hamm stated that there is one curve on this road that should be straightened; however, the amount of work required to do so will necessitate this project being considered for placement on the Secondary System Six Year Plan as this work cannot be completed with VDoT maintenance funds.

Mr. Williamson requested that VDoT work on repairing the rough shoulder areas to stabilize the pavement edge along Brugh's Mill Road. He noted that this will help to keep drivers on their side of the road instead of the middle of the pavement when they are trying to avoid the rough areas along the edges of the roadway.

Mr. Hamm noted that he recently drove along this roadway and agreed that there is some patching work needed.

Mr. Hamm then stated that the traffic lights and signage will be changed at the Route 220/Daleville Town Center/Food Lion intersection to allow for U-turns. He noted that the signs have been ordered and the traffic lights will be changed by the end of April. He further noted that as per a citizen's request a sign has been installed on Westridge Road in Daleville to show that the road ends in 0.20 miles, a 25 mph speed limit sign has been paced on Hollymeade Lane and, regarding the bridge replacement project on Herndon Street (Route 606) in Fincastle, the relocation of a water line has caused a delay in this work.

After questioning by Dr. Scothorn, Mr. Hamm stated that VDoT is trying to find pavement sweepers to sweep the grit/gravel placed during the recent winter weather events off of the roads. He noted that they hope to begin this work around the middle of April.

After questioning by Mr. Williamson regarding the Parkway Drive (Route 43) speed study near Pico Road, Mr. Hamm stated that these results have been submitted and he will provide Mr. Williamson with an update.

After questioning by Mr. Williamson, Mr. Hamm stated that VDoT does review requests for school bus stop signs but VDoT no longer installs "Children at Play" signs as per a citizen's request on Mount Joy Road. Mr. Hamm stated that the County could obtain a permit from VDoT's Land Development Department to install this sign. After further questioning by Mr. Williamson, Mr. Hamm stated that he does not know if an individual/citizen could apply for this type of land development permit but he will check and let Mr. Williamson know.

After discussion by Mr. Williamson regarding 40 mph speed limit signs on Lithia Road, Mr. Hamm stated that he will visit this area later this week to see if additional speed limit signs are needed. He noted that speed warning signs and upgrades were previously reviewed for this area.

There being no further discussion, the Board thanked Mr. Hamm for attending this meeting.

Consideration was then held on an amendment to a cell tower and ground space lease agreement with Virginia PCS Alliance. Mr. David Moorman, Deputy County Administrator, stated that the County owns a number of emergency communication system tower sites. He stated that the site located on Prices Bluff Road in Eagle Rock is known as the Big Hill site and was purchased by the County in 1987. Mr. Moorman stated that Virginia PCS Alliance, doing business as nTelos, currently leases tower and ground space at this location and has requested permission to install three additional antennas on this tower. He noted that nTelos currently has three antennas on this tower but will not need any additional ground space for these new installations.

Mr. Moorman stated that the purchase contract for this site provided that all revenues derived by the County from co-locators on this tower would be assigned to the former landowners. He noted that the current lease rate is \$31,209 per year and is adjusted annually based on the Consumer Price Index. Mr. Moorman further noted that the proposed contract amendment contains a rental amount of \$35,000 with an annual increase of 4% as well as provisions to protect the County from loss or liability as a result of the installation of this additional equipment.

Mr. Moorman noted that a structural analysis of the existing tower has been conducted and it indicates that the tower will support the additional antennas and equipment. Mr. Moorman further stated that the County's Community Development staff have reviewed and approved the construction drawings and the County Attorney has reviewed the lease agreement.

There being no further discussion, on motion by Mr. Dodson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board approved the First Amendment to the Tower and Ground Space Lease between the County and Virginia PCS Alliance (nTelos) and authorized the County staff to execute the lease and any other instruments pursuant to and

necessary to effect the amendment, upon review and approval by the County Attorney. (Resolution Number 15-03-04)

AYES: Mr. Williamson, Dr. Scothorn, Mr. Dodson, Mr. Leffel

NAYS: None

ABSENT: Mr. Martin

ABSTAINING: None

Consideration was then held on a request to issue a RFP for insurance coverage for fire and EMS volunteers, apparatus, and properties. Deputy Chief Jason Ferguson stated that this is to request authorization to issue a request for proposals (RFP) for insurance coverage on buildings and rolling stock for the County's volunteer and career fire and emergency services units. He noted that there is \$200,000 included in the proposed FY 16 budget for this insurance coverage.

Chief Ferguson stated that several years ago each volunteer organization had an individual insurance policy through the same carrier. He noted that this type of insurance coverage has never been obtained through the formal procurement process and staff determined that it was appropriate to do so this year to consider different policy benefit/coverage options as well as to see if any savings could be obtained.

Chief Ferguson stated that the State Procurement Act and the County's Purchasing Policy provides that generally procurement of goods and services must be conducted by requesting competitive sealed bids. He further stated that there are many variables to consider in making a decision regarding this type of insurance coverage, not just cost, and staff is requesting that this procurement be through the use of competitive negotiations. Chief Ferguson stated that in this instance competitive sealed bidding is not practicable or fiscally advantageous as there are several factors to be considered including determining which benefits are the most advisable and reasonably needed to provide for these units; the level of coverage that is needed for the County's size fire and EMS system, the type of support/claim services offered, history and stability of the vendor and their experience with other localities, etc.

Chief Ferguson stated that there are several firms in the State that provide this type of coverage and the staff hopes to obtain the same or better coverage at a reduced premium through these negotiations.

After questioning by Mr. Dodson, Chief Ferguson stated that there was no decrease in the premium amount when all of the individual agencies' policies were combined.

After questioning by Mr. Williamson, Chief Ferguson stated that all of the personnel to be covered by the new policy are volunteers; however, the apparatus coverage will include both volunteer and Botetourt County's fire and EMS equipment.

After questioning by Mr. Williamson, Chief Ferguson stated that the current insurance carrier is Chesterfield Insurers which oversees the policy through an underwriter.

After further questioning by Mr. Williamson, Mrs. Guzi stated that VACoRP, the insurance arm of the Virginia Association of Counties, is in the process of becoming a provider of this type of insurance policy and may be able to bid on this RFP.

There being no further discussion, on motion by Mr. Dodson, seconded by Mr. Williamson, and carried by the following recorded vote, the Board adopted the following resolution authorizing the advertisement of a request for proposals to procure property/facility, rolling assets, health, and liability insurance coverage for the County's volunteer fire and rescue agencies using the competitive negotiation process.

AYES: Mr. Williamson, Dr. Scothorn, Mr. Dodson, Mr. Leffel

NAYS: None

ABSENT: Mr. Martin

ABSTAINING: None

Resolution Number 15-03-05

WHEREAS, the County supports eleven (11) fire and rescue agencies including over 125 volunteers and 50 paid personnel, and

WHEREAS, the County provides accident and health insurance coverage to these agencies and personnel, and,

WHEREAS, the current coverage has been in place for seven years with many changes having occurred in these agencies' operations as well as laws and regulations governing required coverages; the numerous plans and options available; and the major level of annual investment considered, and

WHEREAS, the County wishes to procure insurance coverage; however, multiple factors need to be considered in an award, not just cost, including determining the level of benefit coverage that makes sense for the County's fire and EMS system; the type of support/claim services offered; the history, strength, and stability of the vendor; the vendor's understanding of and proven experience with federal, state and local laws, regulations, and standards relative to emergency services; experience with other localities, etc.,

NOW, THEREFORE, BE IT RESOLVED, that the Botetourt County Board of Supervisors hereby determines that competitive sealed bidding is neither practicable nor fiscally advantageous for the procurement of insurance benefits for its fire and rescue agencies, and,

BE IT FURTHER RESOLVED, that the Board of Supervisors hereby authorizes advertisement of a Request for Proposals of said procurement through the competitive negotiations process.

Mrs. Guzi then discussed the increased role of the Industrial Development Authority (IDA) in County economic development projects. She stated that the IDA was established by an ordinance of the Board of Supervisors in August 1969 to promote industry and develop trade in the County. Mrs. Guzi stated that the IDA's primary role to date has been as a conduit for tax-exempt bond financing projects; however, they can also be a tool in economic development activities as discussed in the strategic planning process and also assist in leasing and selling property including the new shell building in Greenfield.

Mrs. Guzi stated that she would like to utilize the IDA further by using them during the County's business retention and recruitment process specifically in administering incentive packages via performance agreements.

Mrs. Guzi stated that she has discussed this proposal with most of the IDA members and they are willing to do whatever they can to assist the County in its economic development recruitment process. She noted that a meeting with the IDA has been scheduled next week to identify areas whereby they can provide assistance to the County in this matter.

After questioning by Mr. Williamson, Mrs. Guzi stated that the County will continue to work with all prospects and maintain control of any offer of incentives to businesses but the IDA will be the conduit for payment of the incentives. She further stated that evaluation of the incentives and negotiations with the prospect will remain with the County and Board of Supervisors. She stated that the IDA will be a party to the performance agreement.

After further questioning by Mr. Williamson, Mrs. Guzi stated that there are some powers granted to the IDA through the State's Industrial Development and Revenue Bond Act that are not granted to the governing body (Board of Supervisors).

After questioning by Mr. Dodson, Mrs. Guzi stated that the County has a policy in place regarding economic development incentive guidelines.

After questioning by Mr. Williamson, Mrs. Guzi stated that there is no action or ordinance amendments needed by the Board on this matter, only concurrence with this proposal.

After questioning by Dr. Scothorn, the Board concurred with Mrs. Guzi's proposal.

Consideration was then held on various appointments.

After discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board appointed Sandra Crawford as an alternate member representing the Juvenile Probation Office on the Community Policy and Management Team for a term to expire on September 1, 2016, and ratified the appointment of Mr. Gregory Hamilton as an at-large member on the Blue Ridge Behavioral Healthcare Board of Directors for a term to expire on December 31, 2015. (Resolution Number 15-03-06)

AYES: Mr. Williamson, Dr. Scothorn, Mr. Dodson, Mr. Leffel

NAYS: None

ABSENT: Mr. Martin

ABSTAINING: None

Mrs. Guzi then updated the Board on the strategic planning process. She noted that the County was unable to schedule a joint meeting with the School Board earlier this month due to on-going budget discussions and scheduling/timing issues. Mrs. Guzi stated that the staff is continuing to review and synthesize the 40 strategic goals developed by the Board at their December strategic planning sessions and she hopes to have the initial work plans completed by the April regular meeting.

Mrs. Guzi noted that the facilitator of these strategic planning meetings (Tyler St. Clair) had previously suggested that the Board may want to schedule a one-half day work session to allow for presentation and discussion of the plan, priorities, resources, and time table for implementation of these goals.

Dr. Scothorn stated that he thinks that a one-half day work session would be a good idea. Mr. Williamson and Mr. Dodson agreed with Dr. Scothorn.

Mrs. Guzi stated that she will contact Ms. St. Clair to discuss scheduling this session.

Mrs. Guzi noted that the required public hearing by the Board of Supervisors on the County joining the Western Virginia Water Authority is scheduled for the April regular meeting. She noted that advertising deadlines necessitated this hearing being held in April instead of at today's meeting.

She noted that the public forum on the County joining the Authority is scheduled for April 13 at 6PM at the Greenfield Education and Training Center. Mrs. Guzi noted that this will give citizens an opportunity to ask questions about the transition, how and where to pay water/sewer bills, etc. Mrs. Guzi stated that this process is still on schedule for the County to officially join the WVWA on July 1. She further stated that, along with the Authority itself, each of the Authority's member jurisdictions (Roanoke County, Roanoke City, and Franklin County) are required to conduct a public hearing on this proposal. She noted that these public hearings have been scheduled.

Mrs. Guzi noted that the rate analysis has been completed and the legal documents are in the final stages of review by the various attorneys. Mrs. Guzi stated that she does not see any obstacles to stop the County from becoming an Authority member on July 1, 2015.

After questioning by Mr. Dodson, Mrs. Guzi stated that none of the other Authority member jurisdictions will hold their public hearings prior to the County's on April 28.

Regarding the Exit 150 study, Mrs. Guzi stated that the consultant will be working to schedule individual interviews with the Board members during the second and third weeks of April. She then stated that, as part of the County's Agricultural Study, the citizens will be given an opportunity to participate in an internet survey through a link on the County's website. She noted that there was a wide range of comments received from the Agricultural Study's focus group.

After questioning by Mr. Leffel, Mrs. Guzi stated that she expects a report back from the consultants at the Weldon Cooper Center in April.

Mr. Jay Brenchick, Economic Development Manager, stated that it may be May before the study is completed.

After questioning by Mr. Williamson, Mr. Brenchick stated that as of this time there have been 40 responses to the on-line agriculture survey.

After questioning by Mr. Dodson, Mrs. Guzi stated that the survey was posted to the County website last Wednesday and responses will be taken for a minimum of two weeks.

Mrs. Guzi further noted that she will keep the Board updated on the Exit 150 project. She noted that Kevin Shearer, County Engineer, will be attending various VDoT meetings on this project and a quarterly progress report has been requested from VDoT.

She stated that VDoT had previously agreed to a public meeting on the Exit 150 project after the contractor had been hired and a more-detailed construction timing sequence was available.

Dr. Scothorn then encouraged the staff to begin renewal evaluations of the County employees' health insurance coverage earlier this year than in the past.

Mrs. Guzi stated that the County has its first meeting with our health insurance consultant scheduled for tomorrow.

After questioning by Mr. Williamson, Mrs. Guzi stated that she has a meeting with George Porter, AEP's Project Outreach Specialist, in early April to discuss the lay-down sites that AEP will need to upgrade its electrical lines from Cloverdale to Lexington. She noted that some citizens have expressed concerns about whether these sites will be returned to their previous condition after the construction work is completed and this meeting has been scheduled to address those issues.

After further questioning by Mr. Williamson, Mrs. Guzi stated that AEP's contractor for their Cloverdale substation upgrade project is no longer hauling dirt from the Whitesell property on Route 11 to the construction site. She noted that the contractor is in the process of stabilizing the fill dirt borrow area on the Whitesell property.

The Chairman then called for a 7 minute break.

The Chairman called the meeting back to order at 3:30 P. M.

A work session was then held on the FY 15-16 County budget. Mrs. Guzi stated that the staff has not yet completed development of a proposed FY 16 budget. She noted that today's work session will provide an overview of priorities and major budget consideration items, discuss revenues and expenditures by major category, and provide the staff's outlook for FY 16-17. Mrs. Guzi commended the Board for beginning the initiative in 2012 of considering the County's budgetary needs for the succeeding two fiscal years.

Mrs. Guzi then noted that the strategic priorities as compiled by the Board in December include: a thriving business environment, the Gateway Center, Botetourt Cool, ample and reliable infrastructure and facilities, responsible governance, responsive government, lifelong learning excellence, and strategic land use.

Mrs. Guzi stated that the FY 16 budget is still being prepared and departmental budget requests have been reduced by \$934,000 as of this time. She noted that the County has received the school's proposed FY 16 budget request as well as information from Mr. Dodson and Mr. Leffel who serve as the Board's representatives on the School Budget Committee.

Mrs. Guzi stated that Botetourt County is a financially well-managed County and we are in good shape regardless of challenges in the economy. She noted that prior to 2008 the County's real estate values were escalating and there was a high-growth real estate market. She noted that the Board managed the County's money very well in the past which put us in a good position to weather the economic downturn. Mrs. Guzi stated that for the past two years the County has had to use a portion of the General Fund Balance to balance the budget. Mrs. Guzi noted that the County has cut staff and services and deferred and cut capital projects since the recession in 2008; however, these reductions were not adequate and Fund Balance monies had to be used to balance the budget. She noted that the use of Fund Balance monies was tied to capital outlay and large, non-recurring projects such as communications equipment and the purchase of a new fire truck.

Regarding the proposed FY 16 budget, Mrs. Guzi stated that, overall, it is a maintenance budget from the prior year which emphasizes public safety and targeted spending for increased organizational and employee efficiency and effectiveness. She noted that the County is not proposing to expand services in the new budget, the Capital Improvement Plan (CIP) is "bare bones," and the staff continues to review a number of high-impact items.

Mrs. Guzi then reviewed the County's major source of revenues—State, local, and federal. She noted that staff anticipates a 3.4% increase in local revenue, a 0.2% decrease in State revenue, and a 0.1% increase in federal revenue in FY 16. She stated that the General Assembly has also proposed pay increases for Constitutional and Social Services employees; however, these figures are not included in the revenue amounts shown in this presentation.

After questioning by Mr. Williamson, Mr. Tony Zerrilla, Director of Finance, stated that the proposed \$55.4 million in FY 16 revenues is not the final number. After further questioning, Mr. Zerrilla stated that the proposed pay increases for Constitutional and Social Services employees is not effective until September 1, 2015. After questioning, Mr. Zerrilla stated that the State's reimbursement for salary increases is based on the number of Compensation Board-covered constitutional positions.

Regarding local revenues, Mrs. Guzi stated that staff anticipates an increase in local revenues in FY 16 as the FY 15 revenues were higher than anticipated. She stated that the County is estimating an increase in revenues from real estate, personal property, machinery

and tools, sales, and meals taxes; however, there are continued State threats to reduce/eliminate the business, professional, occupational license (BPOL) and machinery and tools taxes.

Regarding State revenues, Mrs. Guzi noted that the staff estimates level funding in FY 16 even though the State has restored funding to previous cuts in State-mandated programs (local aid to the commonwealth) and is proposing to fund a portion of pay increases for State-supported departments. She stated that there is no expectation of any infusion of State funds for mandated items in the future.

Regarding federal revenues, Mrs. Guzi noted that Congress has not taken any action on reenacting the Payments in Lieu of Taxes (PILT) program so these funds are not included in the proposed budget figures as staff has assumed that these funds will not be available in FY 16.

In summary, Mrs. Guzi stated that local revenues indicate economic growth, State revenue issues have been mitigated, and federal revenues are essentially nonexistent. She noted that the overall increase of General Fund revenues is estimated to be 2.6%.

Mrs. Guzi then reviewed General Fund expenditures by category, e.g., general government administration; judicial administration; public safety; public works; health and welfare; parks, recreation and cultural; community development; non-departmental; and miscellaneous organizations. Mrs. Guzi noted that these proposed expenditures have increased approximately 3.9% over the current fiscal year; however, she intends to reduce this figure further. She stated that reductions are still needed so that the expenditures meet current revenue estimates.

Mrs. Guzi then reviewed charts for each General Fund category containing current budget figures, draft FY 16 budget figures, the difference between these two amounts, and the percent change. Regarding General Government Administration, Mrs. Guzi stated that the proposed budget includes the replacement of a vehicle; funding for the second year of the reassessment, including the Board of Equalization's expenses; technology improvements; replacement of the governmental phone system; and \$150,000 for new voting machines.

She then noted that the Public Safety-related expenditures consist of 56% of the County budget. She noted that there is a decrease in the Animal Control budget because of reductions in expenditures associated with the Regional Pound. Mrs. Guzi stated that costs of food and food service supplies for the jail, replacement of the Jail's security system and intercom, and expenses related to the Medical Director have all increased. She further stated that staff is still calculating a pay adjustment for entry-level Sheriff's deputies based on a proposal from the Compensation Board. She also noted that the costs for the Juvenile Detention Center have risen due to an increase in population.

After questioning by Mr. Dodson regarding the Jail's security system, Mrs. Guzi stated that parts of the system are out of service at times, replacement parts for this almost 10 year old system are expensive, and the Sheriff is concerned about the inability to find replacement parts.

Dr. Scothorn suggested that the staff consider the potential benefits of leasing this equipment in the future.

Regarding the proposed Volunteer Fire and Rescue budget, Mrs. Guzi stated that bids for the purchase of a new fire truck to replace Wagon 2 are due in the next 30 days, funding is also being requested for the replacement of the self-contained breathing apparatus (SCBA) for all units (matching grant funds may be available), and purchase of a new ambulance.

After questioning by Dr. Scothorn, Deputy Chief Jason Ferguson stated that the County purchases mainly Ford ambulances with diesel engines; however, the County is experiencing problems with all of the ambulance motors and transmissions.

Mrs. Guzi stated that the County needs to implement a rotation schedule for volunteer ambulance replacements. She noted that the majority of the rescue calls use four ambulances compared to 15 ambulances that were available to respond in the past.

Regarding the SCBA equipment replacement, she noted that the County is applying for a \$960,000 FEMA grant to fund this purchase, which requires a \$132,000 local matching amount.

After discussion, Deputy Chief Ferguson stated that after the September 11, 2001, attacks, the County began replacing the air packs that were previously used. He noted that this was done to ensure that the same SCBA equipment was available for all personnel.

After questioning by Mr. Williamson, Deputy Chief Ferguson stated that carbon fiber air bottles are currently being used. He noted that the equipment is hydrostatically tested every few years to ensure that it is operating safely and correctly.

Regarding career fire and rescue-related budget expenses, Mrs. Guzi stated that staff is proposing to increase part-time wages to offset full-time vacancies, increase emphasis on fire prevention and community outreach, purchase an ambulance lift system, purchase fitness equipment for the full-time staff at the Read Mountain Fire Station, and replace radio equipment. She noted that the County has been underfunding part-time wages the emergency services personnel for several years.

Regarding the ambulance lift systems, Mrs. Guzi stated that the County needs four of these systems but are only proposing to purchase two at this time. She noted that this system will help decrease the County's worker's compensation claims as the personnel will no longer have to lift heavy stretchers by themselves.

After questioning by Mr. Dodson, Deputy Chief Ferguson stated that each of these lift systems costs \$30,000. After questioning by Dr. Scothorn, Chief Ferguson then explained the details of how these systems work.

After questioning by Mr. Leffel, Chief Ferguson stated that these systems are being requested for installation on two of the career ambulances; however, the County has partnered with the Blue Ridge Rescue Squad in applying for a grant to purchase one additional lift system.

Regarding replacement of emergency communications radio equipment, Deputy Chief Ferguson stated that in 1997-98, the County upgraded this system, including user radios, portables, and mobile devices. He noted that a majority of the equipment/radios being used today is from the 1998 upgrade.

After questioning by Mr. Williamson, Chief Ferguson stated that the County has four mountaintop towers and one central receiving point, 150 mobile radios in vehicles, and 550+ hand-held devices. He noted that in 2012 the mountaintop systems were upgraded. After further questioning by Mr. Williamson, Chief Ferguson stated that the radio equipment proposed to be replaced in FY 16 is separate from that used by the Sheriff's Department staff.

Mrs. Guzi then noted that the proposed FY 16 Public Works expenditures include paving the parking lot at the public safety building, increased recycling costs, and right-sizing maintenance contracts and electric services. She noted that minor capital items such as painting are being deferred.

After questioning by Mr. Dodson, she noted that staff is still reviewing whether the Sheriff's Department lot should be repaved or sealed.

After discussion, Mrs. Guzi stated that the County is required by the State Department of Environmental Quality to recycle 20% of its trash/garbage. After questioning by Mr. Williamson as to whether a comparison has been done between the cost of recycling and sending these materials to the transfer station in Salem, Mrs. Guzi noted that it is more expensive for the County to recycle these materials.

After questioning by Mr. Williamson, Mrs. Guzi stated that a two estimates ranging from \$10,000 to \$48,000 have been obtained by the Botetourt Historical Society on proposed improvements to the museum located behind the Circuit Courthouse. She noted that this project has not gone through a formal procurement process to obtain a more specific price.

Regarding health and welfare, Mrs. Guzi stated that the State has approved one new administrative employee for the Department of Social Services in FY 16 which requires a local matching amount, including benefits. She noted that the proposed Comprehensive Services budget has a 0.1% increase in FY 16 and the Van Program has a 9% decrease.

Mrs. Guzi noted that the Parks/Recreation/Cultural budget is proposed to increase by 3.3% or approximately \$100,000. After questioning by Mr. Williamson, Mrs. Guzi stated that none of the budget categories yet include a proposed 2% salary increase.

Regarding replacement vehicles, Mrs. Guzi stated that the County has requested that the Sheriff budget for a $\frac{3}{4}$ ton pickup truck for the Animal Control Department, instead of $\frac{1}{2}$ ton, so that when the vehicle is replaced in 2 – 3 years, the larger truck can be transferred to the Parks and Recreation Department.

After questioning by Mr. Williamson regarding increases in the Library budget, Mrs. Guzi noted that an additional \$20,000 is being proposed for the purchase of books/reading materials and a salary increase is proposed for all part-time employees to bring them up to scale. She noted that the previous year's budgets have underfunded the Library's utilities account so additional funds are proposed in the FY 16 budget.

After questioning by Mr. Williamson, Mrs. Guzi stated that funding to complete the two ballfields at the Sports Complex is included in the FY 16 CIP.

Mr. Zerrilla stated that increases in the Recreation budget also include increased hospitalization/medical costs and staffing changes as a result of last year's IRS audit.

Mrs. Guzi noted that the Extension Office's budget was decreased by 10.3% due to the removal of funds for a staff position that has been vacant for at least three years. She then stated that the Debt Service budget in FY 16 will decrease by \$500,000. Mrs. Guzi further noted that other FY 16 expenditures include \$185,829 in net costs to implement a 2% raise as of September 1 for all County and State-supported employees as well as \$100,000 in contingency funds.

Mr. Martin then arrived at this time (4:30 P. M.)

After questioning by Mr. Martin, Mrs. Guzi noted that the County estimates that there will be a savings of \$500,000 in debt service in FY 16. After further questioning by Mr. Martin, Mr. Zerrilla stated that there is a need to utilize the debt service savings in FY 16 and the County will have the same amount of savings in FY 17 to help balance the budget. Mr. Zerrilla further stated that the County "still has a way to go in balancing the budget."

Mrs. Guzi noted that \$304,561 is proposed for miscellaneous organizations in the FY 16 budget which includes new funding for CHIP, Roanoke Area Ministries, RVARC/TPO, Western Virginia Industrial Facilities Authority, and Regional Economic Development Partnerships.

Mr. Dodson noted that the Regional Commission/TPO should open some opportunities for new funding sources for transportation-related projects.

Mrs. Guzi noted that the WVIFA funding is to share engineering costs of evaluating properties for a large regional industrial park. She noted that the \$10,000 in increased funding for the Roanoke Valley Convention and Visitors Bureau is for the second phase of the payment process toward full membership (\$104,000 per year). She noted that the third and final phase of funding will be considered in the FY 17 budget. She noted that all other miscellaneous organizations are proposed to be funded at current-year levels.

Mr. Dodson noted that the community colleges are charging County school divisions an additional \$65,000 per year for dual enrollment credits and suggested that some current contributions to the community colleges be reduced to offset a portion of this increase.

Mrs. Guzi then reviewed the proposed CIP. She stated that the original new funding request figure of \$1.7 million has been reduced to \$675,000 as of this time. She stated that the proposed CIP covers very basic items, including small projects at the landfill, continued investment in tourism and economic development, the beginning of phased replacement of fire/EMS radios, and the technology services project.

After questioning by Mr. Williamson, Mrs. Guzi stated that the proposed CIP does not include current unexpended budget funds that will be rolled-over into the FY 16 budget.

Mrs. Guzi then reviewed the proposed FY 16 school budget request. She noted that student enrollment projections are up over the previous year and expenditure reductions were primarily related to efficiencies in transportation operations. Mrs. Guzi stated that the largest school expenditure increase is for staff raises.

Mrs. Guzi then detailed the proposed pay increases for various school employees.

She stated that the current draft budget includes a proposed increase in school revenues in the amount of \$651,692; total expenditure reductions will be \$459,000; and total expenditure increases will be \$2.3 million; for a total increase of \$1.214 million.

Mr. Dodson stated that the \$85,000 increase in transportation is for staff cars and other expenses and noted that the request for new school buses is included in the school's CIP.

Mrs. Guzi then reviewed the schools draft FY 16 CIP which totaled \$3.9 million. She noted that these requests included new roofs for Lord Botetourt and Colonial Elementary, 7 new buses, ActivBoards for all schools, wireless systems for the middle and elementary schools, BTEC and the School Board Office, new running tracks for the middle and high schools, and grounds, paving, and parking improvements at Breckinridge, Buchanan, and Lord Botetourt.

Mr. Williamson noted that there were no years assigned to the school's list of CIP projects. After questioning by Mr. Williamson, Mr. Bill Arney, County Treasurer, stated that the School's Capital Reserve Fund currently contains approximately \$700,000.

Mrs. Guzi then reviewed a listing of budget items that were still under review: Registrar request for part-time position to become full-time; salary adjustment for entry-level Sheriff's positions as approved by the Compensation Board; resolution of building moisture problems (museum and General Services/Public Works); additional daytime fire and EMS staff, etc.

After questioning by Mr. Williamson, Deputy Chief Ferguson stated that the County currently has 34 full-time and approximately 20 part-time fire/EMS personnel.

Mr. Zerrilla noted that the County funds 42% of the total school operational funding, excluding debt service.

Mrs. Guzi then noted that she had received a suggestion from the Library Board to create an incentive fund for libraries similar to the Parks and Recreation Incentive Fund, whereby various Friends of the Library organizations would identify capital projects and then request matching monies from the County to fund these projects. She also noted that no budget has been developed for the Utilities Department due to the County's plans to transfer these responsibilities to the Western Virginia Water Authority as of July 1.

Regarding the outlook for FY 16-17, Mrs. Guzi stated that the County has not approved employee merit salary increases since 2009, the first reassessment in six years will be completed next fiscal year, AEP's new Cloverdale substation will become operational, additional debt reduction will occur, Gateway Crossing will be completed, there will be a VRS recalculation, and reminded the Board of their commitment to provide funding for a YMCA in Daleville.

Regarding the budget calendar, Mrs. Guzi stated that the School budget's public hearing is scheduled for Thursday, March 26, and she will revise the budget calendar and schedule the County's budget public hearing based on the input she has heard from the Board members today.

After questioning by Mr. Dodson, Mr. Zerrilla stated that if a 2% raise were given to the school personnel, it would increase the budget cost by one-third. He further noted that School raises would be effective July 1 whereas the County's raises would be effective on September 1.

Mrs. Guzi asked the Board to provide additional thoughts and questions to the staff as they work through the budget development process.

Mr. Williamson then requested that figures be provided to show the cost of funding a 1.5% raise for school personnel, 2% raise for County staff, fund new voting machines, eliminate all other discretionary CIP items, rollover funding for fire truck and ambulance purchases, and return operating budgets (except insurance) to current year's funding levels.

After questioning by Mr. Dodson, Mrs. Guzi stated that the School budget must be approved by the Board of Supervisors by May 1 and the County's budget could be approved after that time.

Dr. Scothorn thanked Mrs. Guzi for her presentation.

On motion by Dr. Scothorn, seconded by Mr. Dodson, and carried by the following recorded vote, the Board went into Closed Session at 4:25 P. M. to discuss personnel matters pertaining to the County Administrator's quarterly performance review and, to discuss the expansion of an existing business or industry not previously announced as per Section 2.2-3711A (1) and (5) of the Code of Virginia of 1950, as amended. (Resolution Number 15-03-07)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

The Chairman called the meeting back to order at 6:07 P. M.

On motion by Mr. Dodson, seconded by Mr. Martin, and carried by the following recorded vote, the Board returned to regular session from Closed Session and adopted the following resolution by roll-call vote. (Resolution Number 15-03-08)

AYES: Mr. Martin, Dr. Scothorn, Mr. Leffel, Mr. Dodson, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: None

BE IT RESOLVED, that to the best of the Board members' knowledge only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed or considered during the Closed Session.

A public hearing was then held on a request in the Buchanan Magisterial District from Michael Pauley (D&P Welding, lessee) for a text amendment to add "Vehicle repair, light" to the Botetourt County Code, Chapter 25 Zoning, Article II. District Regulations Generally, Division 10. Business Use District (B-2), Section 25-243. Uses Permissible by Special Exception and for a Special Exception Permit, with possible conditions, in the Business Use District (B-2), for a light auto/truck repair business on a 0.499-acre lot located at 11632 Lee Highway, Fincastle, (U. S. Route 11) at its intersection with Blue Ridge Turnpike (State Route 606), identified on the Real Property Identification Maps of Botetourt County as Section 75, Parcel 130.

It was noted that the Planning Commission had recommended conditional approval of this request.

Mr. Jeff Busby, County Planner, then read the condition recommended for inclusion by the Planning Commission with this Special Exception Permit ("All repair or storage of equipment or materials and inoperative vehicles shall be inside a completely enclosed building. The Zoning Administrator may approve an outdoor storage area so long as it is screened from view by means of an opaque fence, or masonry wall, or dense evergreen landscape planting or any combination thereof. Stored materials shall not be stacked or otherwise placed in a manner that exceeds the height of the screening materials.")

Mr. Busby noted that the provisions of the current Zoning Ordinance do not allow for this type of repair in B-2 districts. He noted that from 1977-83 the Zoning Ordinance allowed automobile repair shops in B-2 districts; however, this permitted use was removed from the B-2 district in the 1983 ordinance update.

Mr. Busby noted that after the Planning Department received a request from Mr. Pauley and reviewed the previous and current ordinances, staff decided that it would be reasonable to allow light vehicle repair operations in B-2 districts as a special exceptions use.

Mr. Busby stated that this 0.499 acre B-2-zoned parcel consists of an existing residential dwelling and a repair shop facility. He noted that the residential structure is allowed as a non-conforming/grandfathered use in this zoning district unless the building has been vacant for two years. He noted that the repair shop has been vacant for over two years which is why this text amendment/SEP request is before the Board today.

Mr. Busby noted that the definitions of "vehicle repair, light" and "vehicle repair, heavy" were included in the staff background report on this request. He noted that D&P Welding plans to relocate their existing Troutville auto repair shop to the former Mill Creek Garage facility on property owned by Mr. Pauley. He noted that the proposed business will conduct light vehicle repairs such as oil changes, brakes, State inspections, and other minor items.

After questioning by Mr. Williamson, Mr. Busby stated that this B-2 zoned property was previously used as the Mill Creek Garage and when the Zoning Ordinance was updated in 1983 it became a non-conforming use. Mr. Busby noted that the Mill Creek Garage has been out of business for over two years; therefore, any new garage/repair-type use requires a SEP.

After questioning by Mr. Williamson regarding the proposed condition regarding screening of the site, Mr. Busby stated that there is limited area on this 0.499 acre lot for outdoor stor-

age; however, some screening could be installed on both sides of the property, along the gravel driveway, or along the front of the parcel.

After further questioning by Mr. Williamson, Mr. Busby noted that the Zoning Ordinance's definition of inoperable vehicle states that a vehicle is considered inoperable if it has not been in an operating condition or has been partially or totally disassembled for a period of sixty days or longer.

After questioning by Mr. Williamson, Mr. Busby stated that there is no limit on the number of vehicles that can be parked on this property in the space between the building and Route 11 and the building and Route 606. After further discussion, Mr. Busby noted that this condition was suggested by staff and is based on similar screening language in the Business B-3 Use District.

Mr. Williamson stated that the Board previously set a limit on the number of vehicles allowed on a used car sales lot on Route 460 and he is concerned that there is no Zoning Ordinance limitation on the number of cars that can be packed onto one parcel.

Mr. Dodson stated that there are two issues in this situation—how many cars are parked and waiting for repairs and how many cars on the property are unlicensed, being used for parts, etc.

Mr. Pauley, applicant, stated that he does not anticipate any cars being parked “up on blocks” on this site and there is no space for D&P Welding to store cars. Mr. Pauley stated that he does not want this site to have a lot outside storage and “look junky.” He further stated that this is not a towing business and D&P will only use this site for a garage.

After questioning by Mr. Williamson, Mr. Pauley stated that D&P will also use the basement section of this building.

Mr. Williamson then questioned if the applicant would be agreeable to a condition limiting the number of cars parked outside on the property to no more than five.

Mr. Pauley noted that he was concerned that this proposed five vehicle limit may be an issue especially at the end of the month when vehicle yearly inspections expire. Mr. Pauley further noted that he “does not see how you can get more than 10 – 12 vehicles on the property at one time.” He further stated that a limit on the number of cars allowed on the lot is putting a “chokehold” on this business.

After questioning by Mr. Williamson, Mr. Busby stated that this SEP, if approved, “will run with the land” so, if D&P Welding no longer operates a business on this property, any person who wants to operate a light vehicle repair business within two years would have to comply with any conditions attached to the request.

Mr. Pauley stated that, as the landowner, he “does not want to see anything trashy” located on this property.

After questioning by the Chairman, it was noted that there was no one else present to speak regarding this request. The public hearing was then closed.

After questioning by Mr. Williamson, Mr. Busby stated that, with a SEP request, the Board can include additional conditions. Mr. Williamson stated that, if a condition limiting the number of vehicles on the property to no more than 10 becomes burdensome for the applicant/lessee, an application to amend the condition can be submitted for consideration by the Planning Commission and Board of Supervisors

After questioning by Mr. Williamson, Mr. Pauley stated that he would be willing to accept an additional condition on this request that no more than ten vehicles would be parked outside of the garage at any given time.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Board approved the following text amendment to add "Vehicle repair, light" to the Botetourt County Code, Chapter 25 Zoning, Article II. District Regulations Generally, Division 10. Business Use District (B-2), Section 25-243. Uses Permissible by Special Exception. (Resolution Number 15-03-09)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

BOTETOURT COUNTY CODE

* * *

CHAPTER 25. ZONING

* * *

DIVISION 10. BUSINESS DISTRICT (B-2)

Sections 25-241 through 25-242 (same)

Section 25-243. Uses permissible by special exception

(1) through (16) (same)

(17) Vehicle repair, light.

On motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Board approved a request in the Buchanan Magisterial District from Michael Pauley (D&P Welding, lessee) for a Special Exception Permit in the Business Use District (B-2), for a light auto/truck repair business on a 0.499-acre lot located at 11632 Lee Highway, Fincastle, (U. S. Route 11) at its intersection with Blue Ridge Turnpike (State Route 606), identified on the Real Property Identification Maps of Botetourt County as Section 75, Parcel 130, with the following conditions: (Resolution Number 15-03-10)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

1. All repair or storage of equipment or materials and inoperative vehicles shall be inside a completely enclosed building. The Zoning Administrator may approve an outdoor storage area so long as it is screened from view by means of an opaque fence, or masonry wall, or dense evergreen landscape planting or any combination thereof. Stored materials shall not be stacked or otherwise placed in a manner that exceeds the height of the screening materials.
2. No more than ten (10) vehicles will be parked outside of the garage structure at any given time.

Discussion was again held on the lease purchase agreement for a Countywide governmental telephone system and supporting technology.

Dr. Scothorn questioned if the Board members were comfortable in making a decision on this proposed lease purchase agreement at this time without having a final County budget.

Mr. Williamson then questioned if the vendor would honor the provisions of the lease purchase agreement for the next 30 days to allow the Board an opportunity to further consider the County's proposed FY 16 budget.

Mrs. Guzi noted that the provisions of the proposed agreement will remain viable through March 31, 2015.

Mr. Zerrilla, Director of Finance, stated that he discussed the agreement earlier today with Maria Herrera, Senior Operations Consultant with Bank of America Public Capital Corporation, and was told that they would honor the proposed agreement rate/provisions until April 30, 2015, as long as BAPCC receives the signed agreement by April 30, 2015.

Mrs. Guzi noted that the Board's April meeting is on the 28th but believes that the approved and signed documents could be forwarded to BAPCC by April 30.

There being no further discussion, the Board tabled consideration of the lease agreement for a Countywide governmental phone system and supporting technology until the April regular meeting.

A public hearing was then held on a request in the Fincastle Magisterial District from Stephen L. Parker (dba Misty Creek Lodge, Inc.) for a text amendment to amend the definition of "Camp, boarding" of the Botetourt County Code, Chapter 25 Zoning, Article VI. Definitions, Section 25-601. Definitions to include "occupancy by owner/operator"; and requests a Special Exception Permit, with possible conditions, in the Agricultural Use District (A-1), for a Camp, Boarding on a 6.41-acre lot, located at 696 Tucker Farm Road, Eagle Rock, (State Route 705) approximately 0.68 miles east of its intersection with Craig Creek Road (State Route 615), identified on the Real Property Identification Maps of Botetourt County as Section 34 (1), Parcel 5A.

It was noted that the Planning Commission had recommended conditional approval of this request.

Mrs. Nicole Pendleton, Planning Manager, stated that Mr. Parker owns a 6.4 acre lot on Tucker Farm Road in the Oriskany area. She noted that this parcel, which fronts on Craig Creek, currently has a mobile home, a pole shed, and a temporary shipping container with a shed roof on the property. She noted that there are two 2-bedroom capacity septic systems on the property and a portion of the parcel is located in the floodplain.

Mrs. Pendleton stated that Mr. Parker met with the Planning/Zoning staff in 2013 and 2014 to discuss his plans for this property. She noted that he obtained a building permit in 2013 for a pole shed and further discussed his plans to develop the property for vacation rentals. Mrs. Pendleton stated that, upon inspection, it was determined that this shed was not constructed in the location shown on the site plan and was actually built in the floodplain. She stated that in 2014 the Planning staff requested additional information from Mr. Parker about the location of the pole shed. She noted that no base flood elevation was provided to the staff and the location of the floodplain in relation to the pole shed was based on approximate distance information.

After discussion, Mrs. Pendleton stated that a new building permit for the pole barn was submitted on March 9, 2015, but no additional information required to process the permit was submitted at that time. She noted that Mr. Parker also applied for a building permit in July 2014 for the rental cabin which included data on the approximate floodplain location in relation to the proposed cabin site. She stated that it was determined that, as his proposed use met the definition of a boarding camp, Mr. Parker would need a SEP in order to have multiple dwellings on this property for commercial, short-term rentals.

Mrs. Pendleton stated that Mr. Parker wants to construct two structures on the property to be used for short-term rentals and remove the existing mobile home. She noted that one structure would be a one-bedroom, 336 square foot cabin to be used exclusively for short-term rentals to families and sportsmen. Mrs. Pendleton stated that the second structure to be built later would be a two-bedroom lodge consisting of 1,380 square feet for a garage, office, and bathroom as the camp's managing office and a 1,500 square foot section which would contain two bedrooms and two bathrooms.

Mrs. Pendleton further stated that the Zoning Ordinance only allows portable storage containers to be on site for no longer than 30 consecutive days within a six month period unless the container is used in association with an approved construction project with an approved building permit.

Mrs. Pendleton then read the conditions recommended by the Planning Commission for this request: "The project shall be developed in substantial conformance with the concept plan dated March 4, 2014, and revised August 5, 2014, by Parker Design Group with the exception of the location of the existing pole barn, which may be relocated to bring the building into compliance with the Zoning Ordinance Flood Hazard Overlay District; the mobile home will be removed prior to obtaining a building and zoning permit for construction of the lodge; the pole barn will be brought into compliance with the Zoning Ordinance Flood Hazard Overlay District prior to obtaining a building and zoning permit for the construction of the cabin; the residential structure described as a "cabin" shall not be occupied by more than four (4) tenants and the property shall not be occupied by more than a total of twelve (12) tenants at any given time; there shall be no off-road vehicles utilized for recreational purposes; there shall be no tents or recreational vehicles utilized on this property; all parking is required to be "off road" and located on Mr. Parker's property currently described as Tax Map 34 (1) 5A."

Mrs. Pendleton stated that one of the Planning Commission's concerns with this request was the potential to have more people on the property than the conditions allowed. She then stated that, after a staff review of the Planning Commission's minutes, the intent of the Planning Commission members was to limit the maximum number of tenants in the cabin to four and the maximum number of tenants in the lodge to eight, with no more than twelve total tenants on the property in both structures at any one time.

After discussion, Mrs. Pendleton stated that four citizens called the Planning/Zoning Office in opposition to this request and three citizens spoke at the Planning Commission's public hearing. She noted that their concerns were regarding the previous activities on the property and that commercial activity in Oriskany could change the character of the area.

She noted that Mr. Parker has agreed that there would be no recreational vehicles (RVs) on the property. Mrs. Pendleton also noted that the applicant and his attorney (Rob Hagan) were present at this hearing to answer questions regarding this request.

Mr. Leffel stated that he was concerned with the staff allowing this SEP request to be submitted when the site was in non-compliance with County regulations.

Mrs. Pendleton stated that the original building permit was for a pole shed and showed that the structure's location was out of the floodplain. She stated that staff has been attempting to work with Mr. Parker to resolve these issues and requested in the summer of 2014 that Mr. Parker remedy the non-compliance situation.

After questioning by Mr. Williamson, Mrs. Guzi stated that the County is required by State Code to process all completed rezoning/SEP applications. She noted that the only exception is if the applicant/property owner is delinquent in paying his property taxes.

Mrs. Pendleton stated that Mr. Parker's text amendment/SEP application was deemed complete by staff in accordance with the Zoning Ordinance's provisions.

Mr. Rob Hagan, attorney, stated that Mr. Parker is an electrical engineer, not a civil engineer, and was unfamiliar with the requirements and provisions for his request. Mr. Hagan stated that this proposed boarding camp is a retirement project for Mr. Parker who plans to make this property his retirement home. He noted that the non-compliance issue is a good thing because it allows staff to address these problems with the owner.

Mr. Hagan stated that the location of the pole barn was an error as Mr. Parker thought that the building was 400' away from Craig Creek when the actual distance was 200'. He noted that the site plan submitted with Mr. Parker's building permit application indicated the 400' distance and this did not signal to the Planning staff that there might be a floodplain issue with the building's location. Mr. Hagan stated that Mr. Parker did not receive good direction from his original project engineer on these issues and has now hired Mr. Rodney Pierson of Daleville to conduct engineering reviews on this property.

Regarding a determination of the floodplain elevation on this property, Mr. Hagan stated that instead of having a formal Federal Emergency Management Agency (FEMA) evaluation conducted, which can take several months, Mr. Pierson can forward the Global Positioning System (GPS) coordinates of this site to FEMA, who can determine the actual floodplain elevation for Mr. Pierson to use in surveying this site. Mr. Hagan stated that, based on the proposed location, they believe that the cabin will be located above the floodplain and the pole barn will be approximately 2' below the floodplain elevation. He noted that the Building Inspector will decide what remediation measures are needed to bring the pole barn/shed into compliance with the Building Codes.

Mr. Hagan stated that the property, which contains a vertical bluff, sits approximately 30' above the level of Craig Creek.

After discussion, Mr. Hagan requested that the Board "set this application over to the July" Board meeting "in anticipation that they will come back sooner with a current site plan and elevations."

Mr. Hagan stated that the portable storage container "is another issue." Mr. Hagan stated that it is hard to make sense of the County's ordinance provisions regarding the length of time that placement of these containers is allowed. He noted that Mr. Parker plans to use the container as a lockable/secure structure to store his construction materials and tools during the building phase of this cabin and lodge. Mr. Hagan stated that Mr. Parker could remove the container and bring it back to the site when construction begins.

After discussion, Mr. Hagan stated that, if the boarding camp is approved, it would become a commercial site and this container is allowed in that situation. Mr. Hagan stated that they are requesting some flexibility in this matter.

Regarding the Planning Commission's recommended conditions for this request, Mr. Hagan stated that the second condition requires that the mobile home be removed prior to obtaining a building and zoning permit for construction of the lodge. Mr. Hagan stated that the mobile home is the only lodging on the property and will remain so until the first section of the lodge is completed and receives its Certificate of Occupancy from the Building Inspector. Mr.

Hagan requested that the condition be changed to say that the mobile home will be “removed prior to the issuance of a Certificate of Occupancy.”

After questioning by Mr. Williamson, Mr. Hagan stated that the applicant is requesting that the Board table both the text amendment and the SEP request; however, the Board may want to consider the text amendment language at this time.

After questioning by Mr. Dodson, Mrs. Pendleton stated that there are different rural lodging definitions included in the Zoning Ordinance. She noted that identification of the specific lodging use is either based on the definition or tied to the design specifications of the proposed lodge structure. Mrs. Pendleton stated that “each definition is different and not consistent across the board” for rural lodging type uses. It was noted that this language also provides the option of a manager/owner living on the site.

Mr. Leffel stated that it seems to him that the applicant has some loose ends to catch up on and questioned if the applicant accepts that this request may be tabled.

Mr. Hagan stated that tabling this request is agreeable to the applicant with the option that the matter may come back before the Board prior to the July regular meeting.

Mrs. Guzi stated that the Board can take action on the text amendment at this meeting or take action on both requests when additional information is received on the site’s floodplain elevation.

After discussion by Dr. Scothorn, Mrs. Guzi stated that this request has been advertised for a public hearing at tonight’s meeting so any citizens present to speak regarding this request can do so at this time.

Mr. Hagan then stated that his review shows that this proposed use is consistent with the Comprehensive Plan’s proposed land use for this area which includes recreational uses and blueway trails. Mr. Hagan stated that this is a proposed low-impact use of this property along Craig Creek.

Dr. Scothorn then left the meeting at this time (6:52 P. M.) and Mr. Leffel took over as Chair of the meeting.

Mr. John P. Morris, Jr., of Lexington, Virginia, then stated that he and his family own 300 acres adjacent to Mr. Parker’s property. Mr. Morris stated that he is concerned that Mr. Parker has had between 1½ and 2 years to try to work out the ordinance violation issues on this property with little success. Mr. Morris stated that it seems like there are several issues that need to be worked out regarding this request.

Mr. Morris stated that the area’s residents and property owners have only had a few days to find out about this proposal prior to the public hearings.

After discussion, Mr. Morris then stated that his family has lived in the Oriskany area for 35 years. He noted that Mr. Parker purchased this property approximately 6 – 7 years ago and the area residents had no problems with him. Mr. Morris stated that property owners along the creek have “impacts” from the canoers and kayakers that use the creek including trespassing and vehicles parking illegally. Mr. Morris stated that his problem with the proposed lodge and its guests is that the guests “will not be confined to this property” as they will be fishing, canoeing, etc., along other sections of the creek, not just on Mr. Parker’s property.

Mr. Morris stated that Tucker Farm Road is narrow, Mr. Parker has also removed trees and shrubbery along the creek, and the storage container “has two roofs on it.” Mr. Morris

stated that he is concerned about the traffic generated by this use, the construction of these structures, and also questioned who will monitor the traffic flow of the people who rent this facility.

After questioning by Mr. Williamson, Mr. Morris stated that he and his family are the only adjacent property owners on this side of the creek.

Mr. Butch Carter of Country Club Road stated that he sent letters to the Board members in opposition to this request.

After discussion by Mr. Carter, Mrs. Guzi stated that tonight is the advertised hearing for this request and Mr. Carter should present his comments at this time.

Mr. Carter stated that he is more concerned about hearing the comments from the staff and Mr. Hagan about this proposed request. Mr. Carter noted that his opposition is in no way against Mr. Parker; however, this project has been through a number of iterations and the property is not in compliance with the Planning Commission's conditions.

Regarding the lodge versus cabin issue, Mr. Carter stated that his concern is that there will be two rental properties on this site with no on-site manager. Mr. Carter stated that the County "should think long and hard before allowing commercial enterprises on agricultural property."

After questioning by Mr. Williamson, Mr. Carter stated that his property is located further down Craig Creek.

After questioning by Mr. Leffel, it was noted that there was no one else present to speak regarding this request. The public hearing was then closed.

Mr. Dodson stated that there are several issues occurring with this request and he believes that it is a good idea to table both the text amendment and the SEP until the July regular meeting. Mr. Dodson stated that he has concerns with issues pertaining to the owner being on site at all times and the other non-compliance issues mentioned at this meeting.

Mr. Williamson stated that he has no objections to tabling this request until the July regular meeting but is concerned that, if the request is brought back prior to July and a public hearing is not advertised, the public would not be informed of the Board's reconsideration of this request.

After discussion, Mr. Hagan stated that he and the applicant are agreeable to these requests being brought back before the Board at their July regular meeting.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Board tabled the request in the Fincastle Magisterial District from Stephen L. Parker (dba Misty Creek Lodge, Inc.) for a text amendment to amend the definition of "Camp, boarding" of the Botetourt County Code Chapter 25 Zoning, Article VI. Definitions, Section 25-601. Definitions to include "occupancy by owner/operator"; and a Special Exception Permit, with possible conditions, in the Agricultural Use District (A-1), for a Camp, Boarding on a 6.41-acre lot, located at 696 Tucker Farm Road, Eagle Rock, (State Route 705) approximately 0.68 miles east of its intersection with Craig Creek Road (State Route 615), identified on the Real Property Identification Maps of Botetourt County as Section 34 (1), Parcel 5A, until the July 28, 2015, regular meeting to allow additional information to be obtained by the applicant. (Resolution Number 15-03-11)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel

NAYS: None

ABSENT: Dr. Scothorn

ABSTAINING: None

Mr. Martin then reported on recent activities by the Board of Social Services. He stated that the Social Services Board is aggressively pursuing several incidents of fraud through the Commonwealth Attorney's Office at this time. He noted that the caseload on the Social Services' staff members has increased sharply over the past ten years from 788 cases in 2004 to 5,014 in 2014 and the State has only approved the hiring of one new staff member during that time.

Mr. Martin stated the Social Services Department is also conducting community outreach activities and he believes that they are doing a great job. He noted that Ms. Penny Hall has been the Social Services Director for one year.

After questioning, Mr. Martin then updated the Board on his appearance before the State Corporation Commission earlier today regarding a proposed rate increase request from Aqua Virginia. Mr. Martin stated that he obtained Aqua Virginia's financial reports for 2014-15 and included data in his presentation on the company's revenues received during that period. He questioned the SCC why the company needed another rate increase if they have all of these reported revenues available.

Mr. Martin noted that he also included in his presentation a chart showing the current water rates for several public and private water companies in the southwest portion of the State as compiled by Draper Aden Associates of Blacksburg. He noted that these rates should not be as high as those in northern Virginia. He stated that the proposed rider fee from Aqua Virginia is a way to get more money from their customers.

Mr. Martin stated that Aqua Virginia has requested a rate increase every two years for the past several years. He noted that their proposed water rates are higher than 18 other localities in this area, with only the rates charged for Blacksburg water customers located outside of the Town's limits being higher than what Aqua Virginia is proposing.

After discussion, Mr. Martin stated that he informed the SCC that Aqua Virginia has a monopoly on water service in their Botetourt County service area. He noted that they are requesting a total \$1.5 million in revenue increases this year and requested a \$3.2 million increase two years ago. Mr. Martin further noted that the company is also requesting an increase in water run-off rates; however, the company does not collect this fee from its Botetourt County customers.

He stated that Aqua Virginia is requesting a return on equity rate of 10.3% with this current rate increase application. Mr. Martin further stated that he asked that the SCC deny this request and informed the Supervisors that it would be approximately nine months before the SCC makes a decision on this rate increase.

The Board thanked Mr. Martin for his update.

Mrs. Guzi then reviewed the schedule of meetings for the month of April. She noted that the Board's/Planning Commission's special meeting to conduct a trip to the Beech Ridge Wind Farm in West Virginia is scheduled for April 1; a joint meeting with the Planning Commission to further discuss the proposed wind ordinance will be April 6; the public forum on the County joining the Western Virginia Water Authority is April 13, the public forum on the Utility-Scale Wind Ordinance is scheduled for April 21, and the Board's regular April meeting is the 28th.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the meeting was continued at 7:15 P. M. until 6:00 P. M. on Monday, April 6, 2015, in Rooms 226-228 of the Greenfield Education and Training Center for a joint meeting with the Planning Commission to discuss a draft Utility-Scale Wind Ordinance. (Resolution Number 15-03-12)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel

NAYS: None

ABSENT: Dr. Scothorn

ABSTAINING: None