

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

**Minutes of May 23, 2013 Meeting**

The budget work session meeting of the Lunenburg County Board of Supervisors was held Thursday, May 23, 2013 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following Board of Supervisors members were present: Supervisors T. Wayne Hoover, Alvester Edmonds, Robert Zava, Edward Pennington, Charles R. Slayton, Frank Bacon, 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 and gave the invocation.

Administrator Gee shared a proposed Solid Waste Permit Letter detailing the transfer of the Lunenburg County Sanitary Landfill to RWG5, LLC. The letter will be mailed to DEQ for approval. Administrator Gee and County Attorney Rennie have both reviewed the letter and would like to submit it upon approval from the Board.

Supervisor Zava made motion, seconded by Supervisor Edmonds and unanimously approved, to allow Administrator Gee to sign and send the letter to DEQ.

Administrator Gee discussed an invoice for the Sheriff's Office from Capital Office Systems for large file cabinets. The Sheriff would like to move \$3,000 from vacancy savings in the salary line item to office supplies to assist in the cost.

Supervisor Wingold made motion, seconded by Supervisor Edmonds and unanimously approved, to allow the adjustment of appropriation to pay for the file cabinets at the Sheriff's Office.

Administrator Gee informed the Board that she plans to attend the Thursday session of the VLGMA Summer Conference on June 20, 2013 in Virginia Beach. She will be traveling the day before and reserving a hotel room.

Administrator Gee noted that she and the Finance Committee performed interviews with three audit firms. The interviewers rated the audit firms on process, ability, knowledge, and cost. Supervisor Zava stated that all three seemed to be strong candidates with similar processes of auditing, but with varying costs. Supervisor Hoover agreed and recommended Robinson, Farmer, Cox Associates as the audit firm as they rated the highest of the three. He stated that, in the interview, they discussed with Mr. Paul Lee the need for better communication flow with the Board, to include a summary report and meetings at the end of the audit.

County Attorney Rennie commented that he would like to review the contract before it is signed.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to enter into contract with Robinson, Farmer, Cox Associates, upon contract review by the County Attorney, at a cost of \$30,000 per year for audit services and \$3,500 per year for Cost Allocation Plan.

Supervisor Hoover added that the contract term includes 3-5 years with the option to terminate any time after 3 years.

Supervisor Bacon made motion, seconded by Supervisor Wingold and unanimously approved, to adopt a contract term of 3 years with the option of an additional 2 years, extended 1 year at a time.

Administrator Gee shared a copy of a potential lease agreement with Mr. Danny Lacks to cut the grass and hay on the County land behind the Lunenburg Courthouse. Administrator Gee requested the agreement be extended to a period of 3-5 years due to the cost of fertilizer and weed prevention.

Supervisor Zava stated that he was approached by Mr. Lacks and was told the land was in very poor condition. Mr. Lacks requested a contract before he uses his money to better the quality of the hay. Supervisor Zava recommended a 3 year term.

Supervisor Bacon suggested that sub-leasing not be allowed.

Supervisor Hoover made motion, seconded by Supervisor Slayton and unanimously approved, to enter into agreement with Mr. Lacks on a 3 year term with no sub-leasing allowed.

Administrator Gee and the Finance Committee discussed paying off a 1998 School Bond with general fund surplus in order to save \$72,762 in interest in the upcoming 5 years. Supervisor Zava added that the interest rate is currently 6.5%.

Supervisor Bacon asked if there would be any pre-payment penalties for paying off the bond early.

Supervisor Zava replied no.

Supervisor Bacon made motion, seconded by Supervisor Wingold and unanimously approved, to appropriate the funds from the general fund and pay off the 1998 School Bond.

Supervisor Edmonds inquired about the budget meeting held between the Finance Committee and School Officials.

Supervisor Zava responded that many ideas were discussed, but he is unsure what may be presented to the School Board. The Finance Committee requested that the school update the Board of Supervisors more frequently regarding the budget, instead of once a year at budget time. He stated that the schools will be able to use their carry over funds as they have in the past.

Supervisor Zava continued that he believes the Board of Supervisors is on the right track with their own budget. He reminded the other members that surplus funds have not been used in around ten years. He suggested that the sale of the landfill saved the Board's operational budget this year. He also noted that the landfill is looking much better since the sale.

Discussion regarding the budget continued. Supervisor Zava noted that a 3% salary increase for all county employees has been included, based on the mandate for state-funded officers and their employees. The Finance Committee has suggested an increase in the total appropriations to the local fire and EMS budget. They also discussed reducing the appropriations to those outside the county.

Supervisor Hoover added that Kenbridge has a separate fire and EMS squad. This year the appropriation will be divided equally between the two entities, rather than 2/3 to Kenbridge Fire and 1/3 to Kenbridge Emergency Squad. The two entities can decide how to divide the appropriation further once they receive the funds, if they so choose.

Supervisor Zava noted that some of the budget line items had been combined in an effort to streamline. For example, landfill collection and disposal budgets were combined since there is no longer a need to split them.

Supervisor Zava stated that revenue from the sale of landfill equipment was included in the proposed budget. He has a contact at Carter Caterpillar who is an appraiser and may be willing to appraise the equipment for the County at no charge. The equipment could then be sold to CFS as stated in the Host Agreement.

Supervisor Bacon suggested asking Paul Lee with Robinson, Farmer, Cox Associates for assistance with a revenue/expense budget versus the fund budget as it may be easier to read.

Chairman Pennington thanked the Finance Committee and Administrator Gee for their work and for presenting a balanced budget.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to advertise the proposed FY 2014 budget for public hearing to be held on June 6, 2013 at 6:00pm.

Administrator Gee commented that she will advertise in next week's paper showing FY13's budget versus FY14's budget. This method will allow citizens to see the difference in the two fiscal years. She also noted that holding the public hearing on June 6, 2013 will potentially allow for the budget to be approved at the regular Board meeting on June 13, 2013.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to enter Closed Session citing Virginia Code Section §2.2-3711A1 Personnel and §2.2-3711A7 Legal Consult.

#### 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 Hoover  
Supervisor Edmonds  
Supervisor Pennington  
Supervisor Bacon  
Supervisor Slayton  
Supervisor Zava  
Supervisor Wingold

VOTING NO

ABSENT

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

Supervisor Hoover made motion, seconded by Supervisor Edmonds and unanimously approved, to continue to June 6, 2013.

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Tracy M. Gee, Clerk  
County Administrator

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Edward W. Pennington, Chairman  
Board of Supervisors