

The regular meeting of the Botetourt County Board of Supervisors was held on Tuesday, August 26, 2014, 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  
Mr. L. W. Leffel, Jr., Vice-Chairman  
Mr. Billy W. Martin, Sr.  
Mr. Todd L. Dodson  
Mr. John B. Williamson, III

ABSENT: Members: None

Others present at the meeting:

Mr. David Moorman, Deputy County Administrator  
Mrs. Kathleen D. Guzi, County Administrator  
Mr. Jim Guynn, County Attorney

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

Dr. Scothorn noted that the County's population in 1970 was 18,271; in 1980 it was 23,270; in 1990 it was 25,600; in 2000 it was 30,000; and in 2010 it was 33,171. He noted that this growth averaged 5% - 6% each decade and the Board will need to plan for the County's future growth in the strategic planning sessions proposed for this fall/winter.

He then asked for a moment of silence for our government leaders. Mr. Williamson then led the group in reciting the pledge of allegiance.

Dr. Scothorn then noted that Delegate Terry Austin was present at today's meeting.

Dr. Scothorn then asked that Mr. Dan Naff come forward. Dr. Scothorn noted that Mr. Naff retired in June after 18 years as Executive Director of the Botetourt County Chamber of Commerce and a proclamation had been drafted for presentation to Mr. Naff. He then read the proclamation as follows:

**WHEREAS**, Mr. Daniel C. Naff retired as the Executive Director of the Botetourt County Chamber of Commerce in June 2014 after more than 18 years of service; and,

**WHEREAS**, during his tenure, Mr. Naff expanded the Chamber's networking and member services, established the *Botetourt Living* magazine, increased the Chamber's membership which helped to grow Botetourt County's tax base, and assisted the County in numerous business-related activities and events; and,

**WHEREAS**, Mr. Naff's experience, knowledge, and dedication in assisting new and existing businesses in the County is sincerely appreciated and will be greatly missed by the Chamber's members and the County's citizens,

**NOW, THEREFORE, BE IT RESOLVED**, that the Botetourt County Board of Supervisors hereby expresses its sincere appreciation for the 18 years of service given by Mr. Daniel C. Naff to the businesses and citizens of Botetourt County through his service at the Botetourt County Chamber of Commerce and wishes him an active and productive retirement.

After questioning by Dr. Scothorn, Mr. Naff stated that he believes that the Chamber had approximately 100 members when he began working for the organization and they have approximately 270 businesses at the present time.

Mr. Naff thanked Dr. Scothorn and the Board for this presentation.

Mr. Pete Peters, Director of Parks, Recreation, and Tourism, and Mr. Garland Humphries, Chairman of the Parks and Recreation Commission, were then present at the meeting.

Mr. Peters stated that his department has recently initiated a Botetourt Beautiful Adopt-a-Park program which recognizes County businesses and individuals who donate toward the maintenance and improvement of County recreation sites. He noted that businesses who participate in this program agree to make four visits each year to maintain/upgrade the parks and facilities that they have adopted. Mr. Peters stated that signs will be placed at the adopted park/recreation area recognizing the business' efforts.

Mr. Peters stated that six businesses are participating in the program at this time and representatives from three of those businesses are present at today's meeting. Mr. Peters noted that those businesses who were not able to attend today's meeting include Wilderness Canoe located in Natural Bridge which has adopted the Alpine boat access area on the James River; Jellystone Campground in Natural Bridge which has also adopted the Alpine boat access area; and David Meredith and family who have adopted the Springwood boat access area.

Mr. Peters then asked Mr. Mike Radford of Columbia Gas to come forward. He noted that Columbia Gas has adopted the Gala boating access point on the James River and given \$5,000 toward the development of this access point and the installation of trash cans at this site. Mr. Humphries then presented Mr. Radford with the sign commemorating the company's donations toward the maintenance and upkeep of this site.

Mr. Peters then asked Mr. John Mays of Twin River Outfitters of Buchanan to come forward. He noted that Twin River has been a great business for the Town of Buchanan and the County and they have coordinated the fall clean up event along the James River for the last several years. He noted that the business has adopted the Alpine boat access area and also provided financing for improvements to both the Gala and Alpine access points. Mr. Humphries then presented Mr. Mays with a sign commemorating his company's donations to these sites.

Mr. Peters then asked that Mr. Cline Dooley with Boxley Materials come forward. Mr. Peters stated that this company has adopted Boxley Park in Blue Ridge. He noted that the Boxley Company has been a part of the County's recreation program since before the Parks and Recreation Department existed. Mr. Peters stated that in 2007 Boxley leased the Boxley Fields property in Blue Ridge to the County for 25 years. He noted that the company has donated approximately \$5,000 in materials and in-kind labor at the park this summer for a new set of stairs, a new gravel surface on the parking lot, and a new entrance sign. Mr. Humphries then presented Mr. Dooley with a sign commemorating Boxley's donations to this site.

After questioning by Dr. Scothorn, Mr. Peters noted that \$10,000 in donations for the County's parks and recreation facilities have been received from the three companies recognized today; however, he would estimate that the total in-kind services amount would double that figure.

Dr. Scothorn then thanked Mr. Radford, Mr. Mays, and Mr. Dooley for their companies' continued support of the County's recreational programs and sites.

Mrs. Mary Blackburn, Human Resource Manager, then introduced Mr. Eddie McDaniel to the Board. She noted that Mr. McDaniel was recently hired as the County's new Human Resources Technician. Mrs. Blackburn noted that Mr. McDaniel lives in Blue Ridge and previously worked for Roanoke County where he had six years of experience in employment benefits administration, 125 Plan, employee training, and payroll processing.

Mr. Martin and the Board welcomed Mr. McDaniel to employment with Botetourt County.

Mr. David Moorman, Deputy County Administrator, then introduced Mr. Jason Miller and Mr. Steve Williams to the Board as new County Utility Department staff members. He noted that Mr. Miller previously worked for Roanoke County and has 10 years of experience in equipment operations, utility installation and repair. He stated that Mr. Williams has nine years of water and sewer experience and five years of electrical experience. Mr. Moorman noted that both are doing well and the County is glad to have them in its employ.

Dr. Scothorn welcomed Mr. Miller and Mr. Williams to employment with Botetourt County.

Dr. Scothorn and Mrs. Guzi then recognized those individuals who have been employed by the County for 5, 10, 15, 20, 25, and 35 years. Mrs. Guzi then asked that each employee come forward as their name is called for presentation of a certificate of recognition: Five years— Mary D. Blackburn, Human Resources Manager; John D. Dupree, Central Garage Mechanic-Technician; Mark A. Kitt, Solid Waste Operator; Douglas L. Marsh, Maintenance Department Electrician; Sarah Pugh, Emergency Services Office Manager; Evelyn D. Renshaw, General Services Administrative Secretary; Ian N. Wiles, EMT-Firefighter-ALS; Ten years— Diana W. Asbury, GIS Technician; Brian N. Bower, MIS Software Analyst II; Heather B. Gilliland, Commonwealth's Attorney's Secretary; Cathy King-Ripley, Library Assistant; Sharon R. Porter, Library Assistant; Veronica Ramsey, Bookkeeper II; Rena Smith-Worthen, Library Assistant; James William Warnock, Jr., Maintenance Technician; Fifteen years—Melina G. Marshall, Commissioner of Revenue Deputy Clerk; Twenty years—Debra M. Firebaugh, Commissioner of Revenue Deputy Clerk; Daniel R. Petty, Maintenance Supervisor; Twenty-five years—Kevin Shearer, General Services Manager and County Engineer; Thirty-five years—Helen M. Belcher, Head Custodian; and Paige W. Ware, Branch Librarian.

It was noted that those employees who were unable to attend today's meeting would be presented with their certificates at a later date (Jason D. Hartman, EMT-Firefighter-ALS; Maggi Perry, Paralegal in the Commonwealth's Attorney's Office; Colene Spickard, Deputy Treasurer; Gillian Deegan, Assistant Commonwealth Attorney; and William C. Firebaugh, Recreation Maintenance Crew Leader).

Dr. Scothorn thanked all of these employees for their years of service and dedication to the County and referred to them as "silent warriors" in the County's governmental operations.

On motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the minutes of the regular meeting held on July 22, 2014, as submitted. (Resolution Number 14-08-01)

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

NAYS: None

ABSENT: None

ABSTAINING: Mr. Williamson

Consideration was then held on approval of additional appropriations. Mr. Tony Zerrilla, Director of Finance, stated that the 13 appropriations for the Board's consideration this month included insurance recovery funds, grant monies, donations and sponsorships, cost reimbursements, and sales of residual materials. He noted that the \$48,296 Revenue Refund appropria-

tion is the State's share of FY 2014 fines collected by the Commonwealth's Attorney's Office through the General District Court and this payment is included on this month's accounts payable list.

After questioning by Mr. Williamson, Mr. Zerrilla stated that the \$14,808 in Fire Program Fund monies and the \$25,493.60 in Rescue Squad Assistance Fund grant monies were not included in the FY 14-15 County budget.

There being no further discussion, on motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the following additional appropriations: (Resolution Number 14-08-02)

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

NAYS: None

ABSENT: None

ABSTAINING: None

Additional appropriation in the amount of \$16,519.92 to Volunteer Fire & Rescue – County Volunteer Fire Departments, 100-4032200-5641. These are insurance recovery funds for Troutville apparatus and will be passed through to the Troutville Volunteer Fire Department to offset related invoices.

Additional appropriation in the amount of \$1,185 to Volunteer Fire & Rescue – Training, 100-4032200-3180. This is a grant payment for three registrations at the Virginia Fire Officer Academy.

Additional appropriation in the amount of \$250 to Parks & Recreation – Education & Recreation Supplies, 100-4071000-6013. These are funds received from Cavalier Touchdown Club as a donation to youth football.

Additional appropriation in the amount of \$1,000 to Parks & Recreation – Educational and Recreation Supplies, 100-4071000-6013. These are funds received from Shenandoah Baptist Church for youth sports sponsorship.

Additional appropriation in the amount of \$3,568 to Sports Complex – Purchases of Services from other Government Entities, 100-4071300-3800. These are funds received from Amateur Softball Association to reimburse for scorekeepers' expenses for the Under 16 ASA National Championship tournament.

Additional appropriation in the amount of \$2,489.04 to Fire & EMS – Other Operating Supplies, 100-4035500-6014. These are funds received from billings for the County's response to three hazardous materials incidents.

Additional appropriation in the amount of \$14,808 to Fire & EMS – Capital Outlay – Other Capital, 100-4035500-8012. These are Fire Program funds received from the State and will be applied to related expenditures.

Additional appropriation in the amount of \$25,493.60 to Fire & EMS – Capital Outlay – Other Capital, 100-4035500-8012. These are RSAF (Rescue Squad Assistance Fund) special initiative grant program funds which will be used for mobile computers.

Additional appropriation in the amount of \$1,905.56 to the following Sheriff's Department accounts: \$1,440 to Forest Patrol Salaries, 100-4031200-1900; \$110.16 to FICA, 100-4031200-2100; and \$355.40 to Vehicle & Power Equipment Supplies, 100-4031200-6009. These are Forest Patrol funds received for the reimbursement of forest patrol overtime and related expenditures.

Additional appropriation in the amount of \$963.45 to Maintenance – Repair & Maintenance – Equipment, 100-4043000-3311. These are insurance recovery funds received for lightning damage to the air conditioning system at the Greenfield Education and Training Center.

Additional appropriation in the amount of \$2,631.95 to Sheriff's Department – Salaries & Wages – Overtime, 100-4031200-1200. These are funds received from the Town of Buchanan for reimbursed security costs.

Additional appropriation in the amount of \$1,547.60 to Sheriff's Department – Firing Range Expenses, 100-4031200-6015. These are funds received for the sale of brass casings.

Additional appropriation in the amount of \$48,296 to Revenue Refunds – Refunds, 100-4092000-5999. This is the State's share of FY14 fines collected by the Commonwealth's Attorney's office through General District Court. The County retains the same amount. The State's share is included in this month's accounts payable.

Consideration was then held on approval of the Accounts Payable and ratification of the Short Accounts Payable List. Mr. Tony Zerrilla, Director of Finance, stated that this month's accounts payable totaled \$824,421.27; \$680,762.55 in General Fund expenditures; \$6,069.68 in Debt Service Fund invoices; and \$134,589.04 in Utility Fund expenditures. He noted that the Short Accounts Payable totaled \$325,862.83; \$314,766.94 in General fund invoices; \$3,055 in Debt Service Fund expenditures; and \$8,040.89 in Utility Fund invoices.

Mr. Zerrilla stated that this month's large expenditures included \$40,000 to Earth Movers for drilling and rock removal work on the Botetourt Sports Complex site; \$33,851 to Western Virginia Water Authority for the County's 6.5% portion of upgrade costs to the Roanoke Regional Sewage Treatment Plant. He noted that this expense will be reimbursed by the Virginia Resources Authority.

After questioning by Dr. Scothorn regarding an invoice in the amount of \$25,493.60 payable to Electronic Systems from the Fire and EMS-Capital Outlay account, Mr. Zerrilla stated that he did not know what this invoice was for but would provide this information to the Board later today or tomorrow.

After further questioning by Dr. Scothorn regarding an invoice in the amount of \$12,139.20 payable to the City of Roanoke from Library-Purchase of Services from Other Government Entities, Mr. Zerrilla stated that this is the County's annual maintenance payment for the Sirsi library system.

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 14-08-03)

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

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on approval of the Personal Property Tax Relief Act (PPTRA) rate for the 2014 tax year. Mr. Tony Zerrilla, Director of Finance, stated that in 2005 the Board adopted ordinance amendments regarding the PPTRA which addressed the new reimbursement method for car tax relief for vehicles valued from \$1,001 to \$20,000. He noted that there is no taxing of vehicles having a value of \$1,000 or less. He stated that a State block grant in the amount of \$3,418,137.01 has been received each year by the County since 2006 and this amount will remain unchanged in the future unless action is taken by the General Assembly. He noted that this fixed amount reduces the State's subsidy from a targeted 70% to a smaller percentage.

Mr. Zerrilla stated that, in determining how to distribute this relief among the County's taxpayers, the Board adopted the Specific Relief Method in December 2005 which gives localities the option to apply this relief on a per vehicle basis and to indicate the specific amount of tax relief on each tax bill.

After discussion, Mr. Zerrilla stated that the team members who worked on calculating this reimbursement percentage included the County Administrator, Treasurer, Commissioner of Revenue, and himself. He noted that the team recommends that, based upon projected vehicle values and the amount of State tax relief, the County's reimbursement be 60% with the taxpayer portion set at 40% in 2014, which are the same amounts as last year. He noted that these percentages take into consideration the impact of used car values and the qualifying vehicle values base.

He noted that the County is required to adopt a resolution setting the percentage reduction in personal property for the calendar year and a draft resolution has been included in the Board's information package.

After questioning by Mr. Williamson, Mr. Zerrilla stated that the \$3.4 million in State block grant monies is a fixed amount. After further questioning by Mr. Williamson, Mr. Zerrilla stated that the County also had a 60/40 percentage split in 2013.

After questioning by Mr. Williamson, Mr. Rodney Spickard, Commissioner of Revenue, stated that the County's "book" of total vehicle assessed values for 2014 is very similar to last year's figures.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Martin, and carried by the following recorded vote, the Board adopted the following resolution establishing the percentage reduction for personal property tax relief at 60% for Botetourt County for the 2014 tax year.

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

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 14-08-04

**WHEREAS**, in accordance with the requirements set forth in Section 58.1-3524 (C) (2) and Section 58.1-3912 (E) of the Code of Virginia, as amended by Chapter 1 of the Acts of Assembly and as set forth in item 503.E (Personal Property Tax Relief Program or "PPTRA") of Chapter 951 of the 2005 Acts of Assembly any qualifying vehicle with a taxable situs within the County commencing January 1, 2006, shall receive personal property tax relief; and,

**WHEREAS**, this Resolution is adopted pursuant to amendments to Chapter 23 Taxation of the Botetourt County Code adopted December 20, 2005,

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF SUPERVISORS OF BOTETOURT COUNTY, VIRGINIA, as follows:**

1. That tax relief shall be allocated so as to eliminate personal property taxation for qualifying personal use vehicles valued at \$1,000 or less.
2. That qualifying personal use vehicles valued at \$1,001 - \$20,000 will be eligible for 60% tax relief for the 2014 tax year.
3. That qualifying personal use vehicles valued at \$20,001 or more shall only receive 60% tax relief for the 2014 tax year on the first \$20,000 of value; and
4. That all other vehicles which do not meet the definition of "qualifying" (for example, including but not limited to, business use vehicles, farm use vehicles, motor homes, etc.), will not be eligible for any form of tax relief under this program.
5. That the percentage applied to the categories of qualifying personal use vehicles are estimated fully to use all available PPTRA funds allocated to Botetourt County by the Commonwealth of Virginia.
6. That this Resolution shall be effective from and after the date of its adoption.

Mr. Kevin Hamm, Maintenance Operations Manager with the Virginia Department of Transportation, was then present to speak to the Board.

He then reviewed VDoT's monthly report. Mr. Hamm noted that the sewer line updates on the Route 779/672 intersection project are being completed; however, the bridge portion of the project is still on hold due to issues with the site's existing fill material. Mr. Hamm then noted that Route 600 (Breckinridge Mill Road) will be closed for twelve days beginning September 8 in order to replace a bridge near the old Breckinridge Mill.

He noted that VDoT's second land development project review of the Journey Church proposal is underway and VDoT issued 11 new utility, private entrance, and special event permits from July 15 through August 15. Mr. Hamm stated that VDoT personnel continue to patch potholes and place gravel on roadways. He noted that, upon a citizen's request, VDoT's traffic engineering department reviewed the Route 805 (Hastings Lane) railroad overpass and will place "Road Narrows" signs warning drivers of this narrow underpass roadway. Mr. Hamm noted that VDoT also received a citizen's request for a speed limit reduction on Route 615 near Roaring Run. He noted that their Traffic Engineering staff reviewed this situation and they are not recommending that the speed limit be reduced in this area.

After questioning by Mr. Dodson, Mr. Hamm noted that Valley Road (Route 779) is one of the roadways being reviewed by VDoT regarding instances of tractor trailers using secondary roads as a shortcut between Routes 11 and 220. He noted that there was limited information from the State Police regarding incidents involving tractor trailers on these roadways so VDoT is now obtaining data from the Sheriff's Department to include in their report.

After further questioning by Mr. Dodson, Mr. Hamm noted that pavement patching work is planned for Breckinridge Mill Road, International Parkway's deceleration lane off of Route 220, Alternate 220, Route 11, Route 43 near the Blue Ridge Parkway, Route 220 near the James River bridge at Eagle Rock and at Gala. He noted that this work should begin around September 5 and take approximately 3 weeks.

Mr. Martin noted that he has received a call from a citizen who stated that tractor trailers continue to use Webster Heights Road (Route 607) as a cut-through between Route 460 and Webster Road to reach the Webster Brick facility. Mr. Martin noted that he asked the caller to contact the Sheriff's Department as this is a traffic enforcement issue.

Mr. Hamm noted that he is not sure if this through truck restriction request has been approved by the Commonwealth Transportation Board but will follow up on the matter and inform Mr. Martin and the Board.

Mr. Williamson thanked Mr. Hamm and VDoT for beginning work on the Lithia Road speed study and the bridge abutment work on Route 641. After questioning regarding the condition of Trevey Road, Mr. Hamm stated that VDoT is reworking the ditchlines on the County's gravel roads in order to improve the roads' width and drainage. He noted that this work is normally done in the spring but, with this year's weather, VDoT crews are behind in having this work implemented.

There being no further discussion, the Board thanked Mr. Hamm for his report.

Mrs. Guzi then updated the Board on the Exit 150 project. She noted that VDoT met with County staff yesterday to discuss the community outreach plan for the Exit 150 project to

keep the public informed of what will happen and when during this two year construction project. She noted that County staff suggested several revisions to VDoT's proposed traffic plan.

Mr. Guzi noted that the community information meetings will be held in October and any community groups that would like a separate presentation on this project should contact VDoT. She noted that, as far as the County is aware, this project is still on schedule for bids to be advertised in early December.

Mr. Kevin Hamm with VDoT noted that the contact number for the community groups to call to schedule presentations on this project is included on VDoT's website.

Mr. Hamm then left the meeting at this time.

Consideration was then held on a contract for insurance consulting services. Mr. David Moorman, Deputy County Administrator, stated that the County's health insurance consultant assists the staff in the annual employee health insurance renewal process and, when necessary, the insurance policies' competitive bidding process. He noted that the County's current contract for these services in the amount of \$12,000 has expired and new proposals were solicited. Mr. Moorman noted that five proposals were received with a price range between \$6,000 and \$46,000, plus expenses.

He stated that an evaluation team consisting of Mary Blackburn, Human Resources Manager; Tony Zerrilla, Director of Finance; and himself reviewed and ranked the proposals and selected two firms for interviews, both of which are based in Roanoke. Mr. Moorman noted that the team, joined by the County Administrator, interviewed both firms.

He noted that their rankings were based on several issues including: demonstrated experience and technical expertise; demonstrated understanding of employee benefits laws and regulations and other relevant items to each service to be provided; past record of performance with governmental clients in the State including quality of work, timeliness, and cost control; independence with no direct/indirect financial relationships or incentives to promote or support any type or design of benefit program/product; completeness and quality of proposal; and cost of services. Mr. Moorman further noted that any direct or indirect financial relationships to any broker, agent, or provider of products or services must be specifically and fully disclosed and described by the consultant in their proposals.

After discussion, Mr. Moorman stated that the team is recommending award of a contract to Trustpoint Benefit Advisors, formerly Bayse and Company, for a one year term with three optional 1-year renewals. He noted that in addition to the traditional insurance consultant services, Trustpoint will provide as value-added services at no additional cost COBRA administration, voluntary employee benefit programs as desired by the County, health insurance marketplace consulting, a monthly informational newsletter, an OSHA evaluation upon request, and a comprehensive human resources assessment. He noted that the contract was negotiated at a fixed price of \$22,000 per year for the full term of the contract and funding for this contract is available in the current County budget.

Dr. Scothorn then referenced a certain proposal evaluation criteria ("Past record of performance with Virginia governmental clients, including quality of work, timeliness, and cost control.") and questioned whether the County had discussed the Rutherford proposal with the School Board who currently uses this firm. Mr. Moorman noted that the staff team did not discuss Rutherford's proposal with any School administration personnel as that firm was not one of the two top-ranked firms in the overall review of the five proposals received.



Dr. Scothorn then mentioned another criteria (“Independence, with no direct or indirect financial relationships or incentive to promote or support any type/design benefit program/produce, etc.”) and questioned if either of the two interviewed firms had received any fees or commissions/service charges from any service provider. Mr. Moorman noted that both Business Solutions and Trustpoint stated that they did not have any commission relationship with providers that created a conflict of interest.

After further questioning by Dr. Scothorn, Mr. Moorman stated that during the proposal, evaluation, and interview process, Trustpoint did not disclose any commissions that the company received from Kroger, which administers the County’s prescription drug program. Dr. Scothorn then stated that the County is currently paying Mr. Bayse/Trustpoint \$12,000 for insurance consulting services and the company is proposing a \$22,000 yearly rate under the new contract. He then questioned if Trustpoint offers a medical administration package and noted that \$22,000 “does not mean much if we (the County) do not save much on a claim.”

Mr. Moorman stated that administration of the employees’ health insurance plan is provided by Medcost, the County’s third party administrator. He noted that Medcost has staff teams, including medical professionals that evaluate the large claims submitted by employees and then make recommendations to the County directly on how we can improve our results. Mr. Moorman noted that this is the same procedure in place with the County’s prescription drug plan which is through Kroger.

Dr. Scothorn then stated that a voluntary employee benefit program is a value-added service provided by Trustpoint in their proposal. He noted that if Trustpoint sells a cancer policy to a County employee it would be a benefit to Trustpoint.

Mr. Moorman stated that the County currently does not have any voluntary employee benefit programs as referenced by Dr. Scothorn and we have no obligation under this proposal to do so in the future.

After questioning by Mr. Williamson, Mr. Moorman stated that there is no current plan/obligation by the County to allow the insurance consultant to provide voluntary benefit programs under the terms of the proposal.

Mr. Martin stated that the County is proposing to retain the same company to continue to work with our staff on employee health benefits; however, the company is proposing some additional services that they have not offered in the past. He then questioned why the contract price is proposed to double for these services.

Mr. Moorman noted that the proposed fee does not seem to be out of line with the services proposed to be provided based on the rates offered in the other proposals.

After further questioning by Mr. Martin, Mr. Moorman stated that Trustpoint is assuming a lot of responsibility and liability on the County’s behalf in overseeing the administration of the COBRA program.

Mr. Williamson noted that there was a lot of variability in the five proposals. After questioning, Mr. Moorman noted that the second highest ranked vendor (Business Solutions) offered a price of \$11,000 for insurance consultant services.

Mr. Moorman further noted that the County currently has a self-funded health insurance program. He stated that Mr. Bayse/Trustpoint has significant experience with the self-funded market and he believes that the proposed fee is consistent with the current market for this service.

Mr. Tony Zerrilla, Director of Finance, stated that Mr. Bayse also has some additional resources that were not available previously and he believes that Mr. Bayse's service and experience have been under-valued over the years.

After questioning by Mr. Williamson, Mr. Moorman estimated that the County has worked with Mr. Bayse on our employee insurance program for approximately 20 years. Mr. Williamson noted that he may have used Mr. Bayse's services in 1987 when he was County Administrator.

Mr. Zerrilla stated that Mr. Bayse has a long-term relationship with Kroger's prescription drug program and this experience is valued by the County.

Mr. Moorman further noted that Mr. Bayse has a history of working with the County to try to anticipate what may occur in the future that would impact the County's health insurance coverage and to position the County to be able to deal with these issues.

Dr. Scothorn noted that the County previously had a contract with Coventry Healthcare for the employees' health insurance policy. He noted that the County had difficulty in obtaining any claim history information from that company and he does not want to be "stuck" in this situation in the future. Dr. Scothorn stated that he "wants this to be a well thought out decision."

Mr. Moorman stated that the issue regarding the lack of data availability from Coventry Healthcare was a function of the County being in a fully insured program versus a self-insured program and the disadvantage is that the accessibility to information and data is much less.

Mr. Zerrilla stated that the County is placing a high value on its employee health plan design. He noted that Mr. Bayse is creative in his plan design and efforts to come up with other options for the County's health insurance coverage.

Mr. Martin noted that Business Solutions' \$11,000 price cannot compare with Bayse/Trustpoint's previous experience with the County.

Mr. Moorman noted that Business Solutions' proposal did not meet the County's particular needs as well as the Bayse/Trustpoint proposal. He noted that Business Solutions' proposal "touted" their customer service; however, the County is already paying the carriers to provide this level of customer service to our employees. He stated that the evaluation team did not feel that this was a core service that was needed or should be paid for when it is already being provided. Mr. Moorman further stated that the team was convinced that the County could accept either of the top two ranked proposals and obtain good service but recommended that the Board approve a contract with Trustpoint.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Board accepted the staff recommendation and authorized the County Administrator to execute a contract for health insurance consultant services with Trustpoint Benefit Advisors in the amount of \$22,000 for a one year term with three optional 1-year renewals, upon review and approval by the County Attorney, and directed staff to confirm with Trustpoint whether or not there is a commission relationship with Kroger on the County's prescription drug program and forward this information to the Board members. (Resolution Number 14-08-05)

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

NAYS: None

ABSENT: None

ABSTAINING: None

An update was then given on the Virginia Stormwater Management Program which was implemented in the County on July 1, 2014. Mr. Brandon Nicely, Development Services Man-

ager, then stated that the County has been operating under the new stormwater management program for two months. He noted that the Board members may receive some complaints from the citizens regarding the new program's requirements and fees.

Mr. Nicely stated that Shawn Crist and David Givens have been working closely with builders and developers on this new program; however, the builders/developers may not be receiving their plan reviews and permits from the County as quickly as they would like. Mr. Nicely noted that County staff has also been in contact with the adjacent localities to see how they are handling this program and their response time to citizens/builders questions and complaints. Mr. Nicely then stated that the County is only implementing the minimal portions of the State's new stormwater management program and will provide the Board with additional briefings in the future as we have more experience with this program.

Mr. David Givens, Construction Compliance Manager, stated that this new program was implemented on July 1. He noted that the County staff is still "tweaking" our policies and procedures based on comments received from the Virginia Department of Environmental Quality (DEQ) which oversees this program. Mr. Givens noted that all of the forms required to be completed by citizens/builders/developers under this program are available on the County's website.

He further noted that the staff is in the process of developing a question and answer session to be scheduled in mid/late September on this program and its associated regulations at which the development community will be invited to participate. Mr. Givens noted that discussion topics will include: requirements for a Stormwater Pollution Prevention Plan (SWPPP); new design requirements; submittal and review process; fees for the General Permit; requirements for a single-family detached residence (SFDR); definition of a "Common Plan of Development or Sale;" site inspection requirements for the developer/contractor; and long-term inspection and maintenance requirements for Best Management Practices (BMPs).

Mr. Givens stated that any subdivisions platted or recorded on or after July 1, 2004, are required to develop a Stormwater Pollution Prevention Plan (SWPPP) for all lots.

After questioning by Dr. Scothorn, Mr. Givens stated that there is now a \$209 stormwater management program fee for new single family detached residences. After questioning regarding permits for condominiums, Mr. Givens stated that such a project would be considered a commercial development; therefore, a SFDR permit would not be prudent in that situation. He noted that the permit for these projects is based on the area disturbed and the fees charged increase according to the amount of land disturbed on the project.

After questioning by Mr. Williamson, Mr. Givens stated that if a lot was subdivided in 2003, but is only now being developed, the owner/developer would have to obtain a standard stormwater management permit as was issued by the County prior to the new regulations taking effect on July 1, 2014.

Mr. Givens noted that the new State program has added a lot of paperwork onto contractors of single family dwellings that they have not had to previously complete. He noted that the increased costs and time on County staff from the implementation of this new program is difficult to measure at this time. He further noted that there were 6 – 7 stormwater permit applications submitted in the weeks prior to the implementation of the new regulations.

After discussion, Mr. Givens stated that, if the Board members receive questions from the development community regarding the new stormwater management requirements, he asked that they have the individual contact the Development Services Office.

After questioning by Dr. Scothorn, Mr. Givens stated that there is a new \$209 storm-water management permit fee for all new single family detached residences built in the County. He noted that the County is not required to return a percentage of this SFDR fee to DEQ while we are required to return 28% of all other stormwater program fees to DEQ.

Mr. Williamson asked that the staff inform the Board members when the question and answer session with the developers/contractors on this new program is scheduled.

After questioning by Mr. Dodson, Mr. Givens stated that there have been some delays in the County's issuance of building permits with the implementation of this new stormwater management permitting program due to the additional paperwork required. Mr. Givens estimated that there is now a 1 – 2 week delay in issuing building permits because of the new requirements.

Mr. Dodson stated that he would like the staff to determine what the administrative costs of implementing this new program are costing the County compared to the fees being collected.

Mr. Givens stated that the number of inspections now being required by County staff have increased over what was anticipated prior to the program's implementation.

After questioning by Mr. Williamson, Mr. Givens stated that the number of inspections for single family dwellings under the new stormwater management program have not increased significantly; however, the inspections for commercial subdivision projects have increased the amount of time that inspectors are spending on site. He noted that DEQ will check to ensure that the County is complying with the permitting and inspection requirements of these new regulations. After further questioning by Mr. Williamson, Mr. Givens stated that DEQ has more enforcement authority than the Department of Conservation and Recreation, which previously oversaw the stormwater management program. He noted that the Environmental Protection Agency (EPA) could also audit the County's stormwater management program to ascertain out compliance with the new regulations.

Dr. Scothorn stated that the County should review the costs of implementing/maintaining this program to see whether correspondence should be forwarded to the County's General Assembly representatives on this matter.

Mr. Dodson noted that many localities in the State have to deal with these new regulations along with Botetourt County.

Mr. Williamson noted that these regulations are a result of the federal Clean Water Act.

The Board then thanked Mr. Givens and Mr. Nicely for their report.

Consideration was then held on a resolution in support of the development/installation of river mileage and navigation signage for the Upper James River Water Trail. Mr. Pete Peters, Director of Parks, Recreation, and Tourism, stated that as part of the development of the water trail, the Upper James River Water Trail Steering Committee identified the need for branded river mileage and navigation signs to provide consistent and recognizable markers along the river. He noted that in 2013, the James River Association (JRA), a not-for-profit organization based in Richmond that serves as the River's guardian, was contacted by the Steering Committee to assist in formalizing a consistent numbering system with various State and federal agencies.

Mr. Peters stated that earlier this year the Steering Committee and JRA submitted a grant application to and were selected by Middle of Broad Design Studio and Storefront for Community Design to utilize Virginia Commonwealth University graphic design students to

create proposals for these signs during this fall semester. He stated that the signs will have a consistent river mileage numbering scheme throughout the length of the river but there will be individualized Water Trail and Blueway logos along each segment of the river.

After discussion, Mr. Peters stated that various grants have been identified by the Committee to fund the fabrication and installation of these signs and a draft resolution has been included in the Board's information packets in support of these grant applications.

After questioning by Mr. Williamson, Mr. Peters stated that the mile marker numbering system for the James and Jackson Rivers will be different. He noted that the river mileage signs will begin with "0" where the James River empties into the Chesapeake Bay and end with "348" in Iron Gate at the confluence of the Jackson and Cowpasture Rivers.

After questioning by Dr. Scothorn, Mr. Peters stated that Rockbridge and Amherst counties are also considering participating in this river mile marker system and he anticipates that the markers will be placed as far downstream as Snowden initially. He noted that Botetourt County is the first locality along the James River to implement these river mileage and navigation signs.

Dr. Scothorn stated that these river mileage markers would be very helpful in an emergency response situation.

Mr. Leffel then questioned how much feedback does the Recreation Department staff receive from individuals who use the river.

Mr. John Mays of Twin River Outfitters stated that the mile marker system will allow fishermen and canoeists to determine the distance to the next take-out point and be very convenient for all users of the river.

Mr. Peters stated that having the mile markers should also reduce the amount of trespassing that occurs along the river. He noted that these markers will allow the boaters to enjoy the river more and to accurately plan their trip.

Mr. Leffel noted that the County's marketing of the UJRWT has increased the amount of individuals who are using the river. He further noted that the river is cleaner this summer than it has ever been and he thanked Mr. Mays and Twin River Outfitters for their annual cleanup efforts.

After questioning by Dr. Scothorn, Mr. Peters stated that the markers will be placed at the river's access points and on bridge overpasses. He noted that there is the potential to tie these markers into the County's website so citizens could read about amenities located in the vicinity of each marker.

After questioning by Mr. Williamson, Mr. Peters stated that the Steering Committee has not discussed this proposal with CSX Railroad; however, they have talked to the Department of Game and Inland Fisheries and with VDoT who are willing for the signs to be placed on their highway bridge abutments.

After questioning by Mr. Dodson, Mr. Peters stated that he hopes to have the mileage signs installed by the spring of 2015.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Leffel, and carried by the following recorded vote, the Board adopted the following resolution of support for the development of river mileage and navigation signage along the Upper James River Water Trail.

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

NAYS: None

ABSENT: None

ABSTAINING: None

## Resolution Number 14-08-06

**WHEREAS**, in 2008, the Botetourt County Department of Parks, Recreation, and Tourism initiated the formation of the Upper James River Water Trail Strategic Planning Committee to begin developing a plan to increase public access to one of Botetourt County's most treasured assets, the James River; and,

**WHEREAS**, through a strategic analysis process, the Committee developed a long-term plan to improve, enhance, and preserve the environmental, historic, and recreational opportunities on the river for future generations to enjoy; and,

**WHEREAS**, in 2010, the Upper James River Water Trail Strategic Planning Committee marked the official launch of the Upper James River Water Trail by going live with [www.UpperJamesRiverWaterTrail.com](http://www.UpperJamesRiverWaterTrail.com), began initial distribution of the Upper James River Water Trail brochure and completed installation of information kiosks at each of the eight Public Access Points along the 45-miles of the Upper James River in Botetourt County; and,

**WHEREAS**, a key part of the long-term plan was to encourage the design and installation of branded river mileage and navigation signage along the entire length of the James River from the headwaters that begin in Botetourt County to the Chesapeake Bay to provide a consistent and nationally recognizable marker system to assist in the safe and enjoyable navigation of the James River; and.

**WHEREAS**, the Upper James River Water Trail Steering Committee and the James River Association jointly submitted a grant application and have been selected by Middle of Broad Design Studio and Storefront for Community Design to utilize graphic design students from Virginia Commonwealth University to create design proposals for the river mileage and navigation signs; and,

**NOW, THEREFORE, BE IT RESOLVED**, that the County of Botetourt expresses its support to the Upper James River Water Trail Committee and the James River Association in their efforts to select the final design, fabricate, and install the river mileage and navigation signage in calendar year 2015.

**BE IT FURTHER RESOLVED**, that the County of Botetourt fully supports the efforts of the Upper James River Water Trail Committee, the various community stakeholders and the James River Association in their continued efforts to provide opportunities for recreation, conservation, economic development, environmental and historical education through the development and promotion of the various public access points along the upper, middle and lower sections of the James River.

**BE IT FURTHER RESOLVED**, that the County of Botetourt supports the fundraising efforts by the Upper James River Water Trail Committee, the various community stakeholders and the James River Association to proceed with this project.

Consideration was then held on the acceptance of a Deed of Dedication for the Marion Oaks Drive project. Mr. Kevin Shearer, General Services Department Manager, stated that Marion Oaks Drive, which is an existing private road, is located off Old Hollow Road (Route 638) approximately 4 miles east of Fincastle. He noted that in order for this road to be completed to VDoT Secondary System standards and accepted into its ownership and maintenance system, VDoT requires that a T-Turnaround be constructed at the end of the roadway. He noted that to complete this turnaround an additional 30' X 14' of right-of-way is needed from Timothy and Linda Harlow.

Mr. Shearer stated that the Harlows, who originally developed this subdivision, have signed a deed of dedication granting this right-of-way at no cost. He further stated that, with the completion of this roadway and turnaround, school buses will be able to use the roadway.

After discussion, Mr. Williamson noted that, when Marion Oaks Drive was platted, the right-of-way was designated for public use. After questioning, Mr. Shearer stated that there was

no cul-de-sac included on the subdivision's original plat as the developer anticipated additional acreage being developed and the roadway extended in the future.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board accepted the deed of dedication and the plat as presented for a 30' X 14' right-of-way from Timothy and Linda Harlow to construct a T-Turnaround at the end of Marion Oaks Drive and authorized the County Administrator to sign all associated documents regarding this project on the County's behalf, upon review and approval by the County Attorney. (Resolution Number 14-08-07)

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

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on various appointments.

Mrs. Guzi stated that currently she and Pete Peters represent Botetourt County on the Western Virginia Regional Industrial Facility Authority. She noted that State legislation was changed as of July 1 to allow appointees who do not reside within the member localities to serve on the Authority. Mrs. Guzi stated that Jay Brenchick, Economic Development Manager, lives in Salem and would be a better "fit" as a representative on the Authority; therefore, she is requesting that the Board appoint Mr. Brenchick to the WVRIFA for a two year term.

Mrs. Guzi further stated that currently the County does not have any alternates on the Authority and she would like to request that the Board appoint David Moorman as her alternate and Kevin Shearer as Mr. Brenchick's alternate. Mrs. Guzi then noted that her term on the Authority was originally listed as a two year term; however, it should be for a four year term which will expire on February 3, 2018. She requested that the Board make these appointments including designating her appointment as a four year term.

There being no discussion, on motion by Dr. Scothorn, seconded by Mr. Williamson, and carried by the following recorded vote, the Board appointed Mrs. Kathleen Guzi to a four year term on the Western Virginia Regional Industrial Facility Authority to expire on February 3, 2018, with David Moorman as her alternate, and appointed Jay Brenchick to a two year term on the Authority to expire on February 3, 2016 with Kevin Shearer as his alternate. (Resolution Number 14-08-08)

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

NAYS: None

ABSENT: None

ABSTAINING: None

Mrs. Guzi noted that the Authority has issued a request for proposals and selected Timmons Group to conduct a site selection review for development of large scale regional industrial development projects. She noted that funding for this review was provided to the Roanoke Regional Partnership through a grant from Appalachian Power Company.

After discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board reappointed Mr. Tony Zerrilla as the County's representative on the Roanoke Valley Detention Commission for a four year term to expire on June 18, 2018. (Resolution Number 14-08-09)

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

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Williamson then updated the Board on the Strategic Pre-Planning Committee's recent work. He noted that the committee, consisting of himself and Mr. Martin, has met with County staff twice since the July Supervisors meeting to participate in telephone interviews of the two prospective facilitators/consultants for the Board's strategic planning sessions. He noted that County staff is currently in negotiations with the selected facilitator.

Mr. Williamson stated that the schedule for these strategic planning sessions has had to be adjusted due to one of the Board members having surgery in mid-September. He noted that the tentative schedule indicates that in September/October the Board will conduct 3 – 5 seminar-style work sessions with County staff; in November work sessions will be scheduled with the School Board/Administration; in December a two-day retreat with the facilitator will be scheduled and the Board will draft the strategic plan; in January they will review, edit, and adopt the plan and have additional consideration of school issues; and in February they will develop the budget objectives for the FY 2016 County budget.

Mr. Williamson noted that he talked to Dr. Tony Brads, Superintendent of Schools, earlier today and Dr. Brads is not sure whether the results of the Virginia Department of Planning and Budget's Efficiency Review can be divulged by the November work session. He noted that in January the Board will review, edit, and consider adoption of the strategic plan after additional consideration of the school study's results.

Mr. Williamson noted that he and Mr. Martin were impressed with the two facilitator candidates and believe that the chosen individual will be of great assistance to the Board during this process.

Mr. Williamson then asked for feedback from the Board members on this tentative schedule and whether it remains feasible. He noted that this is a reasonably aggressive schedule but he believes that this work can be accomplished before the budget committee meetings are held in early 2015.

After discussion, Mr. Williamson noted that the Board members' Dropbox account contains historical data on the County, land use plans, and other information and studies for the Board's review prior to the start of these work sessions. He further noted that the committee will meet once more with County staff in the next few weeks to finalize this schedule. Mr. Williamson then stated that these sessions will be open to the public.

Dr. Scothorn thanked Mr. Williamson for this report.

Mrs. Guzi then noted that in March the Board members received a presentation on the Virginia Fire Services Board's report regarding the County's emergency services system. She noted that the County continues to make progress in implementing the report's recommendations. Mrs. Guzi stated that three key committees have been formed (Recruitment and Retention; Minimum Apparatus Specifications; and County Code amendments) to handle the various aspects of these recommendations. She noted that proposed County Code amendments regarding fire and emergency services will be presented to the Board in September prior to a proposed October public hearing.



Mrs. Guzi then stated that a press release was issued earlier today announcing that Mr. Jeff Beckner has been hired as the County's new Fire and EMS Chief. She noted that Chief Beckner will start work on September 15.

Mrs. Guzi noted that the Fire Services Board's report will not be static and the County will continue to move forward on its recommendations. She noted that Mr. Leffel and Mr. Dodson, since his term as a Board member began in January 2014, have attended several Captains and Chiefs meetings.

Mr. Dodson stated that "it is good to see the volunteers transition to seeing the entire system and what is best for everyone." He stated that "we are definitely moving in the right direction."

After questioning by Dr. Scothorn, Mr. Leffel stated that the atmosphere at the Captains and Chiefs meetings is different from the group's previous actions and attitudes. He noted that the new chief has the tools to allow the County's fire/emergency services program/system to move forward.

Dr. Scothorn then stated that he recently heard from a citizen about their experience in adopting a pet from the Roanoke Center for Animal Control and Protection. He noted that the individual had a good experience at the facility and mentioned that the staff were very efficient, friendly, and helpful. Dr. Scothorn then asked that the Board receive a report on "where we are now with the pound compared to where we were" last year.

Mrs. Guzi noted that the adoption rate at the pound, which is jointly operated by Roanoke County, Roanoke City, Botetourt County, and the Town of Vinton, is favorable based on the progress that the member localities have made since the facility's oversight was transferred to the localities from the SPCA.

Mr. Martin then noted that, as a result of a recent audit by the Internal Revenue Service, the County has been notified that the incentives offered by the County to volunteer fire and rescue personnel are considered taxable. He noted that State and local governments, including Botetourt County, use property tax rebates and other incentives to recruit and retain volunteer firefighters and EMS personnel; however, the IRS views these incentives as taxable income. Mr. Martin stated that the Volunteer Responder Incentive Protection Act (VRIPA), excluded from taxable income any property tax benefit and up to \$360 per year of all other payments to these individuals from a State or local unit of government. He noted that this legislation expired at the end of the 2010 tax year which has resulted in the volunteer incentive monies provided by the County now being classified as taxable income and this could impact the County's capability of recruiting and retaining volunteer fire and emergency services

Mr. Martin then stated that in 2013 the Volunteer Responder Incentive Protection Reauthorization Act was introduced in the U. S. Senate (S. 501) and the House of Representatives (H.R. 3747) to reinstate this tax benefit and to raise the \$360 cap to \$600 through the end of the 2016 tax year. He requested that the Board adopt a motion directing the County Administrator to send a letter to the County's Congressional representatives and the Virginia Association of Counties expressing the County's support for reinstatement of the Volunteer Responder Incentive Protection Reauthorization Act which will exclude from taxable income any property tax benefit and up to \$600 per year of all other payments to volunteer firefighters and EMS personnel from a State or local government.

Dr. Scothorn noted that the County has a difficult time in finding citizens to volunteer as fire and rescue squad members and having the incentives offered by the County considered taxable income is a “bad thing.” Dr. Scothorn stated that he thinks that Mr. Martin’s request for a letter to the County’s Congressional representatives regarding this legislation is a fantastic idea.

Mr. Williamson then questioned if the County had any reason to believe that the State would follow behind Congress, if this legislation is approved, in making these incentives tax exempt as well.

Mr. Martin noted that to his knowledge there is no exception in the State Tax Code for these volunteer incentive payments.

After further discussion, on motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the Board directed the County Administrator to send a letter to the County’s Congressional representatives and the Virginia Association of Counties expressing the County’s support for reinstatement of the Volunteer Responder Incentive Protection Reauthorization Act which will exclude from taxable income any property tax benefit and up to \$600 per year of all other payments to volunteer firefighters and EMS personnel from a State or local government. (Resolution Number 14-08-10)

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

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Board also directed the County Administrator to forward a letter to the County’s General Assembly representatives and the Virginia Association of Counties requesting that legislation be enacted to exclude from taxable income any property tax benefit and up to \$600 per year of all other payments to volunteer firefighters and EMS personnel from a State or local government. (Resolution Number 14-08-11)

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

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Dr. Scothorn, seconded by Mr. Williamson, and carried by the following recorded vote, the Board then went into closed session at 3:53 P. M. to discuss or consider the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; to discuss a prospective business or industry or the expansion of an existing business or industry not previously announced; and consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected as per Section 2.2-3711A (3), (5), and (6) of the Code of Virginia of 1950, as amended. (Resolution Number 14-08-12)

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

NAYS: None

ABSENT: None

ABSTAINING: None

The Chairman called the meeting back to order at 6:01 P. M.

On motion by Mr. Williamson, seconded by Mr. Dodson, 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 14-08-13)

AYES: Mr. Martin, Mr. Leffel, Mr. Dodson, Dr. Scothorn, 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 Valley Magisterial District from First Citizens Bank & Trust Company (Mainstream Mental Health Services, contractual purchaser) for a Change of Conditions in a Business B-1 Use District to operate an adult daycare center located at 7211 Cloverdale Road (Alternate U. S. Route 220) on a 1.66 acre lot located approximately 0.10 miles north of the Cloverdale Road/Summerfield Road (State Route 1117) intersection, and is identified on the Real Property Identification Maps of Botetourt County as Section 107, Parcel 198.

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

Mrs. Nicole Pendleton, County Planning Manager, stated that Mainstream Mental Health Services would like to purchase this property, which was previously used as an insurance office, from First Citizens Bank to operate an adult daycare facility. Mrs. Pendleton stated that the applicant proposes to have 35 – 45 clients per day with no overnight guests at this facility.

Mrs. Pendleton stated that on July 26, 2005, the Supervisors approved a request to rezone this 1.66 acre lot from Agricultural A-1 to Business B-1 with a Special Exceptions Permit to reduce the required minimum district size from three acres to one acre and to convert an existing residence into an insurance office. She noted that the insurance office ceased operations and plans for a dental office in this building were never carried out. Mrs. Pendleton stated that the building is vacant and the swimming pool previously located on the property has been filled in. She further stated that the parking area design as approved on the 2005/2006 site plan was not installed nor was the required landscaping.

Mrs. Pendleton stated that there were no public comments on this proposal made at the Planning Commission's hearing and no calls have been received on this request by the Development Services staff.

Mrs. Pendleton then read the property's current conditions: "The existing swimming pool must be filled in; the rezoning is for the permitted use of offices in a B-1 Use District to the exclusion of all other B-1 uses; the property shall be constructed in substantial conformity with the concept plan dated May 16, 2005, as well as all applicable building/zoning requirements; a landscape plan will be submitted to the Zoning Administrator for approval in accordance with the County's Comprehensive Plan." She stated that the applicant is requesting the removal of these conditions and the approval of the following new conditions: "The adult daycare shall be in substantial conformance with the concept plan dated June 30, 2014; and a landscaping plan and site plan will be submitted to the County."

After discussion, Mrs. Pendleton stated that the applicants are proposing to offer therapy, outside activities, and possibly a garden for their clients on this property. She noted that

the site plan and landscaping plans are under review by the Planning staff. She noted that the business will have six employees and the applicant is proposing 19 parking spaces on this property. Mrs. Pendleton stated that the Health Department has approved the appropriate septic tank permits for this proposed use. Mrs. Pendleton further noted that the lot is bordered by Old Dominion Memorial Gardens and a church and Summerfield Village including the Botetourt Athletic Club are located east of this parcel.

Mr. Rory Benson, representing Mainstream Mental Health Services, then stated that there is currently no adult daycare facility located in Botetourt County for people with mental health disorders. He noted that they look forward to helping the citizens of Botetourt County with this proposed business.

After questioning by Mr. Dodson, Mr. Benson stated that their employee to client ratio is 1 to 12.

After questioning by Dr. Scothorn, Mr. Benson stated that most of their clients will be Botetourt County residents.

Mr. Williamson then questioned the facility's State licensing process, the number of elderly versus younger adult clients, and "what they expect their clients to be like."

Mr. Benson stated that some of their clients still live at home with their parents. He noted that they are licensed to care for individuals who are 16 years of age and older who have a variety of mental health disabilities. Mr. Benson noted that some clients have part-time employment and live on their own or live in assisted living facilities.

After questioning by Mr. Martin regarding security measures, Mr. Benson stated that they have emergency protocols and their employees are trained on how to handle certain situations. Mr. Benson stated that they do not restrain their clients--they have a hands-off program and work to de-escalate an outburst by "talking their clients down" to a calmer emotional state.

Mr. Benson noted that they operate mental health skill building services for their clients and currently have facilities in Daleville and Dublin, Virginia, which provide services to clients from 11 counties.

After questioning by Mr. Dodson, Mr. Benson noted that they receive client referrals from Social Services agencies, school systems, and psychiatrists. After further questioning by Dr. Scothorn, Mr. Benson stated that they accept clients on a referral basis only as well as from parents or family members. He noted that their staff conducts an evaluation of the potential client and forward their report to the Virginia Department of Mental Health for a final determination.

After questioning by Mr. Williamson, Mr. Benson stated that every client has to be approved by the State. He further noted that their clients are Medicaid patients.

After questioning by Dr. Scothorn, Mr. Benson noted that their clients have to have a mental health diagnosis to qualify for their services.

After questioning by Mr. Martin regarding what type of daycare activities would be offered, Mr. Benson stated that their staff develops five goals based on each client's needs and then plan events and activities including taking the clients out into the community in order to see and experience events to help them meet these goals. He noted that these activities vary from client to client but include real-life skills such as grocery shopping, budgeting, doctor's appointments, etc.

After questioning by Mr. Williamson, Mr. Benson noted that patients can either be dropped off at the facility each day or they will offer transportation pick-up services, when necessary.

After questioning by Dr. Scothorn, Mr. Jay Kilby, Realtor for Mainstream Mental Health Services, stated that the facility is in disrepair, the roof is in need of repair/replacement, and the air conditioning unit was stolen last month. He noted that the building was also in the process of being converted from an insurance office to a dentist's office several years ago, so there is plumbing and electrical work that will need to be upgraded as well.

Dr. Scothorn noted that this property has been vacant and unused for a long time.

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

On motion by Dr. Scothorn, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved a request in the Valley Magisterial District from First Citizens Bank & Trust Company (Mainstream Mental Health Services, contractual purchaser) for a Change of Conditions in a Business B-1 Use District to operate an adult daycare center located at 7211 Cloverdale Road (Alternate U. S. Route 220) on a 1.66 acre lot located approximately 0.10 miles north of the Cloverdale Road/Summerfield Road (State Route 1117) intersection, and is identified on the Real Property Identification Maps of Botetourt County as Section 107, Parcel 198, to remove the four previously approved conditions from this property's use and approve the following conditions: (Resolution Number 14-08-14)

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

NAYS: None

ABSENT: None

ABSTAINING: None

1. The adult daycare shall be in substantial conformance with the concept plan dated June 30, 2014.
2. A landscaping plan and site plan will be submitted to the County.

It was noted that the request in the Fincastle Magisterial District from Jeanette D. and Laurence Westley Miller for a Special Exception Permit in an Agricultural A-1 Use District for the operation of a commercial kennel for dog boarding and daycare for up to sixteen (16) dogs on 3,069 square feet of a 7.487 acre parcel located at 5370 Botetourt Road, approximately 0.57 miles north of the West Wind Road (State Route 635) intersection, and is identified on the Real Property Identification Maps of Botetourt County as Section 48, Parcel 125, had been withdrawn by the applicants at the Planning Commission meeting.

Mrs. Guzi then noted that the County staff has been working with Altec Industries over the past few months on an expansion of their facility located in Botetourt Center at Greenfield. She noted that an Option and Performance Agreement has been drafted by the County Attorney which gives Altec the option to purchase New Tract 7A-2 in Greenfield consisting of 30.183 acres based on certain investment requirements by Altec. Mrs. Guzi noted that these investments will include \$1 million in building improvements which are already under construction; \$2 million in new machinery and tool investments between 2014 and 2015; and employ a minimum of 100 new full-time workers between 2014 and 2016.

Mrs. Guzi stated that if Altec does not meet these employment and investment conditions the company will have to pay liquidated damages to the County.

She noted that Altec has agreed to pay the County \$241,400 for the purchase of this 30+ acre tract. She further noted that the option agreement is effective for one year from the date of signing and the County retains the right-of-first-refusal on the property if Altec decides to sell it in the future.

After discussion, Mrs. Guzi stated that the County has had a long working relationship with Altec and the company has continued to grow in employment and investment which cements the company's future growth potential.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Dodson, and carried by the following recorded vote, the Board authorized the County Administrator to sign the Option and Performance Agreement with Altec Industries to purchase approximately 30 acres for the expansion of their facility located in Botetourt Center at Greenfield. (Resolution Number 14-08-15)

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

NAYS: None

ABSENT: None

ABSTAINING: None

Regarding the County's consideration of joining the Western Virginia Water Authority, Mr. Williamson noted that the Board has had a series of discussions concerning consolidating the County's Utilities Department with the Authority. He stated that the next stage in this consideration is to obtain input from the public on this matter.

On motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Board authorized the County Administrator to schedule a public information session on the concept of the County joining the Western Virginia Water Authority on the evening of September 10, 2014, at 6:00 P. M. (Resolution Number 14-08-16)

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

NAYS: None

ABSENT: None

ABSTAINING: None

There being no further discussion, on motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the meeting was adjourned at 6:21 P. M. (Resolution Number 14-08-17)

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

NAYS: None

ABSENT: None

ABSTAINING: None