

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

Minutes of December 11, 2014 Meeting

The regular meeting of the Lunenburg County Board of Supervisors was held on Thursday, November 13, 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, Charles R. Slayton, David Wingold, County Administrator Tracy M. Gee, Assistant to the Administrator Nicole Clark and County Attorney Frank Rennie.

Chairman Pennington called the meeting to order.

Supervisor Zava led the Pledge of Allegiance and gave the invocation.

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

Administrator Gee requested that Ms. Lauren Andrews from Congressman Robert Hurt's Office be added as 8A under County Office and Department Reports.

Supervisor Zava made motion, seconded by Supervisor Edmonds and unanimously approved, to accept the Consent Agenda to include, the minutes from the November 14th meeting, the Treasurer's October 2014 reports, and the following Warrants for Approval:

November 2014:	Payroll:	Direct Deposit	\$ 111,613.19
	Payroll Taxes Federal:		\$ 37,363.09
	Payroll Taxes State:		\$ 6,253.19
	Payroll VRS payment:		\$ 30,319.97
	Payroll ICMA-RC payment:		\$ 251.24
	Accounts Payable: #50085-50268		<u>\$ 372,106.11</u>
	Total:		\$ 557,906.79

The monthly VDOT report was provided. Administrator Gee shared an e-mail from Mr. Billy Smith of VDOT. Mr. Smith stated that approval was needed from the Board for a planned 16 mile detour during the Lunenburg/Mecklenburg county line bridge replacement on Route 633 Rocky Mill Road. The 12 month detour will include Routes 633, 49, and 47. The estimated time frame for the bridge replacement and detour are May 5, 2017 through May 5, 2018. There was some discussion amongst the Board as to why approval is needed so early.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to approve the 16 mile detour to include Route 633, 49, and 47 as long as the bridge will not be closed until the time of construction in 2017.

The monthly school board report was provided. Mr. Charles Berkley, School Superintendent shared a 2015 School Board Budget Work session schedule. He advised that the joint meeting with the Board of Supervisors is scheduled for Thursday, March 26, 2015 at the Lunenburg Middle School. Mr. Berkley also invited the Supervisors to a Public Input session to be held on Monday January 12, 2015.

Supervisor Hoover commented that he attended the most recent School Board meeting. He was asked by parents if the Board of Supervisors planned to recognize the undefeated JV football team. He

suggested that a resolution be presented to the team the first of 2015. Supervisor Hoover added that he attended the School Board meeting regarding the new 10 foot by 14 foot baseball and softball score boards. The new score boards are possible due to a corporate sponsorship from CFS in the amount of \$8,000. Through additional donations from Benchmark Community Bank and VCU-Community Memorial Hospital, the CHS Booster's Club was able to purchase larger 10 foot by 14 foot score boards with a total cost of \$16,000.

Ms. Lauren Andrews from Congressman Robert Hurt's Office introduced herself as the new representative for the local area. She noted that she is originally from Charlotte County and is very familiar with the neighboring counties. Ms. Andrews stated that she looks forward to working in the area and noted to contact her anytime with questions or concerns.

Administrator Gee directed the Board to a Memorandum of Agreement between the Federal Aviation Administration and the County of Lunenburg for the AWOS. She added that County Attorney Rennie had reviewed the document. County Attorney Rennie commented that the FAA technical aviation requirements were included and the document was compliant.

Supervisor Edmonds made motion, seconded by Supervisor Bacon and unanimously approved, to accept the Memorandum of Agreement between the Federal Aviation Administration and the County of Lunenburg and allow the chairman to sign the document regarding the AWOS.

The completed document will be filed with Airport Maintenance records.

County Attorney Rennie explained that along with the memorandum, was an Amendment to the Grant Agreement with the Commonwealth. The amendment increases the maximum obligation of the Commonwealth of Virginia as provided in Part 1 from \$120,820 to \$165,878 and extends the Grant Payment Term from December 31, 2013 to January 30, 2015.

Supervisor Edmonds made motion, seconded by Supervisor Bacon and unanimously approved, to accept the Amendment No. 1 and allow the chairman to sign the document.

RECEIVED
DEC 09 2014

BY: _____

COMMONWEALTH of VIRGINIA
Department of Aviation
3702 Gulfstream Road
Richmond, Virginia 23250-2422
December 5, 2014

Randall P. Burdette
Director

VTDD - (804) 238-3624
FAA - (804) 238-3625

Ms. Tracy M. Gee
Lunenburg County Administrator
11413 Courthouse Road
Lunenburg, VA 23952

Re: Lunenburg County Airport
Install Automated Weather Observing Station (AWOS III) Construction - FE0025-02

Dear Ms. Gee:

Enclosed you will find three originals of Amendment No. 1 to your Grant Agreement with the Commonwealth. The amendment will increase the maximum obligation of the Commonwealth of Virginia as provided in Part I from \$120,820.00 to \$165,878.00 (increase of \$45,058.00) and extend the Grant Payment Term as provided in Part I from December 31, 2013 to January 30, 2015.

Please have an official, who is authorized to do so, properly execute these documents, have them attested and return two originals to this office.

Should you have any questions or require further information, you have only to call upon us.

Sincerely,

Vernon W. Carter, II
Manager
Security & Facilities Section

/pas
Enclosures

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COMMONWEALTH of VIRGINIA
Department of Aviation
3702 Gulfstream Road
Richmond, Virginia 23250-2422

Grant Amendment
Part I - Offer

Project Number: FE0025-02
Amendment Number: 1
Date of Offer: December 4, 2014
Date of Offer Expiration: February 4, 2015

WHEREAS, the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"), acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has determined that, in the interests of the Commonwealth, the Grant Agreement relating to the following Project at Lunenburg County Airport

Install Automated Weather Observing Station (AWOS III) - Construction

and entered into by and between the Commonwealth, acting by and through the Board and/or the Department, and the County of Lunenburg (hereinafter called "Sponsor"), and effective on January 3, 2013, shall be amended as hereinafter provided,

NOW, THEREFORE, WITNESSETH: That in consideration of the benefits to accrue to the parties hereto, the Board and/or the Department, acting for and on behalf of the Commonwealth, on the one part, and the Sponsor, on the other part, do hereby agree that the said Grant Agreement be, and the same hereby is, amended as follows:

Increase the maximum obligation of the Commonwealth of Virginia as provided in Part I from \$120,820.00 to \$165,878.00 (increase of \$45,058.00). Extend the Grant Payment Term as provided in Part I from December 31, 2013 to January 30, 2015.

The Sponsor's acceptance of this offer of Grant Amendment, with its terms and conditions, shall be evidenced by execution of this offer of Grant Amendment by, or on behalf of, the Sponsor, as hereinafter provided, and said offer of Grant Amendment and acceptance along with the Grant Agreement shall comprise the total Grant Amendment for the distribution of funds by the Department as authorized under §5.1-2.2 of the Code of Virginia (1950), as amended. This Grant Amendment shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.


Randall P. Burdette
Executive Director

Date: DEC - 8 2014

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Mrs. Beverley Hawthorne, Landfill Liaison, provided her monthly report. She noted that CFS expected to have two new drivers in place, however, one began employment later than expected and

the other has not yet begun. She believes this is the reason complaints from county residents have increased recently. Ms. Hawthorne added that CFS is not emptying dumpsters as often and trash is falling out of the trucks because they are overloaded. She stated that CFS is dumping in line with the contract but only at the minimum. She expects that once the two new drivers are in place and trained, conditions will improve. Ms. Hawthorne reported that she has also received some complaints regarding the hours at the Nutbush and Owl Creek sites. She believes that once residents get accustomed to the schedule, the complaints will lessen. Ms. Hawthorne stated that the Trash Collection employees have suggested having only manned hours of operation at the Switchback site. They believe this will help with maintaining the site more regularly and keep residents from dumping items that are not allowed.

Mrs. Hawthorne stated that she received bids for site development at the Courthouse Complex, which will include two concrete pads. M.S. Snow Construction was the lowest bidder at \$33,915.

Supervisor Edmonds made motion, seconded by Supervisor Bacon and unanimously approved, to accept the bid from M. S. Snow Construction.

Mrs. Hawthorne noted that a different contractor will be used for the fencing to go around the concrete pads. She is looking into options; the cost will be approximately \$8,800. She will discuss options with the Landfill Committee.

Chairman Pennington questioned when the construction would begin.

Ms. Hawthorne replied potentially the following week, weather permitting.

Supervisor Zava commented that he believes the fencing should be a natural color versus white which will stick out.

Supervisor Edmonds added that wood would need to be replaced too frequently. He stated that plastic may be more durable.

Mrs. Hawthorne reported that the topography maps for the Switchback Road site have been completed. She stated that Jeff Robinson will have design documents ready in January.

Supervisor Edmonds commented that he has seen several dump trucks on the highway that do not have the back covered. Therefore trash is blowing out of the back of the trucks.

Mrs. Hawthorne stated that she would discuss this with CFS.

Mrs. Hawthorne, Community Development Director, provided her monthly report. She began discussing VA's Retreat. She stated that the organization's mission was to market tourism in the member localities. She shared that VA's Retreat has partnered with a designated market firm to obtain suggestions. The firm gathered information over 18 months and presented their final suggestions in a meeting the previous night. She was unable to attend due to being at a conference.

Chairman Pennington attended the meeting. He added that the presentation was very informative but he had some concerns. One of the suggestions made was to hire an executive director. Another was to increase the dues for each locality by \$1,000 and to try to get four towns to join the organization. He is concerned about the increase in dues as every locality has a tight budget.

Supervisor Slayton commented that every organization is looking for more funding. He wonders how the Board will decide for which ones to increase funding and where the additional funding will come from.

Mrs. Hawthorne stated that the organization understands budget restraints for all localities. She added that many suggestions were made, but no decisions have been finalized. The organization could potential change to a non-profit status. VA's Retreat members will meet again and will send a request at budget time. Their budget team will determine the amount that is requested. Ms. Hawthorne noted that Lunenburg County has numerous tourist attractions and points of interest. The county can't afford to market those attractions like a regional organization, such as VA's Retreat.

Mrs. Hawthorne reported that the GIS parcel system project is going very well and the Commissioner of Revenue's office is working diligently to complete it.

Mrs. Hawthorne stated that the storm water plans for Coast to Coast and Global Refining were approved and the process is moving forward.

Mrs. Hawthorne advised that the Planning Commission needs approval for the chairman to sign resolutions for the Conditional Use Permits approved in 2014 as listed below.

Jeffrey and Benita Davis- Short Term Rental
Rodger Delp- Retail Business and Flea Market
Wilson and Regina Williams- Bed and Breakfast

Beth McGhinnis- Family Cemetery
Wilbur and Delores Joyner- Family Cemetery

American Tower Company- Freestanding Cell Tower
AT&T- Location of equipment on Cell Tower

Supervisor Hoover made motion, seconded by Supervisor Wingold and unanimously approved, to allow the chairman to sign resolutions for the Conditional Use Permits approved in 2014.

Mrs. Hawthorne reminded the Board that STEPS, Inc had been designated as administering the local Community Action Program. She stated that there has been some question as to what the program entails. She noted that the state contract has not yet been completed. When the contract is complete, a list will be provided detailed what the designee is able to assist with and what they are not.

Administrator Gee advised the Board that Piedmont Regional Jail did not hold a formal meeting in November. However, they did hold a special call meeting that Chairman Pennington attended.

Chairman Pennington reported that the Department of Justice is requiring the jail to perform a study of their booking area. He added that the study is to prove the area is not large enough for the number of inmates they are processing. They currently have four cells in the intake area and are in need of eleven more. The jail has been responsible with funding and has built up some reserve. They will also be receiving a grant to assist in the expense of the study. The study will not require funds from the member localities. However, ultimately the construction of the addition will require locality funding. The study is estimated to cost around \$69,000.

Supervisor Bacon commented that as in the past, if the cost to Lunenburg increases, the Board may need to look into other options again.

Administrator Gee provided her monthly report. She noted that she has reviewed a Draft FY14 Audit from Robinson, Farmer, Cox and Associates. After consulting with Paul Lee some changes were needed. The final audit should be completed in January. Administrator Gee will set up a Finance Committee meeting with Mr. Lee to review the final document.

Administrator Gee noted that she is researching options for the sewer system at the courthouse complex to make it more efficient as problems continue to exist.

Administrator Gee shared an email from Mr. Wade Bartlett, Prince Edward County Administrator, regarding biosolids. Mr. Bartlett noted that he had spoken with Neil Zahradka, the manager of the land application program for DEQ. Mr. Zahradka informed him that beginning December 15, 2014 the new biosolids, which are classified as Class A, will begin being applied to land in the area. Class A biosolids will be applied through stages, so that by January 15, 2015 all of the biosolids that are applied will be Class A, also referred to as "exceptional biosolids".

Mr. Bartlett also advised that the Regional Biosolids Monitor, Manual Toombs would like to retire. Mr. Bartlett explained that Mr. Toombs is willing to continue in the role for a few additional months as the region explores their options. First, the region could hire a new full time monitor, however the local cost are expected to increase. Second, the region could hire one or two part time monitors and control expenses. Third, localities could have an existing employee handle their own biosolids program.

Supervisor Zava questioned if the county could charge the persons receiving the biosolids a fee to offset the increased cost of another full time monitor.

County Attorney Rennie commented that the company spreading the biosolids receives a fee. Perhaps the county could add a fee also.

Supervisor Zava added that he doesn't want to county to have increased costs for a biosolids monitor when county residents have expressed they are not fond of the spreading of biosolids already.

Administrator Gee and County Attorney Rennie will research options for the county.

County Attorney Rennie suggested that Landfill Liaison Beverley Hawthorne review the payments received from CFS during the past six months to ensure the county has been paid according to the contract. He added that in January, the county is due an additional \$75,000-\$85,000. He suggested that this be discussed again in January, as it often takes time to receive payments promptly.

County Attorney Rennie stated that the survey at the airport has been completed and the appraisals have been performed. He requested a closed session to discuss negotiations.

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,, 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 Slayton
Supervisor Wingold
Supervisor Zava

VOTING NO

ABSENT

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to return to Open Session.

Supervisor Slayton made motion, seconded by Supervisor Edmonds and unanimously approved, to authorize County Attorney Rennie to approach the owners of five parcels of land near the airport to discuss the purchase of an aviation easement to maintain the property and be in compliance with the Department of Aviation.

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

Tracy M. Gee, Clerk
County Administrator

Edward W. Pennington, Chairman
Board of Supervisors