

June 29, 2009

The Carroll County Board of Supervisors held a special meeting on, June 29, 2009 in the Board Meeting Room of the Carroll County Governmental Center.

Present were: David V. Hutchins  
Wesley G. Hurst  
W.S. "Sam" Dickson  
Andrew S. Jackson  
Dr. Thomas W. Littrell  
N. Manus McMillian  
Gary Larrowe, County Administrator  
Ronald L. Newman, Assistant Administrator

Mr. Hutchins called the meeting to order at 7:12 p.m. and asked Mr. Larrowe to lead in prayer and pledge.

Mr. Hutchins told that he appreciates everyone being here and told that we would insert Citizen's Time into the agenda.

### **CITIZEN'S TIME**

Mr. Author Hickey told that he lives in the Pine Creek District and he has always volunteered a lot and he has served as the Chairman of the Friends of the Library. He told that several times in the last 6 months that when he goes into the library there is a lack of enthusiasm. He told that the newspapers are not in and this has happened several times. He told that when he called the Administrator's Office that he was told that they are aware of the problem and that it is being worked on. He told that the Post Office was being blamed and told that the Post Office has lovely people working there and they do a fine job. He told that people leave the library because there is no paper.

Mr. Hutchins asked Mr. Larrowe to check on this.

(Order)

### **NON-DISCRIMINATION POLICY**

Upon motion by Mr. Dickson, seconded by Mr. Hurst and passing, the Board approved the Non-Discrimination Policy.

### **NON-DISCRIMINATION POLICY**

Carroll County or any employee thereof will not discriminate against an employee or applicant for employment because of race, age, handicap, creed, religion, color, sex, or national origin. Administrative and Personnel officials will take affirmative action to insure that this policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

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VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

**FAIR HOUSING CERTIFICATION**

Upon motion by Mr. Hurst, seconded by Dr. Littrell and passing, the Board approved the Fair Housing Certification.

FAIR HOUSING CERTIFICATION

Compliance with Title VIII of the Civil Rights Act of 1968

Whereas, the County of Carroll has been offered and intends to accept federal funds authorized under the Housing and Community Development Act of 1974, as amended, and

Whereas, recipients of funding under the Act are required to take action to affirmatively further fair housing;

Therefore, the County of Carroll agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

**SHERIFF'S OFFICE ADDITIONAL APPROPRIATION**

Upon motion by Mr. Hurst, seconded by Mr. Jackson and passing, the Board approved an additional appropriation for the Sheriff's Office in the amount of \$710.21 from reimbursements for travel expense as a result of extraditions.

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VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

**SHERIFF'S OFFICE ADDITIONAL APPROPRIATION**

Upon motion by Mr. Hurst, seconded by Mr. Jackson and passing, the Board approved an additional appropriation in the amount of \$77,707.78 from funds collected through the highway safety program to maintain staffing levels.

VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

**RECREATION ROLLOVER**

Upon motion by Mr. Hurst, seconded by Mr. Jackson and passing, the Board approved a rollover from FY09 to FY10 in the amount of \$1155 from funds collected as a result of fundraising activities.

VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

**RURAL HOUSING RESOLUTION**

Upon motion by Mr. Jackson, seconded by Mr. Hurst and passing, the Board approved the Rural Housing Resolution for the purchase of an ambulance.

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RESOLUTION OF GOVERNING BODY OF  
CARROLL COUNTY

The governing body of Carroll County, consisting of \_\_\_\_\_ members, in a duly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 200 , at which a quorum was present RESOLVED as follows:

BE IT HEREBY RESOLVED that, in order to facilitate obtaining financial assistance from the United States of America, acting by and through the Rural Housing Service, an agency of the United States Department of Agriculture, (the Government) in the purchase of ambulance cars to serve the community, the governing body does hereby adopt and abide by the covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the County Administrator of Carroll County be authorized to execute on behalf of the Board of Supervisors the above-referenced agreements and to execute such other documents including, but not limited to, debt instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of the above-referenced documents, is hereby entered into the permanent minutes of the meetings of this Board.

VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

**FARMER'S MARKET ENTRANCE PERMIT**

Upon motion by Mr. Hurst, seconded by Mr. Jackson and passing, the Board approved the Farmer's Market entrance permit.

VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

**LOCAL BUSINESS EMPLOYMENT PLAN**

Upon motion by Mr. Hurst, seconded by Dr. Littrell and passing, the Board approved the Local Business Employment Plan.

1. The Carroll County Board of Supervisors designates as its Local Business and Employment Project Area the boundaries of *Carroll County*
2. The Carroll County Board of Supervisors, its contractors, and designated third parties shall in utilizing Community Improvement Grant funds utilize businesses and lower income residents of the Project Area in carrying out all activities, to the greatest extent feasible.
3. In awarding contracts for work and for procurement of materials, equipment or services of the County, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the Project Area are:
  - (a) The Carroll County Board of Supervisors shall ascertain what work and procurements are likely to take place through the Community Improvement Grant Funds.
  - (b) The Carroll County Board of Supervisors shall ascertain through various and appropriate sources including:

Project Area Newspaper of General Circulation

the business concerns within the Project Area which are likely to provide materials, equipment and services which will be utilized in the activities funded through the Community Improvement Grant.

- (c) The identified business concerns shall be apprised of opportunities to submit bids, quotes or proposals for work or procurement contracts which utilize CIG funds.
- (d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with CIGs.
4. In the utilization of trainees or employees for activities funded through CIG's the Carroll County Board of Supervisors, its contractors and designate third parties shall take the following steps to utilize lower income persons residing in the Project Area.
  - (a) The Carroll County Board of Supervisors in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both trainees and employees which are likely to be utilized during the project funded by CIGs.
  - (b) The Carroll County Board of Supervisors shall advertise through the following sources

Project Area Newspaper of General Circulation

the availability of such positions with the information on how to apply.

- (c) The Carroll County Board of Supervisors, its contractors, and designated third parties shall be required to maintain a record of inquiries and applications by project area

residents who respond to advertisements, and shall maintain a record of the status of such inquires and applications.

(d) To the greatest extent feasible, the Carroll County Board of Supervisors, its contractors, and designated third parties shall utilize lower income project area residents in filling training and employment positions necessary for implementing activities funded by CIGs.

5. In order to ascertain substantial compliance with the above affirmative actions and Section 3 of the Housing and Community Development Act of 1968, the Carroll County Board of Supervisors shall keep, and require to be kept by contractors and designated third parties, listings of all persons employed and all procurements made through the implementation of activities funded by CIGs. Such listings shall be completed and shall be verified by site visits and interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

**EMPLOYEE RECOGNITION**

Mr. Larrowe told that Pam Smith joined the Carroll County team in April, 2009 as a part time financial analyst. He told that she became the full time Finance Management Director in July, 2009. Pam moved to Carroll in January, 2008 from Shenandoah County. In Shenandoah, she was the IT Director for Shenandoah County Public Schools for 11 years. He told that Pam worked in Stafford County IT and Finance for over 10 years before moving to Shenandoah and she graduated from James Madison University with a BBA in information systems, and holds an MBA from Mary Washington College. Pam is a certified Novell Administrator, a Microsoft Office Master Instructor, and a PBS online course facilitator. Mr. Larrowe told that when Pam became Finance Director, her first task was to create and implement a strategic planning and budgeting process. This culminated recently with the adoption of the FY2010 budget. She provides monthly financial updates to the Board and to departments, works with departments on financial management, manages the General Fund expenditures, and provides information to the Board on a variety of finance related topics. He told that Pam recently moved into a new house in the Woodlawn area of Carroll with her husband and teenage daughter. She enjoys decorating the house, reading, cooking, and shopping

Mr. Larrowe presented Ms. Smith with a certificate.

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Mr. Hutchins told that Ms. Smith has put in a tremendous amount of effort and no other County in Virginia has as in-depth budget process as we do.

Mr. Larrowe told that Dr. Littrell will be attending the Certified Board Training and he will be very proud to take our budget with him.

(Order)

### **REGIONAL WATER APPOINTMENT**

Mr. Larrowe told that Mr. Newman's appointment on Regional Water had expired and told that they appreciate him working hard. He told that as PSA Director he thought it would be appropriate for him to serve on the Board and that there would also be another appointment in August.

Upon motion by Mr. Dickson, seconded by Mr. McMillian and passing, the Board appointed Mr. Gary Larrowe to the Regional Water Board.

#### VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

### **SOCIAL SERVICES APPOINTMENT**

Upon motion by Dr. Littrell, seconded by Mr. Jackson and passing, the Board appointed Mr. Steve Collins to the Social Services Board.

#### VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

### **INDUSTRIAL AGREEMENT**

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Mr. Larrowe told that this is a Performance Agreement between the Board and the IDA and he asked Mr. Hutchins to share on the subject.

Mr. Hutchins told that this goes back several years and told that they had several meetings with Mohawk to discuss issues regarding power outages. He told that they asked work with them and also with the engineers from AEP to see what could be done to fix the problem. He told that they learned about the Omnivertor which is a power backup and filtering system and the County has taken due diligence. He told that there have been some serious problems and with 18 instances where the power flickers and puts the entire plant out for at least hours. He told that job retention is as important as new jobs and there are 154 people working at Mohawk. Mr. Hutchins told that with this performance agreement that Mohawk is guaranteed to stay in the County for 7 ½ years with 100 plus employees and there is also a default clause. He told that this is in the best interest of the County and he strongly urges a motion.

Mr. Hurst told that he has been involved because the business is in his district. He told that this is a strong step forward and it is inline for future expansion. He told that this is a win-win for the citizens of the County.

Mr. Jackson told that it was a privilege to get to go to the meetings and listen to the concerns. He told that this is the best solution that we have.

Mr. McMillian told that he would like to reiterate what had been said and told that it is vital to protect the jobs we have.

Mr. Hutchins told that the Board and the IDA would share the cost of \$280,000 and he is proud to see the IDA endorse this.

(Order)

### **PERFORMANCE AGREEMENT WITH MOHAWK**

Upon motion by Mr. Hurst, seconded by Mr. Jackson and passing, the Board approved the Performance Agreement between the Board, IDA and Mohawk.

#### VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

June 29, 2009

**CLOSED SESSION – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711(A1, A3, A5, A7)**

Upon motion by Mr. McMillian, seconded by Mr. Jackson, and passing, the Board convened a Closed Session for the discussion of personnel, disposition of real estate, prospective business, legal matter, as authorized by Virginia Code Section 2.2-3711(A1).

VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

**CERTIFICATION OF CLOSED SESSION**

Upon motion by Mr. Hurst, seconded by Mr. McMillian, and passing, the Board adopted the following Resolution:

**WHEREAS**, the Carroll County Board of Supervisors convened a Closed Session this date pursuant to an affirmative recorded vote and on the motion to close the meeting in accordance with the Virginia Freedom of Information Act;

**WHEREAS**, Section 2.2-3711(D) of the Code of Virginia requires a certification by the Board of Supervisors that such Closed Session was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Carroll County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the Closed Session to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)

June 29, 2009

**SUPERVISOR'S TIME**

Mr. Hutchins discussed briefly about the County decals. He told that some feel as if they are paying twice.

Dr. Littrell told that he bought a sticker recently and we are collecting for a calendar year early.

Mr. Dickson told that folks are not loosing because they are not paying for duplicated stickers.

(Order)

**ADJOURNMENT**

Upon motion by Mr. Hurst, seconded by Mr. Jackson and passing, the Board recessed until July 13, 2009 at 4:00 p.m.

VOTES

|               |     |
|---------------|-----|
| Mr. Jackson   | Yes |
| Mr. Hurst     | Yes |
| Mr. Hutchins  | Yes |
| Mr. Dickson   | Yes |
| Dr. Littrell  | Yes |
| Mr. McMillian | Yes |

(Order)