

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

Minutes of January 14, 2021 Reorganizational Meeting

The annual reorganizational meeting of the Lunenburg County Board of Supervisors was held on Thursday, January 14, 2021 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors T. Wayne Hoover, Alvester Edmonds, Charles R. Slayton, Frank W. Bacon, Mike Hankins, Robert Zava, Edward Pennington, County Administrator Tracy M. Gee, Deputy County Administrator Nicole Clark, and County Attorney Frank Rennie.

County Administrator Gee called the reorganizational meeting to order.

Administrator Gee asked for nominations for the position of Chairman.

Supervisor Hankins nominated Charles R. Slayton; Supervisor Hoover seconded the motion. Supervisor Bacon moved that nominations be closed with Supervisor Edmonds making the second, and all present in favor. On a roll call vote, Supervisor Slayton was unanimously re-elected to the position of Chairman.

Administrator Gee presented Chairman Slayton with the gavel.

Chairman Slayton asked for nominations for the position of Vice-Chairman.

Supervisor Hankins nominated Frank W. Bacon for Vice-Chairman; Supervisor Hoover seconded the motion. Supervisor Pennington moved that nominations be closed with Supervisor Edmonds making the second, and all present in favor. On a roll call vote, Supervisor Bacon was unanimously re-elected to the position of Vice-Chairman.

Supervisor Hoover made motion, seconded by Supervisor Pennington and unanimously approved, to adopt the 2021 Invocation and Meeting Schedule and 2021 Holiday Calendar.

Supervisor Bacon made motion, seconded by Supervisor Hankins and unanimously approved, to adopt Robert's Rules of Order.

Chairman Slayton called the regular meeting of the Board of Supervisors to order.

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

Chairman Slayton requested additions to the agenda from the Board and the public. Supervisor Hankins requested that 13A Commonwealth Regional Council be postponed until February due to their office staff recently being exposed to COVID-19. Administrator Gee requested that 11 Piedmont Area Veterans Council also be postponed until February as office staff lost a family member earlier in the day. County Attorney Rennie advised that he had a resolution to be added to 9C Surplus Property.

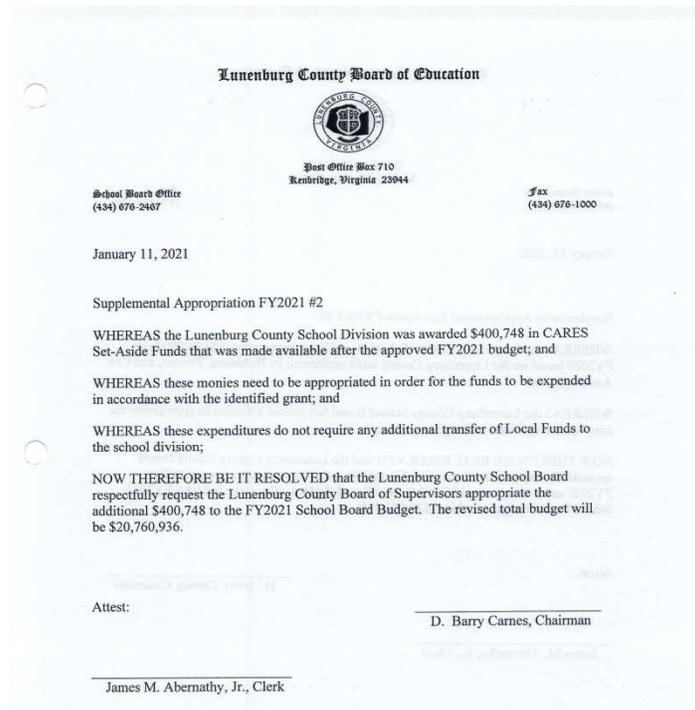
Chairman Slayton explained that Supervisor Pennington had reached a milestone in his years of service serving on the Board of Supervisors. Chairman Slayton presented Supervisor Pennington with an engraved granite plaque for 20 years of service.

Supervisor Hankins made motion, seconded by Supervisor Edmonds, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to accept the Consent Agenda to include the minutes of the December 10, 2020 meeting, the Treasurer's November 2020 reports and the following Warrants for Approval:

December 2020:

Payroll: Direct Deposit	\$ 155,426.22
Payroll Check #17224	\$ 898.84
Payroll Taxes Federal:	\$ 47,081.13
Payroll Taxes State:	\$ 8,122.87
Payroll VRS payment:	\$ 29,624.02
Payroll ICMA-RC payment:	\$ 741.48
Payroll Health Savings Deposits:	\$ 4,469.41
Accounts Payable: #60229-60400	\$ <u>775,764.58</u>
Total:	\$ 1,022,128.55

Mr. James Abernathy, Assistant School Superintendent and Finance Director, provided the monthly school report. He advised that enrollment is currently at 1533 students and has remained fairly consistent over the school year. He requested the Board's acceptance and appropriation of \$400,748 in CARES Set-Aside funds which were made available after the approval of the FY2021 budget. He explained that the funds were to aid in the prevention of the spread of the COVID-19 virus and to support virtual learning. Mr. Abernathy added that they planned to use the funds for technology and meal distribution. The school board approved the below resolution at the regularly scheduled January meeting.



Supervisor Hoover made motion, seconded by Supervisor Pennington, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to accept and appropriate \$400,748 in CARES Set-Aside funds in the FY 2020-21 budget.

Mr. Abernathy advised that they expected additional CARES funds at a later date. Those funds will be for the purpose of addressing the learning loss of students, school facility repairs to support health needs and to improve air quality. Mr. Abernathy continued to say due to COVID-19 and its potential effect on the economy, the school system had made cuts in the FY2019-20 budget. The cuts resulted in \$140,900 of carry-over funds from FY2020 based on the audit performed by Robinson, Farmer, Cox. Mr. Abernathy requested approval and appropriation of those funds in the current year. Supervisor Zava indicated, historically, the funds are held until the next fiscal year and part of the adopted upcoming budget. The school system may request the use of the funds, if necessary, before the end of the fiscal year.

Supervisor Hoover made motion, seconded by Supervisor Zava, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to hold the carry over funds until the end of the fiscal year, and roll over to the following fiscal year if not used.

County Attorney Rennie presented the below resolution regarding items to be declared as surplus property by the Commonwealth Attorney’s Office.

*WHEREAS, the Commonwealth Attorney’s Office in Lunenburg County has requested the following items and equipment to be declared Surplus Property from their office:*

1. 2014 Desktop computer (little to no monetary value),
2. iPhone 11 (The screen is cracked and damaged – little to no monetary value),
3. Old VHS video camera (old technology – little to no monetary value),
4. 2009 35 mm camera and accessories (old technology); and

*WHEREAS, these items have little or no value and the Commonwealth Attorney’s Office has requested that the property be disposed of by transferring these items to their office for further disposal; and*

*WHEREAS, Virginia Code § 2.2-1124 states that “disposition of surplus materials allows for the items to be disposed of when the cost of the sale will exceed the potential revenue to be derived therefrom or the surplus material is not suitable for sale”; and*

*WHEREAS, the four listed items fall within the category of materials that if they were to be auctioned, the cost of sale would exceed the potential revenue to be derived therefrom; and*

*WHEREAS, the surplus material listed above is not suitable for sale;*

*NOW THEREFORE, the Board of Supervisors of Lunenburg County this 14<sup>th</sup> day of January, 2021, does hereby resolve that the items listed be declared surplus and disposed of by the Lunenburg County Commonwealth Attorney’s Office.*

Supervisor Hoover made motion, seconded by Supervisor Hankins, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to declare as surplus the items requested by the Commonwealth Attorney’s Office and allow that office to dispose of the items.

Adminstrator Gee shared a bid from Southern Maintenance Service for cleaning carpet and tile floors in the county buildings. This was the only bid received and was in the amount of \$2,900 per six months.

Supervisor Hoover made motion, seconded by Supervisor Pennington, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to accept the bid from Southern Maintenance Service for cleaning carpet and tile floors in the county buildings in the amount of \$2,900 per six months.

Administrator Gee advised that the county had been awarded several grants. Supervisor Zava questioned if the grants required any local match. Administrator Gee replied that some of them would require a match, however, CARES funds would be used and not local funds. She listed the following grants for approval and appropriation.

<u>Grant Name:</u>	<u>Total Grant:</u>	<u>Award:</u>	<u>Match:</u>
CRF Towns Utilities Funding-Kenbridge	\$8,935	\$8,935	none
CRF Towns Utilities Funding-Victoria	\$5,921	\$5,921	none
Fast Track to Broadband	\$85,000	\$76,500	CARES \$8,500
Law Enforcement DCJS Grant	\$49,192	\$49,192	none
Registrar CTCL Safe& Secure	\$9,890	\$9,890	none
Community Impact Grant	\$25,000	\$25,000	in kind
Health Equity EMPG-S	\$49,608	\$24,804	CARES \$24,804
Funds for Tobacco Commission	\$439,068	\$219,534	Kinex \$219,534

Supervisor Hoover made motion, seconded by Supervisor Pennington, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to accept and appropriate the grant funds as stated.

Victoria Fire and Rescue Chief Rodney Newton requested the use of \$100,000 of 2020 Homeland Grant Radiocache funds for the purchase of twenty communication radios.

Supervisor Hoover made motion, seconded by Supervisor Pennington, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to use \$100,000 of 2020 Homeland Grant Radiocache funds for the purchase of twenty communication radios.

Electoral Board Secretary Ollie Wright approached the Board to discuss the state election law requiring all jurisdictions to use electronic poll books in any election after November 2020. He provided a quote from Demtech for twelve electronic pollbooks (one for each polling place) and three spares. The state procurement cost for hardware, software and training is \$24,827. Annual support costs are \$1,875 per year for the second and third year of the contract. Mr. Wright stated that the next election would be held in June, therefore, they would need to move quickly to ensure they are prepared.

Supervisor Bacon made motion, seconded by Supervisor Pennington, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to approve the quote from DemTech at the state procurement cost of \$24,827 for hardware, software and training and \$1,875 for annual support for the term of the contract.

Mr. Wright advised of another state requirement to comply with the Voter Registration System Security Minimum Security Standards program. He noted that to maintain the requirements and responsibilities of the program at least a part-time position would be needed. Mr. Wright suggested hiring a part-time person on the county level, out sourcing the position or allowing the assistant registrar to assume the responsibilities, making that position full time. Supervisor Hoover suggested that the Electoral Board provide a cost breakdown of the three options to review before moving forward.

Administrator Gee advised that the use of CARES funds had been extended until the end of 2021. She noted that about \$1.45 million of the funds were obligated. She would like to use the remaining funds for emergent needs related to the pandemic.

County Planner Glenn Millican stated that the demolition project at the old middle school has been extended to September 30<sup>th</sup>. He advised that there will be a 15.2-2232 Hearing for CUP-5-20 Conditional Use Permit for Red Brick LLC at the February Planning Commission meeting.

Administrator Gee provided her monthly report. She shared that the new temporary website was online. Administration staff will be working with REVIZE to develop the permanent site in the coming months. She noted that a review was still ongoing with the insurance company regarding the elevator in the old Courthouse. Although VACorp has yet to make a decision, a down payment has been sent to the repair company in order to proceed with repairs, as the elevator must be functional as soon as possible.

County Attorney Rennie advised that he had been made aware of the need for an review and approval of rules of procedure and a by-laws for the Board. He advised that he will draft these documents for review and discuss them at the next meeting.

Supervisor Zava made motion, seconded by Supervisor Hoover, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to enter Closed Session citing Virginia Code Section §2.2-3711A1 Personnel.

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	VOTING NO	ABSENT
Supervisor Edmonds		
Supervisor Hankins		
Supervisor Bacon		
Supervisor Hoover		
Supervisor Pennington		
Supervisor Slayton		
Supervisor Zava		

Supervisor Zava made motion, seconded by Supervisor Hoover, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to return to Open Session.

Supervisor Bacon made motion, seconded by Supervisor Hoover, and approved by roll call vote, with all seven Supervisors voting yes, and none voting no, to adjourn.

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Tracy M. Gee, Clerk  
County Administrator

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Charles R. Slayton, Chairman  
Board of Supervisors