

BOOK 33**VIRGINIA:**

At a continued meeting of the Board of Supervisors of Amherst County held at the Administration Building thereof on Wednesday, the 24th day of March, 2010 at 8:30 a.m. at which the following members were present and absent:

BOARD OF SUPERVISORS:

PRESENT: Mr. C. Adams
Mr. D. Kidd
Ms. C. Tucker

ABSENT: Mr. R. Vandall
Mr. F. Campbell

Mr. C. Adams, Chairman, called the meeting to order.

IN RE: APPROVAL OF AGENDA

On motion of Mr. Kidd and with the following vote, the Board of Supervisors approved the agenda as presented.

AYE: Mr. C. Adams, Mr. D. Kidd and Ms. C. Tucker

NAY: None

ABSENT: Mr. R. Vandall and Mr. F. Campbell

IN RE: WORKSHOP

The County Administrator introduced a proposed 2010-2011 balanced budget and described the proposal as "bare bones".

Mr. Lintecum stated that his area of most concern is with the Solid Waste Department. He further stated if further savings could be found that he recommends they be allocated to Solid Waste. He proceeded to address other budget highlights.

Ms. Brenda Campbell, Central Accounting Director, was present to answer specific concerns.

There was a Board discussion regarding potential investment options for county funds in an effort to increase revenues. There was a Board consensus to direct staff to further communicate with the County Treasurer to discuss this issue.

There was a discussion of pro rating personal property tax billings and consensus to direct staff to pursue investigation of this issue with the Commissioner of Revenue.

Mr. Adams further stated concerns with the County's personal property tax rate on recreational vehicles.

IN RE: JANITORIAL SERVICES

The Assistant County Administrator presented the following report concerning janitorial services. There was a Board discussion and consensus to include the matter on the April 6, 2010 Board agenda.

Attached is a copy of a current monthly invoice from the contractor.

Janitorial services are provided for each of the listed locations five (5) days per week during evening hours, with exception of the lower church and parks.

The lower church is services two (2) times per week.

The four (4) park restrooms and trash removal is performed four (4) times per week from April 1 – October 31 and two (2) times per week during winter months.

1.0 A refined scope of services has been developed and priced by the Janitorial Contractor as follows:

1.1	County Courthouse	All areas serviced with current schedule, except: Registrar's area to be serviced two (2) times per week. Court Services to be serviced three (3) times per week.
1.2	Administration Offices	All public "common" areas serviced under current schedule. Individual offices services two (2) times per week.
1.3	Health Department	Service with current schedule.
1.4	Amherst Library & Madison Heights Library	Serviced three (3) times per week.
1.5	Magistrate's Office	Serviced two (2) times per week.
1.6	Public Safety	Dispatch and "common" areas serviced under current schedule. Offices serviced three (3) times per week.
1.7	Goodwin St. Building	All "common" areas serviced by current schedule. Office areas serviced three (3) times per week.
1.8	Amherst Recreation Bldg.	Serviced two (2) times per week.
1.9	Lower Church	Service one (1) time per week.
1.10	Parts Restroom and Trash	To be serviced by County Grounds Department
Notes:		
1.	On days in which specified office areas are not serviced, it would be the Department personnel's responsibility to place trash in "common" areas for pick-up, if needed.	
2.	Currently the contractor is on call for daytime emergencies at no cost. Under the revised plan there would be an hourly charge.	
3.	There is an alternate monthly price for Library service to be performed two (2) times per week.	
4.	The Sheriff's Dept. and Social Services each have separate contracts for janitorial services.	
5.	The Current annual contract amount with Surprisingly Clean is \$145,385.88.	
The Revised Contract cost with Surprising Clean for the scope of services as described would b:		
\$7,446.69 (mo) x 12 =		89,30.28 (annual)
The alternative cost for servicing each of the Libraries two (2) times per week would be:		
\$7,012.56 (mo) x 12 =		\$84,150.72 (annual)

2.0 An estimate has been developed for the County (providing janitorial services with the current level of service at each location, as follows:

Locations	Estimated Hrs. Per Week	
Courthouse	50	
Administration Building	10	
Health Department	15	
Amherst Library	10	
Madison Heights Library	8	
Magistrate Office	2	
Public Safety Building	15	
Goodwin St. Building	15	
Recreation Building	5	
Church	1	
Supervisory	5	
	136	

121 hrs. x \$ 8.00/hr. =	\$ 968.00	
15 hrs. x \$12.00/hr. =	\$ 180.00	
	\$1,148.00 x 52 weeks =	\$59,696.00
		\$ 4,567.00 FICA
		\$ 1,164.00 Workers Comp
		\$65,427.00
	Estimated Annual Supplies	\$ 6,000.00
	Total	\$71,427.00

Notes:

1.	Estimated of initial purchase of equipment \$10,000.
2.	Lake bathroom to be responsibility of Grounds Department.
3.	It is anticipated that 6 – 7 part time employees would be needed.
4.	Supervisor would need access to County vehicle.
5.	County Maintenance would respond to daytime emergencies.
6.	Blood borne Pathogens; HAZ Materials Use and Disposal.

Surprisingly Clean, Inc.

Veteran Owned
 145 Brightwell Mill Road
 Madison Heights, VA 24572

Invoice

Date Invoice #
 3/21/2010 516 M

Bill to:

Amherst County Board of Supervisors
 Amherst, Virginia 24521

			Due Date	Terms
			3/21/2010	
Quantity	Description	Rate	Serviced	Amount
1	Janitorial service for the month of March 2010	0.00		0.00
1	Amherst County Courthouse	\$4,678.37		\$4,678.37
1	Administrative buildings and Health Services	2,138.10		2,136.10
1	Amherst Library	1,199.62		1199.62
1	Madison Heights Library	971.69		971.69
1	Magistrate's Office	51.00		51.00
1	Amherst County Public Service Building	779.75		779.75
1	Goodwin Street Building	671.78		671.78
1	Amherst Recreation Building	115.18		115.18
1	Lower Church	150.00		150.00
1	Lake's/ Bathroom's and Trash	1,360.00		1,360.00
			TOTAL	\$12,115.49

IN RE: PROPOSED SALARY INFORMATION FOR FOUR COUNTY POSITIONS

The Assistant County Administrator presented the following proposed salary information for four (4) county positions.

ANIMAL SHELTER			
	GRADE	STEP	SALARY
CURRENT	11	1	\$22,952.00
RECOMMENDATION	14	1	25,848.00
MAINTENANCE			
POSITION #1			
CURRENT	16	2	\$29,109.00
RECOMMENDATION	16	7	31,509.00
POSITION #2			
CURRENT	16	4	\$29,691.00
RECOMMENDATION	16	7	31,509.00
SOLID WASTE			
CURRENT	31	3	\$52,727.00
RECOMMENDATION	31	6	55,955.00

There was a Board discussion and consensus to include this matter on the April 6, 2010 agenda.

IN RE: UPDATE ON BALANCING EFFORTS FOR THE COUNTY'S 2009-2010 BUDGET

The County Administrator and Central Accounting Director presented an update on balancing efforts for the County's 2009-2010 budget.

The Board complemented staff on budget preparation efforts.

IN RE: INTERIM COUNTY ATTORNEY

On motion of Mr. Kidd and with the following vote, the Board directed the County staff to advertise for interim county attorney services.

AYE: Mr. C. Adams, Mr. D. Kidd and Ms. C. Tucker

NAY: None

ABSENT: Mr. F. Campbell and Mr. R. Vandall

IN RE: ADJOURN

On motion of Mr. Kidd, seconded by Mr. Adams and with the following vote, the Board moved to adjourn.

AYE: Mr. C. Adams, Mr. D. Kidd and Ms. C. Tucker

NAY: None

ABSENT: Mr. F. Campbell and Mr. R. Vandall

Christopher R. Adams, Chairman
Amherst County Board of Supervisors

C. Lee Lintecum, County Administrator