

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS' FINANCE COMMITTEE
September 20, 2022

VIRGINIA: The Pittsylvania County Board of Supervisors' Finance Committee was held on September 20, 2022, in the Board Meeting Room, 39 Bank Street, SE, Chatham, Virginia, 24531.

CALL TO ORDER (2:00 PM)

Dalton called the Meeting to Order at 2:00 PM.

Attendee Name	Title	Status	Arrived
Darrell Dalton	Chairman - Callands-Gretna District	Present	1:39 PM
Tim Chesher	Supervisor - Dan River District	Present	1:39 PM
William V. ("Vic") Ingram	Supervisor - Tunstall District	Present	1:43 PM

Dudley, Scarce, and Warren are also in attendance.

APPROVAL OF AGENDA

Motion to approve Agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ingram
SECONDER:	Chesher
AYES:	Dalton, Chesher, Ingram

NEW BUSINESS

a. DCC Educational Funding Request (Presenter: Shannon Hair; DCC); (15 minutes)

Shannon Hair presented Danville Community College's ("DCC") CDL Program funding request to the Board. Forty percent (40%) of DCC's enrollment is from the County. The cost for the CDL Simulator is \$100,000, but DCC's request is \$40,000 (or 40% of the total expenditure). This Program will help with the shortage of CDL drivers.

Motion to send this item to the full Board for approval of the \$40,000 for this simulator, contingent upon other localities funding the remaining amount.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ingram
SECONDER:	Chesher
AYES:	Dalton, Chesher, Ingram

b. Clerk's Office New Position Funding Request (Contact: Hon. Mark Scarce); (5 minutes)

Scarce stated he has nine (9) full time and one (1) part time positions funded by the Comp Board, and he has one (1) County funded position. He asked to fund another position to help in the back with the Deed Room. Scarce stated case numbers are down, but foot traffic is up. They have

people coming in looking for deeds and such after the Reassessment. His Office recorded over 8,000 documents last year and brought in well over \$600,000 that was passed on to the County. Fees that have been collected and passed on to the County this year is already over \$526,000. They have also done 1,112 concealed gun permits this year, with \$35 of each permit going to the County which is \$38,920. The position he is asking for has a starting salary of \$36,425.

Motion to forward this item to the full Board for complete funding.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ingram
SECONDER:	Chesher
AYES:	Dalton, Chesher, Ingram

c. Horseshoe Road and Robin Court Water Improvements Discussion (Staff Contact: Chris Adcock); (15 minutes)

In 2020, Adcock stated the Horseshoe Road and Robin Court Water Projects were two (2) items that were approved for funding with the ARPA allocation. His presentation can be found on the County's website at www.pittsylvaniacountyva.gov. Bids were received on September 16, 2022, and the low bid for construction cost for the entire Horseshoe Road water extension loop project was \$2,045,897 from Classic City Mechanical. Adcock has received approximately sixty (60) commitments from Horseshoe Road property owners to pay \$2,750 each towards the water extension project for a total amount of \$165,000.

Motion to recommend to the full Board approval of the reallocation of \$965,000 of ARPA funds that were previously allocated to the Robin Court waterline extension to the Horseshoe Road waterline extension.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ingram
SECONDER:	Chesher
AYES:	Dalton, Chesher, Ingram

Motion to recommend to the full Board the approval of awarding the contract to Classic City Mechanical, Inc., for the Horseshoe Road waterline extension project in the amount of \$2,045,894.00

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ingram
SECONDER:	Tim Chesher, Supervisor - Dan River District
AYES:	Dalton, Chesher, Ingram

d. Capital Improvements Project Review (Staff Contact: Kimberly G. Van Der Hyde); (10 minutes)

Section 8 of the County's Budget Resolution, passed on April 11, 2022, covers appropriations for Capital Projects. As the Section states, "appropriations designated for Capital Projects will not lapse at the end of the Fiscal Year but shall remain appropriated until the completion of the Project

or until the Board of Supervisors, by appropriate Ordinance or Resolution, changes or eliminates the appropriation.” The Board was provided with a list of Capital Improvement Projects that existed in the Capital Improvements Fund (Fund 310), Economic Development Fund (Fund 325), Water and Sewer Fund (Fund 501), and the Landfill Fund (Fund 520) in the FY 2020 County Budget, along with new Projects that were included in the FY 2023 Budget.

e. FY23 Contingency Fund Discussion (Staff Contact: Kimberly G. Van Der Hyde)

During the County Budget process, a total of \$982,309 was placed in the Board’s Contingency Fund. Several items were budgeted here, because the Board had not decided about the funding of several items in Departmental Budgets. A total of \$505,000 has been moved from the Contingency Line Item to match the DRF Grant for the County Administrator’s National Search (\$5,000) and for the new General Reassessment being performed by Pearson’s Appraisal Services (\$500,000). The balance currently stands at \$477,309. Warren clarified there was no required match for the County Administrator Search; the contract was approved at an amount larger than what was received from the Grant. Van Der Hyde also stated the \$48,934 for the Clerk’s position, and the \$40,000 for DCC’s CDL simulator, would come from this contingency fund.

Motion to recommend to the full Board approval of the Contingency funds as discussed in the Finance Committee.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ingram
SECONDER:	Chesher
AYES:	Dalton, Chesher, Ingram

f. 2023 Budget Amendments - FY 22 Carryover Funds Discussion (Staff Contact: Kimberly G. Van Der Hyde)

Virginia Code § 15.2-2507 states that “Any locality may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year as shown in the currently adopted budget as prescribed by section 15.2-2504. However, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper having general circulation in that locality at least seven days prior to the meeting date.” An advertisement of the County Budget Amendments appeared in the *Chatham Star Tribune* on August 31, 2022, which satisfies the seven (7)-day legal notice requirement.

Motion to forward to the full Board to pull all Public Safety monies to be discussed separately, and to add the \$153,000 for ETC ADA building upgrades to the 310 Account.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ingram
SECONDER:	Chesher
AYES:	Dalton, Chesher, Ingram

MATTERS FROM COMMITTEE MEMBERS

None.

**Finance Committee
September 20, 2022**

ADJOURNMENT

Dalton adjourned the Meeting at 3:12 PM.