



## ADDITIONS TO THE AGENDA

June 14, 2021

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- **Added Agenda Item #7, Approval of Minutes** – April 5, 2021
- **Added Agenda Item under County Administrator’s Reports, #13b – Closed Session pursuant to Section 2.2-3711 (A) (5)**, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community; **and Section 2.2-3711 (A) (6)** Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected (specifically, pertaining to possible funding of a project with the Economic Development Authority).



**AGENDA (REVISED)**  
**BEDFORD COUNTY BOARD OF SUPERVISORS**  
**COUNTY ADMINISTRATION BUILDING**  
**JUNE 14, 2021**

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**7:00 PM**

**REGULAR MEETING**

- (1) Call to Order & Welcome**
- (2) Moment of Silence**
- (3) Pledge of Allegiance**
- (4) Approval of Agenda**
- (5) Citizen Comments**
- (6) Consent Agenda**
  - a. Consideration of a resolution for a contract extension for Solid Waste and Recycling Hauling Services and contract modification to provide School Recycling Hauling Services. *(Resolution #R 061421-01)*
- (7) Approval of Minutes – Added – June 14, 2021**
- (8) Public Hearings & Presentations - none**
- (9) Action & Discussion Items**
  - a. Consideration of a resolution for the purchase of School recycling containers. *(Resolution #R 061421-02)*
    - *Staff Presentation by Solid Waste Manager Michael Dorsey*
  - b. Consideration of a resolution authorizing a contract for Janitorial Services. *(Resolution #R 061421-03)*
    - *Staff Presentation by Public Works Director Doug Coffman*
  - c. Consideration of a resolution authorizing the issuance of a Request for Proposals for the hiring of a Real Estate Broker. *(Resolution #R 061421-04)*
    - *Staff presentation by County Administrator Robert Hiss*
- (10) Board Committee Reports - none**
- (11) Board Comments**
- (12) Board Appointments - none**

**(13) County Administrator Report**

- a. *Added* - Closed Session pursuant to Section 2.2-3711 (A) (5), Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community; and Section 2.2-3711 (A) (6) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected (specifically, pertaining to possible funding of a project with the Economic Development Authority).

**(14) County Attorney Report**

**(15) Board Information** - *none*

**(16) Board Calendar and Reminders**

- June 28 – Worksession at 5:00 pm; Regular Meeting at 7:00 pm
- July 12 – Worksession at 5:00 pm; Regular Meeting at 7:00 pm
- July 26 – Worksession at 5:00 pm; Regular Meeting at 7:00 pm

**Adjourn**



MINUTES

**BEDFORD COUNTY BOARD OF SUPERVISORS**

BEDFORD COUNTY ADMINISTRATION BUILDING

APRIL 5, 2021

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**5:00 PM WORKSESSION – GROUND FLOOR TRAINING ROOM**

(1) Call to Order

(2) Review of Draft FY 2021-2022 Budget

a. FY22 General Fund Budget Proposal

b. FY22 Position Requests

c. FY22 Health Insurance Estimate

- *Staff presentation by County Administrator Robert Hiss and Finance Director Ashley Anderson*

(3) Consensus for Tax Rate Advertisement

(4) Board Calendars and Reminders

- April 12 – Worksession at 5:00 pm (*if needed*); Regular Meeting at 7:00 pm (Town Council Hall)
- April 19 – Budget Worksession beginning at 5:00 pm (*if needed*) (Ground Floor Meeting Room)
- April 26 – Worksession at 5:00 pm (*if needed*); Regular Meeting at 7:00 pm (*Budget Public Hearing & Tax Rate Adoption*) (Town Council Hall)

(5) Adjourn

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**5:00 PM WORKSESSION**

**Board of Supervisors:** Tommy Scott, District 5, Chair; Tammy Parker, District 7, Vice-Chair; Mickey Johnson, District 1; Edgar Tuck, District 2; Charla Bansley, District 3; John Sharp, District 4; and Bob Davis, District 6

**Staff:** County Administrator Robert Hiss, Deputy County Administrator Amanda Kaufman, Finance Director Ashley Anderson, Economic Development Director Traci Blido, Human Resources Director Dawn Fields, Major Jon Wilkes, Sheriff Mike Miller, and Executive Assistant Brigitte Luckett

34 \_\_\_\_\_  
35 Chairman Scott called the worksession to order and then turned the meeting over to County  
36 Administrator Robert Hiss and Finance Director Ashley Anderson for a review of the drafted Fiscal Year  
37 2021-22 budget.

38 Mr. Hiss gave an overview of the agenda, stating that this evening staff would cover new position  
39 requests, health insurance, and the proposed budget. He noted staff has combed through the budget to  
40 identify efficiencies and trim where possible. Mr. Hiss stated he will need a decision from the Board soon  
41 regarding whether they approve of reinstating the Public Information Officer and Assistant County  
42 Attorney positions.

43 Mr. Hiss stated the large health insurance increases we have been seeing every year are not  
44 sustainable, so staff is working on new tiers of coverage which should be less expensive for the county and  
45 employees. He noted staff is also working to develop a wellness program.

46 Mr. Hiss stated the budget includes a 5% pay adjustment to match the State's increase for state-  
47 supported positions. The budget does not include any funding for the Federal "American Rescue Plan", as  
48 we have not received any guidelines yet. It is possible that any funds freed up in the budget due to this plan  
49 could be used for projects in the CIP.

50 Finance Director Ashley Anderson addressed the Board with an update on anticipated revenues.  
51 She stated machinery and tools tax is on track to bring in about \$3.7 million. Sales tax has steadily increased  
52 and should come in at approximately \$8.3 million; however, as pandemic restrictions are relaxed and people  
53 begin shopping in-person again, this may level off. Transient occupancy is estimated to bring in \$975,000  
54 this fiscal year. While answering clarifying questions from the Board regarding revenues, Mrs. Anderson  
55 noted that mobile homes are taxed at the same \$.50 rate as stick-built and modular homes.

56 Mrs. Anderson then reviewed expenditures, which decreased overall by approximately \$163,000  
57 due to staff focusing on budget efficiencies (elimination of certain vacant positions, minor duplications in  
58 some line items, pandemic impacts, et cetera). Some of the increases seen in expenditures were in refuse  
59 collection (due to increased tonnage and the cost of transferring residential trash off-site), and in CSA (due  
60 to the pandemic preventing children from attending school).

61 There followed a discussion between staff and the Board of Supervisors regarding the budget.  
62 Concerns were raised regarding people from outside the County taking advantage of certain Solid Waste  
63 convenience sites, and staff was directed to research whether there is anything that can be implemented to  
64 prevent this.

65 Mrs. Anderson then gave an overview on the use of Fund Balance, stating this budget's figures take  
66 into the account funding the Solid Waste deficit with the \$1.2 million from Solid Waste Reserve that is  
67 currently sitting in Fund Balance (in addition to the \$500,000 that would normally be set aside annually in  
68 Solid Waste Reserve; this will now always be transferred to Solid Waste as a recurring revenue). As of June

69 30, 2020, we had Fund Balance of approximately \$22.9 million after taking into account our required 10%  
70 and what we had anticipated using in the current year's budget. This is approximately a \$2.4 million  
71 increase over where we ended on June 20, 2019; this increase is essentially what is funding the FY22 CIP.  
72 Mrs. Anderson noted this total does not include CARES Act funding.

73 Mr. Hiss stated this budget includes bringing the Sheriff's deputies up to \$40,000 once they  
74 complete their academy training; those who were waiting to complete their training would be brought up  
75 to \$38,500 until they finish the courses. Several Supervisors said they would like to see something similar  
76 done for the Fire and Rescue. Mr. Hiss noted there are funds included in the budget for a pay and  
77 classification study, which should address those issues in the next few years.

78 Mrs. Anderson stated that she balanced the budget using vacancy savings from the six-to-seven  
79 month hiring freeze in 2020, revenue increases, and savings from debt service. There followed a discussion  
80 between the Board and staff regarding the information presented this evening. Vice-Chair Parker asked  
81 staff to look into whether sign-on bonuses should be offered to attract more paramedic applicants to Bedford  
82 County.

83 In response to a question from Supervisor Bansley, Mr. Hiss stated that he and Sheriff Miller met  
84 with some of the Town of Bedford's staff regarding the Town's interest in Bedford County taking over  
85 their animal control. He said the Town hasn't had their budget retreat yet, so we will know more after that  
86 meeting. He said he informed the Town that the County will not be offering any additional services that the  
87 Town Police would normally handle; if there is something unusual, then we would offer assistance as we  
88 normally do. Sheriff Miller concurred with Mr. Hiss; we will assist if needed, but we will not be taking  
89 over the Town's animal control.

90 Mr. Hiss explained the intended functions of the Public Information Officer and the Assistant  
91 County Attorney positions, and briefly touched on the broadband engineer as well. (The broadband engineer  
92 position is funded in the Broadband budget as a consultant; now that it is being considered as a possible  
93 full-time position, the funding would simply need to be moved from where it currently sits, but it is still a  
94 part of the overall proposed budget). Mr. Hiss also briefly covered the other new position/reclassification  
95 requests that the Personnel Committee has already reviewed and approved for recommendation to the  
96 Board, which are also included in the proposed budget.

97 Vice-Chair Parker commented that she has been made aware the IT department is struggling to  
98 keep up with their workload. Mr. Hiss stated that department is finally fully staffed, so hopefully we will  
99 see an improvement in that area.

100 The Board gave their consensus to run a public hearing advertisement in order to accommodate the  
101 change made to the tax rate ordinance regarding rental boats last year.

102 In response to a question from Supervisor Bansley, Sheriff Miller said he was very happy with the  
103 budget and thanked the Board for the pay increases. In response to a question from Supervisor Davis, Sheriff  
104 Miller clarified that the part-time Quartermaster (Evidence Technician) is being made a full-time position.

105 **Vice-Chair Parker made a motion to adjourn at 6:21 pm.**

106 **Voting yes: Mr. Johnson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Davis,**  
107 **and Mrs. Parker**

108 **Voting no: none**

109 **Motion passed.**



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 14<sup>th</sup> day of June, 2021, beginning at 7:00 pm:

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**Supervisor \_\_\_\_\_ made a motion to enter into Closed Session pursuant to Section 2.2-3711 (A) (5), Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community; and Section 2.2-3711 (A) (6) Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected (specifically, pertaining to possible funding of a project with the Economic Development Authority).**

**Voting yes:**

**Voting no:**

**Motion \_\_\_\_\_.**

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**Supervisor \_\_\_\_\_ made a motion to go back into regular session.**

**Voting yes:**

**Voting no:**

**Motion \_\_\_\_\_.**

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**WHEREAS**, the Bedford County Board of Supervisors has convened a Closed Meeting, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, §2.2-3712 of the Code of Virginia requires a certification by the Bedford County Board of Supervisors that such closed meeting was conducted in conformity with Virginia Law.

**NOW, THEREFORE BE IT RESOLVED**, that the Bedford County Board of Supervisors does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion



convening the closed meeting was heard, discussed or considered by the Bedford County Board of Supervisors.

**MEMBERS:**

- Tommy Scott, Chair
- Tammy Parker, Vice-Chair
- Mickey Johnson
- Edgar Tuck
- Charla Bansley
- John Sharp
- Bob Davis

**VOTE:**