

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD WEDNESDAY, NOVEMBER 14, 2018, IN THE BOARD ROOM OF THE BRUNSWICK COUNTY GOVERNMENT BUILDING

PRESENT: HON. BARBARA JARRETT-HARRIS, CHAIR, HON. JOHN W. ZUBROD, VICE-CHAIR, HON. FREDERICK A. HARRISON, SR., HON. BERNARD L. JONES, SR., HON. WELTON TYLER, BOARD OF SUPERVISOR MEMBERS; DR. CHARLETTE T. WOOLRIDGE, COUNTY ADMINISTRATOR/CLERK; PAUL C. JACOBSON, COUNTY ATTORNEY; LESLIE R. WEDDINGTON, ASSISTANT COUNTY ADMINISTRATOR/DEPUTY CLERK/RECORDER OF MINUTES

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**Re: Closed Meeting – 6:30 p.m.**

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board of Supervisors of Brunswick County, Virginia convened in Closed Meeting to discuss the following matters under:

- 2.2-3711.A.1: Discussion regarding personnel matters and prospective candidates for employment.
- 2.2-3711.A.5: Discussion concerning a prospective business/industry.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

**Reconvene in Open Meeting**

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, 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. Harrison: Aye  
Mr. Jones: Aye  
Mr. Tyler: Aye  
Mr. Zubrod: Aye  
Mrs. Harris: Aye

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**Re: Call to Order – 7:30 p.m.**

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

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**Re: Invocation and Pledge of Allegiance**

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

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**Re: Approval of Agenda**

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried, the Board approved the agenda with the following addition:

Move after Public Hearing

Presentations – Special Recognition, Gasburg Volunteer Fire Department, Lawrenceville Volunteer Fire Department, South Hill Volunteer Fire Department, Southside Volunteer Rescue Squad

Add under Department/Agency Presentations

Local Vehicle License Fee

Add under New Business

Brunswick Byways Visitor Center Signage

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Re: Public Hearing**

**Rezoning Case #18-010 – Submitted by Stephen Palmer, to rezone the subject property from Agricultural (A-1) Zoning District to Industrial (I-1) Zoning District**

Mrs. Dawn Washburn, Planner, stated that the applicant is requesting approval to rezone the subject property from Agricultural (A-1) to Industrial (I-1) to manufacture and process polyurethane foam and belt dressing for use by consumer product companies and Goodyear Tire. The subject property is located on the south side of Christanna Highway (State Highway 46), approximately ninety-seven one-hundredths (.97) of a mile southeast of the intersection of Brunswick Drive (State Route 644) and Christanna Highway, located in the Red Oak Magisterial and Election, also identified as Tax Map 20, Parcel 54C

The Planning Commission conducted a public hearing on this request at their October 8, 2018, meeting. No one spoke in opposition to the request. At the conclusion of the public hearing, the Planning Commission voted unanimously to recommend denial of the request because the requested rezoning is not in accordance with the Brunswick County Comprehensive Plan.

The Chair opened the public hearing. No citizens spoke.

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

Upon a motion by Mr. Harrison, seconded by Mr. Tyler, and carried, the Board denied Rezoning Case #18-010 because the requested rezoning is not in accordance with the Brunswick County Comprehensive Plan.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Re: Presentations**

**Special Recognition – Gasburg Volunteer Fire Department, Lawrenceville Volunteer Fire Department, South Hill Volunteer Fire Department, Southside Volunteer Rescue Squad**

The Board of Supervisors recognized the following emergency services personnel for their heroic efforts to save the life of a citizen, at the risk of their own, during a water rescue call on October 13, 2018, at the bridge over the Meherrin River on Robinson Ferry Road:

- Joey Baird – Gasburg Volunteer Fire Department
- Curtis Berry – Lawrenceville Volunteer Fire Department
- Michael Vaughan – South Hill Volunteer Fire Department
- David Baisey – Southside Volunteer Rescue Squad

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**Re: Approval of Minutes**

Upon a motion by Mr. Harrison, seconded by Mr. Tyler, and unanimously carried, the Board approved the minutes of the October 17, 2018, regular meeting.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Re: Virginia Department of Transportation**

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

**Maintenance Forces**

- Primary and secondary mowing is ongoing.
- Tropical Storm Michael erosion repairs are ongoing.
- Hurricane Florence pipe replacement erosion repairs are ongoing.
- Route 648, Great Creek Road and Route 605, Lewis Drive, Rural Rustic Project is ongoing.
- Performing ditching and pipe repairs on various routes.
- Patching potholes on various routes.
- Machining National Highway System (NHS) roadways and hauling stone as needed.
- Performing routine maintenance and litter patrol on various routes.

Mr. Johnson reported on the following projects:

- Bridge Rehabilitation Project Route 715 Iron Bridge Road. A public hearing was held November 1, 2018, 5:00 pm to 7:00 pm in the Board Room of the Brunswick County Government Building. Several citizens attended and provided feedback to VDOT's Project Team.
- Road Closures - The following roads are closed due to flooding associated with the recent weather:
  - Route 715/Iron Bridge Road between Route 685/Flethood Lane and Route 673/Reavis Gin Road.
  - Route 670/Western Mill Road between Route 753/Gillus Drive and Route 671/Penn Drive.
  - Route 686/Fort Hill Road between Route 623/Browns Creek Road and Route 46/Christanna Highway.
  - Route 644/Robinson Ferry Road between Route 58/Governor Harrison Parkway and Route 623/Diamond Grove Road.
  - Route 623/Diamond Grove Road between Route 644/Robinson Ferry Road and Route 623/Browns Creek Road.
  - Route 613/Gill's Bridge Road at the Brunswick/Dinwiddie County Line.
- Cutbank Road Bridge Replacement Project. During construction the bridge will be closed to all traffic for nine (9) months. The proposed detour is 15.4 miles and takes approximately 22 minutes to travel. This detour is also used when Cutbank Road is closed due to flooding.

Upon a motion by Mr. Harrison, seconded by Mr. Jones, and unanimously carried, the Board approved the proposed detour route for the Cutbank Road Bridge Replacement Project.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Re: Brunswick County Public Schools Monthly Report**

**FY19 School Budget Tracking Report**

Mr. Darrell Owens, Director of Business and Support Services, provided an overview of the schools monthly financial report. This was provided for the Board's information. See attached report.

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**Request for Budget Transfer**

Mr. Owens stated that Brunswick County Public Schools is requesting to transfer \$625,398 from the Administration, Attendance, and Health category to the Instruction category; and, a budget transfer of \$311,606 from the Administration, Attendance, and Health category to the Rescinded Line of Expenditure/Revenue. The budget transfers are requested due to the overstatement of revenue in the previously approved FY19 Budget and the categorical reporting requirement of certain division positions. No additional state or local funds are needed.

Upon a motion by Mr. Zubrod, seconded by Mr. Jones, and unanimously carried, the Board approved a budget transfer of \$625,398 from the Administration, Attendance, and Health category to the Instruction category; and, a budget transfer of \$311,606 from the Administration, Attendance, and Health category to the Rescinded Line of Expenditure/Revenue.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**FY19 Grant Additional Appropriations**

Mr. Owens stated that Brunswick County Public Schools is requesting approval of appropriation and re-appropriation of the following grants:

**Re-Appropriations**

Pre-School Incentive Grant	#534	\$1,326.33
Title III Part A Limited English Proficient	#310	\$1,172.30
Title VI-B Section 611	#531	\$9,703.49
Title I Part A-Improving Basic Programs	#544	\$879.25
VPI+ Preschool Expansion Grant	#506	\$1,049.94
VPSA Tech Initiative	#328	\$121,009.15
Title I Part A-Improving Basic Programs	#545	\$37,927.62
Title IV-Student Support & Academic Enrichment	#573	\$1,772.66
Title V-Rural & Low Income Schools	#543	\$287.00
PBIS of the VTSS	#369	\$22,125.34

<b>Total Re-appropriations Requested Amount</b>		<b>\$197,253.08</b>
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**New Grant Information**

Workplace Readiness	#362	\$305.89
Industry Certification Examinations	#363	\$1,815.06
Equipment-High Demand, Fast Growth Industry	#372	\$2,646.64
STEM-H	#373	\$495.52
VPSA Tech Initiative	#325	\$90,000.00
State Equipment	#356	\$3,462.78
Title III Part A Limited English Proficient	#306	\$3,405.68
PBIS of the VTSS	#371	\$34,322.13
<b>Total New Grant Requested Amount</b>		<b>\$136,453.70</b>

Upon a motion by Mr. Tyler, seconded by Jones, and unanimously carried, the Board the Board approved the re-appropriation of grant funds in the amount of \$197,253.08 and the appropriation of new grant funds in the amount of \$136,543.70.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Re: Department/Agency Presentations**

**Proposed Relocation of the Saint Paul’s College Civil Rights in Education Heritage Trail Marker**

Mr. Bobby Conner, James Solomon Russell/Saint Paul’s College Museum Archives, requested approval to relocate the Saint Paul’s College Historical Highway Marker and the Saint Paul’s College Civil Rights in Education Heritage Trail Marker to the Brunswick County Conference Center.

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved the relocation of the Saint Paul’s College Historical Highway Marker and the Saint Paul’s College Civil Rights in Education Heritage Trail Marker to the Brunswick County Conference Center.

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### **Local Vehicle License Fee**

Mrs. Keli Reekes, Director of Finance, provided an overview of the Local Vehicle License Fee, Chapter 58. Article II of the Brunswick County Code that was revised in April 2018 and provided clarification regarding tax fees. County decal (sticker) purchased in January or February of 2018, is associated with the payment of 2017 taxes. The County decals purchased in 2018 represent collections for Fiscal Year 2018 (July 2017 through June 2018). The current vehicle license fee, due December 5, 2018, represent collections for Fiscal Year 2019 (July 2018 through June 2019).

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### **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 citizen spoke:

- Steve Castlebury, 4873 Five Forks Road, Freeman, Virginia – Expressed concern about the fees associated with the implementation of the amended Local Vehicle License code.

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### **Re: Consent Calendar of Reports**

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

- Industrial Development Authority, October 9, 2018, meeting minutes
- Roanoke River Service Authority, September 25, 2018, meeting minutes

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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### **Re: Finance Director's Report**

### **Approval of Disbursements**

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



- System checks dated October 19, 2018, in the amount of \$500.00
- System checks dated October 26, 2018, in the amount of \$442.50
- System checks dated November 8, 2018, in the amount of \$61,608.59
- System checks dated November 9, 2018, in the amount of \$515.82
- System checks dated November 13, 2018, in the amount of \$1,560.00
- System checks dated November 13, 2018(B), in the amount of \$1,463,455.01
- System checks dated November 14, 2018, in the amount of \$301,536.02
- System checks dated November 15, 2018, in the amount of \$101,242.30

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried, the Board approved disbursements in the amount of \$1,930,860.24, as presented.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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### **Additional Appropriations & Reappropriations**

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried, the Board approved the following additional appropriations and reappropriations:

- Appropriated \$18,461 from the FY18 School Cafeteria fund balance to the applicable line items.
- Reappropriated \$11,543 of unexpended funds from the FY18 Soil and Water Conservation District departmental budget to the applicable line items of the FY19 Soil and Water Conservation District departmental budget.
- Appropriated \$1,473 from the FY19 Undesignated General Fund balance to the applicable line items of the FY19 Southside Virginia Community College's departmental budget.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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### **Re: Planning Director's Report**

### **Schedule Public Hearing: Rezoning Case #18-025 – Submitted by Robert C. Clary, to rezone the subject property from Agricultural (A-1) to Residential, Limited (R-1) Zoning District**

Mrs. Washburn stated that the applicant is requesting to rezone the subject property from Agricultural (A-1) to Residential, Limited (R-1) to use the property for residential purposes. The subject property is located on the north side of Hendricks Mill Road (State Road 903), approximately 30' feet from the intersection of Poplar Creek Road

(a private drive) and Hendricks Mill Road, in the Meherrin Magisterial and Election Districts. The Planning Commission conducted a public hearing regarding this request at their November 13, 2018, meeting. No one spoke in opposition to the request. At the conclusion of the public hearing, the Planning Commission voted unanimously to recommend approval of Rezoning Case #18-025 and request the Board of Supervisors to schedule a public hearing for the December 12, 2018, regular meeting.

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board authorized the advertisement of a public hearing on Rezoning Case #18-025 for the regular December 12, 2018, meeting.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Schedule Public Hearing: Conditional Use Permit Case #18-028 – Submitted by SCS Engineers, construct, operate and maintain a solid waste convenience center in the Agricultural (A-1) Zoning District**

Mrs. Washburn stated that the applicant is requesting approval of a conditional use permit to construct, operate and maintain a solid waste convenience center in the Agricultural (A-1) Zoning District. The subject property is located on the east side of Evans Creek Road (State Road 623), approximately 0.7 of a mile from the intersection of Governor Harrison Parkway (VA State Highway 58) and Evans Creek Road, in the Meherrin Magisterial and the Red Oak Election District. The Planning Commission conducted a public hearing on this request at their November 13, 2018, meeting. No one spoke in opposition to the request. At the conclusion of the public hearing, the Planning Commission voted unanimously to recommend approval of Conditional Use Case #18-028 and request the Board of Supervisors to schedule a public hearing for the December 12, 2018, regular meeting.

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board authorized the advertisement of a public hearing on Conditional Use Permit Case #18-028 for the regular December 12, 2018, meeting.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Schedule Public Hearing: Ordinance Amendment Case #18-031 – Proposed Ordinance Amendment to the Code of Brunswick Chapter 30. Environment, Article II. Erosion and Sediment Control**

Mrs. Washburn stated that the ordinance as proposed would address updating the Erosion and Sediment Control Ordinance regarding the following:

- Section 10-1. Title, Purpose, and Authority
- Section 10-2. Definitions
- Section 10-3. Local Erosion and Sediment Control Program
- Section 10-4. Submission and Approval of Plans: Contents of Plans
- Section 10-5. Permits: Fees – Security for Performance
- Section 10-6. Monitoring, Reports and Inspections
- Section 10-7. Penalties, Injunctions and Other Legal Actions
- Section 10-8. Appeals and Judicial Review.

The amendment was drafted and recommended by the Commonwealth of Virginia's Department of Environmental Quality (DEQ) in review of the County's Erosion and Sediment Control program in its entirety. The Planning Commission conducted a public hearing on this request at their November 13, 2018, meeting. No one spoke in opposition to the request. At the conclusion of the public hearing, the Planning Commission voted unanimously to recommend approval of Ordinance Amendment Case #18-028 and request the Board of Supervisors to schedule a public hearing for the December 12, 2018, regular meeting.

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board authorized the advertisement of a public hearing on Ordinance Amendment Case #18-025 for the regular December 12, 2018, meeting.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Re: New Business**

**Request for Proposals – HVAC Preventative Maintenance and Service Brunswick County Buildings**

Dr. Charlette T. Woolridge, County Administrator, stated that proposals were solicited to provide HVAC preventative maintenance and service on county buildings. The following proposals were received on October 10, 2018:

- Comfort Systems of Virginia, Inc.
- Comfort Systems USA (MidAtlantic) LLC

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried the Board approved the proposal from Comfort Systems of Virginia, Inc., as recommended by the Facilities Committee, to perform HVAC preventative maintenance and service on county buildings, and authorized the County Administrator to sign the contract on behalf of Brunswick County.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Personnel – Facilities and Grounds Supervisor**

Upon a motion by Mr. Harrison, seconded by Mr. Zubrod, and unanimously carried, the Board appointed Ricky Woodard to the position of Facilities and Grounds Supervisor, effective January 2, 2019.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Brunswick Byways Visitor Center Signage**

Mr. Bobby Conner stated that as part of the Brunswick Byways Visitors Center Project, Brunswick County applied for and received a Southside Economic Development

Program grant through the Virginia Tobacco Region Revitalization Commission in the amount of \$78,275.00 for highway directional signage on Interstate 85, Highway 58, Highway 46 and the North Carolina border. However, the total amount for all of the signage from Virginia Logo's is \$128,443.41; therefore, creating a deficit of \$65,512.41.

Upon a motion by Mr. Tyler, seconded by Mr. Zubrod, and unanimously carried, the Board appropriated \$65,512.41 from the FY19 Undesignated Fund Balance for the Brunswick Byways Visitor Center directional signage and appropriated \$78,275.00 in grant funds from the Virginia Tobacco Revitalization Commission.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Re: Appointments**

**Brunswick County Board of Zoning Appeals (BZA)**

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried, the Board made the following recommendations to the Brunswick County Circuit Court for a five (5) year appointment to the Brunswick County Board of Zoning Appeals:

- Jean Moody, Meherrin Election District
- Alice Pritchett, Red Oak Election District

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Brunswick County Planning Commission**

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board appointed the following for a four (4) year appointment to the Brunswick County Planning Commission:

- Glenn Johnson, Red Oak Election District
- H. Lloyd Penn, Powellton Election District
- Earl Jarrell, Totaro Election District.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Virginia Alcohol Safety Action Program (VASAP)**

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board reappointed Dwayne T. Jones to a three (3) year term on the Virginia Alcohol Safety Action Program Board of Directors.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

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**Re: Adjourn**

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board adjourned.

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Hon. Barbara Jarrett-Harris, Chair

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Charlette T. Woolridge, Ph.D., Clerk