

# LANCASTER COUNTY PLANNING COMMISSION

## Minutes

February 19, 2015

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

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

Also present were William R. Lee, Board of Supervisors Representative, Don Gill, Planning/Land Use Director, Frank A. Pleva, County Administrator, Keith Cornwell, Building and Grounds, Terrance McGregor, Chief of Emergency Services, John Mann, Director of Operations/Transportation, Captain Martin Shirilla, Sheriff's Department and Audrey Thomasson, Rappahannock Record.

Mr. Jones asked if there were any corrections or additions to the minutes of the January 15, 2015 meeting.

Mr. Jones moved to approve the January 15, 2015 minutes as submitted. **VOTE: 5-0.**

### DISCUSSION ITEM #1

#### **UPDATE TO THE CAPITAL IMPROVEMENT BUDGET – FY 2016-2020**

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

Mr. Gill stated that the issue was the discussion of the FY 2016-2020 Capital Improvement Budget submitted in response to the budget call. He stated that, as in the past, he recommended that the Planning Commission review the requests item by item and prioritize overall, not by department.

Mr. Gill stated that a capital improvement item is defined as “a real or personal property acquisition and/or improvement estimated to have a minimum cost of \$10,000 and a minimum useful life expectancy of five years.” He stated that Section 15.2-2239 of the Code of Virginia directs the local planning commission to prepare and submit annual capital improvement budgets to the Board of Supervisors. He stated that a summary cost

sheet with supporting documentation of the proposed items were included in the Commission members' packets.

Mr. Gill stated that representatives from 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 the scrutiny at the Planning Commission level should make the resulting approval by the Board of Supervisors an easier process that will clearly identify the priority of requests. He stated that the Capital Improvement Budget will need to be docketed for public hearing, usually in April, once the review is complete.

Mr. Gill provided a summary of the previously approved Capital Improvement Budget to show which items had been or will be accomplished in FY 2015 and which items will be moved to FY 2016.

#### Grounds and Maintenance

Mr. Keith Cornwell referred to the Administration Building's windows and stated that approximately fifty percent of the windows had been replaced and his request was for the remainder to be replaced in FY 2016.

Mr. Cornwell stated that another request in FY 2016 was for a maintenance vehicle. He stated that the current truck used by Mr. Revere had approximately 225,000 miles and needed work. He stated that he wanted to also add a snow plow to the vehicle, which would cost around \$7200, bringing the total cost to \$30,200. He stated that he thought having the snow plow would pay for itself in three to five years and the County would not have to pay an outside contractor.

Mr. Cornwell stated that the social services building will also need a new roof in FY 2018 and quoted an estimate of \$37,000.

#### School System

Mr. John Mann stated that the school items for FY 2016 included the purchase of the library with renovations, the annual bus replacement, the last phase of the HVAC units at the middle school and the matching funds for a security grant.

Mr. Mann stated that for FY 2017, they were looking at two more buses and a study for site selection/land purchase for future school buildings. He stated that in FY 2018, there would be another bus replacement and in FY 2019, the request would be for the chiller replacement at the high school and two buses.

Mr. Jones asked about the library purchase.

Mr. Mann replied that the library was not up for sale yet.

Mr. Gill stated that the library purchase had been approved in FY 2015, but that could not be accomplished because the old bowling alley would need to be renovated first.

Mr. Smart agreed and stated that there was no firm time line at the moment.

Mr. Mann stated that there has not been a determination as to what the building's use would be yet.

### Emergency Services

Mr. McGregor stated that his request in FY 2016 was for an Emergency Services Headquarters, which would also house the Emergency Operations Center. He stated that the Department of Emergency Services provides 24-hour coverage and needs to be able to house personnel 24 hours a day. He stated that, at the present time, his department has access to the former maternity center, but that building is going through the foreclosure process and his department will not be able to remain there.

Mr. McGregor stated that the new building would also provide space for an Emergency Operations Center, which the County needs. He stated that, at the present time, the County uses the rescue squad building in Kilmarnock. He stated that the estimate for the new building is \$2.5 million or about \$250 per square foot.

Mr. Jones asked where the building would be placed.

Mr. McGregor replied the parcel recently purchased by the County, across from VDOT, on Pinckardsville Road.

Mr. Smart asked if the volunteer squads operated on a 24-hour basis.

Mr. McGregor replied that they don't always provide staff.

Mr. Lee stated that it was safe to say that the Board of Supervisors was still in the information gathering phase concerning the proposed building.

Mr. Smart asked if there would eventually be a transition from volunteer to paid emergency staff.

Mr. Pleva stated that there would probably be a combination of the two.

Mr. Smart stated that the request is the most expensive item so he was trying to get a feel for the details.

Mr. Jones stated that there was also a daily cost of the building to consider.

Mr. Pinn asked about the number of emergency personnel.

Mr. McGregor replied that there were fourteen full-time and twenty part-time personnel.

Mr. Pinn asked if they were looking to expand personnel.

Mr. McGregor replied not immediately.

Mr. Pinn asked about the reason behind the trend of needing more emergency services. He mentioned the aging population and events such as Hurricane Katrina.

Mr. McGregor stated that he agreed and added that people were being discharged from hospitals sooner and sicker than they used to be. He stated that emergency services are also a safety net for the uninsured or underinsured and people with no primary care physician.

Mr. Gill stated that he wanted to clarify that the building would be strictly for Emergency Medical Services and the Emergency Operations Center and would have nothing to do with the three local volunteer fire departments. He stated that the Board of Supervisors has previously made it clear that they do not want to provide paid fire department services.

Mr. McGregor stated that his second request was a replacement of an ALS vehicle in FY 2018. He stated that the current vehicle has approximately 55,000 miles and is three years old. He stated that the vehicle's cost was around \$80,000.

### Sheriff's Department

Captain Marty Shirilla stated that their request was to upgrade the computer network at the Sheriff's Department in FY 2016 at a cost of approximately \$75,000. He stated that the existing system was installed in 1997 and that the critical infrastructure is failing. He stated that new software requirements are taking effect in April 2015. He explained how the new system would work and how important it is to their organization in a detailed presentation.

### Solid Waste and Recycling

Mr. Gill stated that Donald Brown, the Solid Waste and Recycling Supervisor, was not present at the meeting, but that his only request is an EZ Roll-off Trailer in FY 2016 and the estimate was approximately \$18,000.

Mr. Lee asked about the down time of the current roll-off trailer and how many maintenance dollars had been spent on it recently.

Mr. Gill replied that he would find out that information from Mr. Brown.

Mr. Jones asked that all Commission members review the Capital Improvement Budget items so that they can start to prioritize them at next month's meeting.

#### **OTHER BUSINESS**

There was no other business.

#### **ADJOURNMENT**

The February 19, 2015 regular meeting of the Lancaster County Planning Commission was adjourned at 8:00 p.m.