



CUMBERLAND COUNTY BOARD OF SUPERVISORS

**Regular Monthly Meeting
Cumberland County Circuit Courtroom A
Cumberland, VA**

**February 10, 2015
Regular Meeting – 6:00 p.m.**

1. **Call to Order**
2. **Welcome and Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda** **Motion**
5. **Adopt Policy for meeting participation (pg. 1-4)** **Motion**
6. **Approve request for Board member to participate in meeting by electronic communication** **Motion**
7. **Adjourn into Closed Session** **Motion**

Pursuant to Virginia Code § 2.2-3711.A.7: Consultation with Legal Counsel

Subject: Discussion regarding the Host Community Agreement between the County and the Cumberland County Development Company, LLC.

8. **Reconvene in Open Session** **Motion**
9. **Public Comments (Part one)**
10. **Public Hearings**
 - a. CUP 14-07 Tyson (pg. 5-10) **Motion**
 - b. CA 14-08 – Development Standards waiver (pg. 11-12) **Motion**
11. **State and Local Departments/Agencies/Community Service Providers**
 - a. Dr. Amy Griffin, Superintendent of Cumberland County Public Schools **Information**
 - b. VDOT **Information**
 - c. Extension Office – Mentoring Program **Information**
 - d. Greg Marston – Resolution in support of Industrial Hemp (pg. 13) **Motion**

- 12. County Attorney/County Administrator Report**
- a. Consent agenda **Motion**
 - i. Approval of bills
 - ii. Approval of Minutes (January 13, 2014)
 - b. STEPS request (pg. 14-16) **Motion**
- 13. Finance Director's Report**
- a. Monthly Budget Report (pg. 17-26) **Information**
 - b. CCPS Supplemental Appropriation Request for \$115,241 (pg. 27-32) **Motion**
- 14. Planning Director's Report**
- a. Planning Project updates (pg. 33-34) **Information**
 - b. Midland Trail Update (pg. 35) **Motion**
 - c. Set public hearing for CUP 15-01 Mast (pg. 36) **Motion**
 - d. Set public hearing for CUP 15-02 Braxton (pg. 37) **Motion**
 - e. Set public hearing for CUP 14-05 Cobbs Creek Tower (pg. 38) **Motion**
 - f. Set public hearing for CA 15-01 Rental Cabins as a CUP in the A-2 district (pg. 39) **Motion**
 - g. Set public hearing for CA 15-02 Building Inspection Fee Revision (pg. 40-42) **Motion**
 - h. Set public hearing for CA 15-03 Utilities Ordinance Amendment (pg. 43) **Motion**
- 15. Old Business**
- a. Cumberland Rescue Squad funding request (pg.44) **Motion**
- 16. New Business**
- 17. Public Comments (Part two)**
- 18. Board Members Comments**
- 19. Additional Information – (pg. 45-53)**
- a. Treasurer's Report
 - b. DMV Report
 - c. Recycling Report
 - d. Monthly Building Inspections Report
- 20. Adjourn – Regular Meeting – March 10, 2015**

**A RESOLUTION TO ADOPT A POLICY GOVERNING
PARTICIPATION IN MEETINGS BY MEMBERS OF
THE BOARD OF SUPERVISORS THROUGH
ELECTRONIC COMMUNICATION**

February 10, 2015

WHEREAS, pursuant to Va. Code § 2.2-3708.1, a member of a public body may participate in meetings through electronic communication means from a remote location that is not open to the public when the public body has adopted a written policy allowing for such participation in accordance with Va. Code § 2.2-3708.1; and

WHEREAS, pursuant to Va. Code § 2.2-3708, public bodies may hold meetings through electronic communication means where no quorum is assembled at a single location in certain emergency situations; and

WHEREAS, the members of the Cumberland County Board of Supervisors wish to adopt a policy to allow for those emergency or unexpected situations which may arise and prevent members from attending meetings in person.

NOW, THEREFORE, BE IT RESOLVED that the Cumberland County Board of Supervisors on this the 10th day of February, 2015, does hereby adopt the attached policy, effective immediately, to allow members of the Cumberland County Board of Supervisors to participate in meetings through electronic communication in strict accordance with the provisions and requirements of Va. Code §§ 2.2-3708 and 2.2-3708.1.

ADOPTED the 10th day of February 2015.

Mr. Lloyd Banks, Jr., Chairman
Cumberland County Board of Supervisors

ATTEST:

Vivian Seay Giles
County Administrator/County Attorney

CUMBERLAND COUNTY

POLICY FOR PARTICIPATION IN A PUBLIC MEETINGS THROUGH ELECTRONIC COMMUNICATION

Quorum Physically Assembled

A. A member of the Cumberland County Board of Supervisors (Board member) may participate in a public meeting, both in open session and in closed session, through electronic communication from a remote location, not open to the public, on the following terms and conditions:

1. Emergency or Personal Matter –

- a.** The Board member requesting to participate in the meeting through electronic communication must:
 - 1.** Notify the Board Chairman, on or before the day of the meeting, that he or she will be unable to attend the meeting due to an emergency or personal matter; and
 - 2.** Specify to the Board Chairman the nature of the emergency or personal matter.
- b.** The Board of Supervisors must:
 - 1.** Record in its minutes the specific nature of the member's emergency or personal matter; and
 - 2.** Record in its minutes the remote location from which the Board member participated.
- c.** Participation in a public meeting through electronic communication by a Board member due to an emergency or personal matter will be limited each calendar year to two meetings or 25 percent of the total meetings held during the calendar year, whichever is fewer.

2. Temporary or Permanent Disability or Other Medical Condition

- a.** A Board member must notify the Board Chairman of that he or she will be unable to attend the meeting due to a temporary or permanent

disability or other medical condition that prevents the Board member's physical attendance at the meeting.

- b.** The Board must:
 - 1.** Record in its minutes the fact that the Board member is absent due to a disability or a medical condition; and
 - 2.** Record in its minutes the remote location from which the member participated.

B. Electronic participation by a Board member as provided in Section A above shall be allowed only when all of the following conditions are met:

- 1.** A quorum of the Board is physically assembled at the meeting location;
- 2.** The Board has made arrangements for the voice of the remote member to be heard by all persons at the meeting location; and
- 3.** Following confirmation from the Board Chairman (or the Board Vice-chairman if the Board Chairman is making the request) that he or she has received notification as required in Section A above, a majority of the Board who are present and voting approve the motion to allow the requesting Board member to participate in the meeting through electronic communication from a remote location not open to the public. If the participation of the Board member by electronic communication is not approved because such participation would violate this Policy, such denial shall be recorded in the minutes with specificity. In deciding whether to approve a Board member's request to participate in a public meeting through electronic communication from a remote location, Board members shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting.

C. When the Board member who wishes to participate in a public meeting through electronic communication is the Board Chairman, then all notifications required under this policy to be provided to the Board Chairman shall be provided by the Board Chairman making the request to the Board Vice-chairman.

Quorum Not Physically Assembled

- A.** The Cumberland County Board of Supervisors (the Board) may meet, in open session and in closed session, by electronic communication means without a quorum physically assembled at one location when the Governor of the Commonwealth of Virginia has declared a state of emergency in accordance with § 44-146.17 of the Code of Virginia (1950, as amended) on the following terms and conditions:

1. The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
2. The purpose of the meeting is to address the emergency.

B. If a meeting is held pursuant to paragraph A. above, the Board shall:

1. Give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided the members of the Board;
2. Make arrangements for public access to the meeting;
3. Make available to the public at all locations at which public access will be provided, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the Board in sufficient time for duplication and forwarding, as best as practicable given the emergency;
4. Record minutes of the meeting;
5. Record in the minutes votes taken by name in roll-call fashion;
6. Record in the minutes of the meeting the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held;
7. Make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 1 of each calendar year:
 - a. The total number of electronic communication meetings held that year;
 - b. The dates and purposes of the meetings;
 - c. A copy of the agenda for each meeting;
 - d. The number of sites for each meeting;
 - e. The types of electronic communication means by which the meetings were held;
 - f. The number of participants, including members of the public, at each meeting location;
 - g. The identity of the members of the Board recorded as absent and those recorded as present at each meeting location;
 - h. A summary of any public comment received about the electronic communication meetings;
 - i. A summary of the Board's experience using electronic communication meeting, including its logistical and technical experience; and
 - j. Make copies of the public comment form prepared by the Virginia Freedom of Information Advisory Council available to the public.



STAFF REPORT
CUP 14-07
Cobb's Creek Campground
Zoning Map Amendment
Cumberland County, Virginia
Board of Supervisors Public Hearing
February 10, 2015

General Information:

Processing schedule: The Planning Commission held a public hearing on January 6, 2015 and unanimously recommends approval. The public hearing for the Board of Supervisors is February 10, 2015.

Application Information:

Applicant/Owner: Applicant and owner: Mary Tyson
Requested Action: To amend the Cumberland County Zoning Map from A-2, Agriculture to A-2 with CUP for a RV campground and a general store.
Location: Tax Parcel 11-A-7
1250 Columbia Road
Voting District: 1
Existing Zoning: A-2
Proposed Zoning: A-2 with CUP for RV campground and general store
Size: Parcel size 33.36 acres
Existing land uses: vacant, previously granted temporary use for an RV campground.
Comp. plan area: Rural area
Overlay districts: None
Proffers: No

Surrounding Area Information:

<u>Direction</u>	<u>Adjacent existing uses</u>	<u>Adjacent zoning</u>	<u>Adjacent Comp. Plan Area (2013)</u>
North	Residential	A-2	Outside of the growth area
South	Forest	A-2	Outside of the growth area
East	Forest	A-2	Outside of the growth area
West	Residential	A-2	Outside of the growth area

Summary of Request and Background Information:

The owner, Mrs. Mary Tyson, would like to operate the previously permitted (on a temporary basis) Recreational vehicle park on her property. She was permitted to operate the use with up to 12 campsites in 2010. She has an approved septic permit for 12 temporary units, and electric hookup for each site. She has worked with VDOT to upgrade her entrance, and her existing entrance is now approved for up to 30 campsites.

Her previous temporary use included the following conditions:

1. Number and type of recreational vehicles permitted: There shall be no more than twelve (12) recreational vehicles on the property used as temporary housing for construction workers, with the actual number of vehicles determined by the Health Department in accordance with its requirements for connections to the private water and sewer systems.
2. Number of individuals residing on site: Per Cumberland Health Department requirements, no more than twelve (12) individuals shall temporarily reside on site.
3. Septic, well and electrical connections: The applicant shall comply with all federal, state and local regulations pertaining to the use of private water, sewer and electricity. The applicant shall provide a written letter from the Cumberland County Health Department indicating the maximum number of temporary recreational vehicles permitted on the property, not to exceed twelve (12), and how such vehicles may connect to the private water and sewer systems onsite. A building permit shall be required from Cumberland County, which (among other things) will approve the proposed electrical connections to the temporary residences.
4. Scaled plan required: The applicant shall provide a scaled plan noting the locations and spacing of the recreational vehicles on the property and distances from all property lines and the centerline of Route 690. In no event shall any recreational vehicles be closer than 75 feet from the centerline of Rt. 690, 25 feet from side property lines and 35 feet from rear property lines. The scaled plan shall also clearly show the location of all on-site utilities (water, sewer and electrical). Recreational vehicles shall be separated by a minimum of 10 from each other. Adequate provisions shall be made to prevent mud from being tracked onto Rt. 690 from the site. Such provisions shall at a minimum include gravel at the site entrance and if necessary at vehicle parking locations.

5. Temporary residency/ no commercial activity permitted: Permanent residency may not be established on the property unless meeting all applicable subdivision and zoning regulations. No more than one temporary address shall be assigned to the property for the temporary residences. No commercial activity shall be conducted on the property.

6. Community safety: If county or state law enforcement is required to respond to restore order to those residing on the property more than two (2) times in a thirty (30) day period the special temporary use permit shall be revoked.

7. Refuse disposal: A dumpster shall be provided for trash disposal and emptied when full but in no event shall the dumpster be emptied less than once a month.

8. Noise control: Noise shall be restricted between the hours of 11:00 p.m. and 5:30 a.m. daily. The noise and sounds levels controls shall be at 0 decibels at all property lines and at conversation levels on the property so as not to disturb other temporarily housed individuals or adjacent properties.

9. Land disturbance: If more than 10,000 square feet of land is disturbed by the project, a professionally prepared erosion and sediment control plan shall be submitted to the county in accordance with state and local regulations for review and approval prior to locating any recreational vehicles on the property.

10. Bonding: The applicant shall provide Cumberland County with a performance bond in the amount of two-thousand five hundred dollars (\$2,500.00) to ensure the property is returned to its original state at the applicant's expense at the expiration of the permit. The bond will be released once the applicant has returned the property to its original condition, as determined by the Director of Planning.

11. Release waiver: Within thirty (30) days of approval of this request, the applicant shall sign a release waiver drafted by Cumberland County indicating in writing that if not removed by the applicant prior to the expiration of the permit or any subsequent renewal, Cumberland County can remove the temporary structure(s) without notice or recourse by the applicant; and

12. Future approvals or continued approvals not guaranteed: Approval of the special temporary use permit by the Board or any extension thereof or action consistent with such approval by County staff is not to be construed as approval or acceptance of a site plan or of any expansion of the existing structure(s) or continued use identified herein. Any action STUP or termination of the STUP is conclusive and non-appealable. Applicant specifically waives any such right of appeal by submission of the application and approval by the county thereof.

Consistency with the 2013 Comprehensive Plan:

The proposed use falls outside of the designated growth area of the 2013 Comprehensive Plan.

The following goals, objectives and policies of the 2013 Comprehensive Plan would be achieved by the proposed rezoning:

Goal 5: It is the goal of this plan to encourage the creation of appropriate economic opportunity for current and future citizens of Cumberland County.

Objective 1: Encourage the overall strengthening and diversification of the economic base of Cumberland County to provide a sound tax base and to support the provision of needed public services.

The proposed use helps meet an important need of the county by providing economic development opportunities.

Consistency with the Zoning Ordinance:

Section 74-702 of the Zoning Ordinance states the intent conditional use permits is:

- 1) *That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;*
- 2) *That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;*
- 3) *That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;*
- 4) *That the exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district as to cause a substantial depreciation in the property values within the neighborhood;*
- 5) *That adequate utilities, access roads, drainage or necessary facilities have been or are being provided;*
- 6) *That ingress and egress to property and structures on the property with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access of fire or catastrophe are adequately provided for;*
- 7) *That off-street parking and loading areas where required with particular attention to the items in subsection (a)(1) of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district are adequately provided for;*
- 8) *That refuse and service areas, with particular reference to the items in subsections (a)(1) and (2) of this section are adequately provided for;*
- 9) *That appropriate screening and buffering with reference to type, dimensions and character of the use are adequately provided for;*
- 10) *That any signs and exterior lighting are compatible and in harmony with properties in the district with reference to aesthetics, glare, traffic safety and economic effect;*

- (11) *That required yards and other open spaces are adequately provided for;*
- (12) *That the proposed use is compatible with adjacent properties and other property in the district;*
- (13) *That an adequate supply of light and air to adjacent property is adequately provided for; and*
- (14) *That the conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the board of supervisors.*

The proposed use of the subject property is compatible with the above intent.

The definition for a Recreational vehicle park is as follows:

Recreational vehicle park also known as an RV park or RV campground means a camping and overnight area for two (2) or more recreational vehicles, pick-up coaches, motor homes, camping trailers, other vehicular accommodations and tents, suitable for temporary habitation operated as a business or for a fee. A recreational vehicle park shall be served by water and sewer systems approved by the Cumberland County Health Department. A recreational vehicle park shall not be construed to mean a mobile home park or be used for permanent residence. Continuous occupancy for more than fourteen (14) days in any thirty (30) day period or more than six (6) months in any twelve (12) month period shall be prohibited, except that one permanent residence may be permitted for the park owner or manager. Recreational vehicles shall comply with the setback requirements of the zoning ordinance.

Conclusion:

The requested action is consistent with the Comprehensive Plan and the Zoning Ordinance and is supportive of the county's plans to provide for and encourage economic development opportunities that are consistent with the agricultural nature of the county.

Recommendation:

The Planning Commission recommends approval of the CUP to allow a Recreational vehicle park and general store on this lot. The following conditions have been recommended by the Planning Commission. Since the Planning Commission public hearing, staff has received additional information from the Health Department and updated the transportation condition following Planning Commission and VDOT guidance. Modified conditions are shown underlined.

1. Number and type of recreational vehicles permitted: There shall be no more than fifty (50) recreational vehicles on the property. The addition of any new sites, over the current 12 which have already been developed, or the construction of the general store, will require screening and buffering to any adjacent residential properties. Screening may be provided through a privacy fence or through the use of evergreen trees, as determined by the Zoning Administrator.
2. Septic, well and electrical connections: The applicant shall comply with all federal, state and local regulations pertaining to the use of private water, sewer and electricity. The applicant shall provide a written letter from the Cumberland County Health Department

indicating the maximum number of permanent camping sites for temporary recreational vehicles permitted on the property. A commercial water and sanitary sewer plan, certified by a professional engineer, is required for the entire site prior to the construction of any additional sites or usage of the existing sites. These plans must be approved by the Cumberland County Health Department prior to usage of the campsites. A building permit shall be required from Cumberland County, which (among other things) will approve the proposed electrical connections to the recreational vehicles.

3. Scaled plan required: The applicant shall provide a scaled plan noting the locations and spacing of the recreational vehicles on the property and distances from all property lines and the centerline of Route 690. In no event, shall any recreational vehicles be closer than 75 feet from the centerline of Rt. 690, 25 feet from side property lines and 35 feet from rear property lines. The scaled plan shall also clearly show the location of all on-site utilities (water, sewer and electrical). Recreational vehicles shall be separated by a minimum of 10 feet from each other. Adequate provisions shall be made to prevent mud from being tracked onto Rt. 690 from the site. Such provisions shall at a minimum include gravel at the site entrance and if necessary at vehicle parking locations.
4. Community safety: If county or state law enforcement is required to respond to restore order to those on the property more than two (2) times in a thirty (30) day period the conditional use permit shall be reviewed by the Board of Supervisors, and may be revoked at the Board's discretion.
5. Refuse disposal: A dumpster shall be provided for trash disposal and emptied when full but in no event shall the dumpster be emptied less than once a month.
6. Noise control: Noise shall be restricted between the hours of 11:00 p.m. and 5:30 a.m. daily. The noise and sounds levels controls shall be at 0 decibels at all property lines and at conversation levels on the property so as not to disturb other temporarily housed individuals or adjacent properties.
7. The current driveway has been approved by VDOT (Virginia Department of Transportation) for up to 30 RV units. Any additional RV units over the 30 approved by VDOT, or the addition of the general store, will require a VDOT Traffic Impact Statement be submitted by the applicant to determine if the existing commercial entrance is adequate for the additional site generated vehicle trips.

Suggested Motion:

Mr. Chairman, because this request meets the intent and spirit of the Zoning Ordinance and Comprehensive Plan, I move that the Board of Supervisors approve CUP 14-07, a conditional use permit to allow a recreational vehicle park and general store in an A-2 zone, with the conditions contained in the staff report.

Or,

Mr. Chairman, because this request does not meet the intent and spirit of the Zoning Ordinance and Comprehensive Plan, I move that the Board of Supervisors deny CUP 14-07.

Respectfully submitted by:

Sara Carter
Planning Director



MEMO

To: Board of Supervisors, Cumberland County
Vivian Seay Giles, County Administrator/Attorney

From: Sara Carter, Planning Director

Date: February 2, 2015

Re: **Code Amendment to address waivers**

Please find following recommended language for a code amendment to allow waivers to development standards in the Zoning Ordinance. The Planning Commission held their public hearing on this language on January 6, 2015, and recommends approval. The purpose of this amendment is to provide a means to waive particular standards based on particular property concerns. Currently, the Ordinance has no provision for this, and there is limited recourse available to property owners.

If a property owner seeks a waiver through this language, the Planning Commission would hold a public hearing and determine if the waiver is appropriate. Should the applicant or an adjacent property owner disagree with the Commission, their appeal is heard by the Circuit Court.

Sec. 74-14 Waivers.

- (a) Except for requirements which must be modified through rezoning, conditional use, or the granting of a variance, the Planning Commission may, upon the submission of an application by the landowner, grant modifications, with or without conditions, to requirements specified in this chapter. The Planning Commission shall fix a reasonable time for the hearing of an application under this section and decide the same within 60 days after its first hearing on the matter, unless the applicant requests or consents to action beyond such time or unless the applicant withdraws the request.
- (b) No modification to a development standard or requirement shall be authorized by the planning commission unless it considers and determines substantial compliance with all of the following factors:
 - (1) By reason of the exceptional narrowness, shallowness, size or shape of the specific piece of property or nearby properties or by reason of exceptional topographic conditions or other exceptional situation or condition relating to such properties, the strict application of the terms of this chapter would effectively prohibit or unreasonably restrict the use of the property.
 - (2) The granting of the modification will alleviate a clearly demonstrable hardship as distinguished from a special privilege or convenience, and the hardship is not shared generally by other properties in the same zoning district and the same vicinity.

- (3) The modification will not be injurious to the use and enjoyment of adjacent property owners; will not diminish or impair property values within the neighborhood; will not change the character of the district; and will not be detrimental to or endanger the public health, safety or general welfare.
- (4) The condition or situation of the property concerned or the intended use of the property is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to this chapter.
- (5) The granting of such modification will allow the project to comply with the comprehensive plan.
- (6) The granting of the modification will not constitute the granting of a variance, special exception, conditional use or a rezoning.
- (7) Ordinary financial considerations are not the principal reason for the requested modification.
- (8) The requested modification does not amend a property-specific condition imposed by the board of supervisors or the board of zoning appeals, unless such condition specifically grants such modification authority to the planning commission.
- (9) The applicant did not create the condition or situation generating the need for the modification and the applicant has exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of development density.
- (10) The modification shall constitute the minimum necessary modification to the appropriate development standard or requirement to resolve the hardship. The planning commission shall not grant a permanent modification to a standard or requirement if a temporary modification will suffice.

(c) If the applicant disagrees with the planning commission's final decision, he may file a written appeal with the circuit court within 60 days of that decision. In addition, adjacent property owners may appeal the planning commission's final decision by filing a written appeal with the circuit court within 60 days of that decision. Notwithstanding the foregoing, adjacent property owner appeals shall be limited to conditions which directly affect those property owners and include one or more of the following: access, utility locations, buffers, conditions of zoning, architectural treatment or land use transitions. The court shall fix a reasonable time for hearing the appeal. During the appeal, the director of planning shall not approve any applicable site plan, building permit or plat for any construction that would or could be affected by the appeal.

CUMBERLAND COUNTY BOARD OF SUPERVISORS

RESOLUTION SUPPORTING INDUSTRIAL

HEMP FARMING

January 13, 2015

WHEREAS, Industrial Hemp refers to the non-drug oilseed and fiber varieties of Cannabis which are cultivated exclusively for fiber, stalk and seed. Industrial Hemp is genetically distinct from the drug varieties of Cannabis, also known as marijuana. Industrial Hemp has less than three tenths of one percent of the psychoactive ingredient, tetrahydrocannabinol (THC). The flowering tops of industrial hemp cannot produce any drug effect when smoked or ingested; and

WHEREAS, the reluctance of the United States Drug Enforcement Administration (DEA) to permit Industrial Hemp farming is denying agricultural producers in this country the ability to benefit from a high-value, low-input crop, which can provide significant economic benefits to producers and manufacturers; and

WHEREAS, the DEA has the authority under the Controlled Substance Act to allow the Commonwealth of Virginia to regulate Industrial Hemp farming under State law and without requiring individual Federal applications and licenses.

NOW, THEREFORE, BE IT RESOLVED, that the CUMBERLAND COUNTY BOARD OF SUPERVISORS urge the Virginia General Assembly and the McAuliffe Administration to recognize Industrial Hemp as a valuable agricultural commodity and to take steps to remove barriers in order to encourage the commercial production of this crop; and

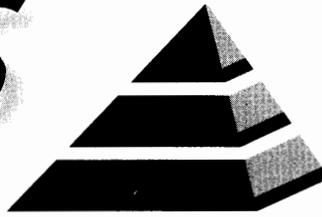
BE IT FURTHER RESOLVED that we urge the Virginia General Assembly to pass legislation to regulate Industrial Hemp farming under the Code of Virginia without requiring Federal applications, licenses, or fees.

Adopted this 13th day of January 2015.

Lloyd Banks, Jr., Chairman

Vivian Seay Giles, County Administrator

STEPS Incorporated



RECEIVED FEB 02 2015

Administrative Offices • 225 Industrial Park Road • Farmville, Virginia 23901
(434) 315-5909 • Fax: (434) 315-0246

January 30, 2015

Ms. Vivian Giles, County Administrator
Cumberland County
Post Office Box 110
Cumberland, VA 23040

Dear Ms. ~~Giles~~: *Vivian,*

It was a pleasure meeting with you last week and sharing the direction STEPS is taking with our recent community action designation. There has been much publicity surrounding the prior agency that was designated as the community action organization and I am confident that STEPS will be able to put those painful memories in the past. STEPS is extremely proud and humbled by the support we received from our region during our quest to be named as the community action agency for the counties of Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward. Our mission is clear:

"STEPS is committed to creating, coordinating and delivering quality comprehensive services in an effort to foster self-sufficiency and eliminate poverty."

As we discussed last week, STEPS is beginning the process of solidifying our strategic direction. There are three key components on which I am asking for your help. First, we agree with the Virginia Department of Social Services that a comprehensive needs assessment must be conducted in our region focusing on the needs of those living in poverty and how to provide a network to assist them in alleviating that situation in their lives. While STEPS staff will be facilitating this process, we believe it is essential that we include citizens from each of our six county region at this critically important juncture. To this end, please send to me contact information for those citizens from your county that you believe would be interested, engaged and willing to dedicate time working toward this goal. The recommended individuals could be county staff, members of your faith community, business owners, citizens currently living in poverty or interested citizens. We hope to have the needs assessment team in place by mid-March. Just to be clear, this request is being made with the goal of ensuring we have the appropriate community members at the table during the development and compilation of the community needs assessment. The information gathered will set the course for program and service development.

Our second request is the seating of the required "Tripartite Board of Directors." Each of our six member jurisdictions will be responsible for appointing one member to represent their respective county on the board. It is our hope that your board of supervisors will select an individual that will be engaged in our mission and will work to support that mission through active participation, advocacy and financial support. In hopes of ensuring you have the most comprehensive information available before making your selection, I have

attached a copy of the U.S. Department of Health and Human Services Information Memorandum, Transmittal No. 82 (February 8, 2005) related to the Tripartite Board. We are currently in the board recruitment stage, but hope to have the board seating no later than June 30, 2015.

Our final request is that of financial support. As long as we develop and operate our programs in accordance with State and Federal regulations, STEPS will be the recipient of an annual Community Services Block Grant through the Virginia Department of Social Services. The CSBG mandates a 25% local match. As we discussed last week, the request per county is being based on the "individual poverty rate" as documented by the US Census. I have also included the spreadsheet shared with you last week that cites each county, their documented poverty rate and the prorated match being requested. The requested match is required not only for the current FY15 year, but will be required for subsequent years as well. As you are aware, the community action designation and the related services it will provide is an expansion to the services STEPS currently provides to your county's citizens with disabilities in the job training and employment arena. We recognize the investment your county makes in the purchase of recycling processing services and for that we are appreciative. As you may remember during the FY15 budget process, in order to continue the public transportation service in Cumberland County, STEPS paid the required match to the Town of Blackstone, the current operator. We recognize the value of this much needed transportation service not only to our own employees from Cumberland County, but also to the other residents in Cumberland County who do not have access to reliable transportation. I am optimistic that you will recognize the requested match for the Community Services Block Grant as a true expansion in support of these desperately needed services for Cumberland County citizens living in poverty.

Please do not hesitate to contact me should you have questions or need additional information.

Most Sincerely,



Sharon L. Harrup, MS
President & CEO

CC: Teresa Stewart, STEPS Board Treasurer – Cumberland County Representative

Attachments:

U.S. Department of Health and Human Services, Community Services Block Grant Program Information Memorandum Transmittal No. 82 (February 8, 2005) SUBJECT: **Tripartite Boards**

"Poverty Rate, Individuals" - Per County Match Requirement

ORIGINAL LETTER TO BE MAILED

	Poverty Rate - Individuals	Ratio	\$79,500 local match required of a \$318,000 CSBG	Current Year Request
Amelia	10.10%	9.343200740055500%	\$7,427.84	\$7,428.00
Buckingham	24.70%	22.849213691026800%	\$18,165.11	\$18,165.00
Cumberland	14.40%	13.320999074930600%	\$10,590.12	\$10,590.00
Lunenburg	22.40%	20.721554116558700%	\$16,473.59	\$16,474.00
Nottoway	16.80%	15.541165587419100%	\$12,355.17	\$12,355.00
Prince Edward	19.70%	18.223866790009300%	\$14,487.92	\$14,488.00
	108.10%	100.00%	\$79,499.75	\$79,500.00

** GENERAL FUND REVENUES**

Monthly Financial Report To Council For February 2015

	Estimated 2014/2015 Budget to Date -----	Actual 2014/2015 Budget to Date -----	(Over) or Under Budget to Date -----
Revenue			
Balance Forward		4,603,978.88	
Fund Revenue	40,689,718.09	21,359,624.64	19,330,093.45
Total Revenue	40,689,718.09	25,963,603.52	14,726,114.57
Expenditures			
* Board of Supervisors *	44,121.00	26,711.45	17,409.55
* County Administrator *	229,564.44	135,365.19	94,199.25
* Independent Auditor *	33,500.00		33,500.00
* Commissioner of Revenue *	227,256.00	130,526.21	96,729.79
* License Bureau *			
* Treasurer *	273,536.00	157,114.89	116,421.11
* Accounting *	146,612.56	64,963.01	81,649.55
* Data Processing *	272,623.00	251,063.31	21,559.69
* Electoral Board *	25,143.00	11,004.72	14,138.28
* Registrar *	82,886.00	47,432.54	35,453.46
* Circuit Court *	14,310.00	800.10	13,509.90
* General District Court *	9,735.00	6,837.26	2,897.74
* Magistrate *	2,069.00	757.27	1,311.73
* Clerk of Circuit Court *	215,971.00	116,090.99	99,880.01
* Law Library *		570.41	(570.41)
* Commonwealth's Attorney *	210,926.00	118,939.96	91,986.04
* Sheriff *	1,446,392.00	891,024.07	555,367.93
* School Resource Officer *	62,802.00	36,189.72	26,612.28
* E911 *	61,150.00	52,545.64	8,604.36
Cumberland Vol.FIRE DEPT	39,500.00	39,500.00	
Cartersville Volun.	26,075.00	26,075.00	
Cumberland Vol. Rescue Squad	25,875.00	25,875.00	
Prince Edward Vol. Rescue Squad	8,000.00	8,000.00	
Randolph Fire Dept.	41,000.00	41,000.00	
Cartersville Vol. Rescue Squad	37,320.00	37,320.00	
* ODEMSA *		985.00	(985.00)
* Forestry Service *	8,705.00	8,705.34	(.34)
* Emergency Services *		3,000.00	(3,000.00)
* Probation Office *	1,644.00	483.91	1,160.09
* Correction & Detention *	285,522.00	199,316.07	86,205.93
* Building Inspections *	122,266.00	72,405.32	49,860.68
* Animal Control *	78,772.00	57,281.39	21,490.61
* Medical Examiner *	200.00		200.00
* Refuse Disposal *	608,898.00	320,228.61	288,669.39
* General Properties *	725,459.00	409,157.92	316,301.08
* Supplement of Local Health Dept *	94,543.00	47,219.90	47,323.10
* Chapter 10 Board - Crossroads *	34,000.00	34,000.00	
* CSA Management *	35,635.00	14,352.35	21,282.65
* Community Colleges *	2,691.00	2,691.00	
* Recreation *	82,340.00	47,586.17	34,753.83
* Local Library *	115,450.00	115,450.00	
* Planning Commission *	9,250.00	3,400.07	5,849.93

** GENERAL FUND REVENUES**

Monthly Financial Report To Council For February 2015

	Estimated 2014/2015 Budget to Date -----	Actual 2014/2015 Budget to Date -----	(Over) or Under Budget to Date -----
Expenditures			
* Planning/Zoning Dept. *	123,787.00	67,825.21	55,961.79
* Community & Economic Developmnt *	12,052.00	12,052.00	
* Board of Zoning Appeals *	1,850.00		1,850.00
Clothes Closet	610.00	301.88	308.12
* Buckingham Cattlemans Assoc *	1,500.00	1,500.00	
* Farmville Area Chamber of Commerc	1,500.00	1,500.00	
* Longwood Small Bus. Dev. Ctr. *	3,000.00	3,000.00	
* Southside Violence Prevention *	5,000.00	5,000.00	
Peter Francisco SWD	7,100.00	7,100.00	
* Agricultural Development *			
* Extension Agents *	48,005.00	12,490.37	35,514.63
* NONDEPARTMENTAL *	8,600.00	9,829.65	(1,229.65)
TRANSFERS	8,838,396.00	5,122,463.24	3,715,932.76
COMMONWEALTH'S ATTORNEY		3,023.80	(3,023.80)
SHERIFF	50,000.00	6,411.40	43,588.60
HEALTH INSURANCE	1,807,700.00	1,113,639.80	694,060.20
DENTAL INSURANCE	259,700.00	58,591.38	201,108.62
PATIENT CENTERED OUTCOME FEE (PCOR)		400.00	(400.00)
* Administration *	1,251,786.00	684,569.32	567,216.68
	287,899.76	132,347.05	155,552.71
	15,179,464.00	6,250,106.29	8,929,357.71
	1,353,254.50	459,694.48	893,560.02
* Sheriff's Office *	100,000.00	98,938.23	1,061.77
Randolph Community Center	11,820.00		11,820.00
ELEMENTARY SCHOOL	597,006.00	574,788.88	22,217.12
* Elementary School - Lit Loan *	231,667.00	231,666.67	.33
* COPS97 Loan *	376,069.00	341,915.62	34,153.38
* High/Middle School - VPSA Loan *	953,401.00	952,500.88	900.12
PUBLIC FACILITY NOTE 2009	394,190.00	310,095.87	84,094.13
* AMERESCO *	137,978.00	137,978.00	
* SunTrust Loan-HS/MS *	249,364.00	1,223,980.00	(974,616.00)
* Suntrust Loan - Courthouse *	1,488,974.00	249,350.40	1,239,623.60
	450,000.00	256,710.15	193,289.85
* SEWER FUND - Enterprise Fund *	347,143.83	167,874.53	179,269.30
* WATER FUND - ENTERPRISE FUND *	90,495.00	80,229.41	10,265.59
COMMUNITY CENTER PURCHASE	258,664.00	201,126.70	57,537.30
	20,000.00	16,719.03	3,280.97
Total Expenditure	40,689,718.09	22,357,690.03	18,332,028.06
Total Revenues			
Less Total Expenditures		3,605,913.49	(3,605,913.49)

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
FUND #100						
1101	** Real Estate Taxes **	5,746,335.00	5,746,335.00	57,406.31	2,782,461.53	2,963,873.47
1102	** Real/Personal Public Service *	585,000.00	585,000.00	.00	401,074.07	183,925.93
1103	** Personal Property Taxes *	1,797,200.00	1,797,200.00	45,223.54	1,470,029.00	327,171.00
1104	** Machinery & Tools *	80,000.00	80,000.00	180.83	96,300.13	16,300.13
1106	** Penalties & Interest *	264,000.00	264,000.00	19,775.88	139,607.32	124,392.68
1201	** Local Sales & Use Taxes *	755,000.00	755,000.00	.00	407,312.00	347,688.00
1202	** Consumer Utility Taxes *	174,000.00	174,000.00	18,319.47	100,630.53	73,369.47
1203	** Business License Taxes *	107,000.00	107,000.00	8,250.07	28,974.99	78,025.01
1204	** Franchise License Taxes *	8,500.00	8,500.00	.00	.00	8,500.00
1205	** Motor Vehicle License Tax *	233,000.00	233,000.00	7,119.82	176,365.57	56,634.43
1207	** Taxes On Recordation & Wills *	45,000.00	45,000.00	5,953.22	32,292.76	12,707.24
1301	** Animal Licenses *	8,800.00	8,800.00	3,030.00	4,881.78	3,918.22
1303	** Permits & Other Licenses *	51,000.00	51,000.00	3,516.53	31,398.22	19,601.78
1401	** Court Fines & Forfeitures *	150,000.00	150,000.00	21,425.10	90,185.98	59,814.02
1501	** Revenue From Use Of Money *	31,000.00	31,000.00	.00	19,028.68	11,971.32
1502	** Revenue From Use Of Property *	14,000.00	14,000.00	920.40	5,605.60	8,394.40
1601	** Court Costs *	47,560.00	47,560.00	7,289.71	30,967.39	16,592.61
1602	** Commonwealth's Attorney Fees *	1,000.00	1,000.00	42.81	428.50	571.50
1603	** Charges For Law Enforcement *	40,000.00	40,000.00	2,325.24	23,103.86	16,896.14
1606	** Charges For Other Protection *	100.00	100.00	.00	.00	100.00
1608	** Charges Sanitation & Removal *	500,500.00	500,500.00	.00	421.00	500,079.00
1612	** REC DEPT - ADULT LEAGUE FEES *	3,500.00	3,500.00	920.00	920.00	2,580.00
1613	** Charges For Parks & Recreation *	11,600.00	11,600.00	144.00	13,757.67	2,157.67
1899	** Miscellaneous *	1,600.00	1,600.00	1,000.00	1,715.00	115.00
2101	** Service Charges *	1,272,378.00	2,029,457.00	1,638.42	1,157,343.18	872,113.82
2201	**NON-CATEGORICAL AID**	45,000.00	45,000.00	.00	13,967.76	31,032.24
2301	** Commonwealth Attorney *	921,935.00	921,935.00	2,380.70	722,959.85	198,975.15
2302	** Sheriff *	156,000.00	156,000.00	.00	78,951.50	77,048.50
2303	** Commissioner Of Revenue *	561,533.00	561,533.00	.00	279,735.30	281,797.70
2304	** Treasurer *	76,000.00	76,000.00	.00	37,500.75	38,499.25
2306	** Registrar/Electoral Boards *	93,000.00	93,000.00	.00	47,182.52	45,817.48
2307	** Clerk Of The Circuit Court *	35,000.00	35,000.00	.00	.00	35,000.00
2308	** DMV License Agent *	144,000.00	144,000.00	.00	71,983.61	72,016.39
2404	**GRANT FUNDS**	18,000.00	18,000.00	.00	8,509.92	9,490.08
3301	**GRANT FUNDS**	30,000.00	30,000.00	.00	79,371.19	49,371.19
		27,000.00	27,522.00	.00	522.00	27,000.00
	--FUND TOTAL--	14,035,541.00	14,793,142.00	206,862.05	8,355,489.16	6,437,652.84

FUND #150						
1501	INTEREST-STATE	.00	.00	.00	38.18	38.18
2402	ASSET FORFEITURE REVENUE (STATE)	50,000.00	50,000.00	.00	3,447.70	46,552.30
	--FUND TOTAL--	50,000.00	50,000.00	.00	3,485.88	46,514.12

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
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FUND #170

1902	HEALTH INSURANCE CONTRIBUTIONS	1,957,000.00	1,957,000.00	161,589.18	1,254,659.31	702,340.69
2000	DENTAL INSURANCE CONTRIBUTIONS	110,400.00	110,400.00	9,017.14	70,066.42	40,333.58
	--FUND TOTAL--	2,067,400.00	2,067,400.00	170,606.32	1,324,725.73	742,674.27

FUND #201

1899	* Miscellaneous Revenue *	.00	.00	2.47	7,436.16	7,436.16
2401	* Welfare *	153,318.00	153,318.00	.00	190,368.06	37,050.06
3305	* Social Services *	785,624.00	785,624.00	.00	328,542.67	457,081.33
4105	* Fund Transfers *	312,844.00	312,844.00	.00	69,701.22	243,142.78
	--FUND TOTAL--	1,251,786.00	1,251,786.00	2.47	596,048.11	655,737.89

FUND #203

2404	NCLB PROGRAM-STATE FUNDS	.00	.00	.00	80,797.40	80,797.40
3302	NCLB REVENUE-FEDERAL	.00	287,899.76	.00	28,001.38	259,898.38
	--FUND TOTAL--	.00	287,899.76	.00	108,798.78	179,100.98

20

FUND #205

1803	* Expenditure Refunds *	.00	.00	9,610.94	104,432.43	104,432.43
1899	* Miscellaneous Revenue *	297,417.00	547,417.00	.00	6,517.27	540,899.73
2402	* State Education *	8,902,441.00	9,240,479.00	.00	3,931,667.82	5,308,811.18
3302	* Education *	1,561,149.00	1,567,149.00	.00	698,493.84	868,655.16
4105	* Fund Transfers *	3,824,419.00	3,824,419.00	.00	1,199,740.96	2,624,678.04
	--FUND TOTAL--	14,585,426.00	15,179,464.00	9,610.94	5,940,852.32	9,238,611.68

FUND #207

1501	* INTEREST ON BANK DEPOSITS *	.00	.00	.00	40.28	40.28
1899	** MISC REVENUE **	.00	.00	.00	443,751.14	443,751.14
1901	** LOCAL CONTRIBUTIONS **	.00	811,550.50	.00	180,423.04	631,127.46
2404	** STATE FUNDS **	.00	541,704.00	.00	.00	541,704.00
	--FUND TOTAL--	.00	1,353,254.50	.00	624,214.46	729,040.04

FUND #302

1501	* Interest On Bank Deposits *	.00	.00	.00	62.72	62.72
4105	* Fund Transfers *	111,820.00	708,826.00	.00	708,826.00	.00
	--FUND TOTAL--	111,820.00	708,826.00	.00	708,888.72	62.72

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
FUND #401						
1501	**INTEREST**	24,000.00	24,000.00	.00	12,173.38	11,826.62
4105	** Transfers **	3,807,643.00	3,807,643.00	.00	2,959,531.06	848,111.94
	--FUND TOTAL--	3,831,643.00	3,831,643.00	.00	2,971,704.44	859,938.56
FUND #500						
2404	*REVENUE FROM STATE*	350,000.00	350,000.00	.00	114,096.35	235,903.65
4105	*TRANSFERS*	100,000.00	100,000.00	.00	100,000.00	.00
	--FUND TOTAL--	450,000.00	450,000.00	.00	214,096.35	235,903.65
FUND #501						
1501	**INTEREST REVENUE**	1,000.00	1,000.00	.00	33.78	966.22
1619	**CHARGES & FEES**	393,000.00	393,000.00	25,930.79	195,415.24	197,584.76
1620	SEWER LATE PAYMENT PENALTY	5,000.00	5,000.00	695.52	371.48	7.42
1630	**ADMIN FEES/CHARGES**	14,500.00	14,500.00	1,329.50	9,004.50	5,495.50
1803	MISCELLANEOUS	.00	14,868.83	.00	14,868.83	.00
1899	RESERVE ACCOUNT	.00	9,270.00	.00	.00	9,270.00
2404	SURCAP GRANT-WATER LINE	.00	.00	.00	6,800.00	6,800.00
	--FUND TOTAL--	413,500.00	437,638.83	27,955.81	230,750.87	206,887.96
FUND #515						
1501	INTEREST SEWER RESERVE	.00	.00	.00	92.92	92.92
	--FUND TOTAL--	.00	.00	.00	92.92	92.92
FUND #540						
1501	INTEREST WATER RESERVE	.00	.00	.00	13.56	13.56
	--FUND TOTAL--	.00	.00	.00	13.56	13.56
FUND #545						
1200	DSR PAYMENTS (FR UTILITY FUND)	.00	.00	.00	3,540.00	3,540.00
1501	INTEREST	.00	.00	.00	.54	.54
	--FUND TOTAL--	.00	.00	.00	3,540.54	3,540.54
FUND #550						
1501	**INTEREST REVENUE**	.00	.00	.00	17.28	17.28
	--FUND TOTAL--	.00	.00	.00	17.28	17.28

2/02/2015 *GL0600A*

CUMBERLAND CO

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TIME 12:49

REVENUE SUMMARY
7/01/2014 - 2/02/2015

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	UNCOLLECTED
FUND #580							
1501	INTEREST REVENUE	.00	.00	.00	2.12	2.12	100.00
	--FUND TOTAL--	.00	.00	.00	2.12	2.12	100.00
FUND #715							
1501	Interest	.00	.00	.00	40.18	40.18	100.00
1899	Rent of General Property	49,000.00	174,000.00	3,700.00	149,700.00	24,300.00	13.96
2404	**GRANT FUNDS**	.00	.00	.00	30,236.10	30,236.10	100.00
4105	Transfer from General Fund	84,664.00	84,664.00	.00	84,664.00	.00	.00
	--FUND TOTAL--	133,664.00	258,664.00	3,700.00	264,640.28	5,976.28	2.31
FUND #733							
1899	* Miscellaneous Revenue *	20,000.00	20,000.00	713.75	12,263.12	7,736.88	38.68
	--FUND TOTAL--	20,000.00	20,000.00	713.75	12,263.12	7,736.88	38.68
	--FINAL TOTAL--	36,950,780.00	40,689,718.09	419,451.34	21,359,624.64	19,330,093.45	47.50

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
FUND #-100								
11010	* Board of Supervisors *	44,121.00	44,121.00	3,048.37	26,711.45	.00	17,409.55	39.45
12100	* County Administrator *	220,835.00	229,564.44	18,599.25	135,365.19	.00	94,199.25	41.03
12400	* Independent Auditor *	33,500.00	33,500.00	.00	.00	.00	33,500.00	100.00
12310	* Commissioner of Revenue *	227,256.00	227,256.00	20,161.66	130,526.21	.00	96,729.79	42.56
12410	* Treasurer *	273,536.00	273,536.00	20,631.90	157,114.89	.00	116,421.11	42.56
12430	* Accounting *	155,342.00	146,612.56	8,752.59	64,963.01	.00	81,649.55	55.69
12510	* Data Processing *	158,050.00	272,623.00	60,388.82	251,063.31	.00	21,559.69	7.90
13100	* Electoral Board *	25,143.00	25,143.00	555.66	11,043.72	.00	14,138.28	56.23
13200	* Registrar *	82,886.00	82,886.00	6,509.10	47,432.54	.00	35,453.46	42.77
21100	* Circuit Court *	14,310.00	14,310.00	257.84	800.10	.00	13,509.90	94.40
21200	* General District Court *	9,735.00	9,735.00	1,301.52	6,837.26	.00	2,897.74	29.76
21300	* Magistrate *	2,069.00	2,069.00	95.68	757.27	.00	1,311.73	63.39
21600	* Clerk of Circuit Court *	215,971.00	215,971.00	16,884.82	116,090.99	.00	99,880.01	46.24
21800	* Law Library *	.00	.00	309.31	570.41	.00	570.41	100.00-
22100	* Commonwealth's Attorney *	210,926.00	210,926.00	17,056.61	118,939.96	.00	91,986.04	43.61
31200	* Sheriff *	1,446,392.00	1,446,392.00	123,081.41	891,024.07	.00	555,367.93	38.39
31250	* School Resource Officer *	62,802.00	62,802.00	5,169.30	36,189.72	.00	26,612.28	42.37
31400	* E911 *	21,150.00	61,150.00	2,412.63	52,545.64	.00	8,604.36	14.07
32221	*Cumberland Vol. FIRE DEPT*	39,500.00	39,500.00	19,750.00	39,500.00	.00	.00	.00
32222	*Cartersville Volun.*	26,075.00	26,075.00	13,037.50	26,075.00	.00	.00	.00
32301	*Cumberland Vol. Rescue Squad*	25,875.00	25,875.00	12,937.50	25,875.00	.00	.00	.00
32302	*Prince Edward Vol. Rescue Squad*	8,000.00	8,000.00	4,000.00	8,000.00	.00	.00	.00
32303	*Randolph Fire Dept.*	41,000.00	41,000.00	20,500.00	41,000.00	.00	.00	.00
32304	*Cartersville Vol. Rescue Squad*	37,320.00	37,320.00	18,660.00	37,320.00	.00	.00	.00
32305	* ODEMSA *	.00	.00	985.00	985.00	.00	985.00-	100.00-
32400	* Forestry Service *	8,705.00	8,705.00	.00	8,705.34	.00	.34-	.00
32500	* Emergency Services *	.00	.00	.00	3,000.00	.00	3,000.00-	100.00-
33300	* Probation Office *	1,644.00	1,644.00	78.23	483.91	.00	1,160.09	70.56
33400	* Correction & Detention *	285,522.00	285,522.00	61,703.21	199,316.07	.00	86,205.93	30.19
34100	* Building Inspections *	122,266.00	122,266.00	10,258.78	72,481.39	.00	49,860.68	40.78
35100	* Animal Control *	78,772.00	78,772.00	9,262.26	57,281.39	.00	21,490.61	27.28
35300	* Medical Examiner *	200.00	200.00	.00	.00	.00	200.00	100.00
42400	* Refuse Disposal *	608,898.00	608,898.00	112,043.70	320,228.61	.00	288,669.39	47.40
43200	* General Properties *	725,459.00	725,459.00	63,121.49	409,157.92	.00	316,301.08	43.60
51200	* Supplement of Local Health Dept *	94,543.00	94,543.00	23,635.75	47,219.90	.00	47,323.10	50.05
52500	* Chapter 10 Beard - Crossroads *	34,000.00	34,000.00	17,000.00	34,000.00	.00	.00	.00
61230	* CSA Management *	35,635.00	35,635.00	2,137.29	14,352.35	.00	21,282.65	59.72
68000	* Community Colleges *	2,691.00	2,691.00	.00	2,691.00	.00	.00	.00
71500	* Recreation *	82,340.00	82,340.00	4,914.25	47,586.17	.00	34,753.83	42.20
73100	* Local Library *	115,450.00	115,450.00	57,725.00	115,450.00	.00	.00	.00
81100	* Planning Commission *	9,250.00	9,250.00	157.50	3,400.07	.00	5,849.93	63.24
81110	* Planning/Zoning Dept. *	123,787.00	123,787.00	9,801.60	67,825.21	.00	55,961.79	45.20
81200	* Community & Economic Developmnt *	12,052.00	12,052.00	.00	12,052.00	.00	.00	.00
81400	* Board of Zoning Appeals *	1,850.00	1,850.00	.00	.00	.00	1,850.00	100.00
81513	*Clothes Closet*	610.00	610.00	47.85	301.88	.00	308.12	50.51
81523	* Buckingham Cattlemans Assoc *	.00	.00	.00	1,500.00	.00	.00	.00
81535	* Farmville Area Chamber of Commerc	1,500.00	1,500.00	750.00	1,500.00	.00	.00	.00

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
81541	* Longwood Small Bus. Dev. Ctr. *	3,000.00	3,000.00	1,500.00	3,000.00	.00	.00	.00
81542	* Southside Violence Prevention *	5,000.00	5,000.00	2,500.00	5,000.00	.00	.00	.00
82401	*Peter Francisco SMD*	7,100.00	7,100.00	3,550.00	7,100.00	.00	.00	.00
83500	* Extension Agents *	48,005.00	48,005.00	356.09	12,490.37	.00	35,514.63	73.98
90000	* NONDEPARTMENTAL *	8,600.00	8,600.00	4,235.69	9,829.65	.00	1,229.65	14.29
93100	**TRANSFERS**	8,241,390.00	8,838,396.00	.00	5,122,463.24	.00	3,715,932.76	42.04
	--FUND TOTAL--	14,035,541.00	14,793,142.00	779,925.16	8,805,032.14	.00	5,988,109.86	40.47
FUND #-150								
22100	COMMONWEALTH'S ATTORNEY	.00	.00	.00	3,023.80	.00	3,023.80	100.00
31200	SHERIFF	50,000.00	50,000.00	.00	6,411.40	.00	43,588.60	87.17
	--FUND TOTAL--	50,000.00	50,000.00	.00	9,435.20	.00	40,564.80	81.12
FUND #-170								
62100	HEALTH INSURANCE	1,807,700.00	1,807,700.00	174,854.19	1,113,639.80	.00	694,060.20	38.39
63100	DENTAL INSURANCE	259,700.00	259,700.00	5,990.10	58,991.38	.00	201,108.62	77.43
64100	PATIENT CENTERED OUTCOME FEE (PCOR)	.00	.00	.00	400.00	.00	400.00	100.00
	--FUND TOTAL--	2,067,400.00	2,067,400.00	180,844.29	1,172,631.18	.00	894,768.82	43.27
FUND #-201								
53100	* Administration *	1,251,786.00	1,251,786.00	88,523.68	684,569.32	.00	567,216.68	45.31
	--FUND TOTAL--	1,251,786.00	1,251,786.00	88,523.68	684,569.32	.00	567,216.68	45.31
FUND #-203								
61314		.00	287,899.76	.00	132,347.05	.00	155,552.71	54.03
	--FUND TOTAL--	.00	287,899.76	.00	132,347.05	.00	155,552.71	54.03
FUND #-205								
61100		14,585,426.00	15,179,464.00	68,864.91	6,250,106.29	.00	8,929,357.71	58.82
	--FUND TOTAL--	14,585,426.00	15,179,464.00	68,864.91	6,250,106.29	.00	8,929,357.71	58.82
FUND #-207								
61100	GOVERNOR'S SCHOOL EXPENDITURES	.00	1,353,254.50	.00	459,694.48	.00	893,560.02	66.03
	--FUND TOTAL--	.00	1,353,254.50	.00	459,694.48	.00	893,560.02	66.03

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
FUND #-302								
94327	* Sheriff's Office *	100,000.00	100,000.00	.00	98,938.23	.00	1,061.77	1.06
94380	*Randolph Community Center*	11,820.00	11,820.00	.00	.00	.00	11,820.00	100.00
95101	**ELEMENTARY SCHOOL**	.00	597,006.00	228.40	574,788.88	.00	22,217.12	3.72
	--FUND TOTAL--	111,820.00	708,826.00	228.40	673,727.11	.00	35,098.89	4.95
FUND #-401								
67200	* Elementary School - Lit Loan *	231,667.00	231,667.00	231,666.67	231,666.67	.00	.33	.00
67400	* COPS97 Loan *	376,069.00	376,069.00	.00	341,915.62	.00	34,153.38	9.08
67500	* High/Middle School - VPSA Loan *	953,401.00	953,401.00	206,359.35	952,500.88	.00	900.12	.09
67700	PUBLIC FACILITY NOTE 2009	394,190.00	394,190.00	16,636.97	310,095.87	.00	84,094.13	21.33
67800	* AMERESCO *	137,978.00	137,978.00	.00	137,978.00	.00	.00	.00
95600	* SunTrust Loan-HS/MS *	249,364.00	249,364.00	.00	1,223,980.00	.00	974,616.00	390.84
95700	* SunTrust Loan - Courthouse *	1,488,974.00	1,488,974.00	20,984.75	249,350.40	.00	1,239,623.60	83.25
	--FUND TOTAL--	3,831,643.00	3,831,643.00	475,647.74	3,447,487.44	.00	384,155.56	10.02
FUND #-500								
53900	* COPS90	450,000.00	450,000.00	.00	256,710.15	.00	193,289.85	42.95
	--FUND TOTAL--	450,000.00	450,000.00	.00	256,710.15	.00	193,289.85	42.95
FUND #-501								
94900	* SEWER FUND - Enterprise Fund *	323,005.00	347,143.83	26,038.02	167,874.53	.00	179,269.30	51.64
95900	* WATER FUND - ENTERPRISE FUND *	90,495.00	90,495.00	10,451.88	80,229.41	.00	10,265.59	11.34
	--FUND TOTAL--	413,500.00	437,638.83	36,489.90	248,103.94	.00	189,534.89	43.30
FUND #-715								
81610	COMMUNITY CENTER PURCHASE	133,664.00	258,664.00	9,890.60	201,126.70	.00	57,537.30	22.24
	--FUND TOTAL--	133,664.00	258,664.00	9,890.60	201,126.70	.00	57,537.30	22.24
FUND #-733								
53010		20,000.00	20,000.00	112.75	16,719.03	.00	3,280.97	16.40
	--FUND TOTAL--	20,000.00	20,000.00	112.75	16,719.03	.00	3,280.97	16.40
	--FINAL TOTAL--	36,950,780.00	40,689,718.09	1,640,527.43	22,357,690.03	.00	18,332,028.06	45.05

2/02/2015

GL060AA

CUMBERLAND CO
EXPENDITURE SUMMARY
7/01/2014 - 2/02/2015

TIME 12:49

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ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
		.00	.00	.00	.00	.00	.00	.00
	--FINAL TOTAL--	.00	.00	.00	.00	.00	.00	.00



MEMO

To: Cumberland County Board of Supervisors
Vivian Seay Giles, County Administrator/Attorney

From: Tracie Wright, Finance Manager

Date: February 3, 2015

RE: FY15 School Appropriation Requests

Cumberland County Schools have been awarded two grants in the total of \$115,241.00. I have attached the information provided by Dr. Griffin. If approved the following appropriation will be needed.

3-205-002404-0015 (Project Graduation Grant)	\$ 101,241.00-
3-203-002404-0018 (NCLB State Funds)	\$ 14,000.00-
4-205-061100-9301 (School Instruction)	\$ 101,241.00+
4-203-061314-0002 (NCLB Expenditures)	\$ 14,000.00+

Thank you.



AMY GRIFFIN, Ed.D.
Division Superintendent

CUMBERLAND COUNTY PUBLIC SCHOOLS

P. O. BOX 170
CUMBERLAND, VIRGINIA 23040
(804) 492-4212
FAX (804)492-9869

GINGER SANDERSON
School Board Chairman

GEORGE REID JR.
School Board Vice-Chairman

GEORGE LEE DOWDY III
School Board Member

CHRISTINE ROSS, PH.D.
School Board Member

EURIKA TYREE
School Board Member

February 9, 2015

TO: Board of Supervisors of Cumberland County
FROM: Amy W. Griffin, Ed.D.
SUBJECT: Appropriation for Additional Funding for the 2014-2015 School Year

On behalf of the Cumberland County School Board, we are requesting an appropriation in the amount of \$115,241 for an additional grant listed below:

- | | |
|--|-----------|
| • Project Graduation 2014-2015 Academic Year Grant | \$101,241 |
| • Alternative Assessment Grant (NCLB) | 14,000 |

A Copy of the grant award is attached.

If you have any questions or concerns, please feel free to give me a call.

SCHOOL BOARD
CUMBERLAND COUNTY PUBLIC SCHOOLS

SUBJECT:

Supplemental Appropriations

DATE:

February 9, 2015

Background:

The administration is requesting that the School Board petition the Cumberland County Board of Supervisors for the following supplemental appropriation:

- Project Graduation 2014-2015 Academic Year Grant \$101,241
- Alternative Assessment Grant (NCLB) 14,000

Recommendation:

It is recommended that the Superintendent petition the Cumberland County Board of Supervisors for the following appropriation:

- Project Graduation 2014-2015 Academic Year Grant \$101,241
- Alternative Assessment Grant (NCLB) 14,000

Action:

Approval

Bd02-09-15SA



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND, VA 23218-2120

January 8, 2015

Dr. Amy Griffin
Superintendent
Cumberland County Public Schools
P.O. Box 170
Cumberland, VA 23040

Dear Dr. Griffin:

Thank you for submitting your proposal for Cumberland County Public Schools Project Graduation 2014-2015 Academic Year Grant. Your project in the amount of \$101,241 has been approved.

Enclosed is the Notification of Grant Award for the Project Graduation 2014-2015 Academic Year Grant. The deadline to submit the reimbursement request is May 15, 2015. Final project evaluations are due July 2, 2015.

Project Graduation students taking a Standards of Learning (SOL) test or End-of-Course (EOC) substitute test (e.g., WorkKeys Writing, etc.) must have the "Project Graduation" field coded with a "Y" in their student data record. This field can be coded manually in PearsonAccess or uploaded using a Student Data Upload (SDU) file prior to testing.

If you have any questions, please contact Kim Powell, grants and reports manager, Office of Science and Health Education, by e-mail at Kim.Powell@doe.virginia.gov or by telephone at (804) 225-3609. Thank you for your work to help all students in Virginia achieve a high school diploma.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. Haun".

John W. Haun, Ed.D.
Chief Academic Officer/Assistant Superintendent for
Instruction

JWH/MB/kp
Enclosure

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF EDUCATION
 P.O. BOX 2120
 RICHMOND, VIRGINIA 23218-2120

NOTIFICATION OF GRANT AWARD

<p>1. Name, Address, Phone Number of Grant Recipient: Dr. Amy Griffin Superintendent Cumberland County Public Schools P.O. Box 170 Cumberland, VA 23040 Payee Number: 025</p>	<p>2. Grant Title/Description: Project Graduation 2014-2015 Academic Year Grant</p>	<p>3. DOE Contact Person, Office and Phone Number: Kim Powell Grants and Reports Manager (804) 225-3609 Kim.Powell@doe.virginia.gov Office of Science and Health Education</p>
<p>4. Grant Authority: Chapter 2, 2014 Acts of the Assembly, Special Session I</p>	<p>5. Grant Award Amount: \$101,241</p>	<p>6. Grant Award Number: PGAY 14-15 - 025</p>
<p>7. Grant Award Type: New <input checked="" type="checkbox"/> Revised <input type="checkbox"/></p>	<p>8. Period of Award: December 1, 2014 – June 30, 2015</p>	<p>9. Fund Source: General <input type="checkbox"/> Federal <input type="checkbox"/> Special <input checked="" type="checkbox"/></p>
<p>10. Special Instructions/Conditions: • The project will be funded at the level noted above, contingent upon the availability of funds. • These funds are intended to cover expenses in support of the project as outlined in the grant proposal on a reimbursement basis. • The required evaluation report is due to the Department of Education by July 2, 2015. • Projects are subject to the attached additional special terms and conditions. • Funds will be available after January 1, 2015. • Final reimbursement requests must be received by the Department of Education by May 15, 2015.</p>		
<p>11. Authorized By: (Name/Title)  Kent Dickey Deputy Superintendent for Finance and Operations</p>	<p>12. Authorized By: (Name/Title)  John William Haun, Ed.D. Chief Academic Officer/Assistant Superintendent for Instruction</p>	<p>13. Date: 12-11-14 December 9, 2014</p>
<p>14. Project Code: 42890/525</p>	<p>15. Revenue Source Code or CFDA #: 240415</p>	<p>16. Program/Service Area: 178-05</p>
<p>17. Fiscal Year: 2015</p>		<p>18. Recipient Type: <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Cooperative Agreement</p>

Budget Review:  *CAF*

Alternative Assessment Grant-Fully Funded

Dear Mrs. Nemeth:

As part of the Commonwealth's ongoing assistance to school divisions in implementing the Virginia Board of Education's Guidelines for Local Alternative Assessments, we are pleased to inform you that the Region VIII Alternative Assessment Assistance Incentive Grant proposal will be funded in the amount of **\$14,000**, as requested. The award will be made to Cumberland County Public Schools as the project applicant and fiscal agent. The official grant notification will be mailed to the Cumberland County superintendent and copies will be emailed to you and the division's fiscal services contact person at that time.

The award period is January 9, 2015 to June 30, 2015. The funds will be disbursed on a cost reimbursement basis using the Online Management of Education Grant Awards (OMEGA) system. Monthly reimbursements are requested beginning at the end of February 2015. All professional development activities under this incentive award must be completed by June 15, 2015, and reimbursement requests must be received by the Virginia Department of Education in OMEGA by **June 8, 2015**

By **September 15, 2015**, the lead school division should send a proposal summary report in .pdf format to Dr. John W. "Billy" Haun, chief academic officer, Division of Instruction, by email to Billy.Haun@doe.virignia.gov. This report should provide information on the number of each participating school division's teachers and products, plans for continuation of the regional effort, and a general evaluation of the program's impact. If you have any questions, please contact Kim Powell, grants and reports manager, Office of Science and Health Education, by email at Kim.Powell@doe.virignia.gov or by telephone at (804) 225-3609, or Jim Firebaugh, science and mathematics specialist, Office of Science and Health Education, by email at Jim.Firebaugh@doe.virignia.gov or by telephone at (804) 225-3688.

Thank you and your division for leading this important professional development effort.

Kim Powell
Grants and Reports Manager

Jim Firebaugh
Science and Mathematics Specialist

**Planning Projects:
February 2015**

Zoning:		
<i>Pending Zoning Questions and Requests</i>		
<i>CUP's and Rezoning Requests</i>		
Mary Tyson	Columbia Road	CUP for RV campground. Board of Supervisors public hearing to be held February 10, 2015.
Rachelle Blue	Corner of Pine and Short Streets	CUP for lot deficiencies in Trice's Lake. Board of Supervisors public hearing approved on January 13, 2015.
Henrico County	Near Cobb's Creek	CUP for tower scheduled for public hearing with the Planning Commission in February.
Cabins at High Bridge Trail	River Road, adjacent to High Bridge Trail	CUP submitted to construct 12 rental cabins on 27 acres.
Rita Braxton	Bonbrook Creek Road	CUP for lot deficiencies. A recent survey refigured the total acreage as 0.95 acres, and the lot is divided by a private road.
<i>Other Zoning Issues-</i> One Code Enforcement case closed, three continuing and three new cases.		
Subdivisions:		
<i>Approved Subdivisions</i>		
Mary Hearn	Stoney Point Road	Single lot subdivision
Albert Clark	Jenkins Church Road	Single lot subdivision
Richard and Tammy Corbitt	Deep Run Road	Two lot family division
<i>Pending Subdivisions</i>		
James Grissom	Waterfront Lane	Subdivision of three lots.
Charles Clark	Plank Road	Boundary line adjustment between two parcels and creation of a third parcel.
Doc Carter	Something Lane, off of Stoney Point Road	Family division of three parcels.
Charlene Williams	Ca Ira Road	Subdivision of three lots.
<i>Other Land Divisions or Adjustments</i>		
Pete Burruss	Off of Cedar Plains Road	Lot line adjustment and vacation of lot lines. Mr. Burruss has consolidated three parcels into one, and adjusted a lot line to make two conforming parcels.
Other Regulatory Functions:		
<i>Site Plan Review</i>		
Henrico County	Near Cobb's Creek	Site Plan review for Tower site.
Gary Singh	NE intersection of Davenport and Cumberland Roads	Site Plan review for Community Center.
<i>Erosion and Sediment Control Applications</i>		
Donald Bishop		Agreement in Lieu of a Plan for a single family residence.
Melanie Borthwick	Trice's Lake	Agreement in Lieu of a Plan for a single family residence. This is tear-down and rebuild on an existing non-conforming lot.

Gary Singh	NE intersection of Davenport and Cumberland Roads	Erosion and Sediment Control Plans for the new community center.
Code Amendment Questions		
Sign Ordinance	Countywide	The Planning Commission has directed staff to begin work on this section of the Zoning Ordinance and bring forward a working draft to the February meeting.
Definitions	Countywide	An update should happen as part of mixed use district. Rachel completed first draft during her initial review of the Ordinance for the mixed use district.
Business uses	Countywide	All business uses should be inclusive as the Ordinance moves from a less intensive to a more intensive business zone. In other words, all uses in the B-3 should be included in B-2, and so on.
Overlay district standards	Anderson Highway between 45 and 45	Standards to require improved appearance in mixed use district around the Courthouse.
Mixed Use Zoning District	Cumberland Road and Anderson Highway	Combine uses in B-3 and R-2 for a mixed use district.
Subdivision Definition	Countywide	As part of the implementation of the state wide Stormwater Management Program, staff recommends reconsidering the definition of a subdivision within the Ordinance to exclude large lot divisions, family divisions, and divisions of under six lots. This would allow these lots to be developed without requiring a VSMP. Planning Commission working toward a public hearing.
Waiver process	Countywide	The Planning Commission held their public hearing on January 6, 2015, and recommends approval to the Board of Supervisors. Board of Supervisors public hearing scheduled for February 10, 2015.
RV and Cabin Campground Definitions	Countywide	The Planning Commission is considering the addition of a use "Cabin Campground" in response to an upcoming zoning case. At the same time, they will review the timeframe requirements contained in the definition for RV campgrounds.
Building Inspection Fee Revision	Countywide	Staff is requesting the Board set a public hearing for March 10, 2015 to revise the fee schedule for tower construction. No fees are being increased; this is only a clarification of policy.
Utilities Ordinance Revision	Countywide	Staff is requesting the Board set a public hearing for March 10, 2015 to amend the Utilities Ordinance to reference the Water and Sewer Standards Manual.



MEMO

To: Board of Supervisors, Cumberland County
Vivian Seay Giles, County Administrator/Attorney

From: Sara Carter, Planning Director

Date: February 2, 2015

Re: **Midland Trail Designation**

As you know, the designation of Route 60 as a scenic byway has been a long, on-going process involving many localities. Recently, the Buckingham County Board of Supervisors expressed concern about off-site signage related to byway designation, and has ultimately decided to request that the section of Route 60 that passes through Buckingham not be included within the byway designation. It is uncertain what impact Buckingham's request will have on the Cumberland County section of Route 60. It may be eliminated from consideration as well.

Staff would like direction from the Board of Supervisors regarding byway designation. There are several options:

- The County can take no action and await the decision of the Commonwealth Transportation Board (CTB);
- The County can make a request to VDOT and DCR regarding the designation.
- The County can choose its own set of byways and request study of these for inclusion by the CTB.

Staff requests time to review this issue with the Board of Supervisors at their February 10, 2015 meeting in advance of the March meeting of the Commonwealth Transportation Board.



MEMO

To: Board of Supervisors, Cumberland County
Vivian Seay Giles, County Administrator/Attorney

From: Sara Carter, Planning Director

Date: February 2, 2015

Re: **CUP #15-01 Cabins at High Bridge
Tax Map Parcel 105-A-84
Address TBD River Road, adjacent to High Bridge Trail
A-2 Agricultural Zoning
CUP proposed for rental cabin campground**

The owner, Mr. Wilmer Mast, requests a conditional use permit to allow a total of ten rental cabins on his property adjacent to High Bridge Trail State Park. The Planning Commission will hold their public hearing on this proposal on February 23, 2015. There is also an associated Zoning Ordinance amendment defining the use and adding it to the conditional uses in the A-2 category that staff is requesting be heard at the same meeting. **Staff recommends that the Board set a public hearing for March 10, 2015, for a Conditional Use Permit to allow a rental cabin campground on tax map parcel 105-A-84, Address TBD River Road.**



MEMO

To: Board of Supervisors, Cumberland County
Vivian Seay Giles, County Administrator/Attorney

From: Sara Carter, Planning Director

Date: February 2, 2015

Re: **CUP #15-02 Rita Braxton
Tax Map Parcel 41-A-32
Address TBD Bonbrook Creek Road
A-2 Agricultural Zoning
CUP for lot deficiencies**

The owner, Ms. Rita Braxton, requests a conditional use permit to allow her to use a lot of less than one acre for a residence. At the time of her purchase, property records showed a total acreage of 1.0 acres. A recent survey places the acreage at 0.95 acres. Additionally, the lot has a private road which bisects it, making setbacks difficult, if not impossible to meet. The Planning Commission will consider this proposal on February 23, 2015. **Staff recommends that the Board set a public hearing for March 10, 2015, for a Conditional Use Permit to correct lot deficiencies on tax map parcel 41-A-32, Address TBD Bonbrook Creek Road.**



MEMO

To: Board of Supervisors, Cumberland County
Vivian Seay Giles, County Administrator/Attorney

From: Sara Carter, Planning Director

Date: February 2, 2015

Re: **CUP #14-05 Cobbs Creek Reservoir Tower**
Tax Map Parcel 2-A-1
Address TBD Columbia Road
A-2 Agricultural Zoning
CUP for a communications tower

The owner, Henrico County, requests a conditional use permit to allow a communications tower on their property. This project is to allow communications to and from the Cobbs Creek Reservoir site for Henrico County. The Planning Commission will hold a public hearing on this request on February 23, 2015. **Staff recommends that the Board set a public hearing for March 10, 2015, for a Conditional Use Permit to allow a tower on tax map parcel 2-A-1, Address TBD Columbia Road.**



MEMO

To: Board of Supervisors, Cumberland County
Vivian Seay Giles, County Administrator/Attorney

From: Sara Carter, Planning Director

Date: February 2, 2015

Re: **Code Amendment to allow rental cabins as a CUP in the A-2 district**

Staff has been working with the Planning Commission to address a new proposed use within the county. A citizen has purchased land on River Road and seeks to develop it as rental cabins. The Planning Commission has determined that the best way to address this use is to add it as a conditional use in the A-2 district. The Planning Commission will hold a public hearing on this amendment on February 23, 2015. At the same meeting, the Planning Commission will also be holding a public hearing on the use. **Staff recommends that the Board set a public hearing for March 10, 2015, to consider amending the Cumberland County Code to add a rental cabins as a Conditional Use in the A-2 district.**



MEMO

To: Board of Supervisors, Cumberland County
Vivian Seay Giles, County Administrator/Attorney

From: Mackenzie Tate, Building Inspections

Date: January 28, 2015

Re: **Amend Building Fee Schedule Language**

This amendment is to clarify the intent of the fee structure associated with towers on the Building Fee Schedule, effective July 1, 2010. In practice and in the International Building Code, a tower requires a commercial permit which has a minimum fee associated with it. The current layout on the fee schedule makes this hard to understand. I have attached a copy of the current fee schedule with the necessary changes. This change will require an amendment to the ordinance.

Staff recommends the Board set a public hearing date of March 10, 2015 to amend Chapter 14 of the ordinance to clarify this fee.

Building Fee Schedule Effective July 1, 2010

Building Official
Leland H. Leeds
Building Coordinator
T. Mackenzie Tate

P.O. Box 110
Cumberland, VA 23040
(804) 492-9114 Phone
(804) 492-9224 Fax

One and two family dwellings all R use groups Industrialized buildings manufactured or modular homes each floor including basement and garage	\$150.00 minimum, or 0.20 square feet
Electrical, Plumbing, Mechanical Permits	\$40.00 minimum, or 0.01 square feet
Porches and Decks	\$50.00 minimum, or 0.06 square feet
Remodels and Additions	\$50.00 minimum, or 0.15 square feet
Detached Accessory Structure (In excess of 256 square feet)	\$30.00 minimum, or 0.06 square feet
Pools: Above ground In ground	\$50.00 \$75.00
Fire, Rescue, County Owned	Exempt
Commercial Permits	\$100.00 minimum, or 0.12 up to 10,000 sq ft, 0.08 over 10,000 sq ft
Commercial: Electrical, Plumbing, Mechanical, Sprinkler and Other Permits	\$50.00 minimum, or 0.01 square feet, or \$4.00 per \$1000.00 of contract value (whichever is greater)
Towers	\$7.00 per \$1000.00 of contract value
Towers	\$100.00 minimum or \$7.00 per \$1000.00 of contract value (whichever is greater)
Code Investigate Fees: Charged to applicants discovered by the Building Official Department to be working without a required permit	\$25.00 or 25% of applicable permit fee, whichever is greater Commercial: \$50.00 or of 25% of applicable permit fee, whichever is greater
Demolition Fee (includes all structures regardless of use)	\$25.00

Administrative Fees: Extensions, take-over, transfers, reinstatements, modifications	\$25.00
Amendments or Add Mechanic Lien Agent	\$10.00
Address Fee	\$12.00
Re-Inspection Fee (If over two inspections for the same violation)	\$35.00 (Payable in advance)

Refunds are subject to review when an application for a permit is cancelled by written request to the Building Official prior to six months of issue, a processing fee of \$50.00 will be retained, state fees plus any additional cost incurred.

*****The commonwealth of Virginia imposes a 2.00% levy on all building permit fees*****



MEMO

To: Board of Supervisors, Cumberland County
Vivian Seay Giles, County Administrator/Attorney

From: Sara Carter, Planning Director

Date: February 2, 2015

Re: Code Amendment to designate Standards Manual for utility improvements

Utilities staff is requesting a code amendment that clarifies the standards to be used for construction on the water/wastewater system. The county has a manual that lists the specifications and methods for utilities improvements within the county. The department would like these to be adopted by reference into the Utilities Ordinance to ensure compliance with county standards.

Staff proposes the following language to be added:

66-38 Water and Sanitary Sewer Standards.

Unless otherwise specified by the Director of Utilities, all construction on the public water and wastewater system shall follow the standards in the most recently approved "Cumberland County Department of Public Works Water and Sanitary Sewer Standards" manual.

Staff recommends that the Board set a public hearing for March 10, 2015, to consider amending the Cumberland County Code to add this reference to Chapter 66 of the Code.

January 13, 2015

After meeting with Cumberland Volunteer Rescue Squad, Inc. a couple of times, it has been brought to my attention that they feel a desperate need to acquire daytime help to be able to continue and to improve the services they provide. They have met with a reputable company that provides the services that they need to some of our neighboring counties and have come up with a proposal. In this proposal, Cumberland Volunteer Rescue Squad will fund any contract or agreement made with this company with revenue recovery. This practice of collecting for services is already in place and funds are currently collected. Their plan is to try to implement this agreement for services on March 1 of this year. The cost of 10 hours of service by an ALS crew five (5) days a week per month would be \$10,000.

The Rescue Squad feels that once established that the recovery dollars would sufficiently cover the expense of this program. Start up funding is the issue of which they want any consideration from the Board of Supervisors. They are asking for next year's budget to be advanced to them by February 15 so they could establish this agreement and execute it. Along with running the daytime class, the company agrees to assist with training, recruitment and retention. This daytime crew would be available for calls throughout Cumberland County.

Kevin Ingle

Collection Rates - As of January 31, 2015

Real Estate:

	Current Collection		
	%	Prior Year %	Change
Tax Year - 2014	92.92%	92.18%	+ 0.74%
Year 2013	96.22%	96.29%	- 0.07%

Personal Property:

	Current Collection		
	%	Prior Year %	Change
Tax Year - 2014	85.51%	84.71%	+ 0.80%
Year 2013	97.42%	97.21%	+ 0.21%

Treasurer's Office

Outstanding Collections Report

January 2015

Real Estate

	As of 12/31/14	As of 1/31/15	Change	% Collected	Abatements/ Exonerations
2000-2005	\$ 9,384.38	\$ 9,321.45	\$ 62.93	0.67%	
2006	5,384.75	5,334.70	50.05	0.93%	
2007	9,023.50	8,970.55	52.95	0.59%	
2008	12,007.68	11,925.46	82.22	0.68%	
2009	17,502.18	16,758.63	743.55	4.25%	
2010	42,912.83	40,421.78	2,491.05	5.80%	
2011	78,406.23	74,630.80	3,775.43	4.81%	
2012	133,508.32	126,654.56	6,853.76	5.13%	
2013	230,807.67	221,037.07	9,770.60	4.23%	
2014	427,136.90	393,135.23	34,001.67	7.96%	\$ 477.90
Total	\$ 966,074.44	\$ 908,190.23	\$ 57,884.21		

Personal Property

	As of 12/31/14	As of 1/31/15	Change	% Collected	Abatements/ Exonerations
2010	37,872.28	\$ 37,830.27	42.01	0.11%	\$ 42.02
2011	40,533.35	40,261.18	272.17	0.67%	31.80
2012	44,278.30	43,435.46	842.84	1.90%	206.74
2013	76,592.83	72,502.68	4,090.15	5.34%	268.52
2014	445,277.74	404,783.48	40,494.26	9.09%	433.75
Total	\$ 644,554.50	\$ 598,813.07	\$ 45,741.43		

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
* TREASURER'S ACCOUNTABILITY *					
ASSETS					
100-0000	CASH IN OFFICE	1,000.00			1,000.00
100-0105	C&F BANK - CHECKING	300,000.00	2,192,765.31		300,000.00
100-0115	C&F BANK - INVESTMENT ACCT	2,221,886.89	1,289.04	551,742.42	1,671,433.51
100-0120	C&F BANK-IPR ACCOUNT	14,050.11	.38		14,050.49
100-0122	ESSEX BANK - CD	2,200,000.00			2,200,000.00
100-0124	C&F BANK-FAF (JUSTICE)	22,881.85	4.61		22,886.46
100-0125	C&F BANK-FAF (TREASURY)	2,706.65	.55		2,707.20
100-0126	NEW HORIZON BANK-MONEY MKT	680,342.12	202.24		680,544.36
100-0128	C&F BANK-MONEY MARKET ACCT	141,851.51	38.47		141,889.98
100-0129	FIRST BANK	104,004.49	12.96		104,017.45
100-0131	LOCAL GOV INVESTMENT POOL	5,266.53	.39		5,266.92
100-0137	RIVER COMM BANK - CERT. OF DEPOSIT	360,075.95			360,075.95
100-0141	FIRST BANK/SEWER RESERVE	123,269.55	15.37		123,284.92
100-0142	FIRST BANK/WATER RESERVE	17,985.12	2.24		17,987.36
100-0143	C&F BANK/ASSET FORFEITURE (SAF)	69,927.47	14.10		69,941.57
100-0144	C&F BANK-IDA RD OES DSR	42,866.94	8.64		42,875.58
100-0145	C&F BANK-GOVERNOR'S SCHOOL FUND	249,228.81	6.43	84,715.26	164,519.98
100-0146	C&F BANK-WATERLINE EXT DSR ACCT	3,540.00	.54		3,540.54
100-0155	RETURNED CHECKS	1,034.21			1,034.21
100-0160	E & S CONTROL BOND ESCROW	9,900.00	3,501.66		13,401.66
	ASSETS	6,571,818.20	2,197,862.93	2,829,222.99	5,940,458.14
	TOTAL ASSETS	6,571,818.20	2,197,862.93	2,829,222.99	5,940,458.14
REVENUE FUND BALANCES					
300-0000	GENERAL FUND BALANCE	5,086,185.77	944,577.01	463,901.54	4,605,510.30
300-0100	ECONOMIC DEVELOPMENT FUND	38,871.00			38,871.00
300-0120	ASSET FORFEITURE FUND BALANCE	83,419.41	45.00	19.26	83,393.67
300-0170	HEALTH INSURANCE FUND	861,368.30	217,838.95	180,992.35	824,521.70
300-0201	SOCIAL SERVICES FUND BALANCE		100,405.15	100,405.15	
300-0203	NCLB FUND	27,360.73	10,130.02		37,490.75
300-0204	SCHOOL CONTINGENCY FUND				
300-0205	SCHOOL FUND BALANCE	249,228.81	1,247,596.45	1,247,596.45	164,519.98
300-0207	GOVERNOR'S SCHOOL FUND (GSSV)	35,800.36	84,715.26	6.43	35,819.89
300-0302	CAPITAL PROJECTS FUND BALANCE			19.53	
300-0401	DEBT SERVICE FUND	60,113.17	16,636.97	16,636.97	105,279.06
300-0500	COMPREHENSIVE SERVICES ACT	6,414.13	114,937.33	69,771.44	8,918.51
300-0501	UTILITY FUND (WATER/SEWER)	123,269.55	38,166.73	35,662.35	123,284.92
300-0515	SEWER RESERVE FUND (DSR)	17,985.12		15.37	17,987.36
300-0540	WATER RESERVE FUND	3,540.00		2.24	3,540.54
300-0545	WATERLINE EXT DSR FUND	42,866.94		.54	42,875.58
300-0550	IDA OES RD DSR FUND	14,050.11		8.64	14,050.49
300-0580	IPR FUND BALANCE	67,249.46	9,009.60	32,736.10	90,975.96
300-0715	IDA FUND BALANCE	16,765.41	7,084.23	4,311.42	13,992.60
300-0733	SPECIAL WELFARE FUND BALANCE	6,546,712.21	2,791,142.70	2,152,086.16	5,907,655.67
	REVENUE FUND BALANCES	6,546,712.21	2,791,142.70	2,152,086.16	5,907,655.67
	TOTAL PRIOR YR FUND BALANCE	6,546,712.21	2,791,142.70	2,152,086.16	5,907,655.67
TOTAL REVENUE					
TOTAL EXPENDITURE					

TOTAL CURRENT FUND BALANCE
 TOTAL LIABILITIES AND FUND BALANCE

6,546,712.21- 2,791,142.70 2,152,086.16- 5,907,655.67-

PAGE 2
 TIME 11:28

CUMBERLAND CO
 BALANCE SHEET
 12/31/2014

GL070
 * TREASURER'S ACCOUNTABILITY *

1/26/15
 FUND # -999

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
400-0000	**OTHER FUND BALANCES**				
400-0105	OVERPAYMENTS		189.38	218.74-	29.36-
400-0110	PREPAID TAXES	13,861.49-	145.06	4,310.52-	18,026.95-
400-0140	COMMONWEALTH DEBIT ACCOUNT				
400-0150	COMMONWEALTH CREDIT ACCOUNT	90.00-	2,843.85	2,843.85-	90.00-
400-0160	EROSION & SED CONTROL BOND ESCROW	9,900.00-		3,501.66-	13,401.66-
400-0216	ATTORNEY FEES	1,254.50-			1,254.50-
	OTHER FUND BALANCES	25,105.99-	3,178.29	10,874.77-	32,802.47-
		25,105.99-	3,178.29	10,874.77-	32,802.47-
500-0000	**UNCOLLECTED TAXES**				
500-0010	PUBLIC SERVICE CORP. TAXES PP/RE	20.74			20.74
500-0079	UNCOLLECTED 2014 REAL ESTATE TAX	487,634.04	6,641.78	67,138.92-	427,136.90
500-0080	UNCOLLECTED 2013 REAL ESTATE TAXES	241,866.08		11,058.41-	230,807.67
500-0081	UNCOLLECTED 2012 REAL ESTATE TAXES	141,165.51		7,657.19-	133,508.32
500-0082	UNCOLLECTED 2011 REAL ESTATE TAXES	85,483.81	.02	7,077.60-	78,406.23
500-0083	UNCOLLECTED 2010 REAL ESTATE TAXES	50,077.46		7,164.63-	42,912.83
500-0084	UNCOLLECTED 2009 REAL ESTATE TAXES	18,560.16		1,057.98-	17,502.18
500-0085	UNCOLLECTED 2008 REAL ESTATE TAXES	12,708.98		701.30-	12,007.68
500-0086	UNCOLLECTED 2007 REAL ESTATE TAXES	9,295.10		271.60-	9,023.50
500-0087	UNCOLLECTED 2006 REAL ESTATE TAXES	5,623.46		238.71-	5,384.75
500-0150	UNCOLLECTED 2005/2000 REAL ESTATE	9,644.00		259.62-	9,384.38
500-0153	2009 VEHICLE LICENSE TAX	5,938.88		92.00-	5,846.88
500-0154	2010 VEHICLE LICENSE TAX	6,909.68		92.00-	6,817.68
500-0155	2011 VEHICLE LICENSE TAX	8,493.08	23.00	138.00-	8,378.08
500-0156	2012 VEHICLE LICENSE TAX	9,285.40	23.00	519.64-	8,788.76
500-0157	2013 VEHICLE LICENSE TAX	17,898.05	46.00	1,681.75-	16,262.30
500-0158	2014 VEHICLE LICENSE TAX	90,362.64	46.00	10,520.65-	79,887.99
500-0172	UNCOLL. 2009 PERSONAL PROPERTY TAX	30,511.67		338.67-	30,173.00
500-0173	UNCOLL. 2010 PERSONAL PROPERTY TAX	38,015.99		143.71-	37,872.28
500-0174	UNCOLL. 2011 PERSONAL PROPERTY TAX	40,706.57		187.79-	40,533.35
500-0175	UNCOLL. 2012 PERSONAL PROPERTY TAX	46,376.94	14.57	2,113.44-	44,278.30
500-0176	UNCOLL. 2013 PERSONAL PROPERTY TAX	83,457.01	14.80	6,955.67-	76,592.83
500-0177	UNCOLL. 2014 PERSONAL PROPERTY TAX	514,570.30	91.49	70,962.00-	445,277.74
500-0200	RESERVE UNCOLLECTED COUNTY TAXES	1,954,605.55-	196,371.26	8,570.08-	1,766,804.37-
500-0400	UNCOLL MISC FEES	3,693.57			3,693.57
500-0401	RESERVE-MISC FEES				
500-0404	UNCOLLECTED IPR BALANCE				
500-0405	RESERVE-IPR ACCOUNTS				
500-0800	UNCOLLECTED WATER CHARGES	14,512.68	7,456.60	8,674.45-	13,294.83
500-0810	RESERVE UNCOLLECTED WATER CHARGES	14,512.68	8,674.45	7,456.60-	13,294.83
500-0900	UNCOLLECTED SEWER CHARGES	30,857.44	20,426.05	26,745.13-	24,538.36
500-0910	RESERVE UNCOLLECTED SEWER CHARGES	30,857.44	26,745.13	20,426.05-	24,538.36
500-1008	UNCOLLECTED 2008 ROLLBACK TAX				
500-1009	UNCOLLECTED 2009 ROLLBACK TAX				
500-1010	UNCOLLECTED 2010 ROLLBACK TAX				
500-1011	UNCOLLECTED 2011 ROLLBACK TAX				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
500-1012	UNCOLLECTED 2012 ROLLBACK TAX				
500-1013	UNCOLLECTED 2013 ROLLBACK TAX				
500-1014	UNCOLLECTED 2014 ROLLBACK TAX				
500-1099	RESERVE-UNCOLLECTED ROLLBACK TAXES				
	UNCOLLECTED TAXES	268,243.59		268,243.59	
510-2008	COMMONWEALTH REIMB-PPTRA				
510-2009	COMMONWEALTH REIMB-2008	871,064.20		160.82	870,903.38
510-2010	COMMONWEALTH REIMB-2009	869,244.36		8.41	869,235.95
510-2011	COMMONWEALTH REIMB-2010	864,422.53		45.58	864,376.95
510-2012	COMMONWEALTH REIMB-2011	876,989.74		89.46	876,900.28
510-2013	COMMONWEALTH REIMB-2012	865,913.22	8.14	127.71	865,793.65
510-2014	COMMONWEALTH REIMB-2013	876,424.44	8.16	1,129.84	875,302.76
510-9999	ESTIMATED COMMONWEALTH RESERVE	5,224,058.49	1,561.82	16.30	5,222,512.97
	COMMONWEALTH REIMB-PPTRA		1,578.12		
			269,821.71	269,821.71	
600-0000	**STATE ACCOUNTS**				
600-0173	UNCOLL. STATE INCOME TAX-2012				
600-0174	UNCOLL. STATE INCOME TAX-2013				
600-0185	UNCOLLECTED EST. STATE INC. - 2013				
600-0186	ESTIMATED STATE INCOME TAX-2014	17,699.00	2,618.00	2,618.00	20,317.00
600-0190	RESERVE UNCOLLECTED STATE TAXES	17,699.00	2,618.00	2,618.00	20,317.00
	STATE ACCOUNTS				
700-0000	**DEBT FUNDS**				
700-0151	CERT OF PARTICIPATION -ELEM 97	1,015,000.00			1,015,000.00
700-0221	LITERARY LOAN - ELEMENTARY SCHOOL	2,166,666.61			2,166,666.61
700-0222	HIGH SCH/MIDDLE SCH-SUNTRUST LOAN	17,905,000.00			17,905,000.00
700-0226	SEWER LOAN - FARMERS HOME ADM	1,405,905.07			1,405,905.07
700-0227	WATERLINE EXT LOAN-USDA	937,097.23			937,097.23
700-0231	COURTHOUSE LOAN-SUNTRUST	1,818,000.00			1,818,000.00
700-0236	PUBLIC FACILITIES NOTE-2009	4,135,000.00			4,135,000.00
700-0237	VPSA	8,186,778.00			8,186,778.00
700-0239	IDA RD LOAN-OES PROPERTY	1,910,484.22			1,910,484.22
700-0240	AMERESCO LOAN	1,056,145.00			1,056,145.00
700-0250	RESERVE DEBT FUND	40,536,076.13			40,536,076.13
	DEBT FUNDS				

Transactions for DMV Select

January 2015

	# Transactions	Total \$	# Helped		# Transactions	Total \$	# Helped
1				17			
2				18			
3				19			
4				20	40	\$840.66	9
5	62	\$3,212.57	9	21	33	\$1,410.52	5
6	28	\$617.75	7	22	22	\$950.56	7
7	28	\$1,116.95	7	23	34	\$2,389.95	5
8	2	\$73.75	12	24			
9	2	\$719.50	26	25			
10				26	40	\$1,403.00	8
11				27	19	\$898.03	6
12	27	\$1,456.48	6	28	34	\$1,188.53	7
13	55	\$3,723.73	7	29	29	\$1,200.75	7
14	closed	weather		30	73	\$3,654.45	8
15	26	\$887.85	6	31			
16					554	\$25,745.03	142

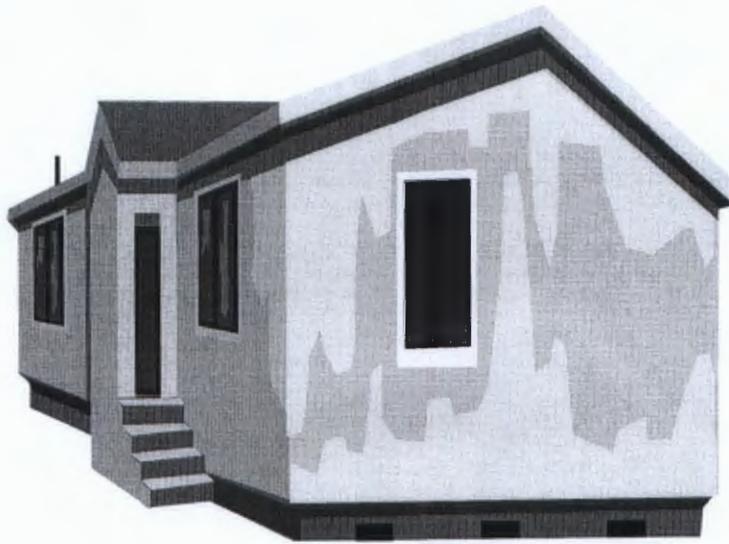
MONTHLY RECYCLE TOTALS REPORT

January 2015

PICK UP DATE	COUNTY			SCHOOL		
	PLASTIC/ALUMINUM	NEWSPAPER	PAPER	PLASTIC/ALUMINUM	NEWSPAPER	PAPER
1/15/2015	4 lbs. Plastic 2 lbs. Aluminum	10 lbs.	280 lbs.	0 lbs. Plastic 0 lbs. Aluminum	0 lbs.	0 lbs.
1/26/2015	5 lbs. Plastic 1 lbs. Aluminum	10 lbs.	50 lbs.	10 lbs. Plastic 1 lbs. Aluminum	20 lbs.	65 lbs.
1/28/2015	5 lbs. Plastic 1 lbs. Aluminum	8 lbs.	30 lbs.	3 lbs. Plastic 1 lbs. Aluminum	20 lbs.	50 lbs.
MONTHLY TOTALS	14 lbs. Plastic 4 lbs. Aluminum	28 lbs.	360 lbs.	13 lbs. Plastic 2 lbs. Aluminum	40 lbs.	115 lbs.

CUMBERLAND COUNTY

BUILDING INSPECTIONS
DEPARTMENT



JANUARY 2015

MONTHLY
REPORT

COUNTY of CUMBERLAND VIRGINIA

FOUNDED • 1749

Building Official's Office

Leland Leeds
Building Official

lleeds@cumberlandcounty.virginia.gov

Mackenzie Tate
Building Coordinator /
Assistant Planning & Zoning
Administrator

mtate@cumberlandcounty.virginia.gov

P.O. Box 110
Cumberland, VA 23040
(804) 492-9114 Phone
(804) 492-9224 Fax

January	Current Month 2014	YTD 2014	Current Month 2015	YTD 2015
Singlewides	0	0	0	0
Doublewides	0	0	1	1
Modular	0	0	0	0
New Homes	3	3	2	2
Ag & Exempt	0	0	0	0
Garages & Carports	0	0	2	2
Additions & Remodels	0	0	3	3
Misc	19	19	9	9
Commercial	0	0	1	1
Totals	22	22	18	18

Total Fees Collected	\$2,862.87	\$2,862.87	\$2,674.73	\$2,674.73
E-911 Fees Collected	\$12.00	\$12.00	\$12.00	\$12.00
Zoning Fees Collected	\$40.00	\$40.00	\$10.00	\$10.00
S & E Fees Collected	\$100.00	\$100.00	\$0.00	\$0.00
Total Estimated Value	\$828,932.00	\$828,932.00	\$489,235.00	\$489,235.00
Admin. Fees	\$0.00	\$0.00	\$0.00	\$0.00
CO's Issued	1	1	2	2



www.cumberlandcounty.virginia.gov

At a meeting of the Cumberland County Board of Supervisors held at 7:00 p.m. on the 13th day of January, 2015, at the Cumberland County Circuit Court Room:

Present: William F. Osl, Jr., District 1
Lloyd Banks, Jr., District 2, Chairman
Kevin Ingle, District 3, Vice-Chairman
David Meinhard, District 4
Parker Wheeler, District 5
Vivian Giles, County Administrator / Attorney
Tracie Wright, Finance Director
Sara Carter, Planning Director

Absent: None

1. Call to Order

The Chairman called the meeting to order.

2. Approval of Agenda

On a motion by Supervisor Wheeler and carried unanimously, the Board approved the Agenda as presented:

Vote: Mr. Osl – aye Mr. Banks – aye
Mr. Ingle – aye Mr. Meinhard – aye
Mr. Wheeler – aye

3. Welcome and Pledge of Allegiance

The Pledge of Allegiance was led by Chairman Banks.

4. Roll Call

County Administrator, Vivian Giles, called the roll.

5. Election of Chairman

A motion was made by Supervisor Meinhard to appoint Lloyd Banks as Board Chairman for 2015.

Supervisor Wheeler made a motion to elect Supervisor Osl as Board Chairman for 2015; Supervisor Osl declined the nomination.

On a motion by Supervisor Meinhard and carried unanimously, the Board elected Supervisor Lloyd Banks as the Board Chairman for 2015:

Vote: Mr. Osl – aye Mr. Banks – aye
Mr. Ingle – aye Mr. Meinhard – aye
Mr. Wheeler – aye

6. Election of Vice Chairman

On a motion by Supervisor Wheeler and carried unanimously, the Board elected Supervisor Kevin Ingle as the Board Vice-Chairman for 2015:

Vote: Mr. Osl – aye Mr. Banks – aye
Mr. Ingle – aye Mr. Meinhard – aye
Mr. Wheeler – aye

7. Organizational & Administrative Matters

- a. Set date and time of regular meetings

On a motion by Supervisor Osl and carried unanimously, the Board set their regular meetings at 7:00 p.m. on the dates below:

January 13, 2015
February 10, 2015
March, 2015
April 7, 2015
April 14, 2015
May 12, 2015
June 09, 2015
July 14, 2015
August 11, 2015
September 08, 2015
October 13, 2015
November 17, 2015
December 08, 2015

Vote: Mr. Osl – aye Mr. Banks – aye
Mr. Ingle – aye Mr. Meinhard – aye
Mr. Wheeler – aye

- b. Review Bylaws

On a motion by Supervisor Wheeler and carried unanimously, the Board adopted the By-Laws as presented:

CUMBERLAND COUNTY, VIRGINIA

BOARD OF SUPERVISORS

Adopted January 13, 2015

Statement of Intent and Purpose

The intent of these By-laws of the Cumberland County, Virginia Board of Supervisors is as follows:

- (1). To establish ways and means by which the Board of Supervisors as the governing body of Cumberland County, Virginia shall conduct itself in the performance of its duties and responsibilities;
- (2). To establish certain procedures to be followed by the Board of Supervisors as individual members and as a governing body, and by appointed officials and employees of the Board of Supervisors, to help ensure legality, fairness and consistency in the conduct of governance of Cumberland County; and
- (3). To establish certain rules and guidelines considered vital to the conduct of the Cumberland County government and the proper functioning of its elected and appointed officials, employees, agencies, departments, organizations; and the promotion and protection of the interests of the citizens of the county.

To these ends these By-laws are so adopted.

By-laws Definitions

As used in these By-laws, the following terms are defined:

Action of Record: An action taken or decision made by the Board recorded in the Minutes of the Meetings. Action of Record may take the following forms:

- a. Motions with votes of the members of the Board recorded.
- b. Consensus agreement of the Board without vote by the Board.
- c. Directive of the Chairman in the exercise of that office during the conduct of an official meeting of the Board.

Advisory Board: Pursuant to § 15.2-1411 of the Virginia Code, a designated group of persons other than members of the Board formed by the Board for the purpose of undertaking work on matters germane to the interests of the Board or county.

Board: The Cumberland County Board of Supervisors.

Committee: Pursuant to § 15.2-1411 of the Virginia Code, a designated group of persons that may be formed by the Board for the purpose of undertaking work on matters germane to the interests of the Board or county.

County Code: The *Cumberland County Code*.

Directive: An exercise of discretionary authority granted to the Chairman from the Board empowering the Chairman as follows:

- a. To enforce the protocols of Article 8.5. of these By-laws for the conduct of business and discourse before the Board to ensure proper decorum, civility, fairness and order.
- b. To cause the removal of any person or persons without charge of civil or criminal offense for misconduct, disruption or disturbance of a meeting of the Board of Supervisors consistent with adopted policies and procedures of the Board;

- c. To charge any person or persons with civil or criminal offenses pursuant to federal, state or local laws for the misconduct, disruption or disturbance of a meeting of the Board.

Ex-officio: A form of membership or appointment to a body or group where the individual may participate in proceedings or discussions, but shall not serve in an official leadership capacity nor vote in an official manner.

Item of Business: A matter to be presented before the Board at an official meeting, specified on the Meeting Agenda or modification thereof, and which may be subject to an Action of Record.

Meeting or official meeting: Any Annual, Regular, or Special Meeting of the Board of Supervisors. The following terms may also be used to further define and specify purposes for meetings. Meetings as defined herein are not exclusive of each other and may be concurrently conducted.

- a. Annual Meeting: Pursuant to § 15.2-1416 of the Virginia Code, the Board's first meeting in the month of January.

- b. Joint Meeting: A Joint Meeting may be conducted simultaneously with one or more corporate and politic bodies for the purpose of review, inquiry and discussion of matters of mutual interest or in the interest of expedient disposition of public business matters. Action of Record may be taken at said meeting, and a quorum of both the Board and other body(ies) is required to Call to Order and conduct a Joint Special Meeting.

- c. Public Information Meeting: A Public Information Meeting shall be limited to the dissemination of information to and/or from the public where the Board of Supervisors will take no Action of Record at said meeting. A quorum of the Board of Supervisors is not required to Call to Order and conduct a Public Information Meeting. Public Information Meetings may be called in the name of the Board of Supervisors or administratively by the County Administrator or his designee.

- d. Public Hearing: A public hearing shall be conducted at said meeting and the Board of Supervisors may take Action of Record on such matters as may

arise from the Public Hearing. A quorum of the Board of Supervisors is required to Call to Order and conduct a Public Hearing.

e. Recessed Meeting: A meeting conducted at a date, place and time set by the Board of Supervisors as a continuation of a previously held meeting. A Recessed Meeting shall be scheduled no later than the date of the next Regular Meeting.

f. Rescheduled Meeting: A Rescheduled Meeting shall be for the purpose of conducting a meeting of the Board of Supervisors where, by virtue of necessity or at the discretion of the Board of Supervisors, the originally scheduled meeting cannot be conducted on its prescribed date or time or at its prescribed location pursuant to these By-laws. Action of Record may be taken on any Item of Business presented at a Rescheduled Meeting, and a quorum of the Board of Supervisors is required to Call to Order and conduct a Rescheduled Meeting.

g. Workshop Meeting: A Workshop Meeting shall be for the purpose of in-depth review, inquiry and discussion of specified Items of Business where Action of Record may be taken by the Board of Supervisors. A quorum of the Board of Supervisors is required to Call to Order and conduct said meeting. Workshop Meetings may also be called and scheduled for the purposes of presentations to the Board of Supervisors for educational and informational purposes.

Primary Motion: The first motion presented following informal discussion of any Item of Business at a Board meeting.

Substitute Motion: A motion presented succeeding and in lieu of a primary motion on any Item of Business at a Board meeting.

Virginia Code: The 1950 Code of Virginia, as amended.

Construction

As used in these By-laws, the masculine shall include the feminine, and the singular the plural unless otherwise specified herein. The word "shall" is

mandatory and not discretionary; the word “may” is permissive and discretionary. The word "approve" shall be considered to be followed by the words "or disapprove".

Article 1. General

1.1. The County of Cumberland is a political subdivision of the Commonwealth of Virginia, and is bestowed all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

Article 2. Board of Supervisors

2.1. The County of Cumberland is governed by a Board consisting of five (5) Supervisors elected from the citizenry of Cumberland County, one (1) Supervisor from each of the county’s five (5) Election Districts. Terms of each Supervisor are for four (4) years and may be successive. Qualifications for election to the Board of Supervisors are prescribed in the Virginia Code and Election Districts shall be defined by ordinance and set out in the County Code.

2.2. The Board of Supervisors is the governing body of the County of Cumberland and exercises all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

2.3. The Board of Supervisors at its discretion may authorize by appropriate action and annually provide for such sums for their salaries and expenses as members of the Board pursuant to the Virginia Code.

Article 3. Officers of the Board of Supervisors

3.1. Pursuant to § 15.2-1422 of the Virginia Code, the Board shall elect annually from its membership a Chairman and Vice-Chairman.

3.2. The term of office of the Chairman and Vice-Chairman shall be one (1) calendar year beginning immediately upon being elected at the Annual Meeting

until the election at the Board's next Annual Meeting the following calendar year.

Article 4. Election of Officers

4.1. Election of officers of the Board shall be held at the Annual Meeting. In the absence of a quorum of the Board at the Annual Meeting, the current seated officers shall continue to exercise their offices until such time as a quorum is present at a subsequent Regular Meeting of the Board, at which time election of officers shall be held. The Board may defer election of officers to a Recessed Meeting from the Annual Meeting upon motion and vote of a majority of Board members present.

4.2. Election of officers of the Board shall be the first Item of Business at the Annual Meeting when elections are to be held.

4.3. Nominations for officers shall be conducted in open session upon motion by Board members and acceptance of the nomination. A motion with a majority vote of the Board members present is required to close nominations, at which time election of officers will be conducted in reverse order of the discussion of nominations. A majority vote of a quorum of the Board is needed to elect officers.

4.4. In the event of a tie vote during the election of officers, either by an abstaining vote or an even quorum of the Board present and voting, election of that officer shall be tabled to the next Regular Meeting of the Board and the Board shall proceed with other officer elections. In the event of a subsequent tie vote, a single blind lot drawing from the slate of seconded nominations shall select the officer. Officers selected in this manner shall be fully vested with all duties and powers accorded the office pursuant to the Virginia Code and these By-laws. The current seated officers shall continue to exercise their offices until new officers are elected or selected in this event.

4.5. Upon election of new officers, the new Chairman and Vice-Chairman shall preside at that meeting and all other meetings during the term for so which elected.

Article 5. Duties and Powers of Officers of the Board of Supervisors

5.1. In accordance with accepted rules of order and parliamentary practice, the Chairman is to preside at all meetings of the Board. The Vice-Chairman shall act with the full power and authority of the Chairman in the absence of the Chairman at any meeting of the Board. In the absence of the Chairman and Vice-Chairman, the remaining Board members shall choose an Acting Chairman for the meeting. Where an Acting Chairman is needed for a meeting, the Board need not designate an Acting Vice-Chairman. Where used in these Bylaws, Chairman shall also be construed to mean Acting Chairman.

5.2. When the Board is engaged in official meetings, whether held in the Board of Supervisors Meeting Room or at some other location, the building and associated grounds constituting the meeting place are under the control of the Chairman for the orderly conduct of the meeting. In addition to the exercise of parliamentary powers, the Chairman or Acting Chairman is empowered to issue Directives that shall be recorded as an Action of Record in order to facilitate orderly conduct of meetings.

5.3. The Chairman of the Board is empowered to administer oaths pursuant to § 15.2-1410 of the Virginia Code and shall be the head of the county government pursuant to § 15.2-1423 of the Virginia Code.

5.4. The Chairman shall adhere to and is empowered to enforce the protocols of Article 8.5 during official meetings of the Board. The Chairman shall act as parliamentarian of the Board, and shall seek the advice of the County Attorney or, in his absence, the County Administrator in the interpretation of the provisions of these By-laws and other established procedures for the conduct of meetings.

5.5. In the event of a vacancy in the office of Chairman due to death, resignation or removal from office as a member of the Board, the Vice-Chairman shall assume the position of Acting Chairman until a chairman is appointed . In the event of a similar vacancy in the office of Vice-Chairman, the most recent past Vice-Chairman of the Board shall assume the position of Acting Vice-Chairman. In the event of concurrent vacancies in both the office of Chairman and Vice-Chairman, the most recent past Chairman and Vice-Chairman shall respectively assume these offices. Election of new officers shall

occur pursuant to Article 4 of these By-Laws at the first Regular Meeting after the vacancy on the Board has been filled pursuant to § 15.2-1424 of the Virginia Code. In this event, such newly elected officers shall serve until the next Annual Meeting of the Board. Officers selected in this manner shall be fully vested with all duties and powers accorded their office pursuant to the Virginia Code and these By-laws.

5.6. The Chairman shall be an ex-officio member of all Committees and Advisory Boards of the Board, privileged to attend and participate in all meetings of such Committees and Advisory Boards, including closed meetings, but shall not vote on Committee matters unless appointed as a Committee member.

Article 6. Meetings of the Board of Supervisors

6.1. The Annual Meeting of the Board shall be held on the second Tuesday of January. The Regular Meetings of the Cumberland County Board of Supervisors for shall be on the second Tuesday of each month. These Annual and Regular Meetings shall be Called to Order at 6:00 p.m. and shall be held at Cumberland County Circuit Court Room in the County Courthouse Building on Rt. 60, Cumberland C.H., Virginia.

The Annual and Regular Meeting date, place and time shall continue indefinitely unless changed by appropriate action of the Board.

6.2. The Board will attempt to complete all Items of Business at the Annual and Regular Meetings by 11:00 p.m. The Board may recess such meetings from day

to day, or from time to time or from place to place not beyond the time fixed for the next Regular Meeting, until the business before the Board is complete.

6.3. If the Annual or any Regular Meeting day falls on a legal holiday, the meeting may be held on the holiday or rescheduled as determined by the Board by Action of Record taken at the Annual Meeting or any Regular or Special Meeting prior to the holiday. If rescheduled other than at the Annual Meeting, public notice shall be served pursuant to § 15.2-1416 of the Virginia Code.

6.4. Special Meetings of the Board may be approved and scheduled, or a Called Special Meeting conducted by the Board pursuant to § 15.2-1417 and § 15.2-1418 of the Virginia Code. A special meeting of the governing body shall be held when called by the chairman or requested by two or more of the members of the board of supervisors. The call or request shall be made to the clerk, and shall specify the matters to be considered at the meeting. Upon receipt of such call or request, the clerk of the governing body, after consultation with the chairman, shall immediately notify each member of the Board and the county attorney, as appropriate in writing delivered in person or to his place of residence or business to attend such meeting at the time and place stated in the notice. Such notice shall specify the matters to be considered at the meeting. No matter not specified in the notice shall be considered at such meeting, unless all members are present. The notice may be waived if all members of the Board of Supervisors attend the special meeting or sign a waiver.

A Special Meeting may also be scheduled or called for specific purposes, as follows:

- a. Joint Special Meeting;
- b. Public Information Meeting;
- c. Public Hearing;
- d. Rescheduled Meeting;
- e. Workshop Meeting.

Special Meetings of the Board may be scheduled at the Annual Meeting for the calendar year and set out in the Operational Procedures of the Board.

6.5. The Annual, Regular and Special Meetings of the Board shall be open to the public. The Board reserves the right to enter into Closed Meeting pursuant to the Virginia Code at any official meeting.

6.6. Closed meetings will be restricted for those proper purposes enumerated in the Virginia Code and all Closed Meetings will be held in strict accordance with Virginia law.

6.7. No gathering of members of the Board of Supervisors, whether there be a number equal to or exceeding a quorum of the Board or a lesser number, shall be considered an official meeting of the Board unless such gathering takes place at a bona fide Annual, Regular or Special Meeting as set forth in these By-laws. No Action of Record may be taken on any matter outside of the time, place and location of an official meeting of the Board. Similarly when a quorum, (3) three or more members is gathered in one place outside an official meeting, those Board Members present may not discuss any past, current or future county business.

6.8. The Sheriff of Cumberland County shall, upon request, provide at least one (1) deputy to attend the Annual and Regular Meetings of the Board and, upon request of the Board or County Administrator, at any other official meeting. When in attendance of any official meeting, deputies shall be under the direction of the Chairman of the Board during the period of the official meeting (including any brief recess thereof), and under the direction of the County Administrator, Acting County Administrator, or his designee during the period prior to the meeting's Call to Order and immediately upon final Recess or Adjournment of the meeting.

Article 7. Agendas for Board of Supervisors Meetings

7.1. The Annual and Regular Meetings of the Board shall have a formal Meeting Agenda prepared by the County Administrator or his designee. The County Administrator at his (her) discretion, and the County Attorney and Board members individually may by request to the County Administrator place

matters of business on the Agenda for discussion, information and /or action by the Board as are germane to the affairs and interests of the Board and county. Agendas for Special Meetings are optional at the discretion of the Board of Supervisors or County Administrator.

7.2. The Order of Business of the Meeting Agenda for the Annual and Regular Meetings of the Board shall be generally as follows:

1. Call to Order and Determination of Quorum
2. Roll Call of Members
3. Closed Meeting
4. Welcome, Invocation and Pledge of Allegiance
5. Approval of the Agenda
6. Public Comments(optional)
7. Public Hearing (if any)
8. VDOT Matters
9. Presentations from Department/Agencies/Organizations
10. Assistant County Administrators Report
11. Planning Director's Report
12. County Administrator's Report
13. Community Development Director's Report
14. County Attorney's Report
15. Board Member Reports
16. Adjournment

Deviations from the Order of Business may be made at the discretion of the County Administrator during the preparation of the Meeting Agenda, and by the Board as a modification of the Meeting Agenda at the time of Approval of the Agenda. The Board by motion and majority vote of those present may eliminate any of the above items in the Order of Business for a specific meeting or meetings, or through the time of the next Annual Meeting in its entirety, and may also restore any item so eliminated or add other items by like Action of Record at any meeting.

7.3. A request for modification of the Meeting Agenda shall be made from the Board Table and only by members of the Board, County Administrator, or County Attorney. Approval of modification requires majority vote of Board

members present. A modification made at the time of Approval of the Agenda shall be reflected in the Minutes of the Meeting at which the modification was made. Items scheduled for action on the Meeting Agenda may be deferred to a later time in the meeting by consensus agreement of a majority of Board members present. Items previously acted upon during the course of the meeting may be revisited at a later time in the meeting by a motion to reconsider and a majority vote of Board members present. An item may not be reconsidered more than twice.

7.4. The Board shall take no Action of Record on any matter that is not on the Meeting Agenda unless a modification to the Meeting Agenda is requested at the time of Approval of the Agenda. Modification of the Meeting Agenda requires a majority vote of Board members present.

7.5. Closed Meetings and business matters brought before the Board under Board Member Reports exempt from the provisions of this article.

7.6. The Meeting Agenda and supporting documents comprising the Meeting Agenda Book should be delivered to members of the Board a minimum of five (5) calendar days in advance of the meeting date. The supporting documentation should include recommendations on actions prepared by county administrative personnel and other county officials if a recommendation is available and appropriate. The Meeting Agenda Book may be rendered in electronic format for use by the Board at its discretion.

Article 8. Conduct of Meetings of the Board of Supervisors

8.1. The Board shall generally follow Roberts' Rules of Order Newly Revised, Procedure in Small Boards but failure to follow Robert's Rules of Order shall not invalidate any Board action, the provisions of Article 8.4 notwithstanding. In following these rules of parliamentary procedure, the Board intends that special attention will be given to the following:

- a. Protecting the rights of each individual member of the Board, county administrative employees and the public.
- b. Preserving and ensuring a spirit of harmony and cooperation within the Board, and between individual Board members.
- c. Allowing full and free discussion among the members of the Board in order to ensure that all viewpoints are considered prior to taking action on behalf of the county.

8.2. Where provisions of these By-laws differ from similar procedures established by Robert's Rules of Order, provisions of these By-laws shall prevail.

8.3. Repealed. (This section referenced seating at meetings for Board Members)

8.4. The following rules and procedures shall prevail at meetings of the Board:

- a. A quorum of the Board is a majority of the membership comprising at least three (3) of the five (5) members of the Board. A quorum must be present to Call to Order and continue an official meeting and to take Action of Record.
- b. The Chairman shall Call to Order an official meeting at the designated time and determine a quorum. If a quorum is not present at the designated time, the Chairman may direct a delay of up to fifteen (15) minutes in the start of the meeting at his discretion. Any further delay in the start of the meeting may be made only with the consensus agreement of the majority of those Board members present.
- c. Should for any reason a quorum not be maintained continuously during any official meeting, the meeting shall adjourn at that time. A Board member's physical presence on the grounds of the location of the meeting shall be considered as being present at the meeting and satisfactory for the maintenance of a quorum. Board members shall notify the Chairman

if required to leave the grounds of the location of the meeting, either temporarily or for the remainder of the meeting.

- d. All informal and formal discussions of Items of Business and Actions of Record must be made from the Board Table. Any Board member away from the Board Table but maintaining physical presence at the meeting location at the time of an Action of Record will be counted as having cast an abstaining vote.
- e. Informal discussion of an Item of Business by Board members is permitted while no primary or substitute motion is pending.
- f. A second to a primary and substitute motion is not required in order to formally discuss and/or vote upon the motion. Voting shall be by show of hands. The Chairman shall verbally summarize the vote upon conclusion of an Action of Record, noting by individual name those Board members abstaining or voting in the minority on the Item of Business.
- g. Any member of the Board may terminate debate or discussion of an Item of Business and call for a vote on a pending motion by "calling for the question" after being recognized by the Chairman.
- h. An abstaining vote is neither an affirmative nor a negative vote and has no effect on the vote, or the status of the quorum.
- i. A tie vote fails. The Board does not designate a tiebreaker pursuant to § 15.2-1421 of the Virginia Code.
- j. A substitute motion will be voted on prior to the primary motion, in reverse order (i.e. the substitute motion will be voted on first). Only one (1) substitute motion will be considered prior to a vote on the primary motion.
- k. The Chairman is authorized to speak in discussions, and can vote on all motions and/or all questions but may not call for the question. The Chairman may temporarily relinquish the position. The Chairman may do so by passing the gavel to the Vice-Chairman or Acting Vice-Chairman

prior to the start of discussion of an Item of Business. Upon completion of the Item of Business, the gavel shall be returned to the Chairman.

- l. A primary motion may be amended prior to vote with the concurrence of the originating Supervisor of the primary motion. The amended primary motion is then treated as the primary motion, and not a substitute motion. A primary motion may not be amended if a substitute motion is pending until conclusion of vote on the substitute motion. An amendment to a primary motion opposed by the originating Supervisor shall not be voted on until action is taken on the original primary motion.
- m. If a primary or substitute motion is made at a Board meeting where at least four (4) members are present and the motion is voted on and fails, the same or a substantively similar motion cannot be reconsidered by the Board during that fiscal year except by a primary or substitute motion made by a member of the Board who voted on the prevailing side where there are no less than four (4) Board members present, and only if two-thirds (2/3) of the Board members present vote to reconsider the motion again.
- n. A primary or substitute motion may be made to tentatively act upon an Item of Business where a final Action of Record is anticipated at a later date. All Items of Business tentatively acted upon by the Board shall be considered bound by the tentative action if not otherwise reconsidered by the Board within three (3) calendar months of the date of the tentative action.
- o. A motion to Table an Item of Business for consideration at a future meeting, or to remain Tabled indefinitely may be made either as a primary or substitute motion but not by consensus agreement. An action to Table an Item of Business to a later time within the same meeting may be passed by consensus agreement of a majority of Board members present.

8.5. The following protocols will be followed at meetings of the Board:

- a. Official meetings of the Board are open to public observation and, as set out herein, public participation. When not addressing the Board and/or attending public as herein described, those present at an official meeting shall be respectful of the rights of others.
- b. Board members are to be polite and courteous in addressing other members of the Board and all those present at Board meetings, and all Board members are to maintain proper decorum in their conduct at meetings of the Board (i.e., refrain from "name calling", derogatory remarks and other forms of personal affronts).
- c. Those persons and organizations with Items of Business before the Board should be represented at an official meeting if so requested by the Board of Supervisors, individual members of the Board, the County Administrator, County Attorney, or any person acting on behalf of these.
- d. Those persons and organizations with Items of Business before the Board may address the Board upon recognition and invitation of the Chairman to approach the Podium, where upon they shall identify themselves, any title and organization they represent, and provide a mailing address to facilitate any correspondence needed subsequent to the Item of Business. As a guideline, presentations to the Board pursuant to an Item of Business should be limited to ten (10) minutes. The Chairman at his discretion may end a presentation after such time has elapsed or may permit continuation of it. The Board by Action of Record may overrule the Chairman's decision in this regard.
- e. The discourse of those presenting at the Podium shall be made part of the Minutes of the Meeting subject to Article 9 of these By-laws.
- f. Those individuals of the public attending any official meeting of the Board of Supervisors without an approved Item of Business on the Meeting Agenda or modification thereof shall not be permitted at the Podium at any time other than during the Open portion of a public hearing. No

person shall address the Board during an official meeting from the audience unless recognized by the Chairman.

- g. At any official meeting of the Board where a public hearing is set on the Meeting Agenda, or a Public Hearing of the Board pursuant to Article 6.4, the Chairman shall first permit general presentation and discussion of the matter of the public hearing from the Podium and/or from the Board Table. At the conclusion of such presentation/ discussion, the Chairman shall Open the public hearing and invite those of the public attending the meeting to the Podium to comment.

- h. At the discretion of the Chairman, or with the consensus agreement of the majority of the Board, those speaking during the open portion of a public hearing may be limited to a specified length of time for comments at the Podium. The Chairman at his discretion may provide a verbal advisory to a speaker at the Podium when thirty (30) seconds remain of the specified time to conclude comments. During public hearings, speakers may address the Board only on matters pertaining or germane to the issue for which the public hearing is being held. No speaker is to engage in political statements, personal attacks upon members of the Board of Supervisors, county employees or officials, or any other person, nor are speakers entitled to use abusive language or discuss matters outside the issue for which the public hearing is being held. Violation of this rule shall enable the Chairman by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary and take such other steps the Chairman deems appropriate, including bringing appropriate charges against the person and bringing the charges in the name of the Board of Supervisors.

- i. No discourse at a public hearing, whether during general presentation and discussion or during the Open portion of the hearing is required to be entered into the Minutes unless conducted at the Podium.

- j. Upon conclusion of speakers at the Podium, the Chairman shall close the public hearing. A motion and majority vote of a quorum of Board members present at a public hearing shall overrule the Chairman's decision to close the public hearing or to limit speakers, in which event speakers may continue until the Board by majority vote ends the public hearing. A motion and majority vote of a quorum of Board members present shall also close the public hearing in this event. An Action of Record may be taken at the close of a public hearing at the discretion of the Board. Board Member Reports shall facilitate the presentation of comments, reports and proposed Items of Business not otherwise part of the Meeting Agenda by individual Board members in round table fashion. Matters may be presented for information, discussion and action and/or scheduled for further consideration as an Item of Business at a future meeting of the Board. When speaking during Board Member Reports, Board members shall be limited to ten (10) minutes, at which time the Chairman may at his discretion suspend further presentation from the Board member and request action by consensus agreement of Board members present at the Board Table to permit additional time to conclude the presentation. No Board member shall yield time or place under Board Member Reports to any other Board member or other person. No member of the Board shall have any other position reserved for them on the Meeting Agenda other than under Board Member Reports.

8.6. The Board may at its discretion adopt specific rules and procedures relative to the conduct of certain types of public hearings other than those set forth in this Article. Such specific rules and procedures shall be adopted in the manner prescribed for amendment of these By-Laws set forth in Article 13 and shall become part of these By-Laws upon adoption. Where a public hearing is conducted by another party on behalf of or before the Board, the rules and procedures governing that public hearing shall be as prescribed by the party conducting it.

Article 9. Minutes of the Meetings of the Board of Supervisors

9.1. At all official meetings of the Board at which a quorum is present Minutes of the meeting shall be taken and shall be approved by the Board and recorded in the office of the Cumberland County Administrators Office.

9.2. Public Information Meetings and Workshop Meetings as defined in these By-laws may be recorded as Minutes at the direction of the Board. At any such meeting where an Action of Record is taken, Minutes shall be taken and approved by the Board and recorded.

9.3. Pursuant to § 15.2-1536 and § 15.2-1538 of the Virginia Code, the County Administrator shall serve as Clerk of the Board and shall carry out the duties specified in § 15.2-1539 of the Virginia Code. The County Administrator may designate a Recording Clerk to take and prepare the Minutes of the Board and to assist in the exercise of the office of Clerk of the Board. Minutes shall be prepared on the basis of both written notes and audio recordings. Where technically possible, audio recordings shall be made of all official meetings of the Board, subject to the provisions of Paragraph 9.2 of this Article. The specific language of the Minutes of any given meeting shall be at the discretion of the County Administrator, who shall endeavor to render the Minutes in the most accurate and neutral way possible. The County Administrator shall review and correct all Minutes prior to dissemination to the Board for adoption.

9.4. The Board may at its discretion generally prescribe the form and content of the Minutes of its meetings in keeping with professionally accepted standards for it. At minimum, the Minutes shall contain the styling of the Item of Business stated on the Meeting Agenda or modification thereof, the Action of Record, the vote by individual member or consensus expression of the Board, or directive of the Chairman. Where practical, a brief synopsis of any discussion of the Item of Business shall also be included.

9.5. Minutes of any meeting shall generally be presented at the next or following Regular Meeting of the Board where at least five (5) working days exist between the successive meetings.

9.6. Minutes shall not be considered official until approved by the Board and recorded. After approval of the Board but prior to recordation, the County Administrator may make additions or corrections to the Minutes that do not materially affect the substance or content of the Minutes. These include, but are not limited to: correction of mis-spellings, typographical errors and incorrect grammar; page renumbering; clarification of content and errors of omission. Should evidence of an error in a recorded vote be discovered after approval but prior to recordation, the County Administrator shall attempt to verify it and correct by the best available means, including corroboration by individual Board members and other reliable witnesses to the meeting.

9.7. Should an error or evidence of an error in the Minutes of any Meeting of the Board be discovered after recordation, the County Administrator shall bring the error before the Board at the next official meeting as is practical. The Board by vote of a majority of those members present at the meeting at which the error was made shall correct the Minutes by amendment. Members of the Board not present at said meeting shall abstain from voting on the correction. Should no majority of Board members present at the meeting in which an error was made in the Minutes be or remain seated as members of the Board, a majority vote of the presently seated Board members shall then correct the Minutes by amendment.

9.8. Amendment to the recorded Minutes of any Meeting shall be entered as an Action of Record in the Minutes of the Meeting at which the amendment was made. In addition and where practical as determined by the County Administrator or Recording Clerk, the recorded Minutes shall be altered to include the amendment, either by insertion of a new, corrected page in sequence or by separate Amendment Addendum at the beginning or first page of the recorded Minutes of the Meeting to be corrected. Whether by insertion of

a new corrected page or by Amendment Addendum, the correction shall be clearly documented as a correction of previously recorded Minutes, indicating the first date of recordation, the date of Board action to amend the Minutes, and the date of recordation of the amended Minutes.

9.9. When audio recordings of Board meetings are made, the County Administrator shall cause their preservation for a period of time not to exceed two (2) calendar years from the date of the meeting, at which time they may be discarded. Where preserved, audio recordings shall be considered publicly accessible without charge upon prior appointment for review through the office of County Administrator.

9.10. When video recordings of Board meetings or portions thereof are made, the preservation of said recordings shall be at the discretion of the County Administrator. The Board may at its discretion direct the preservation of specific recordings, and the County Attorney may request preservation of specific recordings only if such recordings are needed to support legal proceedings, pending or anticipated.

9.11. Verbatim transcription of the proceedings of any meeting in its entirety shall not be undertaken except by majority vote of the Board and only in instances where excerpted verbatim transcriptions of a portion or portions of the proceedings are insufficient to address the need. Any verbatim transcription generated, whether of an entire meeting or portion(s) thereof, shall not be adopted or made part of the official Minutes of any meeting.

9.12. Individual members of the Board and the County Attorney may request excerpted verbatim transcription of a portion or portions of any meeting through the County Administrator. If requested by a member of the Board, the County Administrator and/or the Recording Clerk will make a reasonable effort to generate a requested transcription prior to any subsequent meeting of the Board; the generation of such transcription is subordinate to the preparation and review of the Minutes and other duties and responsibilities of the involved personnel. A request by the County Attorney shall be made only if such transcription is needed to support legal proceedings, pending or anticipated.

The County Administrator at his discretion may make any verbatim transcription requested generally available to all members of the Board.

9.13. Unapproved Minutes shall be released publicly upon incorporation into and completion of the Meeting Agenda Book. At the discretion of the County Administrator, unapproved Minutes may be released publicly at an earlier time; availability of completed unapproved Minutes shall not compel release at such earlier time.

9.14. No recording device shall be used during any Closed Meeting of the Board unless the majority of the members of the Board present at the meeting vote to allow recording of the Closed Meeting. Any such recording shall remain in the sole custody of the County Administrator, County Attorney, Chairman or other member of the Board designated by the Board.

Article 10. Appointments of the Board of Supervisors

10.1. The Board at its discretion may, and where required and in accordance with the Virginia Code or other law, shall from time to time establish and make appointments of its members and other persons to various positions, groups, organizations, committees, advisory boards and other bodies, both formal and informal, for such purposes as are in the interest of the Board and county.

10.2. Except as otherwise provided in these By-laws or other law, appointments of the Board may be made at any official meeting upon motion and majority vote of a quorum of the Board and recorded as an Action of Record.

10.3. Except as otherwise provided by Action of Record or by law, all appointees of the Board shall be authorized and expected to represent the interests of the Board and county in all matters to which their appointment is charged.

10.4. Except as otherwise provided by law, all appointments of the Board shall discharge their duties with diligence, and may be removed prior to the end of the term of said appointment by motion and majority vote of a quorum of the

Board and recorded as an Action of Record. Any vacancy in an appointment shall be filled in the manner as the original and for the remainder of the original term of the appointment.

10.5. Pursuant to § 44-146.19 B. 2. of the Virginia Code, the Board at the Annual Meeting shall appoint one of its members or the County Administrator to be Director of Emergency Services of the county. The Director shall serve in that capacity until the next Annual Meeting, at which time he may be reappointed or a successor appointed at the pleasure of the Board. A vacancy in the Director's position may be filled by a majority vote of the Board at any Regular or Special Meeting. The Director may be removed from that position and a successor appointed to fill the remainder of the original term by majority vote of the Board at any official meeting. During an impending or declared state or local emergency, in the absence of the Director of Emergency Services, the Chairman or Vice-Chairman of the Board shall assume the duties and responsibilities of that position pursuant to the Virginia Code. In the event either the Chairman or Vice-Chairman is the Director, the County Administrator shall serve as the third designee to assume responsibility in the absence of the Chairman or Vice-Chairman. In the absence of the Chairman, Vice-Chairman and County Administrator, any member of the Board may act in the capacity of Director of Emergency Services until such time as one of these three officials is able to assume the position. The Director of Emergency Services or any member of the Board acting in such capacity shall exercise only those powers granted in § 44-146.21 of the Virginia Code. The Emergency Services Coordinator of the county shall be an administrative employee of the office of County Administrator, subject to the personnel policies of the Board.

10.6. The Board shall officially recognize no prerogative of any of its members to make or nominate appointments to any group, organization, committee, advisory board or other body except in accordance with the provisions of these By-laws or other law.

Article 11. Committees and Advisory Boards of the Board of Supervisors

11.1. Pursuant to § 15.2-1411 of the Virginia Code, the Board may at its discretion establish Committees of the Board and Advisory Boards by Resolution and vote of a majority of the Board members at any official meeting. Committees may be solely composed of members of the Board or may be jointly composed of Board members and other individuals appointed or otherwise authorized to participate in Committee activities. Board approval of such other individuals is not required unless specified by Resolution. Advisory Boards shall be composed persons other than members of the Board and may include other individuals appointed by Advisory Board members to participate in Advisory Board activities. Board approval of such other individuals is not required unless specified by Resolution. Board members may be appointed as ex-officio members of Advisory Boards.

11.2. A Resolution establishing any Committee shall state the purpose and scope of activities of the Committee, including any specific responsibilities for and grant of authority to pursue the matter for which it has been established. The Resolution shall state the composition of the members of the Committee, either by name or title, and may designate who shall chair the Committee, by name or title. No member of the Board shall be appointed to a Committee if not present at the meeting at which appointments are made. A majority vote of a quorum of the Board is needed to appoint Committee members.

11.3. Unless otherwise specified within the establishing Resolution, Committees shall be reestablished and Committee appointments made at each Annual Meeting of the Board. Failure to reestablish dissolves the Committee as of adjournment of the Annual Meeting. Appointments to Committees may be for successive terms.

11.4. Unless otherwise specified within the establishing Resolution, Committees shall organize and direct their own affairs in the manner that their members deem appropriate to the matters that they are charged. These include, but are not limited to, adoption of Committee by-laws or procedures, designation of Committee officers, the taking of Minutes of Committee meetings, the

appointment of sub-committees or working groups, solicitation of assistance in pursuit of Committee matters, and such other things as deemed appropriate by Committee members.

11.5. Meetings and activities of Committees shall be open to the public. Any Committee, when conducting business matters which are exempt from public disclosure pursuant to the Virginia Code may sequester itself for all or a portion of the Committee meeting at which such matters are being discussed.

11.6. Advisory Boards shall be subject to the provisions governing Committees of the Board as set forth in this Article.

11.7. The Board at its discretion may establish compensation for all Committee and Advisory Board members not to exceed fifty (\$50.00) dollars per meeting pursuant to § 15.2-1411 of the Virginia Code. Such compensation shall be specified in the Resolution establishing the Committee or Advisory Board, subject to Board appropriation of funds. Unless specified, no Committee or Advisory Board member shall receive compensation.

11.8. Committees of the Board and Advisory Boards shall only be established pursuant to this Article. Nothing herein shall be construed so as to prevent meetings or consultations by and between members of the Board, county administrative officials and employees and other parties for the purpose of pursuing matters of interest to the Board and county which are otherwise consistent with Virginia law.

Article 12. Offices of County Administrator and County Attorney

12.1. Pursuant to § 15.2-1536 of the Virginia Code, the Board shall appoint a County Administrator and a County Attorney. The County Administrator and County Attorney shall be employees of the Board, serving at the pleasure of the Board, and shall have their compensation established by the Board.

12.2. The County Administrator shall be the chief administrative officer for the county pursuant to § 15.2-1540 of the Virginia Code. The County Administrator

shall exercise all powers, duties and responsibilities pursuant to § 15.2-407 and § 15.2-1541 of the Virginia Code and in accordance with the County Code and Board policies.

12.3. The County Attorney shall exercise all powers, duties and responsibilities pursuant to § 15.2-1542 of the Virginia Code and in accordance with the County Code and Board policies.

12.4. In the event of vacancy in the office of County Administrator due to death, resignation or removal from office, the Assistant County Administrator shall assume responsibility as Acting County Administrator until such time as the Board shall again fill that office. At the Board's discretion upon motion and vote of a majority of Board members at any Regular or Special Meeting, a county administrative employee other than the Assistant County Administrator may be designated as Acting County Administrator. The Assistant County Administrator is designated Deputy Clerk of the Board pursuant to § 15.2-1502 of the Virginia Code for the limited purpose of serving as Clerk to the Board in the temporary absence or unavailability of the County Administrator.

12.5. In the event of vacancy in the office of County Attorney due to death, resignation or removal from office, the Board may engage the services of private legal counsel to serve in the capacity of Acting County Attorney until such time as the Board shall again fill that office. In the event of the temporary absence or unavailability of the County Attorney, the Board authorizes the County Administrator at his discretion to engage the services of private legal counsel as necessary to represent the Board and county.

Article 13. Adoption and Amendment of By-laws of the Board of Supervisors

13.1. Upon adoption, the provisions of these By-laws shall take effect immediately and shall continue until amended or re-adopted. The full text of these By-laws shall be made part of the Minutes of the Meeting at which they were adopted.

13.2. Amendment to these By-laws may be made as an Item of Business on the Meeting Agenda or modification thereof at any Regular Meeting, Adjourned Meeting, Special Meeting, Called Special Meeting, and/or Rescheduled Meeting of the Board. Amendment to these By-laws shall be by vote of a majority of Board members and recorded as an Action of Record. Unless otherwise specified, any amendment is effective upon adoption; no amendment shall be made retroactively effective. The full text of an amendment to these By-laws shall be made part of the Minutes of the Meeting at which they were adopted.

Article 14. Limitations of By-laws of the Board of Supervisors

14.1. If any provision or requirement of these By-laws be found inconsistent with the provisions of the Virginia Code, the County Code, or any other law or statute, it shall be deemed void. In this event, all remaining provisions of these By-laws shall remain in full force and effect.

Article 15. Adoption and Amendment of General Policies and Operational Procedures of the Board of Supervisors

15.1 The Board may from time to time adopt such other General Policies and Operational Procedures as it deems necessary and appropriate to its conduct and to matters under its charge, such policies and procedures being consistent with these By-laws and other law.

15.2. Matters that the Board may address by General Policies and Operational Procedures generally shall be those not otherwise addressed by law but which are material to the conduct, operation and interests of the Board or county.

15.3. Adoption and amendment of General Policies and Operational Procedures shall be made in a manner similar to that prescribed for the By-laws of the Board as set out in Article 13 and subject to the limitations set out in Article 14 herein.

Vote: Mr. Osl – aye Mr. Banks – aye
Mr. Ingle – aye Mr. Meinhard – aye
Mr. Wheeler – aye

c. Review Code of Ethics and Standards of Conduct

On a motion by Supervisor Wheeler and carried unanimously, the Board adopted the Code of Ethics and Standards of Conduct as presented:

**CODE OF ETHICS AND STANDARDS OF CONDUCT
FOR MEMBERS OF
THE CUMBERLAND COUNTY BOARD OF SUPERVISORS
*Adopted January 13, 2015***

CODE OF ETHICS

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Cumberland County Board of Supervisors will adhere to the following Code of Ethics.

- 1.) Uphold the Constitution, laws and regulations of the United States and all governments therein and never knowingly be a part of their evasion.
- 2.) Put loyalty to the highest moral principles and to the county as a whole above loyalty to individuals, district, or particular groups.
- 3.) Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
- 4.) Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.

- 5.) Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, Country of origin or disability.
- 6.) Avoid adopting policies, supporting programs, or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, Country of origin, or disability
- 7.) Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges, to any one whether for remuneration or not. A member should never accept for himself or family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
- 8.) Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word which can be binding on a public duty.
- 9.) Engage in no business with the County Government, or the school system either directly or indirectly, which is inconsistent with the conscientious performance of government duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.
- 10.) Never use any information gained in confidentiality in the performance of governmental duties as a means of making private profit.
- 11.) Expose through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
- 12.) Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with the sensitive personnel, legal matters, contractual matters by the Code of Virginia.

- 13.) Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues, citizens or personnel, impugning their integrity, or vilifying their personal beliefs.
- 14.) Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
- 15.) Review these principles orally and in public session at the annual organizational meeting each year.
- 16.) Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and interested county residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every current and future member of the Board of Supervisors will adhere to the following Standards of Conduct:

- 1.) Avoid during public meetings and during the performance of public duties the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens, or personnel.
- 2.) Pay all taxes due to the County, State, or National Government.
- 3.) Avoid a private lifestyle that causes public doubt upon the integrity and competence of the County Government.
- 4.) Make a conscientious effort to be well prepared for each meeting.
- 5.) Recognizing the dignity of each individual, the Board shall attempt to avoid offering public criticism of colleagues or County employees.

- 6.) Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
- 7.) Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.
- 8.) Be tolerant. Allow citizens, employees or colleague's sufficient opportunity to present their views.
- 9.) Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel, or colleagues.
- 10.) Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.
- 11.) Provide appropriate mechanisms for disciplining members who violate the code of ethics and standards of conduct by using, as a final measure of discipline, censure or removal from the position.
- 12.) Board members will follow the procedure of communicating directly with the County Administrator and/or the Chairman of the Board on all County matters.

CITIZENS AND MEDIA CONTACTS

- 1.) In responding to questions, from the media or citizens, Board members should:
 - a.) Remind the listener that they are not speaking for the entire Board;
 - b.) Clarify their position on a particular item;

c.) Make “no public comment” on closed session matters in reference to individuals, real estate, and other areas addressed pursuant to Section 2.2-3711 of the Code of Virginia.

2.) Each Board member must remember that personnel matters are to remain confidential and that it is the obligation of the Board and its membership to protect the privacy of the individual.

3.) The Board will focus on issues and avoid making public comments about individuals, staff members, fellow Board members, community residents or media representatives. The Board Chairman should be the main contact for County matters. When requested to do any interview, the Board member asked, should contact the Chairman and the County Administrator to tell them of the nature of the interview. In turn, they will tell the other Board members of the circumstances of the interview. This procedure does not preclude any member from responding to individual questions from the media.

Vote: Mr. Osl – aye Mr. Banks – aye
 Mr. Ingle – aye Mr. Meinhard – aye
 Mr. Wheeler – aye

d. Review Committee appointments

On a motion by Chairman Banks and carried unanimously, the Board approved the Committee appointments as presented:

Cumberland County Board of Supervisors		
Calendar year 2015 Board and Commission Assignments		
Board/Commission	Board Rep.	Staff Rep.
Events Committee	Mr. Osl	

Citizens Landfill Advisory Committee	Mr. Banks	
Civil Rights Committee		
C.L.E.O.	Mr. Meinhard	Ms. Giles
Cobbs Creek Reservoir	Mr. Osl	Mrs. Carter
CPMT	Mr. Osl	Ms. Giles
Crossroads Community Services	Mr. Banks	
Planning Commission	Mr. Meinhard	Mrs. Carter
Library Board of Trustees	Mr. Osl	
Emergency Services Committee	Mr. Ingle	Ms. Roberts
Farmville Area Chamber of Commerce		Ms. Roberts
Heartland Authority	Mr. Banks	Ms. Giles
IDA	Mr. Meinhard	Ms. Roberts
Leadership Class Steering Committee	Mr. Meinhard	
Local Emergency Planning Committee	BOS Chairman	
Museum Advisory Board	Mr. Meinhard	
Piedmont Court Services	Mr. Wheeler	
Piedmont Regional Jail Board	Mr. Wheeler	Ms. Giles
Piedmont Juvenile Detention Center Board		Ms. Giles
Recycling Taskforce	Mr. Ingle	
Resource Conservation & Development	Mr. Osl	Ms. Giles
Sesquicentennial Committee	Mr. Meinhard	
Social Services Board	Mr. Ingle	
Water & Sewer Advisory Board	Mr. Ingle	Mr. Saxtan
Wireless Authority	Mr. Ingle	Mr. Howard

Vote: Mr. Osl – aye Mr. Banks – aye
 Mr. Ingle – aye Mr. Meinhard – aye
 Mr. Wheeler – aye

e. Review goals and priorities

 After some discussion, it was the consensus of the Board to table any action on this item and to continue to review the goals and priorities of the Board.

8. Public Comments

Bernie Becker and Holly Sturderant spoke to the Board about the importance of funding the Old Dominion Emergency Medical Service Alliance (ODEMSA). This alliance provides support and continuing education credits to Rescue Squads throughout the alliance. They are requesting funding in the amount of \$985 as a contribution in the current year budget.

On a motion by Supervisor Ingle and carried unanimously, the Board approved a budget request in the amount of \$985 to ODEMSA in the current year budget:

Vote: Mr. Osl – aye Mr. Banks – aye
Mr. Ingle – aye Mr. Meinhard – aye
Mr. Wheeler – aye

Rose McClinton discussed concerns with deer crossings on Amphill Road and requested deer crossing signs. Ms. McClinton also suggested using abandoned chicken houses in District 1 as storage units and asked that zoning be amended, as needed, to make that a possibility.

9. Public Hearings

a) CUP 14-06 Blue

Zoning Administrator, Sara Carter, informed the Board that the Blue Family has a contract on two lots in Trices Lake. Ms. Blue is planning to consolidate the two lots but does not meet the dimensional standards for the R-2 district. She anticipates building a two bedroom home on the lot. The CUP will allow the lot to be used for a residence.

The Chairman opened the public hearing. With no citizens signed up to speak, the Chairman then closed the public hearing.

On a motion by Supervisor Osl and carried unanimously, the Board approved CUP 14-06 Blue with the following conditions:

1. The lot shall not be subdivided, nor shall boundary lines be adjusted to cause the lot to become smaller and more non-conforming in the future.
2. Prior to the issuance of any building permit for the site, a boundary line vacation between the two lots shall be completed and recorded.
3. The primary septic system is a conventional system. If the backup alternative system is utilized, the owner will be required to have the system serviced as recommended by the Cumberland County Health Department.
4. Setbacks for this parcel are:
 - Front: 20 feet from the property line at Short Street
 - Rear: 35 feet (no change requested)
 - Side yards: 25 feet (no change requested)
 - Accessory: 15 feet (no change requested)
5. This CUP is granted upon transfer of ownership to the Blues, and indefinitely thereafter. However, if the underlying zoning is changed in the future that would allow the same, similar, or greater development on the parcel than granted by this CUP, it shall be rescinded at the initiation of the Zoning Administrator, with no further action required by the Planning Commission or Board of Supervisors.

Vote: Mr. Osl – aye Mr. Banks – aye
 Mr. Ingle – aye Mr. Meinhard – aye
 Mr. Wheeler – aye

10. State and Local Department/Agencies

a) Dr. Amy Griffin Superintendent of Cumberland County Schools

Dr. Amy Griffin, School Superintendent, gave the following report to the Board:

- 8 Students attended the Virginia School Partnership Leadership Conference where they learned how to combat bullying and racism
- Middle School Students want to speak to the Board about climate change
- Senior Justin Cavan, was awarded the Believe in You award
- There will be a 5K at High Bridge on March 15th
- The Division Spelling be is scheduled for January 15, 2015.
- P.E. Teacher, Glenda Grubbs at the Elementary School received a mini grant to help with bicycle safety
- Middle School hosted a night of excellence
- JROTC Rifle team qualified for the National Competition in Ohio
- Major Amico and Sargent Carrier will be retiring at the end of the year.
- The roof replacement project at the Elementary School is expected to begin in March 2015.

b) VDOT

There was no VDoT representative present

c) Longwood University

Mr. Thomas Frisbie-Fulton is the Director of Campus Planning and Development at Longwood University. Mr. Frisbie-Fulton informed the Board that Longwood is reviewing its Master Plan, and provided the Board with a

handout summarizing the guiding principles of the plan and including contact information for the submission of comments on the Plan. He informed the Board that the review process is just beginning and an e-mail address has been established to which comments may be forwarded.

d) Greg Marston – Resolution in support of Industrial Hemp

Mr. Marston is a candidate for the House of Delegates in the 61st District. He is interested in bringing industrial hemp to Southside VA as the replacement for tobacco as the new cash crop. The 2015 General Assembly will take action on HB 1277 which currently has bipartisan support. Mr. Marston is seeking a resolution from the five counties in the 61st District in support of the legislation supporting Industrial Hemp.

It was the consensus of the Board to table any decision on this matter until the next regular meeting of the Board to be held on February 10, 2015.

11. County Attorney/County Administrator Report

a) Consent Agenda

- 1) Approval of Bills for December 2014 and January 2015. Approved bills for January 13, 2015 total \$132,183.37. Ratified bills for December 2014 warrants total \$340,881.93 with check numbers ranging from 69604 to 69873. Direct Deposits total \$158,432.14.
- 2) Approval of Minutes (December 9, 2014 and December 11, 2014)

On a motion by Supervisor Osl and carried unanimously, the Board approved the consent agenda:

Vote: Mr. Osl – aye Mr. Banks – aye
Mr. Ingle – aye Mr. Meinhard – aye
Mr. Wheeler – aye

- b) Resource Conservation and Development (RC&D) Resolution of dissolution

On a motion by Supervisor Osl and carried unanimously, the Board approved the Resolution for Dissolution of the Old Dominion Resource Conservation and Development Council:

**A RESOLUTION FOR DISSOLUTION OF THE
OLD DOMINION RC&D COUNCIL, INC.**

January 13, 2015

WHEREAS, the Resource, Conservation and Development (RC&D) Program was established in 1964 by the Food and Agricultural Act of 1962; and

WHEREAS, the RC&D program was re-authorized by the Food and Agricultural Act of 1981 empowering the United States Department of Agriculture to provide technical and financial assistance to state and local units of government and nonprofit organizations in rural areas, which need help in conserving natural resources and solving local problems; and

WHEREAS, the focus on local direction and control has made the RC&D Program one of the Federal government’s most successful rural development programs, with RC&D Councils able to leverage approximately \$7 for every Federal dollar invested in the program; and

WHEREAS, the Old Dominion RC&D became an authorized council area in February 1991; and

WHEREAS, the sponsoring entities for the Old Dominion RC&D Council consists of Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward counties and the Halifax, Lake Country, Peter Francisco, Piedmont and Southside Soil & Water Conservation Districts; and

WHEREAS, Old Dominion RC&D's Council became incorporated in June 1991 and received its 501(C)3 non-for-profit corporation status in 1992; and

WHEREAS, the mission of the Old Dominion RC&D Council has been to initiate and coordinate resource development and conservation programs that enhance the social, economic, and environmental quality of the region; and

WHEREAS, the Council has participated in over 185 projects working cooperatively within the region to improve the quality of life of its citizenry; and

WHEREAS, the Federal Government has not funded nor provided technical and financial assistance to state, local government units or nonprofit organizations in rural areas since 2010; and

WHEREAS, the Old Dominion RC&D's current local funding without the Federal Government's support cannot financially support a Coordinator position and other paid staff to provide grant writing, marketing and project management services without imposing a burden on the localities; and

WHEREAS, at the October 20, 2014 meeting, the Old Dominion RC&D Council voted unanimously to recommend dissolution of the organization and proceed in accordance with Article X of Old Dominion RC&D's Articles of Incorporation and By-laws at the December 2014 regular meeting; and

WHEREAS, a majority ballot vote cast by the sponsoring organization at the December 2014 Old Dominion RC&D Council meeting concurs with the recommendation to proceed with the dissolution of the Old Dominion Resource, Conservation and Development Council, Inc.

NOW, THEREFORE, BE IT RESOLVED, that Article X-Dissolution of the Organization of Old Dominion RC&D's Articles of Incorporation and By-Laws states "following the receipt of two-thirds vote of the Old Dominion RC&D voting members, a resolution shall be prepared and mailed to the governing board of each sponsor organization" for an official vote of affirmation from each of the sponsoring government bodies

BE IT FURTHER RESOLVED, that the Board of Supervisors of Cumberland County supports the decision of the Old Dominion Resource, Conservation and Development Council, Inc. to proceed with the dissolution of the organization.

CERTIFICATION

Adopted this 13th day of January, 2015 by the Cumberland County Board of Supervisors during their regular meeting.

Vote: Mr. Osl – aye Mr. Banks – aye
 Mr. Ingle – aye Mr. Meinhard – aye
 Mr. Wheeler – aye

12. Finance Director's Report

a) Monthly budget Report

 There was no discussion regarding the monthly budget report.

b) Revenue Appropriations

 On a motion by Supervisor Wheeler and carried unanimously, the Board approved the following revenue appropriations:

- \$6,357 - Litter Control Grant
- \$27,170 – Fire Programs Grant
- \$23.75 - Spay and Neuter contribution
- \$490.58 – reimbursement for extradition of prisoners
- \$3,000 – reimbursement for Tire Day trailers
- \$2,535.47 – reimbursement for electrical usage
- \$974.50 – Recreation Dept. reimbursement

Vote: Mr. Osl – aye Mr. Banks – aye
 Mr. Ingle – aye Mr. Meinhard – aye
 Mr. Wheeler – aye

c) Budget transfers

On a motion by Supervisor Wheeler and carried, the Board approved the budget transfers as presented:

Vote: Mr. Osl – aye Mr. Banks – aye
 Mr. Ingle – aye Mr. Meinhard – aye
 Mr. Wheeler – aye

d) SVCC funding for adult GED classes - \$2,074

On a motion by Supervisor Wheeler and carried, the Board approved funding to the School to assist with the cost of Adult Education GED class in the amount of \$2,074.00:

Vote: Mr. Osl – aye Mr. Banks – aye
 Mr. Ingle – aye Mr. Meinhard – aye
 Mr. Wheeler – aye

13. Planning Director’s Report

- a) County Project update

There was no discussion on the current Planning projects.

- b) Set public hearing for CUP 14-07 – Tyson

On a motion by Supervisor Wheeler and carried, the Board set a public hearing for CUP 14-07 Tyson for February 10, 2015:

Vote: Mr. Osl – aye Mr. Banks – aye
Mr. Ingle – aye Mr. Meinhard – aye
Mr. Wheeler – aye

- c) Set public hearing for CA 14-08 – Development Standards waiver

On a motion by Supervisor Osl and carried, the Board set a public hearing for CA 14-08 Dependent Standards Waiver for February 10, 2015:

Vote: Mr. Osl – aye Mr. Banks – aye
Mr. Ingle – aye Mr. Meinhard – aye
Mr. Wheeler – aye

14. Old Business

N/A

15. New Business

Cumberland Volunteer Rescue Squad is interested in having paid personnel to run calls during the weekday when volunteers

are working. They propose to use revenue recovery funds to pay those individuals. The cost is expected to be approximately \$10,000 per month. The Cumberland Rescue Squad is requesting that funds for the FY 15-16 budget be provided to them by February 2015 in order to enter into contract for paid services by March 1, 2015. It was the consensus of the Board to table any action until February 10, 2015.

16. Public Comments (Part 2)

There were no citizens signed up to speak.

17. Board Member Comments

Supervisor Osl thanked those who brought the EMS information to the Board, that it is the responsibility of the Board to provide adequate emergency services for the citizens of Cumberland County.

Supervisors Ingle and Meinhard thanked the citizens for coming out to the meeting.

Supervisor Wheeler stated that he is looking forward to a productive year.

18. Additional Information

- a) Treasurer's Report
- b) DMV Report
- c) 2014 Annual Business License Report
- d) Recycling Report
- e) Monthly Building Inspections Report
- f) 2014 Annual Building Inspections Report
- g) 2014 Annual Soil & Erosion Inspection Report

19. Adjourn -

On a motion by Supervisor Wheeler and carried, unanimously, the Board adjourned the meeting until the next regular meeting on February 10, 2015 at 7:00 p.m. in the Circuit Courtroom, Cumberland Courthouse.

Vote: Mr. Osl – aye Mr. Banks – aye
 Mr. Ingle – aye Mr. Meinhard – aye
 Mr. Wheeler – aye

Lloyd Banks, Jr., Chairman

Vivian Giles, County Administrator/County Attorney