

# LANCASTER COUNTY PLANNING COMMISSION

## Minutes

February 17, 2011

The regularly scheduled meeting of the Lancaster County Planning Commission was called to order at 7:00 p.m. in the Old General District Courtroom of the Lancaster County Administration Building, Lancaster, Virginia.

Present were David Jones, Chairman, Robert Smart, Tara Booth, Steve Sorensen, Glenn Pinn, David Chupp and Ty Brent.

Also present were Butch Jenkins, Board of Supervisors Representative, Don Gill, Planning/Land Use Director, Scott Hudson, Lancaster County Chief of Emergency Services, Sergeant Jeffrey Haywood, Lancaster County Sheriff's Department, Susan Sciabarrasi, Lancaster County School Superintendent, John Mann, Lancaster County School Director of Operations, and Charles Costello.

Mr. Jones asked if there were any corrections or additions to the minutes of the January 20, 2011 regular meeting.

Mr. Jones moved to approve the January 20, 2011 minutes as submitted. **VOTE: 7-0.**

### DISCUSSION ITEM #1

#### **UPDATE TO THE CAPITAL IMPROVEMENT BUDGET- FY 2012-2016**

Mr. Jones asked Mr. Gill to present the issue.

Mr. Gill stated that he had included in everyone's packet a two-page summary cost sheet with supporting documentation of the Capital Improvement Budget (CIB) items. He stated that given the current economic uncertainties, departments were strongly encouraged to prioritize their requests.

Mr. Gill stated that the Sheriff's Office submitted two requests, Emergency Services two, Refuse/Solid Waste one and the Mary Ball Washington Museum and Library one, with the other requests being school related.

Mr. Gill stated that representatives from all of the departments submitting CIB requests have been asked to attend the meeting to answer any questions. He stated that staff believes that the Planning Commission's review should not be targeted toward

meeting a set dollar figure, but rather determining the necessity of requested items and then prioritizing those accordingly. He stated that it is hoped that scrutiny at the Planning Commission level will make resulting approval by the Board of Supervisors an easier process that will clearly identify the priority of requests. He further stated that the CIB would need to be docketed for public hearing once the review is complete.

Mr. Jones asked Mr. Gill when the Board of Supervisors would need the CIB.

Mr. Gill replied that the Planning Commission approved the CIB in April of last year.

Mrs. Booth asked about the figure for the high school bleachers.

Mr. Gill replied that the \$150,000 figure was to replace the bleachers and the \$30,000 figure was to refurbish and motorize them.

Mr. Jones asked Sergeant Jeffrey Haywood to speak about the two items that the Sheriff's Office had requested, which were a 48-channel 911-voice recorder and an Ethernet timeserver.

Sergeant Haywood stated that the voice recorder would record all of the 911 lines, the administrative lines and all of the radio traffic that comes through the Sheriff's Office. He stated that this information is important in criminal investigations and civil suits. He stated that the present recorder is fifteen years old and it was updated around five years ago. He stated that getting parts for the recorder is getting to be difficult and it is only capable of recording analog and they need to eventually have digital capabilities.

Sergeant Haywood stated that the new voice recorder is capable of recording in digital format, has more channel space and is software friendly as far as updates.

Mr. Jones asked Sergeant Haywood that if the present recorder breaks down, would they have difficulty in finding replacement parts.

Sergeant Haywood replied yes.

Mr. Jenkins stated that the installation cost of \$6,244.00 seemed high.

Sergeant Haywood stated that the company charges from the time they leave Richmond until the time they return and that the labor costs cannot be controlled.

Mr. Jones asked Sergeant Haywood to explain the installation and whether it includes training.

Sergeant Haywood stated that there is training involved for staff and a period of testing is done to make sure it is satisfactory.

Mr. Jenkins stated that many vendors take advantage of government entities and charge more for goods and services.

Mr. Smart asked if the move of the 911-call center had been completed.

Sergeant Haywood stated that the project had been completed last summer and they are still in the Sheriff's Office.

Mr. Smart asked if the proposed recorder records all police, fire and rescue communications.

Sergeant Haywood replied yes and it also provides instant playback of previous calls.

Mr. Smart stated that he presumed the memory of the proposed recorder is larger.

Sergeant Haywood stated that most of the time, the vendor would ask how long the records need to be kept. He further stated that they are required to keep their records for six months, although they keep them up to one year.

Mr. Jenkins asked what the useful life of the proposed recorder would be.

Sergeant Haywood replied that he would think fifteen years or more.

Mr. Jenkins asked about the upgrade on the present recorder five years ago.

Sergeant Haywood stated that they upgraded to DVD use at that time.

Mr. Jenkins asked about the need for the new recorder besides anticipating that parts for it would not be available in the future.

Sergeant Haywood stated that there is a need for it with investigations, civil suits and that the immediate playback capability is vital.

Mr. Jones stated that if someone gets fifteen years use out of a piece of electronic equipment, they have done something.

Mr. Jones asked Sergeant Haywood about the Sheriff's Department's second request of a timeserver.

Sergeant Haywood replied that the Sheriff's Office has three systems, which are the telephone system, the computer aided dispatch system and the radio system, and these three systems are not in sync time wise, because each has its own server and therefore are showing different times. He stated that it is very important during criminal investigations that all the systems show the same time.

Mr. Jones asked Sergeant Haywood which one of the two requests would the Sheriff's Office most like to have.

Sergeant Haywood stated that the two items go hand in hand, but that the timeserver is probably the most important.

Mr. Jones asked Scott Hudson, Chief of Emergency Services (EMS), to present his request for the CIB.

Mr. Hudson stated that he would like to replace the vehicle that he drives for the County. He stated that his current vehicle is a 2003 Ford Explorer that has almost 107,000 miles on it and has been in service for eight years.

Mr. Hudson stated that he had originally requested \$45,000, but has found out that he has received a grant from the United States Department of Agriculture, that would reduce the County's cost to \$20,300 or forty five percent of the total project cost.

Mr. Jenkins asked Mr. Hudson if the grant was based on the percentage of the total cost of the project.

Mr. Hudson replied yes.

Mr. Smart asked why the Department of Agriculture would give the grant.

Mr. Hudson replied that it was considered rural development and that was the same avenue he took last year to get some funding for the Lancaster Middle School generator.

Mr. Hudson stated that the Sheriff's Office replaces their patrol vehicles every four years and their investigator's vehicles every seven years and he has exceeded both of those.

Mr. Jones asked Mr. Hudson if he would have to reapply for the grant, if his vehicle request was denied for this year.

Mr. Hudson replied that he would have to reapply.

Mr. Brent asked if the Sheriff's Office had a mileage limit on their vehicles.

Mr. Hudson stated that he thought at one time it was 100,000 miles, but he was not sure if they went by that anymore.

Mr. Jenkins stated that most vehicles now are designed to go over 100,000 miles. He asked Mr. Hudson if he had incurred any repairs with his present vehicle.

Mr. Hudson replied that he has had some repair costs within the last year.

Mr. Jenkins stated that it would be helpful to have those repair cost numbers with him at the next meeting.

Mr. Chupp asked what the vehicle was used for.

Mr. Hudson replied that it was his emergency response vehicle and that it is certified to be a basic life support, non-transport vehicle.

Mr. Jones asked Mr. Hudson to explain to Mr. Chupp what he does for the County.

Mr. Hudson stated that he was the Emergency Manager for the County as well as the Chief of EMS. He stated that he responds to anything from brush fires to medical calls to hurricanes.

Mr. Hudson stated that he would like to have his vehicle be a true incident command vehicle. He further stated that the weight of some of the trailers he has to tow requires a bigger vehicle, as his Explorer struggles with those.

Mr. Jenkins asked about the Suburban model that has been chosen and why not something smaller.

Mr. Hudson stated that the smaller vehicle is a Chevrolet Tahoe and the difference in the two prices is only around \$2,600.00.

Mr. Jones stated that a bigger vehicle has more towing capability.

Mr. Jenkins stated that he thought at a fire scene, the commander of the scene was the responding fire department's senior officer on site.

Mr. Hudson stated that that was correct, but under the new national incident management system, there is a unified command and he has the knowledge to assist fire, rescue and law enforcement in that capacity.

Sergeant Haywood stated that, speaking as the Upper Lancaster Volunteer Fire Department's Assistant Chief, it would be very beneficial to have a vehicle that would have the resources that Mr. Hudson was speaking of.

Mr. Brent asked Mr. Hudson how many calls he responds to in a given period of time.

Mr. Hudson replied that he did not have a figure, but responds to anything from a fire to EMS to a sheriff's call.

Mr. Jones asked Mr. Hudson to discuss the request for pagers for the three volunteer fire departments in the County.

Mr. Hudson stated that the FCC will require the narrow banding of frequencies as of January 1, 2013 and when that happens, the pagers that are currently being used by the fire departments will be obsolete.

Sergeant Haywood stated that all of the County's fire departments are volunteer organizations. He stated that because they are volunteers, they are not at the fire station all of the time. He stated that the pagers alert the firemen of fires, storm watches and warnings and meeting reminders.

Mr. Brent asked if the pagers were transmitters.

Mr. Hudson replied that the pagers only receive information.

Mr. Smart stated that the figure presented comes out to around \$425.00 per pager.

Mr. Jones stated that his question would be who would own them and who would replace them.

Mr. Jenkins stated that the pager request should not come from the Capital Improvement Budget, but rather the operating budget because they are small pieces of equipment that could be lost or stolen.

Mr. Jones stated that he had no problem with the County helping to buy the pagers for the fire departments, but who would own and replace them.

Mr. Jones asked Mr. Gill about the repair request for the Old Jail and Clerk's Office.

Mr. Gill stated that this is the third year that this item has appeared on the Capital Improvement Budget. He stated that Carolyn Jett, the President of the Mary Ball Washington Museum, was unable to attend tonight's meeting.

Mr. Jenkins stated that the organization has not come back with a total cost, but the buildings do need attention.

Mr. Jones stated that it would be nice to have some estimates.

Mr. Jenkins stated that only certain contractors are experienced at renovating historical buildings such as this.

Mr. Jones stated that he would look at the buildings.

Mr. Jones asked Susan Sciabbarrasi, Superintendent of Lancaster County Schools, to present her request items.

Ms. Sciabbarrasi stated that she wanted to introduce John Mann, the new Director of Operations. She further stated that he would be handling the budget items next year.

Ms. Sciabbarrasi stated that the new high school bleacher expense at \$150,000 has been on the request list before. She stated that Mr. Mann had someone come out to inspect the bleachers and determined that they are stable and the suggestion was to refurbish and motorize them at a fraction of the cost of new bleachers. She stated that they would be in ADA compliance after the refurbishing. She stated that the bleachers are very heavy and every year there are workers compensation claims placed by people who have to move them. She stated that by motorizing them, that problem would be solved.

Ms. Sciabbarrasi stated that the next item was for new windows at the School Board office. She stated that it was a historic building and for \$18,400, all of the twenty-three windows can be replaced in their original style. She stated that the current windows in the building are over sixty years old and they are not able to be opened.

Next, Ms. Sciabbarrasi stated that the bus garage is a wonderful, art deco building, however its windows are sixty-nine years old. She stated that there are seven windows that need to be replaced.

Ms. Sciabbarrasi stated that the next item is the replacement of the HVAC systems at the Lancaster Middle School. She stated that the system is twenty-five years old.

Ms. Sciabbarrasi stated that the current physical education and weight room at the high school is too small and they are looking at a larger building that could include the JROTC as well.

Mr. Smart asked if it would be a steel building on a concrete pad.

Ms. Sciabbarrasi replied yes.

Ms. Sciabbarrasi stated that the next item is enviro-coating the high school's floors. She stated that it has been done at the middle school and it brings up the shine and the maintenance is nil. She stated that there is no stripping or re-coating and it would save on maintenance and custodial fees.

Mr. Jones asked where it is being proposed to be done at the high school.

Ms. Sciabbarrasi replied that portions of the high school would be done at first.

Ms. Sciabbarrasi stated that the next item is increasing the bus garage parking area. She stated that Mr. Mann has put gravel there so it is not so muddy and the buses are able to use it.

Ms. Sciabbarrasi stated that the next item, which is the operable partition at the primary school, has been on the list for years. She stated that the partition is only moved about three times a year, so that is not as pressing as the high school bleachers.

Ms. Sciabbarrasi stated that the next item, which is painting the metal roof at the middle school, has been on the list for a while. She said some painting has been done from time to time.

Mr. Jones asked if the roof was failing or leaking.

Mr. Mann stated that there are some portions that have leaked and had to be patched. He stated that there is some rust around the rivets.

Ms. Sciabbarrasi stated that the next item was the replacement of the drainage system for the band room entrance at the high school. She stated that they have not had a flooding for a while, so the item has been moved back on the list.

Next, Ms. Sciabbarrasi talked about the storage building request. She stated that there is really no storage for the schools at the present time.

Mr. Smart asked what the \$32,000 would buy.

Mr. Mann replied that it would be one combined storage building that is the approximate size of a three-car garage.

Ms. Sciabbarrasi stated that the next item, which is the chiller at the high school, would be eighteen years old in 2016. She stated that it should have a twenty-year life span and it is a high dollar item, so she wanted it brought to attention.

Ms. Sciabbarrasi stated that her top preferences of items are the diesel generator at the primary school and the motorized bleachers at the high school. She further stated that she also likes the energy saving windows at the School Board office.

Mr. Jones stated that Ms. Sciabbarrasi had done an excellent job and thanked her.

Mr. Chupp asked about what was involved with increasing the bus garage parking area.

Ms. Sciabbarrasi replied that the area needs crush and run and a drainage ditch.

Mr. Smart asked if that figure included fencing for the area.

Ms. Sciabbarrasi replied no.

Mr. Chupp asked why the figure for increasing the parking area was so high.

Mr. Gill stated that packed gravel is considered impervious cover and when the impervious cover exceeds sixteen percent of a site, it triggers stormwater detention devices. He further stated that part of the \$93,000 figure is to install detention devices to account for the impervious cover.

Mr. Gill stated that last year the discussion centered around how much, if any, would be saved by moving the buses from the high school in the summer to the new area at the bus garage.

Mr. Chupp stated that the band entrance drainage system figure seems high.

Ms. Sciabbarrasi stated that the band room floods with heavy rains, but that has not happened in several years. She stated that the estimate is old.

Mr. Jones stated that they must be trying to gravity drain considering the amount of the estimate.

Mr. Smart stated that the entrance is probably at least eight feet below grade and is not a good design.

Ms. Sciabbarrasi stated that Mr. Mann would come back next year with an updated estimate.

Mr. Gill stated that the remaining item is the additional refuse collection site in District 3. He stated that it was on the budget for FY 2013 last year and remains there. He further stated that the \$22,000 figure is just for the containers and some gravel and has nothing to do with land acquisition. He stated that there would probably be a much more refined figure for next year.

Mrs. Booth asked what the operating costs were for a refuse site.

Mr. Gill stated that he had spoken with Sonny Whaley, Director of Solid Waste, and the figure of \$22,000 is way off. He also stated that it would require additional employees.

Mr. Gill stated that District 3 Supervisor Pete Geilich has had several requests for a refuse site in his district.

Mr. Jones asked the Commission if they wanted to review the items, place in order of importance and come back next month to discuss.

All of the Planning Commission members agreed.

Mr. Smart asked what the status was on the pager request.

Mr. Gill stated that he thought the fire departments would need the County to help with the pagers. He stated that he is the President of the Upper Lancaster Volunteer Fire Department and they typically try to buy two pagers a year and he believed that is what the other two departments do as well. He further stated that the pager request could be removed from the CIB and requested under the operating budget if that is what the commission desires.

Mr. Jones stated that there is a need and wants to help the fire departments.

Mrs. Booth agreed.

Mr. Gill stated that the CIB will be a consideration item for next month and be scheduled for a public hearing in April.

Mr. Smart stated that he was impressed by the Emergency Services personnel going out to find other monies for their requests and by Mr. Mann's efforts to cut the high school bleacher cost by eighty-five percent. He stated that this is a much more refined budget request list.

Mr. Jones stated that everyone doing their due diligence by asking questions and researching costs makes a big difference.

### **OTHER BUSINESS**

Mr. Gill stated that last month, the Board of Supervisors requested the Planning Commission go back to work on a conservation easement ordinance. He stated that he has chosen Fluvanna County's ordinance as a new model and will incorporate the Northern Neck Land Conservancy's Cooperative Agreement into it and bring it back before the Planning Commission at a later date.

### **ADJOURNMENT**

The February 17, 2011 regular meeting of the Lancaster County Planning Commission was adjourned at 8:15 p.m.

