

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS'**  
**FINANCE COMMITTEE**  
**September 21, 2021**

**VIRGINIA:** The Pittsylvania County Board of Supervisors' Finance Committee was held on September 21, 2021, in the Conference Room of the County Administration Building, 1 Center Street, Chatham, Virginia 24531.

**CALL TO ORDER (3:30 PM)**

Scearce called the Meeting to Order at 3:30 PM.

**ROLL CALL**

The following Members were present:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Ronald S. Scearce	Chairman - Westover District	Present	3:23 PM
Charles H. Miller, Jr.	Supervisor - Banister District	Present	3:30 PM
Joe B. Davis	Supervisor - Dan River District	Present	3:24 PM
Timothy W. Dudley	Supervisor - Staunton River District	Present	3:24 PM

**AGENDA ITEMS TO BE ADDED**

None.

**APPROVAL OF AGENDA**

Motion to approve Agenda.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Davis
<b>SECONDER:</b>	Dudley
<b>AYES:</b>	Scearce, Miller, Davis, Dudley

**NEW BUSINESS**

**a. ARPA Funding (Staff Contact: Kimberly G. Van Der Hyde)**

Van Der Hyde discussed ARPA funds relating to a vaccine incentive, water extension projects, and PPE and building maintenance with the Committee. Scearce asked if the School Board will enact the same incentive for the vaccine, but Van Der Hyde stated she did not think they are able to extend that benefit at this time. This is a one (1)-time incentive of \$1,000 per employee or covered person on the County's Insurance Plan. This includes all who are currently vaccinated and those who will have both shots by October 12, 2021. Adcock provided an update to the Committee on Water Extension Projects. Motion by Davis, second by Dudley, to approve the use of ARPA funds for the water extension projects.

Amended Motion to approve the use of ARPA funds for the vaccine incentive, the Water Extension Projects, the PPE, and building maintenance.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Davis
<b>SECONDER:</b>	Dudley
<b>AYES:</b>	Scearce, Miller, Davis, Dudley

Motion to provide \$500 stipend to all volunteer fire and rescue personnel that are fully vaccinated by October 31, 2021, and that also responded to at least eight (8) calls in the first eight (8) months of 2021.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Davis
<b>SECONDER:</b>	Miller
<b>AYES:</b>	Scearce, Miller, Davis, Dudley

**b. Capital Improvements Fund Discussion (Staff Contact: Kimberly G. Van Der Hyde)**

At the end of each Fiscal Year, the outstanding Projects located in the Capital Improvements Fund (Fund 310) are reviewed to determine the adjustments that are needed in the upcoming Fiscal Year. There are several items that require Board's approval that have not previously been approved by the Board. These changes include an appropriation of the following:

- \$3,815.00 from remaining Public Safety volunteer contributions to the Fire and Rescue Capital Reserve Fund (310-4-094135-810215).
- \$45,000.00 amount received from the sale of Rescue 1. This amount needs to be appropriated to Fire & Rescue Apparatus (310-4-094135-810512).
- \$1,000.00 amount of earnest money returned from the potential purchase of property needs to be appropriated to New Jail Construction (310-4-094150-81861).
- \$49,815.00: TOTAL APPROPRIATION

Also provided to the Committee was an outline of Capital Improvements Projects for the Landfill Fund (Fund 520) for FY2022. The total of these Projects for FY2022 is \$8,733,785.99. Additional adjustments may be needed based on the upcoming financing. These changes will be brought back for approval after these costs have been finalized.

Motion to recommend that the Capital Improvements Projects for Fund 310 and Fund 520 be approved for FY2022 and that a Budget Amendment of \$49,815.00 be appropriated to Fund 310 as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Davis
<b>SECONDER:</b>	Dudley
<b>AYES:</b>	Scarce, Miller, Davis, Dudley

**c. Communications Technician Position Approval (Staff Contact: Dave F. Arnold)**

Arnold requested the Committee consider funding for a new Communications Technician position to support Public Safety, the Sheriff's Office, and the County's IP phone and data networks. This new position would allow current staff to better support the County in the areas of enterprise application support, data analytics, process improvement, and solution delivery.

Motion to recommend the full Board transfer \$56,500 from the Buildings and Grounds Budget to the Information Management Budget to fund a new Communication Technician position.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Miller
<b>SECONDER:</b>	Davis
<b>AYES:</b>	Scarce, Miller, Davis, Dudley

**d. Rock Festival Revenue Report (Staff Contact: Kimberly G. Van Der Hyde)**

Van Der Hyde gave a brief update regarding the Blue Ridge Rock Festival. The permit fee of \$33,000 has been received, and the estimated meals tax revenue is \$158,000. The total is just shy of \$191,000 that is known so far.

**e. Climax Volunteer Fire Department's Use of County Public Safety Capital Reserves Fund Approval (Staff Contact: Christopher C. Slemph)**

The County maintains a Capital Reserve Fund ("CRF") for Volunteer Agencies which have an unforeseen financial need. The Fire and Rescue Commission ("FRC") has the responsibility of hearing any request for CRF use and then making a related recommendation to the Board. Climax Fire Department ("Climax") has requested CRF funding for an unforeseen 1999 Freightliner Fire Truck ("Truck") engine failure. Climax has submitted evidence that the Truck was properly maintained. It has also submitted evidence of financial need. The cost to repair the Truck engine is \$6,886.43. The current policy allows for a Volunteer Agency to receive up to \$4,000 from the CRF, if approved by the Board. The FRC reviewed this request at its August FRC Meeting, and unanimously voted to recommend to the Board that this request be approved.

Motion to recommend to the full Board an award to Climax of \$4,000 for the Truck engine repair from the County's CRF.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dudley
<b>SECONDER:</b>	Miller
<b>AYES:</b>	Scarce, Miller, Davis, Dudley

**f. County EMS Rescue Billing Revenue Report (Staff Contact: Kimberly G. Van Der Hyde)**

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On July 1, 2020, the County hired a team of paid EMS/Firefighters. Since that time, the County has been billing for these rescue services. Currently, a total of \$955,679.04 has been billed for EMS services provided by the County's paid EMS Staff to County residents. Of that amount, the County has received a total of \$417,316.48, in FY2021, for a collection rate of forty-four (44%). The County's anticipated budgeted amount for the current year is \$400,000.

**g. Appropriation for Water Tank Changes (Staff Contact: Kimberly G. Van Der Hyde)**

With the recent dissolution of the Pittsylvania County Service Authority, the water tanks in the County need to be rebranded. The plan is to remove the "Service Authority" name from the R&L Smith Road (Public Works Office), the Cane Creek IMG tank (Ringgold), and the Brosville tank. The new County logo will be placed on the R&L Smith Road and Cane Creek tanks. After receiving quotes for this work, the County plans to use Suez Utility Services to make these changes at a total cost of \$27,054. The total amount of \$27,054.00 for rebranding tanks is not currently appropriated in the FY2022 County Budget. These funds will need to be appropriated from the unassigned water/sewer funds. Warren stated the Brosville tank should have the logo placed on it as well.

Motion to recommend to the full Board to approve an appropriation of \$27,054 to the Capital Outlay-Equipment line item in the Water/Sewer Fund (501-4-043220-8102) from unassigned water/sewer funds, to include all three (3) tanks.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Davis
<b>SECONDER:</b>	Dudley
<b>AYES:</b>	Scarce, Miller, Davis, Dudley

**MATTERS FROM COMMITTEE MEMBERS**

None.

**ADJOURNMENT**

Scarce adjourned the Meeting at 4:32 PM.