

# LANCASTER COUNTY PLANNING COMMISSION

## Minutes

February 18, 2010

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

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

Also present were Don Gill, Planning/Land Use Director, Audrey Thomasson, Rappahannock Record, Edna Davenport, Department of Social Services, Sergeant Jeffrey Haywood, Lancaster County Sheriff's Department, and Susan Sciabbarassi, Superintendent of Lancaster County Public Schools.

Mr. Jones asked if there were any corrections or additions to the minutes of the January 21, 2010 regular meeting.

Mr. Jones moved to approve the January 21, 2010 minutes as submitted. **VOTE: 6-0.**

### CONSIDERATION ITEM

#### **CAPITAL IMPROVEMENT BUDGET – FY 2011-2015**

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

Mr. Gill stated that the members had received a two-page summary cost sheet with supporting documentation of the FY 2011-2015 Capital Improvement Budget (CIB) items submitted for review by the Planning Commission.

Mr. Gill stated that given the current economic uncertainties, the departments were strongly encouraged to prioritize their requests. He stated that the Sheriff's Department had submitted two requests, the Emergency Services Department one, the Social Services Department one, the Refuse/Solid Waste Department one, the Mary Ball Washington Museum and Library one, and that the rest were school related.

Mr. Gill stated that Sergeant Jeffrey Haywood of the Lancaster County Sheriff's Department, Edna Davenport of the Lancaster County Social Services Department, and

Superintendent Susan Sciabbarassi of the Lancaster County Public School System were present to answer any questions. Mr. Gill further stated that Scott Hudson, Director of Emergency Services and Sonny Whaley, Director of the Refuse/Solid Waste Department were not available for the meeting, but that he could answer questions on their behalf.

Mr. Gill stated that staff believes 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. The CIB will need to be docketed for public hearing once the review is complete.

Mr. Gill stated that starting with the first line of the CIB summary cost sheet, the first item is the commercial dishwasher for the jail. He stated that the dishwasher was installed in 1978 when the jail was built.

Sergeant Haywood passed out some literature on the dishwasher to the Commission members. He stated that they have been informed that they can no longer get replacement parts for the dishwasher. He further stated that it is a requirement by the Health Department that the food trays be heated to 180 degrees, so that is why they need a commercial dishwasher. Sergeant Haywood stated that the figure also takes into account any plumbing and/or electrical work that may be needed to install the new dishwasher.

Mr. Jones asked if the one they have now is currently working.

Sergeant Haywood stated that it is currently working, but if it breaks down they will not be able to get the replacement parts.

Mr. Brent asked about the bids on the dishwasher.

Sergeant Haywood stated that the bid came from Calico Industries and that he had checked with a couple of others for bids.

Mr. Brent asked about local bids.

Sergeant Haywood stated that no one locally had the commercial equipment that was needed.

Mr. Jones asked Sergeant Haywood about the emergency dispatch radio system.

Sergeant Haywood stated that the current radio system is a Motorola console system that sits on the desk. He stated that the current system was obtained in 2001 after a lightning strike at the jail. He stated that they have been informed that they can no longer get replacement parts for the consoles. Sergeant Haywood stated that the system they have requested will integrate into the new phone system that was approved in last

year's CIB and that it is a Motorola, which is the industry standard. He further stated that Northumberland County uses this system as well.

Mr. Jones asked Sergeant Haywood if the Sheriff's Department had a "rainy day fund".

Sergeant Haywood stated that they try to make everything last as long as it can, but unfortunately they are in a cycle where a lot of things need to be replaced at once.

Mr. Smart asked about a warranty period on the radio system.

Sergeant Haywood stated that it had a one-year warranty and after that a maintenance contract could be purchased.

Mr. Jones thanked Sergeant Haywood for the information.

Mr. Jones asked Mr. Gill about the old jail renovation request.

Mr. Gill stated that Jeff Schmidt is the president of the Mary Ball Washington Museum and Library and that \$48,000 was approved in last year's CIB to maintain the exterior historical continuity of the old jail and clerk's office. Mr. Gill stated that that work has not been completed to date and they have found some other things that need to be done, such as roof work and guttering and have asked for an additional \$10,000.

Mrs. Edna Davenport of the Lancaster County Social Services Department addressed her requests. She stated that the building is twenty-two years old and still has the original carpeting. Mrs. Davenport added that spots have been treated, but now the carpet is slippery. She stated that they have a high volume of foot traffic. Mrs. Davenport obtained two quotes, one from the Kilmarnock Planing Mill and one from Bay Flooring. She presented the Commission members with pictures of the existing carpet.

Mr. Jones stated that the carpet looked like it needed to be replaced.

Mr. Smart asked Mrs. Davenport if the proposed carpet is commercial grade.

Mrs. Davenport stated that it was commercial grade and would be a darker color to help hide stains.

Mrs. Davenport asked Mr. Gill if he could arrange for someone to do a walk through of the building to see what else might be needed in the future.

Mr. Gill stated that he would inquire about the County's maintenance department doing a walk through before next year's Capital Improvement Budget requests were due.

Mr. Jones thanked Mrs. Davenport for the information.

Mr. Jones stated that the next item on the CIB was the Emergency Services Department's request for a new generator for the emergency shelter at Lancaster Middle School.

Mr. Gill stated that the present generator at the middle school is 100 KW and currently is not operational. He stated that the current generator does not power the entire shelter area and that auxiliary lighting was needed for the bathrooms the last time the generator was used there. Mr. Gill passed out four estimates to the Commission members. He stated that the first estimate was to repair the current generator and the next three estimates were to replace the current generator with a similar 100 KW generator. Mr. Gill also stated that Mr. Hudson has been in contact with Mosby West, a local engineer, about sizing and estimating the cost of a generator without the air conditioning capability, as another option to the proposed 660 KW generator, but doesn't have that information yet.

Mr. Chupp stated that the county should use an impartial engineer to take a look at the facilities to see what was needed. He stated that the county shouldn't depend on vendors to tell us what we need because they are trying to make sales.

Mr. Gill stated that Mr. Jenkins had stated last year that he would like to see an emergency shelter at the upper end of the county. Mr. Gill stated that the Upper Lancaster Volunteer Fire Department has voted to allow their new building to be used as a shelter. He stated that he met with Red Cross personnel that day on site to fill out the required forms, however the building would not be available as a shelter during a hurricane event because it has a sixty foot roof span and in order to meet the wind load requirements, it has to be forty feet or less.

Mr. Gill stated that he thought there were two things to take away from this discussion: 1) the existing emergency shelter generator is not functioning, and 2) there are other options besides the proposed \$250,000 (660 KW) generator.

Mr. Brent stated that now with two shelters in the County, another consideration would be that the population for the shelters would be spread out.

Mr. Chupp stated that he thinks the commission should have some projections about how many people would need to be accommodated at the shelters by looking at past history.

Mr. Jones stated that he agreed with Mr. Chupp, in that if Mr. Hudson could come back with some figures on how many people have been accommodated in the past at the shelter, then it would be helpful in making a decision on the size of a replacement generator.

Mr. Chupp stated that he didn't think that air conditioning was important in emergency situations.

Mrs. Davenport stated that she had worked in the emergency shelters for many years and could recall several times when there were over a hundred people there

overnight. She further stated that that many people with no air conditioning makes for a very uncomfortable situation.

Mr. Chupp stated that maybe one room for people who cannot handle the heat, such as the elderly, could be furnished with air conditioning while the rest of the shelter would not.

Mr. Brent asked if the proposed 660 KW generator would service the entire school building.

Mr. Gill stated yes.

Mr. Brent asked what a 100 KW generator would power at the school.

Mr. Gill stated that the current 100 KW generator did not provide air conditioning and did not power all of the lighting in the shelter area.

Mr. Jones stated that the Commission knows that something has to be done because there is no working generator, but a decision needs to be made on whether or not it needs to be repaired or replaced and to what extent that replacement might be.

Mr. Smart stated that maybe through load management the power requirements could be brought down to 500 KW, then two 250 KW generators could be used. He stated that might realize some fuel savings and would probably be able to air condition a good part of the school and light the entire building.

Mr. Smart stated that another possibility could be that one generator be mobile, which would give the County more options.

Mrs. Booth stated that if two smaller generators were purchased, it might be cheaper than the 660 KW generator that was first discussed.

Mr. Jones stated that part of the savings with one generator is the fact that a second transfer switch would not be needed.

Mr. Gill stated that Mr. Hudson would be at the meeting next month with additional information.

Mr. Jones asked Ms. Sciabbarassi about the HVAC system request at the primary school.

Ms. Sciabbarassi stated that this would be the third phase in replacing the HVAC system in one of the wings at the primary school.

Ms. Sciabbarassi stated that the next request is for the replacement of the bus garage heating system, which is a boiler system that is sixty-five years old and uses a huge amount of oil.

Ms. Sciabbarassi stated that there is a possibility of the school system entering into a performance contract, which would include many of the items the school requested in the CIB. She stated that she hoped to have that information before the CIB goes to the Board of Supervisors. Ms. Sciabbarassi stated that probable items to be included in the performance contract would be the replacement of the HVAC system at the primary and middle schools, the replacement of the bus garage heating system, the replacement of the cooling tower at the high school and the replacement of the boilers at the primary and middle schools.

Mr. Jones asked Ms. Sciabbarassi when they would know about the performance contract.

Ms. Sciabbarassi stated that she was hoping to know something in the next couple of weeks.

Mr. Jones asked Ms. Sciabbarassi about increasing the bus garage parking area request.

Ms. Sciabbarassi stated that this was for the property by the bus garage that the Board of Supervisors gave the school system.

Mr. Jones asked Ms. Sciabbarassi if they keep the buses at the high school now.

Ms. Sciabbarassi stated that most of the buses are kept at the high school and some at the middle school during the summer. She stated that there is a lot of fuel expense getting drivers and buses to the proper locations and ferrying the buses to the bus garage for maintenance during the summer break.

Ms. Sciabbarassi stated that she had quotes and drawings from Bay Design Group on what the parking lot would look like.

Mrs. Booth asked what the size of the lot was.

Mr. Gill stated that he thought it was seven tenths of an acre.

Mr. Gill stated that the Chesapeake Bay Preservation Act requires any lot with impervious cover greater than sixteen percent of the site to provide stormwater capturing and filtering. He further stated that this lot would fall into that category and it would drive the cost up.

Mr. Brent asked if there were any plans to tear down the bus garage due to its old age.

Ms. Sciabbarassi stated no and that there had been recent repairs to the building.

Mr. Jones asked Ms. Sciabbarassi about the high school diesel generator request.

Ms. Sciabbarassi stated that the high school was built with no windows and when the electricity goes out, the school is completely dark inside. She stated that the request is for a minimal generator for emergency lighting for the hallways and the bathrooms.

Mr. Jones asked about how often the power goes out.

Ms. Sciabbarassi stated that she wasn't sure, but would guess at least once a year.

Mr. Jones asked about current emergency lighting in the halls of the high school.

Ms. Sciabbarassi stated that there is emergency battery powered lighting, but it is very minimal and goes out fast.

Mr. Sorensen asked Ms. Sciabbarassi about the fire alarm system at the primary school for next year and whether or not they were having problems with it currently.

Ms. Sciabbarassi stated that the fire alarm system is still functioning, but it will need to be replaced and they don't want to have to shut the school down to do an emergency unscheduled replacement.

Mr. Brent asked if the recent state budget cuts would affect these requests.

Ms. Sciabbarassi stated that it would not affect the CIB requests since they don't receive that much money from the state due to the County's composite index.

Mr. Jones stated that the Commission will need to know more about the proposed generator for the emergency shelter at Lancaster Middle School and the school system's possible performance contract before any final decisions can be made. He stated that the discussion on the Capital Improvement Budget would have to be continued to next month's meeting.

### **ADJOURNMENT**

The February 18, 2010 regular meeting of the Lancaster County Planning Commission was adjourned at 8:15 p.m.