

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD WEDNESDAY, MARCH 20, 2019, 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 prospective candidates for employment.
- 2.2-3711.A.2: Discussion regarding acquisition of real property for a public use.

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 as presented.

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

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**Re: Public Hearings**

**Case #18-037, Amendment to Conditional Use Permit Planned Development Case #17-006 – Submitted by Patricia and Edward Crowling, to operate and maintain a wedding event and retreat venue in the Agricultural (A-1) Zoning District**

Mr. George E. Morrison, III, Director of Planning, stated that the applicants are requesting to amend Conditional Use Planned Development Case #17-006 to use the existing home on the subject property for members of the wedding party to dress and prepare for the ceremony. Additionally, the home will be offered as a retreat during the weekend for those utilizing the barn facility. The subject property is located on the west

side of Robinson Ferry Road (State Route 644), approximately 70' feet south of the intersection of Huckstep Road (State Route 663) and Robinson Ferry Road, in the Meherrin Magisterial and Election Districts.

The Planning Commission conducted a public hearing regarding this request at their February 12, 2019, 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 the request.

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. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board approved Case #18-036.

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

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**Re: Approval of Minutes**

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved the following minutes:

- February 20, 2019, regular meeting
- March 5, 2019, budget work session

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

- Checked all routes for maintenance and safety issues.

- Machined and hauled stone on National Highway System (NHS) routes as needed.
- Continued to monitor and patched potholes on various routes as needed.
- Performed ditching and pipe cleaning on various routes.
- Performed routine maintenance and litter patrol on various routes.

Mr. Johnson reported on the following projects:

- Route 644, Robinson Ferry Road. Robinson Ferry Road is closed between Highway 58 (Governor Harrison Parkway) and Route 623 (Diamond Grove Road). Plans are to have the necessary repairs completed and the road reopened to traffic by September 30, 2019.
- Route 623, Diamond Grove Road. Work to repair the abutment of bridge has started. VDOT crews are working additional hours to complete repairs. It is anticipated that the road will be reopened to traffic by April 30, 2019.
- Secondary Six Year Plan (SSYP). A total of \$263,251.00 in program funds are available for FY20. A workshop has been scheduled before the Board's April 17, 2019, meeting and a public hearing will be conducted on May 15, 2019.
- Rural Rustic Projects.
  - Route 648, Great Creek Road. Work has begun.
  - Route 605, Lewis Drive. Work has begun.
- Route 712, Old Stage Road. Road will be closed Monday and Tuesday, March 25-26, 2019, in order to make repairs to bridge after being struck by a vehicle.

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

**FY19 School Budget Tracking Report**

The schools monthly financial report was provided for the Board's information. See attached report.

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**Re: Department/Agency Presentations**

**Virginia 911 Service Board – Next generation 911 Grant Award**

Sheriff Brian Roberts announced that the Brunswick Public Safety Answering Point (PSAP) has been awarded a Next Generation 911 grant from the Virginia 911 Services Board in the amount of \$831,600.20. Sheriff Roberts stated that the Enhanced Public Safety Telephone Services Act established requirements regarding the implementation of Next Generation 911 (NG911) by July 1, 2023. The NG911 adds text to 911, video

capabilities and significantly enhances call routing based on Geographic Information System (GIS) technology. There is no local match required for this grant.

Sheriff Roberts further stated that the annual provider service charges for FY21 and FY22 are \$45,997.56 and \$22,998.78, respectively. These funds are included in the approved \$831,600.20 grant amount and would need to be included in the appropriate fiscal year budgets. Beginning in FY23, the County would be responsible for allocating the monthly recurring charges.

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### **Southside Community Services Board**

Ms. Beth Englehorn, Executive Director, Southside Community Services Board, presented an overview of the agency's Annual Services and Budget Report.

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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 citizens spoke:

- Teya J. Whitehead, VCU Massey Cancer Center – Thanked the Board for wearing blue in recognition for colorectal cancer awareness month.
- Linwood Wall, 2819 Glendale Mill Road, Freeman, Virginia – Stated that an old historic mill on his property on Glendale Mill Road will be repaired according to Virginia Department of Historic Resources' regulations for use as a historic tourist destination.
- John Catlado, Lake Gaston Tourism Association - Presented a letter on behalf of the Lake Gaston Association dated March 20, 2019, outlining goals for the Board of Supervisors to consider during the FY20 budget process as follows: Continue to work toward full weed treatment funding to protect lake property values, encourage prudent expenditures of all new revenue and consider using some of the new revenue to replenish the undesignated fund balance, and, to prepare for the introduction of solar panels in the County.

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

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously

carried, the Board acknowledged receipt of the following reports:

- Roanoke River Service Authority, November 27, 2018, meeting minutes
- Roanoke River Service Authority, January 22, 2019, meeting minutes
- Industrial Development Authority, February 2, 2019, 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 March 13, 2019, in the amount of \$102,186.45
- System checks dated March 15, 2019, in the amount of \$1,860.00
- System checks dated March 20, 2019, in the amount of \$335,590.38
- System checks dated March 21, 2019, in the amount of \$54,788.48

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board approved disbursements in the amount of \$494,425.31 as presented.

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

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### **FY20 Health Insurance Renewal**

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried the Board approved the renewal of the Local Choice Health Benefits Program for the period beginning July 1, 2019 and ending June 30, 2020, and to fund the Key Advantage 500 employee only plan in full.

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

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### **Virginia Department of Emergency Management Grant Award**

Mrs. Reekes stated that Brunswick County was awarded a Local Emergency Management Performance Grant (LEMPG) through the Virginia Department of Emergency

Management in the amount of \$7,500. The funds are to be used for expenses related to emergency preparedness.

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board accepted the grant award from the Virginia Department of Emergency Management in the amount of \$7,500, and appropriated a sum of \$7,500 to the FY19 Department of Emergency Services departmental budget.

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

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**Re: County Administrator's Report**

**Request for Bids – Generator Service Maintenance**

Dr. Charlette T. Woolridge, County Administrator, stated that bids were solicited to perform service and maintenance on the following generators:

- Albertis S. Harrison, Jr. Courthouse
- Brunswick County Government Building
- Brunswick County Sheriff's Office
- Brunswick County Sheriff's Repeater Tower Site
- Lawrenceville Generator
- Dolphin Generator
- Danielstown Generator
- Alberta Water Tower Generator
- Brunswick Emergency Medical Services

The following bid was received:

<b>Contractor</b>	<b>Annual Fee</b>	<b>Hourly Rate</b>
Standby Systems, Inc.	\$2,970.00	\$95.00

Upon a motion by Mr. Zubrod, seconded by Mr. Jones, and unanimously carried, the Board accepted the bid from Standby Systems, Inc. to perform service and maintenance on County generators as outlined in the invitation to bid and authorized the County Administrator to sign the contract on behalf of Brunswick County.

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

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**Request for Bids – Fire and Security Alarm Service and Maintenance**

Dr. Woolridge stated that bids were solicited to perform service and maintenance on the fire and security alarm system at the Albertis S. Harrison, Jr. Courthouse and the Brunswick County Government Building and the fire alarm system at the Brunswick County Conference Center and a county building located at 219 N. Main Street. The following bid was received:

<b>Contractor</b>	<b>Annual Fee</b>	<b>Hourly Rate</b>
Corbett Technology Solutions, Inc. (formerly Communications Specialists, Inc.)	\$1,775.00	\$125.00

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board accepted the bid from Corbett Technology Solutions, Inc. to perform service and maintenance on the fire and security alarm systems as outlined in the invitation to bid and authorized the County Administrator to sign the contract on behalf of Brunswick County.

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

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**Request for Proposals – County Park at Great Creek Grass Cutting and Park/Dam Maintenance Services**

Dr. Woolridge stated that proposals were solicited to perform grass cutting and park/dam maintenance services at County Park at Great Creek. The following proposal was received:

<b>Contractor</b>	<b>Annual Fee</b>	<b>Hourly Rate</b>
Clary Construction Company, Inc.	\$31,764.00	\$40.00

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried, the Board accepted the bid from Clary Construction Company, Inc. to perform grass



cutting and park/dam maintenance services at County Park at Great Creek as outlined in the request for proposal and authorized the County Administrator to sign the contract on behalf of Brunswick County.

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

**Re: New Business**

**Election to Fill Vacancy in Constitutional Office**

Dr. Woolridge stated that written notification has been received from V. Earl Stanley, Jr. of his resignation as Clerk, effective as of January 1, 2020, leaving a vacancy in the office of Clerk as of that date. The Board may petition the Circuit Court to issue a Writ of Election ordering a special election to fill the vacancy.

Upon a motion by Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board approved to request the Circuit Court to order a special election to fill the vacancy of the Brunswick Circuit Court Clerk be held on November 5, 2019, and authorized the County Attorney to file a Petition for Writ of Election with the Brunswick County Circuit Court.

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

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**Lawrenceville-Brunswick Municipal Airport Property**

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board adopted the following resolution:

WHEREAS, Brunswick County Virginia ("County") and Town of Lawrenceville, Virginia ("Town") jointly own all property, both real and personal, which constitutes the Lawrenceville-Brunswick Airport ("Airport");

WHEREAS, County and Town have negotiated terms and conditions on which County will purchase Town's undivided right, title and interest in and to the Airport Property.

IT IS, ACCORDINGLY, HEREBY RESOLVED by the Brunswick County Board of Supervisors (“Board”) as follows:

- A. The Deed, Certificate of Acceptance, Bill of Sale, Agreement, and Purchaser’s Closing Statement, as drafted by the attorney for County, are hereby approved, subject to disclosure to the Federal Aviation Administration and the Virginia Department of Aviation.
- B. The County Administrator and/or Board Chair are hereby authorized and directed to execute the Certificate of Acceptance, Bill of Sale, Agreement, and Purchaser’s Closing Statement on behalf of County.
- C. The County Administrator and/or Board Chair are hereby authorized to take any and all other actions, and to execute any and all other documents, necessary to effect closing on County’s purchase of Town’s interest in the Airport Property.
- D. There is hereby appropriated the sum of \$278,744.50, which amount shall be expended to pay a portion of the purchase price for Town’s interest in the Airport Property, and County’s closing costs.

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

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**Personnel – Tourism Assistant**

Upon a motion by Mr. Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board appointed Marina Clements to the position of Tourism Assistant, effective April 1, 2019, subject to a successful background check.

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

**Re: Appointments**

**Brunswick County Board of Zoning Appeals**

This matter was continued.

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**Industrial Development Authority**

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board appointed Arnika Green, representing the Powellton Election District to the Industrial Development Authority to fill an unexpired term.

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

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**Local Board of Public Welfare**

This matter was continued.

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**Re: Adjourn**

Upon a motion by Mr. Harrison, seconded by Mr. Zubrod, and unanimously carried, the Board adjourned to April 2, 2019, at 6:00 p.m., in the Board Room of the Brunswick County Government Building.

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Hon. Barbara Jarrett-Harris, Chair

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Charlette T. Woolridge, Ph.D., Clerk