

LUNENBURG COUNTY BOARD OF SUPERVISORS  
LUNENBURG COURTS BUILDING  
LUNENBURG DISTRICT COURTROOM  
LUNENBURG, VIRGINIA

Minutes of October 9, 2014 Meeting

The regular meeting of the Lunenburg County Board of Supervisors was held on Thursday, October 9, 2014 at 6:00 p.m. in the Lunenburg District Courtroom, Lunenburg, Virginia. The following members were present: Supervisors T. Wayne Hoover, Frank Bacon, Alvester Edmonds, Robert Zava, Edward Pennington, David Wingold, County Administrator Tracy M. Gee, Assistant to the Administrator Nicole Clark and County Attorney Frank Rennie. Supervisor Charles R. Slayton was absent.

Chairman Pennington called the meeting to order.

Chairman Pennington led the Pledge of Allegiance and gave the invocation.

Chairman Pennington requested additions to the agenda from the Board and the public.

Public safety tower sites were added as 7A on request by Supervisor Hoover.

A nomination for the planning commission was added as 10A on request by Supervisor Bacon.

Administrator requested that Commissioner Liz Hamlett be added as 8b regarding an update of the CAMA project.

Supervisor Edmonds made motion, seconded by Supervisor Wingold and unanimously approved, to accept the Consent Agenda to include the minutes of the September 11, 2014 Board of Supervisors meeting, the Treasurer's August 2014 reports, and the following Warrants for Approval:

September 2014:	Payroll:	Direct Deposit	\$ 114,847.18
	Payroll Taxes Federal:		\$ 38,080.32
	Payroll Taxes State:		\$ 6,382.71
	Payroll VRS payment:		\$ 29,868.62
	Payroll ICMA-RC payment:		\$ 206.24
	Accounts Payable: #49785-49924		<u>\$ 345,801.05</u>
	Total:		\$ 535,186.12

The monthly VDOT report was provided. Administrator Gee commented that the road sign repairs noted on the report were town street signs.

Mr. Charles Berkley, School Superintendent provided the monthly Revenue/Expenditure Report. Mr. Berkley stated that the unofficial enrollment count is 1519 students which is much higher than the budget estimated enrollment of 1427. He reported that the school division should be fully staffed as of October 14<sup>th</sup>. Mr. Berkley informed the Board that the Backpack Initiative Tablets will be given out on October 10<sup>th</sup> to all 9<sup>th</sup> and 10<sup>th</sup> grade students. Mr. Berkley noted that a school security grant was awarded to the school system in the amount of \$26,400. The grant was based on school needs and enrollment and will be divided among VES and Central High School. Mr. Berkley advised that Central High School missed full accreditation by 1 point in mathematics and Lunenburg Middle School missed full accreditation by 4 points in mathematics. He added that both elementary schools were accredited with warning. Mr. Berkley commented that corrective action is being implemented by hiring a Curriculum Specialist Consultant to work with staff.

Supervisor Zava questioned Mr. Berkley regarding the Backpack Initiative Tablets. He asked if the school system has looked into other options of obtaining tablets for students when the grant funds run out.

Mr. Berkley replied that he and his team are researching potential options for the future as the grant funds will run out in a couple of years. He added that all the tablets have filters and must be insured by the students against damages.

Supervisor Hoover advised that the cell tower on Rehoboth Road was completed. He reminded the Board that they agreed to purchase the hardware to be placed on the tower for emergency services. The total cost of the hardware is around \$8,000.

Supervisor Hoover made motion, seconded by Supervisor Bacon and unanimously approved, to allow Administrator Gee to purchase the emergency services hardware using 911 funds.

Administrator Gee shared a sketch of the Building Official vehicle from Larry's Paint, Body, and Signs. The markings on the truck allows for the Building Official vehicle to look more official and be recognized when on pulling into county residents' driveways. Also, the truck will have a similar design as the Deputy Sheriff and Animal Control Officer vehicles. Administrator Gee noted that the cost to mark the truck would be between \$500 and \$550 and was not in the Building Official budget. Supervisor Zava suggested that funds from the sale of the landfill equipment be used to mark the Building Official's vehicle.

Supervisor Zava made motion, seconded by Supervisor Edmonds and unanimously approved, to use funds from the sale of the landfill equipment to mark the Building Official's vehicle as shown in the sketch.

Commissioner of the Revenue Liz Hamlett approached the Board to discuss two ongoing projects in her office. The first is the conversion of paper maps to a GIS system. She noted that the Timmons group has been in good communication with her office from the start of the project. They are projecting a full implementation in late January 2015, but Commissioner Hamlett foresees a more realistic time frame of February 2015 as Timmons Group is slightly overloaded.

The second project is the CAMA software installation. Test software will be installed on October 20<sup>th</sup> for Commissioner Hamlett's office to get familiar with the software and make changes as needed. They plan to have all the real estate information uploaded to the new software by spring 2015. She is very pleased with the progress of both projects.

Chairman Pennington thanked Commissioner Hamlett and her office for all their hard work.

Administrator Gee stated that she was contacted by Kenbridge Fire Chief Dicky Harris. Chief Harris advised that he has heard of some localities having difficulties getting fire and rescue LODA claims covered because the county did not specifically recognize the local departments as providing public safety. Administrator Gee directed the Board to State Code §9.1-400 indicating that the locality must recognize the department either by ordinance or resolution. She suggested that the Board create and subsequently adopt a resolution at the following Board meeting to meet the State LODA requirement for the local fire and rescue members, namely Kenbridge Emergency Squad, Kenbridge Fire Department, Meherrin Fire & Rescue, and Victoria Fire & Rescue.

Supervisor Bacon made motion, seconded by Supervisor Hoover and unanimously approved, to create a resolution for the recognition of the local department that serve the county.

Administrator Gee shared a memorandum from Rodney Newton regarding the purchase of 150 rechargeable batteries for radios in the radio cache. He included two written quotes, the lowest being New London Technology in the amount of \$11,539.50. Chief Newton noted that the purchase is 100% reimbursed by the 2013 SHSGP Grant. Administrator Gee requested that the Board accept the lowest bid and authorize her to sign the Purchase Order.

Supervisor Edmonds made motion, seconded by Supervisor Bacon and unanimously approved, to accept the lowest bid from New London Technology in the amount of \$11,539.50 and allow Administrator Gee to sign the Purchase Order.

Supervisor Hoover stated that he was approached by Mr. Sidney "Sid" M. Smyth regarding the Southside Virginia Community College Board. A vacancy for Lunenburg County was created with the untimely death of Roberta Rickers. Mr. Smyth asked the Board via formal letter to consider appointing him to this vacancy.

Supervisor Hoover made motion, seconded by Supervisor Bacon and unanimously approved, to appoint Mr. Sidney "Sid" M. Smyth to the Southside Virginia Community College Board as a Lunenburg County Representative.

Supervisor Bacon nominated Mr. Walter Thompson of 339 Potts Spring Road, Dundas, VA, to the Planning Commission for the Beaver Creek district.

Supervisor Bacon made motion, seconded by Supervisor Wingold and unanimously approved, to appoint Mr. Walter Thompson to the Planning Commission for the Beaver Creek district.

Administrator Gee directed the Board to the FY14 Annual Report for Piedmont Court Services. She added that the county utilizes probation workers on a regular basis. Administrator Gee noted that Supervisor Edmonds served as the Chairman on the Piedmont Court Services Board for FY14. Supervisor Edmonds commented that one of the Board's goals is trying to get the state to fund pretrial services.

Mrs. Beverley Hawthorne, Landfill Liaison, provided her monthly report. She noted that all payments from CFS are up to date, except there have been no recycling payments since May. She advised that new work schedules for the Trash Collection employees have been created so that the new convenience centers have manned hours of operations. Ms. Hawthorne added that all Trash Collection employees are still considered part time employees. The Owl Creek and Nutbush Sites operate from 7a.m. to 7p.m. on alternating days except Saturday and Sunday, in which both sites are open. Mrs. Hawthorne directed the Board to the site schedule and recycling information included in their packet.

Supervisor Hoover commended Mrs. Hawthorne for coordinating with the high school shop class to build shelters to place at the convenience sites for employees during rainy or cold days.

Supervisor Zava advised that hours for the convenience sites as well as schedules for employees are subject to change. As traffic counts and volume of trash at each site is monitored, adjustments will be made.

Supervisor Edmonds questioned when the building would be complete for the workers at the convenience sites. He was concerned about winter weather and temperatures approaching in the near future.

Mrs. Hawthorne replied the each building would take about two weeks to complete. She added that a Landfill Committee meeting would be held the following Tuesday to discuss updates for the Switchback site and to discuss other sites that can be closed due to the opening of the new sites. She encouraged thoughts and concerns from any Board member before the meeting date.

Mr. Lamont Brand of Bethel Church Road asked when the Bethel Church site would be closing.

Mrs. Hawthorne replied by the end of the month.

Mr. Brand questioned if recycling needed to be separated.

Mrs. Hawthorne stated that some of the recycling would need to be separated. Each container would list what was accepted.

Mr. Brand inquired if there would be longer hours in the case of a storm or natural disaster for dumping of additional debris. He also wondered if the longer hours would be advertised.

Mrs. Hawthorne replied yes if it is determined that longer hours are needed during extreme circumstances.

Mrs. Beverley Hawthorne, Community Development Director, provided her monthly report to the Board. She noted that the TROF documents for Global Refining Group and Coast to Coast, which were approved at the last Board meeting, have been signed. She requested that the Board motion to allow the Administrator to move the funds as stated in the documents.

Supervisor Wingold made motion, seconded by Supervisor Edmonds and unanimously approved, to enter allow the Administrator to move the funds as stated in the TROF documents for Global Refining Group and Coast to Coast as approved at the last Board meeting.

Mrs. Hawthorne stated that ABC recycling has completed the necessary work to apply for a TROF grant and are moving forward with the process. She explained that she recently attended the Virginia Economic Developers Association Annual Conference. She noted that since the new Governor has been in office, 178 economic announcements have been made.

Administrator Gee provided an update on the Lunenburg County Public Library System. She explained that the LCPLS Trustees have met twice and started to develop by-laws. They have established a post office box in Victoria. The attorney, Mr. Gary Elder of Hawthorne & Hawthorne, P.C. continues to work on organizational issues and is in contact with the Library of Virginia. Officers of the Trustees have been established and are Karen Scales, Chairman, Sallie Ann Buchanan, Vice Chairman, Oliver "Ollie" Wright, Secretary and Rev. James Isaac, Treasurer. Administrator Gee advised that the Board of Supervisors Library Committee would be sending a letter from Lunenburg to Mecklenburg County outlining the progress of the LCPLS in lieu of a regional face-to-face meeting. The letter will also request an update from Mecklenburg on their progress.

Administrator Gee notified the Board that the County's Personnel Manual does not have a section regarding weapons in the workplace. She requested that the Board consider approving the following addition to the manual.

"Employees may not carry weapons on their person either inside the workplace or in the parking areas. In addition, when working outside their normal work area, employees are prohibited from carrying weapons on their person, unless the carrying of weapons is part of their position.

Weapons include guns, knives, explosives and other items used to threaten harm to another person. Appropriate disciplinary action, up to and including discharge, will be taken against any employee who is in violation of this policy."

Supervisor Zava stated that he was carrying a pocket knife and was concerned that would place him in violation.

County Attorney Rennie suggested adding the exception of a pocket knife to the proposed manual addition.

Supervisor Edmonds made motion, seconded by Supervisor Bacon and unanimously approved, to approve the addition to the Personnel Manual with the suggested language from County Attorney Rennie.

Administrator Gee directed the Board to the Piedmont Regional Jail 2<sup>nd</sup> Quarter invoice and monthly reports. She noted the per diem rate is just over \$18.00 which is much lower that it has been recently. She stated that she has seen an improvement in operations and management at the jail over the past several months.

Supervisor Zava reminded the Board that previous conversations had been made with another jail. Their rate was \$30 per day. He suggested that Administrator Gee contact that jail to inform them that Lunenburg will continue utilizing PRJ for the time being. This will allow the other jail to continue their search for new members.

Supervisor Bacon agreed and stated at the current per diem rate Lunenburg is unable to leave PRJ, but that decision will be revisited if the rate increases.

Administrator Gee provided her monthly report. She advised that the Lunenburg County Animal Shelter now has a Facebook page. Ms. Nikki Amos, who operates a boarding kennel, has volunteered to assist the Animal Control Officer with the page. Administrator Gee noted that discussion continues of the regional reassessment with the CRC. She notified the Board that November 21, 2014 has been set as the date for the Town and County Dinner. Administrator Gee requested RVSP's for the annual Farm Bureau's Membership meeting. Supervisors Zava, Edmonds and Pennington agreed to attend. Administrator Gee reminded the Board of the Public Hearing on Bio solids hosted by DEQ on October 29, 2014.

Administrator Gee requested that the Board appoint voting members for the upcoming VACo annual conference.

Supervisor Edmonds made motion, seconded by Supervisor Bacon and unanimously approved, to designate Chairman Pennington as the Voting Delegate and Supervisor Wingold as the Alternate.

Mrs. Beverley Hawthorne informed the Board that an auction for the old Middle School property would be held on October 28<sup>th</sup>.

County Attorney Rennie stated that a survey crew has been at the airport determining easement boundaries. They expect to make their last visit on October 20<sup>th</sup>.

Chairman Pennington recognized Pastor Herman Lundy of Flat Rock Baptist Church and thanked him for attending the meeting.

Supervisor Edmonds made motion, seconded by Supervisor Bacon and unanimously approved, to enter Closed Session citing Virginia Code Section §2.2-3711A1 Personnel, §2.2-3711A3 Public Property, §2.2-3711A5 Prospective Business and Section §2.2-3711-A7 Consult with Legal Counsel.

CERTIFICATION OF CLOSED SESSION MEETING

WHEREAS, the Board of Supervisors of Lunenburg County, Virginia ("Board") convened a Closed Session Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section §2.2-3712 of the Code of Virginia, 1950, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies 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 were heard, discussed or considered by the Board.

VOTING YES

Supervisor Bacon  
Supervisor Edmonds  
Supervisor Pennington  
Supervisor Hoover  
Supervisor Wingold  
Supervisor Zava

VOTING NO

ABSENT

Supervisor Slayton

Supervisor Wingold made motion, seconded by Supervisor Hoover and unanimously approved, to return to Open Session.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to accept the bid in the amount of \$31,000 by David Hite for the property located on Ward's Corner Road, Tax Map #016-((0A))-0-95 and consisting of 14.8+/- acres.

The Board requested that County Attorney develop a contract for the sale of the property and Administrator Gee advertise and hold a public hearing at the next Board meeting.

Supervisor Hoover made motion, seconded by Supervisor Edmonds and unanimously approved, to adjourn.

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Tracy M. Gee, Clerk  
County Administrator

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Edward W. Pennington, Chairman  
Board of Supervisors