

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

Minutes of June 11, 2020 Meeting

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, June 11, 2020 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors Edward Pennington, T. Wayne Hoover, Alvester Edmonds, Mike Hankins, Charles R. Slayton, Robert Zava, County Administrator Tracy M. Gee, Deputy Administrator Nicole A. Clark, and County Attorney Frank Rennie. Supervisor Frank Bacon was absent.

Due to the COVID-19 pandemic, public attendance was limited to the lobby and Supervisors and staff adhered to social distancing (maintaining a distance of at least six feet from others) in the courtroom.

Chairman Slayton called the meeting to order.

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

Chairman Slayton requested additions to the agenda from the Board and the public. Supervisor Hankins requested that an update on the concealed weapons permit fees be added as 8C. Administrator Gee requested that roof repairs at the Victoria Fire & Rescue building in Victoria be added as 8B.

Supervisor Hankins made motion, seconded by Supervisor Edmonds and approved by roll call vote, with all six Supervisors voting yes and none voting no, to accept the Consent Agenda to include the Minutes of the May 14, 2020 meeting, the Treasurer's April 2020 reports, and the following Warrants for Approval:

May 2020:

Payroll Direct Deposit:	\$ 129,847.70
Payroll Check #17217	\$ 892.91
Payroll Taxes Federal:	\$ 41,000.05
Payroll Taxes State:	\$ 7,377.15
Payroll VRS payment:	\$ 28,161.10
Payroll ICMA-RC payment:	\$ 565.88
Payroll Health Savings Deposits:	\$ 5,777.75
Accounts Payable: #59203-59320	<u>\$ 299,371.51</u>
 Total:	 \$ 512,994.05

Supervisor Pennington made motion, seconded by Supervisor Edmonds and by roll call vote, with all six Supervisors voting yes and none voting no, approved, to enter into public hearing on the Fiscal Year 2020-2021 Lunenburg County Budget.

Administrator Gee discussed the FY2020-21 proposed budget. She advised that the proposed budget uses \$854,916 of reserve funds, leaving a balance in reserve of approximately \$6.7 million. She added that the proposed budget also uses \$150,000 from the solid waste fund. Administrator Gee noted that the Board needs to consider a tax increase in the 2021 calendar year to reduce the use of reserve funds in the future. She stated

that she has asked Ted Cole of Davenport to research the possibility of a reduction of interest rates on the county's current bonds. Administrator Gee commented that the budgeted local amount for the school system of \$3,810,700 meets the required local match determined by the state and also removes the \$385,000 debt service payment coming from the school, but increases the use of fund balance by the County by that amount. Supervisor Hoover stated that this was the most reserve funds used to balance the budget in seven to eight years. He added that the county will not be able to continue using such a large amount of reserve funds in the future.

Supervisor Pennington made motion, seconded by Supervisor Edmonds and by roll call vote, with all six Supervisors voting yes and none voting no, approved, to exit public hearing on the Fiscal Year 2020-2021 Lunenburg County Budget.

The monthly VDOT report was reviewed. Administrator Gee advised that she had spoken with VDOT Residency Administrator Tommy Johnson regarding the Secondary Six Year Plan. Due to the COVID-19 pandemic, holding a public hearing has not been advisable. Mr. Johnson explained that they have reviewed the current SSYP and have plenty of projects for the upcoming year and will proceed with the listed projects. Administrator Gee advised that there has recently been a growing issue with transfer trucks and accidents on Route 635. VDOT is performing a traffic study in the area and the results should be available in ninety days.

School Superintendent Charles Berkley provided his monthly report. He noted that they have created a task force that will be developing plans and strategies to best meet the learning needs of all students while still adhering to the state-issued procedures and guidelines for instruction due to the pandemic. They are projecting a start date of August 17th with some virtual learning days and some in person learning days, alternating between two groups of students. They will be making a final determination on June 25th. Mr. Berkley noted that their estimated ADM for the upcoming year is 1530. They are in the process of ordering cleaning and sanitizing materials. Supervisor Edmonds questioned how safe distances between students would be managed in the schools. Mr. Berkley explained that masks would be required and students would be seated six to ten feet between each other. They plan to move teachers between classrooms instead of students. They will also limit the number of students in each classroom and on school buses. Supervisor Pennington questioned if students would be checked for symptoms as they entering the building. Mr. Berkley replied yes, temperatures will be checked and they will be asked a series of questions before being allowed in the building.

Assistant Superintendent and Finance Director James Abernathy approached the Board with the monthly financial report. He noted that the federal fund amount is low; however, they will be continuing to receive those funds through August. He advised that they will be using text book funds to purchase new English textbooks at the high school. Due to the pandemic, their fuel costs and school food cost had declined. Mr. Abernathy explained that he is working on a application to receive CARES Act funds to aid with distance learning expenses. He is unsure of what amount they may receive at this point. Mr. Berkley noted that three of the four schools are qualified to provide free meals to all students. He expects the fourth, Central High School, will fall into the same category for the upcoming year and begin serving free meals.

Administrator Gee shared two requests from the Sheriff's Office to transfer funds from the comp board vacancy savings to the county for police supplies. The first request is in the amount of \$5,130.50 and the second request is \$5,343. The total of \$10,473.50 will be used for the purchase of new computers for deputies.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and by roll call vote, with all six Supervisors voting yes and none voting no, to transfer funds from the comp board vacancy savings to the county for police supplies in the amount of \$10,473.50 to purchase new computers for deputies.

Administrator Gee directed the Board to the Landfill Liaison report. She advised that there has been an unprecedented amount of dumping at all the sites, especially the two remaining unmanned sites and the site at the Courthouse. She advised that the Board may need to consider closing the two remaining unmanned sites and either manning the Courthouse site or closing it to the public. Administrator Gee added that all three sites are definitely being used by out-of-county residents and businesses. Supervisor Hoover stated that he was opposed to closing the Courthouse site to the public. He added that due to the pandemic, many people are staying at home and have been cleaning up their property. He believes that once people are back to work, dumping at the sites will slow down. Supervisor Zava commented that the county dumped trash numbers were not that much higher than the previous year at this point in time. However, he believes any unmanned, open container sites will continue to be a challenge. Supervisor Zava reported that the sites located on Nutbush Road and Owl Creek Road always seem clean and not overloaded. Supervisor Edmonds shared that over the previous weekend both sites near his district, one on Switchback Road and the one on Oral Oaks, known as the "Bus Shop", were extremely over loaded. He questioned if the cans were still being dumped on Saturdays. Administrator Gee advised that the Lunenburg Landfill has not been operating on Saturdays during the pandemic and therefore cans are not being dumped. Supervisor Hoover suggested that Administrator Gee contact Meridian Waste and ask them for assistance in managing the amount of trash at the sites.

Administrator Gee shared a request from Victoria Fire & Rescue Chief Rodney Newton to use up to \$35,000 in capital funds to make repairs to the roofing at Station 2 in Victoria and Station 7 in Kenbridge. The roof on Station 2 is almost 30 years old and has several significant leaks. The quote to repair the entire roof is \$27,552. The remaining amount would be applied to the repairs necessary to correct the issues at Station 7.

Supervisor Zava made a motion, seconded by Supervisor Pennington and by roll call vote, with all six Supervisors voting yes and none voting no, to allow Victoria Fire & Rescue to use up to \$35,000 in capital funds to make repairs to the roofs at Station 2 in Victoria and Station 7 in Kenbridge.

Supervisor Hankins provided an update on the fees for concealed weapons permits. He advised that a citizen had requested the fee be lowered and the Board agreed to review the request during the budget process. Supervisor Hankins noted that County Attorney Rennie had researched the issue and updated the Board via email. County Attorney Rennie added that Circuit Court Clerk Gordon Erby sent a letter to the Attorney General's office inquiring as to who was authorized to change the concealed weapons permit fee. It was discovered, based on state law, only the local Sheriff or State Police are allowed to reduce the fee.

Administrator Gee alerted the Board to a vacancy in District 1 and District 7 on the Social Services Board. Also, terms for District 3 representative, Nancy Turner, and District 6 representative, Sarah Hadley, will be expiring at the end of the year. The Social Services Board currently has five members which is the required minimum. She also requested reappointment of Chairman Slayton and herself to the Heartland Regional Authority, if no other members are interested in serving.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and by roll call vote, with all six Supervisors voting yes and none voting no, to reappoint Chairman Slayton and Administrator Gee to the Heartland Regional Authority for a term of July 1, 2020 through June 30, 2024.

Administrator Gee advised that County Planner Glenn Millican was continuing to work from home due to the pandemic. His report was provided to the Board and Administrator Gee has requested weekly updates. Supervisor Hoover stated that he would like for Mr. Millican to identify businesses within the two towns that have a business license. He would also like Mr. Millican to identify businesses within the county without one, as

the county doesn't require it. Supervisor Hoover noted that having an accurate count and being able to identify them would have been very helpful in distributing information about CARES Act funds. He would like for Mr. Millican to present recommendations to start a business license procedure to the Board.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and by roll call vote, with all six Supervisors voting yes and none voting no, to request that County Planner Glenn Millican develop and present to the Board policies and procedures for establishing business licenses for the county.

Administrator Gee provided her monthly report. She advised that Word's Construction has begun building partitions in the Tax Building and consulting with Circuit Court Clerk Gordon Erby on options for his office. The partitions will aid in separating staff and the public and will be paid with CARES Act funds. Administrator Gee advised that the roof over the Sheriff's patrol room is still leaking after Brown Brothers Roofing attempted multiple warranty repairs. The next step will be assessing the AC unit located on the roof to determine if it is causing the leak. Administrator Gee noted that another solution is to install a gutter system to divert the water away from the flat roof. Administrator Gee stated that she would like to form a CARES Act spending committee to review and approve expenses for CARES Act funds. Supervisors Hoover and Edmonds agreed to serve on a CARES Act funds committee. County Attorney Rennie requested to be included on the committee as well. Supervisor Edmonds questioned the amount of time the county would have to use the CARES Act relief funds. Administrator Gee responded December 30, 2020.

Supervisor Hankins made a motion, seconded by Supervisor Pennington and by roll call vote, with all six Supervisors voting yes and none voting no, to appoint Supervisor Hoover, Supervisor Edmonds, County Attorney Rennie, and Administrator Gee to serve as the CARES Act spending committee.

Supervisor Pennington questioned if any of the CARES Act funds could be used for COVID-19 testing for Lunenburg County residents. Administrator Gee stated that she had been in contact with the Piedmont Health District; however, they do not have the resources to provide testing to the public. Currently, their priorities are long-term facilities and other high risk facilities. Administrator Gee added that both medical facilities in the county are testing patients when they present with symptoms. Anyone with health insurance coverage may be tested at no cost. Supervisor Hoover added that all locations of Rite Aid and Patient First are providing free testing as well. He noted that until the county has a spike in cases, it is unlikely that the Health District will provide resources for a testing site. He stated that he believes that funds would be better used on vaccines rather than testing. Supervisor Hankins agreed and noted that a test only verifies a person doesn't currently have the virus. However, that person may come in contact with the virus the very next day and contract it. Supervisor Hankins reiterated that the funds should be used when a vaccine is available. He added at that time the Health District or County could set up vaccine drive-thru sites.

Supervisor Hoover asked for a projected date as to when county offices would reopen to the public. He commented that both town offices were back open to the public and he would like to establish a plan to let the public know the County is open for business, while still protecting staff. Administrator Gee noted that she had been monitoring the virus count before setting a date. She added that the Constitutional Officers and other offices will make their own decisions on when their individual offices will open to the public due to providing protective barriers. Administrator Gee announced the County Administration Office will open to the public on Monday, June 15th.

Supervisor Hoover made a motion, seconded by Supervisor Pennington and by roll call vote, with all six Supervisors voting yes and none voting no, to enter Closed Session citing Virginia Code Section §2.2-3711A1

Personnel Issue and §2.2-3711A4 Protection of Privacy of an Individual for Personal Matters not Related to Public Business.

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 Edmonds
Supervisor Hankins
Supervisor Hoover
Supervisor Pennington
Supervisor Slayton
Supervisor Zava

VOTING NO

ABSENT

Supervisor Bacon

Supervisor Zava made a motion, seconded by Supervisor Pennington and by roll call vote, with all six Supervisors voting yes and none voting no, to return to Open Session and certified as indicated.

Supervisor Hoover made motion, seconded by Supervisor Edmonds and by roll call vote, with all six Supervisors voting yes and none voting no, approved, to continue to June 18, 2020.

Tracy M. Gee, Clerk
County Administrator

Charles R. Slayton, Chairman
Board of Supervisors