

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

Minutes of December 10, 2020 Meeting

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, December 10, 2020 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors Frank Bacon, Edward Pennington, T. Wayne Hoover, Alvester Edmonds, Mike Hankins, Charles R. Slayton, County Administrator Tracy M. Gee, Deputy Administrator Nicole A. Clark and County Attorney Frank Rennie. Supervisor Robert Zava was absent.

Due to the COVID-19 pandemic, guests, Supervisors and staff adhered to social distancing and wearing masks in the courtroom.

Chairman Slayton called the meeting to order.

County Attorney Frank Rennie provided the invocation and led the Pledge of Allegiance.

Chairman Slayton requested additions to the agenda from the Board and the public. There were none.

Administrator Gee advised that a Citizen Comment Period had been added to the agenda. The purpose of the agenda item will be to assist the Board of Supervisors in adhering to public meeting requirements and allow citizen participation, but also maintain order within the adopted agenda at the meeting. The agenda item for citizen comments will not exceed 15 minutes, no matter the number of speakers.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to accept the Consent Agenda to include the Minutes of the November 12, 2020 meeting, the Treasurer's October reports and the following Warrants for Approval:

November 2020:	Payroll: Direct Deposit	\$ 129,428.64
	Payroll Check #17223	\$ 851.40
	Payroll Taxes Federal:	\$ 41,147.14
	Payroll Taxes State:	\$ 7,353.23
	Payroll VRS payment:	\$ 27,500.89
	Payroll ICMA-RC payment:	\$ 639.22
	Payroll Health Savings Deposits:	\$ 3,802.70
	<i>Debt Service Wire Payments</i>	\$ 404,821.25
	Accounts Payable: #60037-60228	\$ <u>257,873.29</u>
	Total:	\$ 873,417.76

Supervisor Bacon made motion, seconded by Supervisor Pennington and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to enter into public hearing regarding the Circuit Court Clerk Fees Ordinance.

County Attorney Rennie advised that the following ordinance was proposed for adoption, allowing the Circuit Court Clerk to enact the schedule of fees as presented:

"Whereas the Virginia Auditor of Public Accounts is requiring in the annual audit of the circuit court clerk's offices of the Commonwealth to have on file the adopted ordinances of the locality for the various fees and fines submitted to the local governments on a monthly basis. The Lunenburg County Board of Supervisors does hereby incorporate the document attached to this ordinance entitled Lunenburg County Circuit Court Fee Schedule as of July 1, 2020, pages 1-91. The schedule of fees dated July 1, 2020, is adopted and the clerk of the circuit court will retain the fee schedule for inspection by the public, and shall apply those fees as directed in the schedule, and the schedule of fees is adopted as an appendix to the Lunenburg County Code. This ordinance incorporates and supersedes all previous ordinances pertaining to the local funds of Lunenburg County Circuit Court and empowers the clerk of said court to collect and transfer the fees and costs on a monthly basis as prescribed by general statute."

There was no public comment.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to enter exit public hearing regarding the Circuit Court Clerk Fees Ordinance.

Supervisor Bacon made motion, seconded by Supervisor Hankins and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to approve the Circuit Court Clerk Fees Ordinance as presented.

Mr. Taylor Stover of Robinson Farmer Cox Associates presented the FY2019-2020 Annual Audit to the Board. He reported that there were no issues or concerns found. The General Fund balance remains above the recommended amount at \$9.3 million, an increase of about \$600,000 over the previous fiscal year. The tax collection rate is very high, a little over 100 percent, due to prior year amounts paid up to date. He advised that just like last year, the school's net assets are in the negative, however, that is out of their control due to their high pension liabilities. Mr. Stover noted that it was a very unique year due to the pandemic and addition of CARES Act Funds. He commended Administrator Gee, her staff and other county offices involved in the audit, for their flexibility and cooperation during the unusual audit process of 2020.

Supervisor Bacon made motion, seconded by Supervisor Pennington and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to accept the FY2019-2020 Annual Audit presented by Robinson Farmer Cox Associates.

Ms. Misty Grant, Government and Community Affairs Coordinator of Meridian Waste, introduced herself to the Board. She explained that she is looking forward to working with the county and local residents. Ms. Grant advised that Meridian Waste hosted a recycling day event in the fall. She noted that weather and the pandemic were both big challenges for the event. However, they plan to continue hosting a recycling day each year and will start coinciding the event with Earth Day on April 22nd each year. They would also like to partner with the school system to help educate students and parents about recycling. Ms. Grant thanked the Board for their time and welcomed them to contact her with any future questions.

Administrator Gee advised that the VDOT monthly report had been provided in the board packet. She noted that she had recently had a conversation with VDOT representatives regarding the accidents on the intersections of Routes 137 & 138, as well as Blackstone Road & Fletcher Chapel Road. VDOT advised that safety

studies were underway at both intersections and results, along with recommendations, would be provided once the studies are complete.

Administrator Gee directed the Board to review the school system’s monthly report, financial report and a return-to-school plan for students received via email. Chairman Slayton and Vice-Chairman Bacon met with the Chairman and Vice-Chairman of the school board earlier in the evening. Chairman Slayton advised that school representatives do not plan to Board of Supervisors’ meetings in person until after the pandemic has subsided, but will attend virtually in the interim if it is desired by the Board of Supervisors. Supervisor Hoover noted that if teachers and students can attend school, the administration should attend meetings.

Supervisor Hoover made motion, seconded by Supervisor Hankins and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to request the School Superintendent, or his representative, attend Board of Supervisors’ meetings in person.

Administrator Gee provided an update on solid waste. She advised that the new turn lane into the landfill is nearly complete. She advised that the county received double the amount budgeted for host fees as of mid-year in fiscal year 2020. Administrator Gee shared a comparison of operating hours for convenience centers in other counties. She noted that Lunenburg’s sites are open more days and hours than the majority of surrounding counties. Supervisor Edmonds, a member of the landfill committee, stated that upon review of the comparison, the landfill committee did not recommend making any changes to the current operating hours of the County’s convenience centers. He added that the committee may consider extending the hours to 8 p.m. when daylight savings time begins. Administrator Gee advised that all sites will be closed on Christmas Day. She added the Oral Oaks site and the Switchback site would remain open for New Year’s Day, with all other sites closed.

Administrator Gee advised that the following reappointments needed approval:

Industrial Development Authority

Mr. Herman Newcomb	District 4	Term: 1/1/2021 thru 12/31/2024
Mr. Ronald (Ronnie) Williams	District 5	Term: 1/1/2021 thru 12/31/2024

Planning Commission

Mr. Walter Thompson	District 3	Term: 1/1/2021 thru 12/31/2024
Mr. Tony Trent	District 4	Term: 1/1/2021 thru 12/31/2024
Mr. Cecil Shell	District 6	Term: 1/1/2021 thru 12/31/2024

She also advised that Ms. Sarah Hadley, representing District 6, on the Social Services Advisory Board was resigning and she would need to be replaced.

Supervisor Bacon made motion, seconded by Supervisor Pennington and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to reappoint Mr. Herman Newcomb and Mr. Ronald Williams to the Industrial Development Authority for a term of 1/1/2021 through 12/31/2024 and Mr. Walter Thompson, Mr. Tony Trent, and Mr. Cecil Shell to the Planning Commission for a term of 1/1/2021 through 12/31/2024.

Administrator Gee provided an update on CARES Act funds. She advised that generators had been ordered for the Administration Office and the Tax Building. A plan for barriers in the courtrooms was approved by the judge and barriers for separation have been ordered. Administrator Gee presented a plan for providing

staff with hazard pay based on four tiers of amounts. Staff members were categorized by risk level, as determined by the Department of Labor's 16VAC25-220, Emergency Temporary Standard on Infectious Disease Prevention and full-time versus part-time status. The amounts are: \$600 for moderate-risk full-time, \$400 for low-risk full-time, \$250 for moderate-risk part-time, and \$100 for low-risk part-time. Staff who came into employment later in the pandemic would receive a scaled amount of the hazard pay. Administrator Gee advised that the hazard pay will not require any additional local funds. It is funded by savings due to the redirection of duties related to the COVID-19 pandemic. The total payout for hazard pay equals approximately \$30,000.

Supervisor Bacon made motion, seconded by Supervisor Hoover and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to approve hazard pay for staff based on four tiers of pay out totaling approximately \$30,000.

Administrator Gee noted that the Compensation Board has approved and funded a one-time bonus for the Sheriff's Department. She noted that the bonuses are for Compensation Board funded positions only and require no additional cost to the county. However, Sheriff Arthur Townsend would like to provide the one time bonus to all his staff, not just those funded by the comp board. The bonuses to non-Compensation Board funded Sheriff's Department staff would require an additional \$3,700 in local funds. The Sheriff has an abundance of vacancy savings from which to draw this amount.

Supervisor Bacon made motion, seconded by Supervisor Hoover and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to use \$3,700 in local funds to fund bonuses to non-Compensation Board Sheriff's Department staff.

Administrator Gee provided her monthly report. She advised that she has requested bids for floor care at the Courthouse Complex. She and Building Official Tuck are also seeking quotes for repairs to the interior of the Sheriff's Office and repairs to the outside steps at the Administration Office. Supervisor Hoover suggested seeking bids for propane services for the new generators and there are several propane distributors in the county.

County Attorney Rennie reminded the Board that Commonwealth Attorney Robert Clement would be retiring December 31st creating a vacancy for the elected position. County Attorney Rennie advised that he had prepared a court order to appoint Assistant Commonwealth Attorney Jordan Spiers to the position until an election can be held. County Attorney Rennie presented a resolution for approval allowing him to petition the Circuit Court for a Writ of Special Election to be held on November 2, 2021 to elect the Lunenburg Commonwealth Attorney.

Supervisor Edmonds made motion, seconded by Supervisor Hoover and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to allow the County Attorney to petition the Circuit Court for a Writ of Special Election to be held on November 2, 2021 to elect the Lunenburg Commonwealth Attorney.

**RESOLUTION OF LUNENBURG COUNTY
AUTHORIZING THE COUNTY ATTORNEY TO SUBMIT A WRIT OF SPECIAL ELECTION
TO THE LUNENBURG CIRCUIT COURT**

WHEREAS, The Board of Supervisors of Lunenburg County is the governing body of Lunenburg County;

WHEREAS, Hon. Robert E. Clement is the duly elected Commonwealth Attorney of Lunenburg County.

WHEREAS, Mr. Clement will retire from his office effective December 31, 2020, thereby creating a vacancy for the position of Commonwealth Attorney.

WHEREAS, Pursuant to §24.2-228.1 of the Code of Virginia of 1950, as amended, a special election is required to be held to fill this vacancy.

WHEREAS, Lunenburg County is a jurisdiction with a population of less than 15,000, and therefore, a special election should be held at the next November general election in 2021, pursuant to Virginia Code §24.2-228.1.

WHEREFORE, Lunenburg County requests the issuance of a writ by the Lunenburg Circuit Court ordering a special election for Commonwealth Attorney for Lunenburg County pursuant to the provisions of §24.2-228.1 of the Code of Virginia of 1950 as amended.

BE IT RESOLVED that the Lunenburg County Board of Supervisors hereby authorizes and directs the County Attorney to petition the Circuit Court for a Writ of Special Election to be held on November 2, 2021, to elect the Lunenburg Commonwealth Attorney.

I, Tracy M. Gee, do hereby certify that the foregoing writing is a true, correct copy of a Resolution duly adopted by the Board of Supervisors of Lunenburg County, Virginia, by a vote of 6 to 0, as recorded below, at a regular meeting held on December 10, 2020.

Tracy M. Gee
Clerk, Board of County Supervisors

County Attorney Rennie noted that a referendum regarding the civil war monument on the courthouse complex had been on the November ballot. The majority vote showed that the monument should remain on the grounds. He advised that the Board has two options; one to take no action and two, if a vote is desired, a public hearing would need to be held before hand. The Board took no action.

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

Tracy M. Gee, Clerk
County Administrator

Charles R. Slayton, Chairman
Board of Supervisors