

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD ON WEDNESDAY, JULY 15, 2015, IN THE BOARD ROOM OF THE BRUNSWICK COUNTY GOVERNMENT BUILDING

PRESENT: HON. BARBARA JARRETT DRUMMOND, CHAIR; HON. BERNARD L. JONES, SR., VICE-CHAIR; HON. WELTON TYLER, HON. DENISE C. WILLIAMS, BOARD OF SUPERVISOR MEMBERS; DR. CHARLETTE T. WOOLRIDGE, COUNTY ADMINISTRATOR/CLERK; BEN EMERSON, COUNTY ATTORNEY; TAMMY W. NEWCOMB, DEPUTY CLERK/RECORDER OF MINUTES

ABSENT: HON. JOHN CATALDO, BOARD OF SUPERVISOR MEMBER

Re: Closed Meeting – 6:30 p.m.

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the Board of Supervisors of Brunswick County, Virginia convened in Closed Meeting to discuss the following matter:

- 2.2-3711.A.1: Discussion regarding assignment of employee of a public body.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Reconvene in Open Meeting

Upon motion of Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board of Supervisors of Brunswick County, Virginia, reconvened in Open Meeting.

WHEREAS, the Board of Supervisors of Brunswick County, Virginia (“Board”), convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia 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.

WILL EACH MEMBER NOW SO CERTIFY:

Mr. Jones - Aye
Mr. Tyler - Aye
Mrs. Williams - Aye
Ms. Drummond - Aye

Re: Call to Order - 7:30 p.m.

Chair Drummond called the meeting to order and welcomed all citizens in attendance.

Re: Invocation and Pledge of Allegiance

Chair Drummond invited anyone in the audience who would like to participate in the Invocation with the Board members to please stand and join them. Supervisor Williams gave the Invocation and led the Pledge of Allegiance.

Re: Approval of Agenda

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board approved the agenda with the following change:

Under New Business

- Add Interim Assistant to the County Administrator Position

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: Public Hearings

Mecklenburg-Brunswick Joint Enterprise Zone – Joint Application

Joan Moore, Executive Director of the Brunswick County Industrial Development Authority, stated that Brunswick County is applying to the Virginia Department Housing and Community Development for a joint Enterprise Zone designation with Mecklenburg County and provided an overview of the process. As a result, a public hearing is required.

The Chair opened the public hearing. The following citizen spoke:

- Sam Griffin stated that he owns property that is included in the proposed enterprise zone. He inquired how this designation would affect his property.

Ms. Moore stated that the proposed enterprise zone designation provides private property owners, located within the boundaries, the opportunity to have their property used for industrial, but it is not mandated.

After providing all citizens an opportunity to express their views, the Chair closed the public hearing.

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board adopted the resolution as follows:

**RESOLUTION
July 15, 2015**

VIRGINIA: At a regular meeting of the Board of Supervisors for Brunswick County, Virginia, held on Wednesday, July 15, 2015, the following resolution was presented and adopted;

WHEREAS, Brunswick County is applying to the Virginia Department of Housing and Community Development for Enterprise Zone designation jointly with the County of Mecklenburg in order to provide a combination of State and Local incentives, to create an improved climate for private sector investment and to focus limited resources on strategically targeted areas; and

WHEREAS, Brunswick County authorizes the County Administrator to submit all information necessary to apply for zone designation on behalf of Brunswick County;

WHEREAS, Brunswick County authorizes the Executive Director of the Industrial Development Authority to meet all program administrative and reporting requirements, as defined by the Enterprise Zone Regulations; throughout the life of the zone; and

THEREFORE, BE IT HEREBY RESOLVED, Brunswick County confirms that each jurisdiction participating in the joint Enterprise Zone application has completed a Joint Application Agreement.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: Approval of Minutes

Upon motion of Mr. Jones, seconded by Mr. Tyler, and carried, the Board approved the minutes of the June 17, 2015, regular meeting as presented.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: Virginia Department of Transportation (VDOT) Monthly Report

Mr. Tommy Johnson, Assistant Residency Administrator, presented the monthly report as follows:

Maintenance Forces

- Machined non-hard surfaced roadways and hauling stone as needed.
- Patched potholes on various primary routes.
- Performed routine maintenance on various routes.
- Machined shoulders on primary routes.
- Removed trees due to recent storms.
- Performed litter patrol on various routes.

Mr. Johnson stated that VDOT is requesting the Board's support of a detour due to preventative maintenance and road repair to 85 north bound and south bound lane bridges, over the CSX railroad at mile marker 28 in Alberta, from mid September until mid December.

Upon motion of Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board

supports the detour as requested by VDOT.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: Brunswick County Public Schools Monthly Report

Mr. Richard Rush, Director of Business Operations, presented an overview of the schools monthly financial report. See report attached.

Re: Presentations

Special Recognition – Brunswick County Committee of the Virginia Sesquicentennial of the American Civil War

The Board of Supervisors recognized the following individuals who dutifully served on the Brunswick County Committee of the Virginia Sesquicentennial of the American Civil War as required by the Virginia General Assembly to commemorate a significant milestone in our state and national history:

- Sylvia Allen
- Debra Gillis
- Greg Jones
- Mary Maclin
- Cyliene Montgomery
- Charles Piluso
- Dr. Charlette T. Woolridge

Special Recognition – Tammy W. Newcomb

Mrs. Tammy W. Newcomb resigned from the position of Assistant to the County Administrator effective July 17, 2015. The Board of Supervisors honored her for twenty-six years of dedicated service to the citizens of Brunswick County.

Re: Citizen Comments

The Chair opened the citizen comment period and advised that each citizen will be allotted three (3) minutes to speak. The following citizens spoke:

- Mayor Bill Herrington, Town of Lawrenceville, invited the Board of Supervisors to the National Night Out event scheduled for Tuesday, August 4, 2015, from 6:00 p.m. until 8:00 p.m. Further, he requested support from the Board of Supervisors, either financially or by sponsoring a booth.
- Bill Hudson questioned the County Administrator's authority to establish the Whistleblower and Code of Ethics Administrative Policies without Board of Supervisors' approval.

After providing all citizens an opportunity to express their views, the Chair closed the Citizen Comment period.

Re: Consent Calendar of Reports

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board acknowledged receipt of the following reports:

- Lawrenceville-Brunswick Airport Monthly Report
- Roanoke River Service Authority Meeting Minutes

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: Finance Director's Report

Approval of Disbursements

Mrs. Keli Reekes, Director of Finance, presented disbursements as follows:

- System checks dated June 30, 2015, in the amount of \$176,068.77.
- System checks dated July 1, 2015, in the amount of \$978,117.38.
- System checks dated July 15, 2015, in the amount of \$125,807.44.
- System checks dated July 16, 2015, in the amount of \$586,190.47

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried,

the Board approved disbursements in the amount of \$1,866,184.06 as presented.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

FY16 Additional Appropriations

Mrs. Reekes stated that the following additional appropriations have been requested:

- DMV Select – Based on current policy, any balance in excess of \$10,000 at the end of each fiscal year may be distributed in equal payments to the six deputies of the Commissioner of Revenue and the Treasurer as a bonus. The Commissioner of the Revenue and the Treasurer do not share in any portion of this distribution. Based on this policy, \$6,459 needs to be appropriated to the line items in the DMV Select Fund.
- Courthouse Security – An appropriation is necessary for the purchase of a Court Security vehicle in the amount of \$45,138 from the Courthouse Security Fund Balance.
- Department of Planning – Grant funds totaling \$6,000 have been awarded by the Virginia Department of Housing and Community Development for assistance with costs associated with the upgrade to the County's Geographic Information System.

No local funds are necessary for these additional appropriations.

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the

Board approved the following:

- Appropriated \$6,459 from the FY16 DMV Select Fund balance to the applicable line items in the DMV Select departmental budget to provide bonuses to Treasurer and Commissioner of Revenue staff.
- Appropriated \$45,138 from the FY16 Courthouse Security fund balance to the applicable line items in the Courthouse Security departmental budget to purchase a courthouse security vehicle.
- Appropriated \$6,000 in grant proceeds to the applicable revenue and expenditure line items in the FY16 General Fund to upgrade the County's Geographical Information System.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Accounting Policies and Procedures Manual – Proposed Revisions

Mrs. Reekes stated that the Accounting Policies and Procedures Manual was implemented by the Board of Supervisors in October 2011 and was created to document

Brunswick County's accounting policies, procedures and current practices. The manual identifies processes relative to financial reporting, treasury, revenues, and expenditures that are based on fiscally sound internal control methods. Staff is proposing several revisions to the current policy to include, but are not limited to:

- The approval of additional appropriations and budget transfers;
- The release of checks when there is no regular Board meeting;
- The implementation of the Procurement Summary Form as requested by the Auditor.

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the Board approved the revisions to the Brunswick County Accounting Policies and Procedures manual as presented.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: Planning Director's Report

Schedule Public Hearing: Conditional Use Permit Case #15-016, submitted by Curtis V. Moore, Manufactured Home Park in the Agricultural (A-1) Zoning District

Ms. Weddington, Director of Planning, stated that the applicant is requesting approval of a conditional use permit to operate and maintain a manufactured home park in the Agricultural (A-1) Zoning District. The subject property is located on the west side of Brunswick Drive (State Route 644), approximately 0.4 of a mile southwest of the intersection of Brunswick Drive and Christanna Highway (State Route 46) in the Red Oak Magisterial District and the Red Oak Election District, also identified as Tax Map 20, Parcel 16. The Planning Commission conducted a public hearing on the request at their July 14, 2015, meeting. At the conclusion of the meeting, the Planning Commission voted to recommend approval of Conditional Use Permit Case #15-016 and requested that the

Board schedule a public hearing at its August 2015 meeting.

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board authorized the advertisement of a public hearing on Conditional Use Permit Case #15-016 for the August 2015 regular meeting as recommended by the Planning Commission.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Request to Schedule Public Hearing: Conditional Use Permit Case #15-018, submitted by William V. White, III, Campground in the Agricultural (A-1) Zoning District

Ms. Weddington stated that the applicant is requesting approval of a conditional use permit to operate and maintain a two lot campground in the Agricultural (A-1) Zoning District. The subject property is located on the west side of Browns Creek Road (State Route 623), approximately 0.3 of a mile northwest of the intersection of Browns Creek Road and Fort Hill Road (State Route 686) in the Meherrin Magisterial District and the Meherrin Election District, also identified as Tax Map 70, Parcel 40. The Planning Commission conducted a public hearing on the request at their July 14, 2015, meeting. At the conclusion of the meeting, the Planning Commission voted to recommend approval of Conditional Use Permit Case #15-018 and requested that the Board schedule a public hearing at its August 2015 meeting.

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the Board authorized the advertisement of a public hearing on Conditional Use Permit Case #15-018 for the August 2015 regular meeting as recommended by the Planning Commission.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Request to Schedule Public Hearing: Conditional Use Permit Case #15-019, submitted by J.J. Sanderson, LLC, Country General Store in the Agricultural (A-1) Zoning District

Ms. Weddington stated that the applicant is requesting approval of a conditional use permit to operate and maintain a country general store in the Agricultural (A-1) Zoning District. The subject property is located on the west side of Liberty Road (State Route 634), approximately 0.2 of a mile north of the intersection of Liberty Road and Old Stage Road (State Route 712) in the Sturgeon Magisterial District and the Sturgeon Election District, also identified as Tax Map 45, Parcel 5B. The Planning Commission conducted a public hearing on the request at their July 14, 2015, meeting. At the conclusion of the meeting, the Planning Commission voted to recommend approval of Conditional Use Permit Case #15-019 and requested that the Board schedule a public hearing at its August 2015 meeting.

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the Board authorized the advertisement of a public hearing on Conditional Use Permit Case #15-019 for the August 2015 regular meeting as recommended by the Planning Commission.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Request to Schedule Public Hearing: Conditional Use Permit Case #15-020, submitted by Lonnie R. and Joyce Powell, Country General Store in the Agricultural (A-1) Zoning District

Ms. Weddington stated that the applicants are requesting approval of a conditional use permit for a country general store in the Agricultural (A-1) Zoning District. The applicants are proposing to add on to the existing legal non-conforming store located on the subject

property. The subject property is located on the north side of Governor Harrison Parkway (Highway 58), approximately 1.25 miles east of the intersection of County Pond Road (State Route 638) and Governor Harrison Parkway in the Totaro Magisterial District and the Sturgeon Election District, also identified as Tax Map 55, Parcels 9A and 9C. The Planning Commission will conduct a public hearing at their August 11, 2015, meeting. The applicants are also requesting that the Board of Supervisors schedule their public hearing in August in order to maintain their time frame for the proposed addition.

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the Board authorized the advertisement of a public hearing on Conditional Use Permit Case #15-020 for the August 2015 regular meeting as requested by the applicant.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Final Plat Approval – Oak Grove Subdivision, Phase I

Ms. Weddington stated that the applicant is requesting final plat approval for Oak Grove Subdivision, Phase I, in accordance with the Brunswick County Subdivision Ordinance. Phase I of the subdivision consists of three lots that will be accessed off of Oak Grove Road. Lot sizes for the proposed subdivision range from 1.85 to 2.00 acres. Each lot has been approved by the Brunswick County Health Department for individual wells, drainfields, and septic systems.

Upon motion of Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board approved the final plat for Oak Grove Subdivision, Phase I, as recommended by the Planning Commission.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Comprehensive Plan Update – Declaration Competitive Negotiation

Ms. Weddington stated the Virginia State Code requires every locality to have a Comprehensive Plan that is reviewed and amended, as necessary, at least every five years. She presented the Board with an overview of the proposed Declaration for Competitive Negotiation for their review.

DECLARATION Competitive Negotiation

Pursuant to Virginia Code §2.2-4303(c), Brunswick County desires to procure the following goods and services through competitive negotiation rather than competitive sealed bid:

Comprehensive Plan Update

The reason for utilizing this exception to competitive sealed bidding is that the use of cost as the sole determining factor in awarding the resulting contract is neither practicable nor fiscally advantageous to the County for the following reasons:

The Comprehensive Plan must have certain elements pertaining to land use, planning areas, transportation, public facilities, and housing concepts. A consultant must use a wide range of planning concepts, its experience in community design, and economic analysis and include citizen involvement/participation to update Brunswick County's Comprehensive Plan. Further, it is necessary to know that the firm has experience working in a rural community. Brunswick County needs to evaluate the proposals on factors other than price. The lowest bid, through the invitation to bid process is not the best way to determine whether Brunswick County is securing a vendor best suited for the project.

In addition, it is necessary to know the consultant has experience working effectively with county staff, citizens, local and state agencies and has experienced staff to complete the task.

1. Workflow: Is the firm able to meet all the deadlines and stay on the established time line to complete the project?
2. Experience: Does the firm have prior experience with similar projects and was the firm able to meet the goals and timelines of the previous projects?
3. Staff: Does the firm have an experienced staff that can coordinate all aspects of the project into the final project?

4. Understanding of the Project: Does the firm understand the project and has a clear understanding of what is required to meet those goals?

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board adopted the declaration statement and authorized the advertisement of a Request for Proposal for the Brunswick County Comprehensive Plan update project.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Alvis Road Housing Rehabilitation Planning Grant

Ms. Weddington stated that Brunswick County has applied to the Virginia Department of Housing and Community Development for a planning grant in the amount of \$30,000 for the Alvis Road Community. The purpose of the planning grant is to provide a preliminary analysis of the community to determine housing rehabilitation needs. If awarded, funds will be used for needs analysis and prioritization, preliminary design, and strategy development activities in preparation for a future Community Improvement Grant proposal.

This was provided for the Board's information.

Re: County Administrator's Report

Brunswick Emergency Medical Services Ribbon Cutting Ceremony

Dr. Woolridge invited all citizens to attend the Ribbon Cutting Ceremony for the newly established Brunswick Emergency Medical Services on Thursday, July 16, 2015, at 6:00 p.m., at 1458 Lawrenceville Plank Road, Lawrenceville, Virginia.

Memorandum of Understanding – Brunswick County and Armor Correctional Health Services, Inc. Re: Brunswick Emergency Medical Services Providing Transportation Services for Meherrin River Regional Jail

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the Board approved the Memorandum of Understanding between Brunswick County and Armor Correctional Health Services, Inc. regarding Brunswick Emergency Medical Services providing emergency and non-emergency ambulance transportation services to patients detained at the Meherrin River Regional Jail at a flat rate of \$400 per transport.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: Old Business

Whistleblower and Code of Ethics Administrative Policies

Dr. Woolridge stated that the Whistleblower and Code of Ethics Administrative Policies were developed by the County Administrator and became effective January 1, 2015, as recommended by the County Auditor. Further, in accordance with Code of Virginia, Title 15.2, Counties, Cities and Towns, the County Administrator has the authority to establish administrative policies.

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board approved the Whistleblower and Code of Ethics Administrative Policies as established by the County Administrator.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: New Business

Interim County Administrator Position

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board approved a monthly salary supplement in the amount of \$3,747.83 for Leslie R. Weddington, Director of Planning, effective July 20, 2015, to serve as interim Assistant to

the County Administrator until the position is filled. She will also maintain her duties as Director of Planning.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: Appointments

Brunswick County Litter Control Council

This matter was continued.

Economic Development Coordinating Council

This matter was continued.

Meherrin Regional Library Board

This matter was continued.

Southside Community Services Board of Directors

This matter was continued.

Southside Planning District Commission

Upon motion of Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board reappointed Ms. Leslie Weddington to serve a three year term on the Southside Planning District Commission representing Brunswick County.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Re: Adjourn

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board adjourned.

Ayes: Jones, Tyler, Williams, Drummond; Nays: None.

Hon. Barbara Jarrett Drummond, Chair

Charlette T. Woolridge, Ph.D., Clerk