

March 13, 2017

AT A WORK SESSION OF THE BOARD OF SUPERVISORS OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE COURTHOUSE THEREOF, ON THURSDAY, THE 13TH DAY OF MARCH IN THE YEAR OF OUR LORD TWO THOUSAND SEVENTEEN AND IN THE 241ST YEAR OF THE COMMONWEALTH:

PRESENT: HELEN M. SIMMONS, CHAIRMAN
SHERMAN C. VAUGHN, VICE CHAIRMAN
STEVE W. BOWEN
CLARENCE A. SIMPSON
GARY L. SIMMONS
RONALD E. ROARK, COUNTY ADMINISTRATOR
JOHN N. PROSISE, ASSISTANT COUNTY ADMINISTRATOR

Budget Committee Chairman Sherman Vaughn called the meeting to order at 9:50 a.m.

Supervisor Steve Bowen provided the invocation.

Committee Chairman Vaughn stated the purpose of the meeting is to receive comments from Departments/Agencies on their budget request for the fiscal year beginning July 01, 2017. Committee Chairman Vaughn clarifies that no decisions will be made by the committee at this time; the committee recommendations will be presented to the full board on March 28, 2017 at 7:00 p.m.

The following Departments/Agencies were either in attendance to make a formal presentation of their Budget request to the Board or they submitted a request for funding but did not request a hearing:

1 - Nottoway County Public Schools; request for funding \$24,670,542 (requesting \$846,406 increase in local funding): Superintendent of Schools Dr. Rodney Berry, accompanied by School Board members Curtis Hurte, Bob Horn, and Director of Finance Amy Eberly attends and presents to the Board the Schools proposed budget. Superintendent Berry explains that the increased funding request is planned to be used to provide raises to employees, provide a larger health insurance contribution for employees, make much needed improvements to the school buildings, provide funding for Amelia Nottoway Technical Center, and lastly allow for Burkeville Elementary School to remain open. Dr. Berry clarifies that it is the intentions of the School Board to increase the employer contribution for health insurance by \$41.00 per month – from the current \$475 to \$516

Supervisor Vaughn asks Administrator Roark to put into perspective the financial impact a tax increase could provide; approximately \$88,000 would be generated by \$0.01 tax increase. Superintendent Berry clarifies that he understands the financial position the Board is in but encourages them to do all that they can to honor the Schools' budget request.

Administrator Roark outlines some of the requests received for inclusions in the FY17 proposed budget:

It is time for a new cell to be constructed at the Landfill; it is proposed to transfer \$1,000,000 from the General Fund to the Landfill Fund with it being paid back over the life of the cell (approximately 7 to 8 years)

The parking lot at the Sheriff's Office need to be paved; estimate received at almost \$50,000

There need to be roof repairs made on buildings at Pickett Park with all funding coming from LRA money

Need to purchase a new lawnmower with a leaf blower for the Courthouse Complex

The Virginia's Growth Alliance has submitted a request for \$20,000 each year for 3 years for retail strategies

\$40,000 is needed to complete the Real Estate Assessment

\$200 increase in Employer health insurance contribution is proposed

\$10,000 remains for Emergency Services training

Lastly, the Commonwealth of Virginia (State) has approved a "compression" for the Sheriff's Office providing salary increases equivalent to \$80 per year for length of service up to 30 years for each sworn deputy and \$60 per year for up to 30 years for a non-sworn deputy.

2 - Commissioner of the Revenue – Christy Hudson: Commissioner Hudson's request for funding of \$188,282, includes a 2.9% increase to accommodate the State approved 2% salary increases, effective August 1, 2017, as well as \$2,400 to maintain the ability of making the County real estate tax records available online

3 - STEPS, Inc. (Southside Training, Employment, and Placement Services): CEO Sharon Harrup. Ms. Harrup indicates that STEPS is asking for level funding for FY 18 of \$15,355. Ms. Harrup provides a few notable happenings for the agency; 1,300 lives "touched" by STEPS last year, 8 Nottoway citizens found employment just last year at STEPS, 38 individuals are currently working in the Victoria plant thanks to a recently awarded large scale medical scrub contract by a facility in Florida, 197 employees total for STEPS, 29 Nottoway residents are serviced by the STEPS homeless prevention program, the Headstart programs offered are making a dramatic impact on the area youth and it is vital that funding remains at a Federal level to continue these programs

4 - Nottoway Sheriff's Office (request for funding for Court Security - \$150,291, request for funding for Sheriff's Office - \$1,101,048, and a request for funding for Central Dispatch - \$488,030): Sheriff Larry Parrish states his Budgets includes a funding increase for a \$3,000 salary supplement for deputies, a \$1,000 salary supplement for dispatchers, the States' approved compression (previously outlined by Administrator Roark), and increased telephone, internet and dispatch software costs

Sheriff Parrish reminds the Board that the space of the Sheriff's Office has become inadequate and urges the Board to keep that in mind for the future.

5 - Nottoway County General Registrar/Electoral Board (combined request for funding of \$173,175): Registrar Angela Stewart, along with Chairman of the Electoral Ralph Branch and member Bobby Wheeler, informs of a requested minor increase in the General Registrar budget but a 24% increase for the Electoral Board due to increased training requirements and mandatory new voting equipment

Registrar Stewart stresses to the Board that her office is not equipped for proper equipment storage, not large enough to accommodate absentee voting, and not handicapped accessible, and suffers from moisture and mold; these are vital issues that must be addressed.

The Board members break for lunch and will reconvene at 2:00 p.m.

6 - Terry Abston – Virginia Cooperative Extension (request for funding - \$53,681):

7 - Piedmont Senior Resources – Justin Young: Piedmont Senior Resources will ask for funding equal to \$2.75 per senior

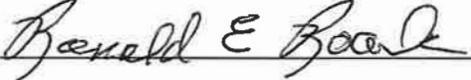
8 – Nottoway County Emergency Services / Blackstone Volunteer Fire Department: Dion Tomer, Chief: Chief Tomer thanks the Board for the continued contributions to the local agencies, including the newly allocated training monies. Expresses concern to the Board about the future impact the expected FASTC and Blackstone growth can have on the department, its equipment and apparatus; urges the Board to begin planning to accommodate this impact.

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9 – Commonwealth’s Attorney – Terry Royall: requesting funding in the amount of \$255,470. Attorney Royall passes along a request from Circuit Court Judge Cella for the County to purchase and install equipment to allow for internet conferencing in the courtroom.

There being no further business to come before the Board, Budget Committee Chairman Vaughn adjourns the meeting at 3:34 p.m.

 Chairman

 Clerk

March 16, 2017

AT THE REGULAR MEETING OF THE BOARD OF SUPERVISORS OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE COURTHOUSE THEREOF, ON THURSDAY, THE 16TH DAY OF MARCH IN THE YEAR OF OUR LORD TWO THOUSAND SEVENTEEN AND IN THE 241ST YEAR OF THE COMMONWEALTH:

PRESENT: HELEN M. SIMMONS, CHAIRMAN
STEVE W. BOWEN
SHERMAN C. VAUGHN, VICE CHAIRMAN
CLARENCE A. SIMPSON
RONALD E. ROARK, COUNTY ADMINISTRATOR
JOHN N. PROSISE, ASSISTANT COUNTY ADMINISTRATOR
PRESTON G. WILLIAMS, COUNTY ATTORNEY

ABSENT: GARY L. SIMMONS

Chairman Simmons called the meeting to order at 7:00 p.m.

Pastor Lisa Myers, Wards Chapel United Methodist Church, provided the invocation. Chairman Simmons led everyone in the Pledge of Allegiance to our flag.

The minutes of the February 16, 2017 regular Board meeting were presented. Supervisor Bowen moved to adopt the February 16, 2017 minutes as presented. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Absent
H.M. Simmons	Yes

Chairman Simmons asks if there are any delegations from the public:

John Roark: Mr. Roark is present to address a recent issue of possible animal cruelty that he suggests the County did not handle in an appropriate manner. Mr. Roark further suggests that the County is being transparent in the operations of the Nottoway Pound, specifically recent and past inspection findings and/or citations

Debbie Morgan: Ms. Morgan states that while she was not a Nottoway County resident, she was a rescue operator that has worked with Nottoway County Animal Control in the past. Ms. Morgan suggests that the County has an implied "bad" reputation for the way it handles its animal control and urges the Board to make necessary changes to include staffing more than one Certified Animal Control Officer and allow volunteers and/or rescue agencies to participate with finding placements for the animals

Bob Buschbell: Mr. Buschbell wishes to inform the Board of an experience he had with the Nottoway County Animal Control; a neighbor with horses was neglecting them and when he tried to intervene and called Animal Control he was informed that "there was nothing that could be done about it". Mr. Buschbell asks for clarification of what the Animal Control Officer can and/or cannot do in his official capacity.

Sonny Abbott: Mr. Abbott is present to comment on the FY18 Budget; suggests that the Board did not ask the necessary, nor appropriate, questions during recent Departmental Budget hearings. Mr. Abbott urges the Board, again, to provide transparency during Budget preparations and throughout the entire Year.

Chairman Simmons offers remarks concerning the recent allegations of animal cruelty, the issue that three of the four delegations spoke about, and states a few facts supporting the County's actions related to those allegations. Supervisor Bowen asks the Commonwealth's Attorney to clear up a few accusations that were brought forth during the delegations; she provides these facts.

Public Hearing: To consider adoption of an ordinance adopting Section 506 of the 2009 Virginia Statewide Fire Prevention Code; this ordinance pertains to all new commercial, industrial and multifamily residential structures and repurposed structures

Chairman Simmons asks if there is anyone present wishing to comment, either for or against, on the proposed Ordinance; there is no one present wishing to comment. Blackstone Volunteer Fire Department Chief Dion Tomer is in attendance and provides an explanation of the Knox Box system and cites its benefits to property owners. Vice Chairman Vaughn moves to adopt the Ordinance adopting Section 506 of the 2009 Virginia Statewide Fire Prevention Code. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

(SEE PAGE THRU PAGE
FOR ORDINACE ADOPTING
SECTION 506 OF THE
VIRGINIA STATEWIDE FIRE PREVENTION CODE)

Highway Department: Mrs. Dianna Bryant, Assistant Residency Administrator, is present to receive any communications from the Board, and also provide updates on the routine maintenance performed since the last meeting. Mrs. Bryant reports that the Cox Road, Rt. 460 Bus., bridge replacement project is running behind, paving of Davis Mill Road, Rt. 719, was completed on March 3rd, a two-mile improvement project on The Grove Road, Rt. 603, might begin sooner than its anticipated July start date, paving on Country Club Road, Rt. 721, should begin later in the month and is expected to take less than one month to complete, the bridge replacement on Old Shore Road, Rt. 608, will begin tomorrow, Friday, March 17th, requiring a detour expected to last four months

Mrs. Bryant asks the Board to schedule a work session for the secondary six year improvement plan for the April regular Board meeting. The Board will hold the public hearing on Thursday, April 20, 2017 at 6:30 p.m., just prior to the regular meeting which will begin at 7pm.

Letter – Virginia Department of Transportation – Barry Atwater, Transportation Permit & Subdivision Specialist Sr.: Notification that Land Use Permit Number: 425-58051 has been issued for the Nottoway Avenue Sidewalk Project

School Board – Charlotte D. Wood, Clerk: Actions taken at the regular meeting of the Nottoway County School Board held on March 09, 2017; minutes of the regular meeting of the Nottoway County School Board held on February 09, 2017, minutes of the Budget work session of the Nottoway County School Board held on March 02, 2017, declaration of surplus property, Budget adjustment

A – Surplus Property: The School Board has declared a modular unit, located beside Nottoway Intermediate School, as surplus and is requesting for it to be sold or disposed of; Administrator Roark seeks authorization to advertise the modular unit for sale by sealed bid. Supervisor Bowen moves to authorize the sale. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

B – Budget adjustment – Project Graduation - \$2,992.07

REVENUES:

3-201-24020-0415	Project Graduation (Carryforward)	\$2,992.07
		<u>\$2,992.07</u>

EXPENDITURES:

4-201-61100-1620-300-500-515	Salary	\$2,779.44
4-201-61100-2100-300-500-515	FICA	<u>212.63</u>
		<u>\$2,992.07</u>

Vice Chairman Vaughn moves to approve the Project Graduation Budget adjustment. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

Economic Development Committee: Administrator Roark informs there is no meeting scheduled for March

Regional Jail Report & Juvenile Detention Center: January 2017 Piedmont Regional Jail Transportation Report, December 2016 – January 2017 Jurisdiction Reports, January 2017 Piedmont Regional Jail Revenue report, December 2016 and January 2017 Piedmont Regional Juvenile Detention Center Utilization Report, Virginia Department of Juvenile Justice Statewide Detention Facility Population, comparative reports of FY15, FY16 and FY17 jurisdiction inmate days

Landfill: Administrator Roark gave the Landfill report

1 - February 2017 Solid Waste Report; average of 63.69 tons of waste per day received

2 – Letter – Virginia Department of Environmental Quality (DEQ) – Michael D. Sexton, Groundwater Remediation Specialist: Notification of DEQ review of the Nottoway County Landfill background based groundwater protection standards; identified a couple of issues with the statistical evaluation that need to be addressed by the facility in order to establish background based GPS for arsenic, cobalt, and lead

Planning Commission Report: Administrator Roark reports the Commission did not meet for March

Letter – Blackstone Volunteer Fire Department – Dion Tomer, Chief: Chief Tomer provides the Board with statistical data reflecting the steady decline in revenue for the Nottoway County Emergency Services agencies due to declining County decal sales

United States Department of Agriculture (USDA) has awarded the County with a (up to) \$49,000 Rural Development loan and a (up to) \$12,000 Rural Development grant for the purpose of purchasing new law enforcement vehicles; Vice Chairman Vaughn moves to accept the USDA loan/grant, not to exceed \$49,000 and \$12,000 respectively, and to authorize Administrator Roark and the County Planner to sign all necessary documents. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

Resolution: Supervisor Simpson moves to approve a resolution, read aloud by Administrator Roark, in appreciation of the 28 years of service to Nottoway County by Betty Wright; Mrs. Wright was an employee for the Virginia Cooperative Extension. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

(SEE PAGE THRU PAGE
FOR RESOLUTION OF
APPRECIATION)

Commonwealth's Attorney Royall informs the Board to expect correspondence from Circuit Court Judge Cella concerning an item she brought to their attention at the recent Budget hearing

Chairman Simmons presents the CONSENT CALENDAR:

1 – Budget Adjustment – Circuit Court Clerk - \$598.92

REVENUES:

3-100-18990-0050	Miscellaneous - Undefined	<u>\$598.92</u>
	(to be used for part-time salaries)	<u>\$598.92</u>

EXPENDITURES:

4-100-21060-1003	Salaries – Part-time	\$556.36
4-100-21060-2001	FICA	<u>42.56</u>
		<u>\$ 598.92</u>

2 – Erroneous Assessment: Refund Ally Financial \$1,066.72 for erroneous personal property assessments for tax years 2015 and 2016

3 – Erroneous Assessment: Refund Ally Financial \$346.28 for an erroneous personal property assessment for tax year 2016

4 – Erroneous Assessment: Refund Nelson David Austin \$738.56 for an erroneous personal property assessment for tax year 2016; request to apply the refund to the 2017 personal property taxes

5 – Erroneous Assessment: Refund Leslie Wayne Norton \$36.19 for an erroneous real estate assessment due to land use; request to apply the refund to the 2017 real estate taxes

Supervisor Bowen moves to approve the CONSENT CALENDAR as presented. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

Administrator Roark presents the following information items:

1 – Virginia Department of Emergency Management 2016 Year in Review

2 – Notice: Public Notice for Virginia State Corporation Commission Case No. PUR-2017-00007; *Joint Petition of Level3 Communications, Inc., Level 3 Communications, LLC, Level 3 Telecom of Virginia, LLC, Level 3 Communications of Virginia, Inc., Broadwing Communications, LLC, Global Crossing Telemanagement VA, LLC, TelCove Operations, LLC, together with CenturyLink, Inc., Central Telephone Company of Virginia d/b/a CenturyLink, United Telephone Southeast LLC d/b/a CenturyLink, and CenturyLink Communications, LLC for Approval of Indirect Transfer of Control of Level 3 Communications, LLC, Level 3 Telecom of Virginia, LLC, Level 3 Communications of Virginia, Inc., Broadwing Communications, LLC, Global Crossing Telemanagement VA, LLC, Telcove Operations, LLC, Central Telephone Company of Virginia d/b/a CenturyLink, United Telephone Southeast LLC d/b/a CenturyLink, and CenturyLink Communications, LLC*; approval of transfer of control pursuant to Va. Code §56-88 *et seq.*

3 – Notice of Virginia Electric and Power Company d/b/a Dominion Virginia Power of intent to file applications or petitions pursuant to §56-585.1 A 4 and A 6 of the Code of Virginia

4 – Blackstone Volunteer Fire Department Incident Report for February 2017

5 – Nottoway Sheriff's Office partial activity report for February 2017

6 – Notice of petition to the State Corporation Commission, from Virginia Electric and Power Company, for a continuing waiver of 20 VAC-5-201-10 J of the Rules Governing Utility Rate Applications and Annual Informational Filings to permit electronic service to local officials upon request

7 – Minutes: Minutes of the Piedmont Soil and Water Conservation District Board of Directors regular meeting held on January 24, 2017, Minutes of the Nottoway County Public Library Board of Trustees meeting held on January 18, 2017, Minutes of the Piedmont Regional Juvenile Detention Center Commission meeting held on December 21, 2016, Minutes of the Nottoway Community Planning and Management Team meeting held on January 23, 2017, Minutes of the Virginia's Growth Alliance meeting held on January 05, 2017, Minutes of the Piedmont Regional Jail Board meeting held on January 25, 2017

Administrator Roark presents the following correspondence:

1 - Building Inspector's Report: Report period February 2017

2 – Animal Control Officer's Report: 2016 Intake of Dogs report filed with the Virginia Department of Agriculture and Consumer Services

Administrator Roark informs the Board of a recent announced inspection of the Nottoway County Animal Pound performed on February 22, 2017; there were reported findings as a result of the inspection:

- 1 – debris in the sink area that was not acceptable
- 2 – food bags were improperly stored – open next to chemicals, cleaners, etc.
- 3 – floor of animal enclosures was wet (Roark states the Pound had just been cleaned)
- 4 – the facility wasn't clean according to requirements
- 5 – lack of signage indicating the “isolation room”
- 6 – lack of signage indicating “operating hours”
- 7 – there was a geriatric dog in the pound that was deemed to need veterinary care (Amelia ACO was unaware of the dog having been placed in the Pound, it was placed there by someone from one of the Towns; ACO immediately called and scheduled a vet visit)

3 - Erosion and Sedimentation Report: Report Period January 2017

4 – Letter – Larry J. Parrish, Sheriff: Sheriff Parrish is requesting for a 2010 Ford Crown Victoria, VIN# 2FABP7BV1AX106682 that he has taken out of service, be declared surplus and transferred to the Nottoway County Schools' Bus Shop (they have expressed interest in the vehicle)

Supervisor Bowen moves to declare the 2010 Ford Crown Victoria as surplus and transfer it to the School Bus Shop. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

5 - Letter – Virginia Association of Counties – Mary W. Biggs, 2017 VACo President: Supervisor Gary Simmons has been appointed to the 2017 Education Steering Committee

6 – Virginia's Growth Alliance: Administrator Roark was informed at the last meeting of two potential projects that are for/in Nottoway County

7 – Resignation: Nottoway County Child Services Act Coordinator has resigned her position effective March 19, 2017; Administrator Roark asks the Board for authorization to allow him to fill this position and further asks for authorization to change the job structure

Vice Chairman Vaughn moves to allow the position to be filled and the restructure of the job duties. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

8 – Request for refund: Mike Hill d/b/a Handiest Man in Town has requested a refund of a building permit fee he paid for a job that was never completed; Supervisor Bowen moved to approve the refund of 80% of the building permit fee he paid. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

9 – Nottoway County E-911 sign maintenance report

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10 – Refund: The Virginia Department of Criminal Justice Services (DCJS) has made a request to the County for a refund of unexpended fiscal year 16 funding, in the amount of \$5,024.65 for the Victim Witness program; a program funded 100% from DCJS grant funding. Vice Chairman Vaughn moves to approve the \$5,024.65 refund to the Treasurer of Virginia for the unexpended funding. The motion carried as follows:

G.L. Simmons	Absent
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

Administrator Roark reminds everyone that the Board will next meet on March 28, 2017 at 7:00 p.m., in the Health Department Conference Room, to hear the recommendations from the Budget Committee on the FY18 budget.

Chairman Simmons refers an issue brought forward by Commonwealth's Attorney Royall to the Personnel Committee.

There being no further business to come before the Board, Chairman Simmons adjourns the meeting at 8:10 p.m.

Hale M. Simmons Chairman

Revel E Roark Clerk

AT THE REGULAR MEETING OF THE BOARD OF SUPERVISORS
OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE
COURTHOUSE THEREOF, ON THURSDAY, THE 16th DAY OF
MARCH IN THE YEAR OF OUR LORD TWO THOUSAND
SEVENTEEN AND IN THE 241st YEAR OF THE COMMONWEALTH:

PRESENT: HELEN SIMMONS, CHAIRMAN
SHERMAN VAUGHN, VICE-CHAIRMAN
CLARENCE SIMPSON
STEVE BOWEN
GARY SIMMONS
RONALD E. ROARK, CLERK

**AN ORDINANCE ADOPTING SECTION 506 OF THE 2009 VIRGINIA
STATEWIDE FIRE PREVENTION CODE**

Be it ordained as follows, the County of Nottoway hereby adopts the following provision of the 2009 Virginia Statewide Fire Prevention Code. This ordinance shall apply to newly constructed commercial buildings or structures, newly constructed industrial buildings or structures and to newly constructed multifamily residential structures that have restricted access through locked doors and have a common corridor for access to the living units. This ordinance shall also apply to an existing building or structure that is repurposed to a commercial building or structure, industrial building or structure or to a multifamily residential structure that has restricted access through locked doors and has a common corridor for access to the living units.

The term "commercial," for purposes of this ordinance, shall include apartment buildings.

This ordinance does not apply to single-family dwellings or to two-family dwellings.

"New construction" is defined as any construction for which a building permit is required to be issued on or after the effective date of this ordinance.

Where Required: Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a Knox Box be installed in an approved location not to exceed 3 to 5 feet off the ground. The Knox Box shall be of an approved type listed in accordance with UL 1037. The Knox Box shall be installed prior to the issuance of permit of occupancy.

Exception: Existing key boxes are not required to be listed in accordance with UL 1037 unless replaced.

Other Requirements:

1. Locks. An approved Knox lock shall be installed on gates, sprinkler system post- indicator valves, or similar barriers when required by the fire code official.
2. Knox Box Contents: All Knox Boxes shall contain labeled keys, easily identified in the field to provide access into the property and/or building, and to any locked areas within the said building as the fire code official may direct.
3. Key box maintenance. The operator of the building shall immediately notify the fire code official if the location of the key box changes. The operator of the building is responsible for the maintenance of the key box to ensure it functions properly.
4. Knox Box Required for Multi Family Residential Structures- All multifamily residential structures that have restricted access through locked doors and have a common corridor for access to the living units shall have installed a Knox Box, of a UL type and size as approved by the fire code official.
5. Standardized fire service elevator keys. All buildings with elevators equipped with Phase I emergency recall or Phase II emergency in-car operation, or buildings equipped with fire service access or occupant evacuation elevators shall be equipped to operate with a standardized fire service key approved by the fire code official.

Exception: While providing a standardized key is not possible due to the existing nonstandard elevator equipment, the owner shall be permitted to place the building's non-standardized fire service elevator keys in a key box installed in accordance with Section 506.1.

- a. Requirements for standardized fire service keys. Standardized fire service elevator keys shall comply with all of the following:
 1. All fire service elevator keys within the jurisdiction shall be uniform and specific for the jurisdiction. Keys shall be cut to a uniform key code.
 2. Fire service elevator keys shall be a patent-protected design to prevent unauthorized duplication.
 3. Fire service elevator keys subject to these rules shall be engraved with the words "DO NOT DUPLICATE."
- b. Access to standardized fire service keys. Access to standardized fire service elevator keys shall be restricted to the following persons or groups:
 1. Elevator owners or their authorized agents.
 2. Elevator contractors.
 3. Elevator inspectors of the jurisdiction.
 4. Fire and building code officials of the jurisdiction.
 5. The fire department and other emergency response agencies designated by the fire code official and the code official responsible for the enforcement of Part III, Maintenance, of the Uniform State Building Code.
- c. Duplication or distribution of keys. No person may duplicate a standardized fire service elevator key or issue, give or sell a duplicated key unless in accordance with this code.
- d. Responsibility to provide keys. The building or structure owner shall provide up to three standardized fire service elevator keys, if required by the fire code official, upon installation of a standardized fire service key switch or switches in the building.

Penalties. Any person who violates, neglects or refuses to comply with any provision of this chapter shall be found guilty of a Class 3 Misdemeanor.

This provision shall be enforced by the Nottoway County Building Code Official.

This ordinance shall be effective as of the 16 day of March 2017

County of Nottoway, Virginia

By Helen M. Simmons
Chairman - Board of Supervisors

Attest:

Ronald E. Brank
Clerk

AT A WORK SESSION OF THE BOARD OF SUPERVISORS OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE HEALTH DEPARTMENT THEREOF, ON THURSDAY, THE 28TH DAY OF MARCH IN THE YEAR OF OUR LORD TWO THOUSAND SEVENTEEN AND IN THE 241ST YEAR OF THE COMMONWEALTH:

PRESENT: HELEN M. SIMMONS, CHAIRMAN
SHERMAN C. VAUGHN, VICE CHAIRMAN
STEVE W. BOWEN
GARY L. SIMMONS
CLARENCE A. SIMPSON
RONALD E. ROARK, COUNTY ADMINISTRATOR
JOHN N. PROSISE, ASSISTANT COUNTY ADMINISTRATOR

Chairman Simmons called the meeting to order at 7:00 p.m.

Supervisor Steve Bowen provided the invocation.

Chairman Simmons stated the purpose of this meeting was to receive the report of the Budget Committee on their proposed budget for the fiscal year beginning July, 1 2017.

Supervisor Vaughn, who served as committee Chairman, reads aloud the Budget Committee's recommendations for the Budget proposed for Fiscal Year Beginning July 1, 2017.

The proposed budget for FY 2017-2018 totals \$36,701,374.00; to fund and balance this budget will require a \$0.03 cent increase in the Nottoway County Tax Real Estate Tax. The tax rates and levies are proposed to as follows:

\$0.50 per hundred (100) - Real Estate Tax rate (to include Mobile homes)
\$3.75 per hundred (100) - Personal Property Tax rate
\$1.35 per hundred (100) - Machinery & Tools
\$2.35 per hundred (100) - Vehicles-Handicapped Equipped
\$0.50 per hundred (100) - Mobile Homes
\$0.00 - Merchants Capital
\$0.00 - Farm Machinery & Implements
\$1.00 per hundred (100) - Aircraft
\$1.00 per hundred (100) on one vehicle - Emergency Service Volunteer

The Committee recommends tax relief for qualifying vehicles under the Personal Property Tax Relief Act at 60%.

The proposed budget for Fiscal Year 2017 includes \$175,000 additional funding for the Schools; their request for an additional \$846,406 was not honored. The Budget Committee encourages the School Board to keep the Burkeville School operating and adjust staff salaries.

The proposed budget for Fiscal Year 2017 includes a 2% salary increase for employees effective July 01, 2016; the Board will fund the State increase, for Constitutional Offices, early as it did last year as the State increase was approved to be effective August 01, 2017.

The Budget Committee further recommends the following:

1 - Funding has been included in the proposed budget for a required replacement of voting machines

2 - Funding has been included for a \$1,000 salary supplement for all sworn Officers and \$500 for all non-sworn officers; the Sheriff's original request was for \$3,000 for sworn officers and \$1,000 for non-sworn officers

3 - \$1 million is being transferred from the General Fund to the Landfill Fund to fund the construction of cell 5 at the Nottoway County Landfill; the remainder of the \$1.75 million will be transferred in FY19. The funding is to be repaid over the life of the cell; this is estimated at 9 years

4 – Funding was not included to increase size and pave a parking area near the Sheriff’s Office

5 – \$20,000 is included for the Sheriff to upgrade software in the 911 Center; funds are to be transferred to the E911 Fund

6 – The per capita fee being charged the Towns of Blackstone, Burkeville, and Crewe is being increased to \$6.00 per capita; the current fee is \$3.00 per capita – this is due to increased operating costs for the Dispatch center

7 – Requesting necessary steps be taken to eliminate the County decal for FY19 with the intentions to increase funding for the Nottoway County Emergency Services

Administrator Roark reviews the Revenue and Expenditures of the Proposed Budget.

Administrator Roark provides the Board with information relating to the expansion of the Landfill and its associated expense.

Budget Committee Chairman Vaughn acknowledges that the proposed increase in the real estate tax rate could have been absorbed using funding from the General Fund balance until the need for the \$1 million Landfill transfer came about.

Supervisor Simpson expresses his dislike of any increased funding for the Schools; suggests to let them spend everything down and then show a need for funding instead of having a surplus that exceeds the local increase at the end of the fiscal year.

Supervisor Bowen states he doesn’t agree with charging the towns 100% more for per capita dispatching costs when there is no increase in recreation funding to the towns, wishes the salary supplement for the sworn officers at the Sheriff’s Office was \$1,500, and strongly urges the Board to withdraw their participation in the Virginia’s Growth Alliance.

Supervisor Simpson moves to advertise the proposed budget for public hearing with the elimination of the proposed real estate tax rate increase; levy is to remain as it is now at \$0.47 per hundred.

G.L. Simmons	No
S.W. Bowen	No
C.A. Simpson	Yes
S.C. Vaughn	No
H.M. Simmons	No

Vice Chairman Vaughn moves to accept the Budget Committee report as presented and advertise for public hearing at the April 20, 2017 regular Board meeting. The motion carried as follows:

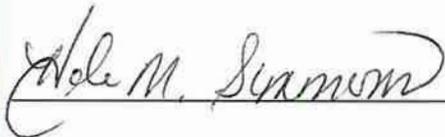
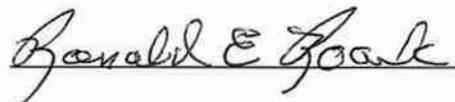
G.L. Simmons	Yes
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

March 28, 2017

Supervisor Bowen makes a motion for the Budget Committee to consider increasing the sworn officer salary supplement to \$1,500 and increase the per capita dispatch fee to \$4.00. The motion carried as follows:

G.L. Simmons	Yes
S.W. Bowen	Yes
C.A. Simpson	Yes
S.C. Vaughn	Yes
H.M. Simmons	Yes

There being no further business to come before the Board, Chairman Simmons adjourns the work session at 8:10 p.m., until Thursday, April 20, 2017.

 Chairman  Clerk