

VIRGINIA: AT A SPECIAL AND EMERGENCY CALL MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD ON WEDNESDAY, APRIL 22, 2020.

PRESENT: HON. DR. BARBARA JARRETT-HARRIS, CHAIR, HON. JOHN W. ZUBROD, VICE-CHAIR, HON. DR. ALFONZO R. SEWARD, 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

ABSENT: HON. BERNARD L. JONES, SR., BOARD OF SUPERVISORS MEMBER

Re: Call to Order

Dr. Barbara Jarrett Harris, Chair, called the meeting to order.

Re: Approval of Agenda

Upon a motion by Mr. Zubrod, seconded by Dr. Seward, and unanimously carried, the Board approved the agenda as presented.

Ayes: Seward, Tyler, Zubrod, Harris; Nays: None

Re: Public Hearings and Notice to Prepare Ordinance for Passage

Ordinance of the Board of Supervisors of Brunswick County, Virginia, Instituting Emergency Procedures to Ensure Continuity of the County of Brunswick in Response to COVID-19 Disaster

Dr. Charlette T. Woolridge, County Administrator, stated that an ordinance instituting emergency procedures to ensure continuity of government in response to the coronavirus (COVID-19) disaster was adopted by the Board on April 1, 2020, on an emergency basis. This ordinance would not be in effect for no more than 60 days, and the Board must readopt the ordinance within the 60-day time period with public

notification. Notice of intent to adopt this ordinance was published according to law and no members of the public submitted comment.

The proposed ordinance will among other things allow limits on the physical presence of the public in County buildings, authorize the County Administrator to take actions necessary in the public interest to alter schedules, provide services and adjust administrative procedures in keeping with federal, state and local declarations of emergency, allow for delayed meeting schedules, allow for public meetings through electronic means, and for any matter requiring public comment or hearing allow for such participation by electronic, telephonic, and/or written means prior to the vote on such matter.

Upon a motion by Mr. Zubrod, seconded by Dr. Seward, and unanimously carried, the Board adopted the following ordinance:

WHEREAS, on January 31, 2020, the United States Health and Human Services Secretary declared a public health emergency for the entire United States to aid the healthcare community in responding to the novel coronavirus or "COVID-19"; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 12, 2020, by Executive Order No. 51, Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia due to the spread of the COVID-19 virus, and declared the anticipated effects of COVID-19 to be a disaster within the meaning of Virginia Code Section 44-146.16; and

WHEREAS, on March 13, 2020, the President of the United States found and proclaimed that the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020; and

WHEREAS, on March 17, 2020, Governor Northam, jointly with the Virginia State Health Commissioner, declared a continuing public health emergency in Virginia resulting from the spread of COVID-19 virus, and imposed stringent measures to combat the spread of COVID-19, including restricting the number of persons permitted to gather in certain public spaces to 10 persons or less; and

WHEREAS, on March 20, 2020, Brunswick County's Director of Emergency Management issued, pursuant to Virginia Code Section 44-146.14, a Declaration of Emergency in the County (the "Local Declaration of Emergency") due to the spread of COVID-19; and

WHEREAS, the Board of Supervisors (the "Board") of Brunswick County (the "County") has confirmed or ratified the Local Declaration of Emergency and by adopting this Ordinance does re-confirm and ratify the Local Declaration of Emergency, which continues in effect; and

WHEREAS, the Board understands and acknowledges that the public health threat posed by COVID-19 constitutes a real and substantial danger to persons in the County; that the limitations on physical assembly of persons are urgently necessary to protect the public health; and that the Board and other County boards, commissions, committees, authorities and other public bodies must conduct themselves accordingly; and

WHEREAS, compliance with the limitations on physical assembly occasioned by the COVID-19 public health crisis makes it difficult or impossible for the Board and other public bodies to safely physically assemble to conduct meetings and hold public hearings in accordance with ordinarily applicable procedures; and

WHEREAS, Virginia Code Section 15.2-1413 authorizes any locality, by ordinance, to provide for methods to assure continuity in its government in the event of a disaster such as that created by the spread of COVID-19.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Brunswick County, Virginia:

1. That, in accordance with Virginia Code Section 15.2-1413, the following emergency procedures are hereby instituted to ensure continuity of government during the pendency of the COVID-19 disaster:
 - a. Any process, procedure, matter or transaction which typically allows for the physical presence of the public in a County building that has been declared or in the future is declared to be closed to the public during the pendency of the Local Declaration of Emergency is hereby suspended unless conducted in accordance with this ordinance or other provision of law.
 - b. The County Administrator is authorized to take actions objectively reasonable and necessary in the public interest to alter schedules, arrange for alternative procedures consistent with this ordinance, provide programming and services, pay bills, engage contractors, hire employees, set and manage a succession plan effective in the event of unavailability of staff, adjust administrative processes and procedures in light of the disaster, all in keeping with the U.S. Centers for Disease Control and Virginia Department of Health guidance/directives, and consistent with State and Local Declarations of Emergency and other directives and law.

- c. Meetings required, and agenda items scheduled or proposed to be considered by the Board of Supervisors and other county boards, commissions, committees, authorities and other public bodies, for the duration of the local COVID-19 emergency but not to exceed six (6) months, are deemed continued and extensions therefor are hereby ordered if the body does not meet as permitted herein or in other applicable law and take action during that time, including those items for which applicable law requires an affirmative action to be taken within a particular time and failure to act is deemed approval.
 - d. Meetings of the Board of Supervisors and other county boards, commissions, committees, authorities and other public bodies may be held through electronic communication means with a quorum of members participating but without a need for a quorum of members physically present in a single location, in accordance with the provisions of Virginia Code Section 2.2-3708.2(A)(3), including the public notice requirements, and at such a meeting may consider any item of business which the public body deems essential or is appropriate for the continuity of the work of the public body.
 - e. Such meetings may be held without permitting members of the public to be physically present in a single location or in the same physical location as any of the public body members, so long as alternative arrangements for public access to such meetings are made. Such alternative public access may be electronic, including but not limited to audio, telephonic, or video broadcast.
 - f. For any matter considered by the Board or other County public body during the pendency of the local emergency which typically requires open doors, public attendance, or public participation by law, such requirements are hereby altered and may be met by electronic, telephonic, and/or written means by the Board or other County public body, which may meet electronically or in person or in some combination thereof as circumstances may permit.
 - g. For any matter so considered also requiring public comment or hearing, such will be allowed, solicited or received by the Board or other County public body by electronic, telephonic, and/or written means prior to the vote on such matter. All such comments will be heard by or provided to the members of the Board or other County public body and made a part of the record of such meeting.
 - h. Notices of meetings will be provided by email directly to those who have elected in writing in the previous calendar year to receive such notices under the Virginia Freedom of Information Act, and if practicable, will also be provided on the County website and by other means selected by the County Administrator. To the extent practicable, notices will also be provided as provided by general law.
2. In no event will this Ordinance be effective for more than six months from the conclusion of the declared disaster. This Ordinance may be amended as provided

herein or by general law. Upon repeal or expiration of this Ordinance, the matters referenced herein shall resume operation in accordance with normal practices and procedures.

3. This ordinance shall be effective upon adoption.

Ayes: Seward, Tyler, Zubrod, Harris; Nays: None

FY21 Brunswick County Public School Budget

Dr. Woolridge stated that the Brunswick County Board of Supervisors authorized the advertisement to hold a meeting and conduct a public hearing, by electronic communication means, on the proposed FY21 Brunswick County Public School Operating Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021 as follows:

	APPROPRIATED	PROPOSED	DOLLAR
REVENUES	FY 2019-2020	FY 2020-2021	INCREASE/ (DECREASE)
Special	\$ 106,000	\$ 57,500	\$ (48,500)
Food Service	1,347,500	1,378,000	30,500
State	13,174,883	12,885,067	(289,816)
Federal	1,568,860	1,568,860	-
Local	7,034,291	7,042,816	8,525
Totals	\$ 23,231,534	\$ 22,932,243	\$ (299,291)
EXPENDITURES			
Instruction	\$ 15,167,001	\$ 14,743,342	\$ (423,659)
Admin/Attend/Health	915,427	1,000,770	85,343
Transportation	2,077,061	2,077,061	-
Operations/Maintenance	2,305,601	2,305,601	-
Food Service	1,347,500	1,378,000	30,500
Technology	1,097,481	1,097,481	-
Debt Service	321,463	329,988	8,525
Totals	\$ 23,231,534	\$ 22,932,243	\$ (299,291)

Citizens were encouraged to attend the public hearing by electronic communication means, via Cisco Webex, and express their views on the proposed school division operating budget using one of the methods below.

- 1) E-mail your views to Keli Reekes, Director of Finance, at kreekes@brunswickco.com. The deadline to provide comments by e-mail is Monday, April 20, 2020.
- 2) Document your views and mail the statement to Keli Reekes, Director of Finance, 228 North Main Street, Suite 200, Lawrenceville, VA 23868. Please have your mailed submittal postmarked by Friday, April 17, 2020 to be sure it can be provided to the Board of Supervisors in a timely fashion.

Comments will be heard by and provided to members of the Board of Supervisors and made a part of the record of such meeting. However, no comments, email or mail, were received.

Chair Harris stated that this item will be on the Board’s May agenda for approval.

FY21 General Operating and Capital Improvement Budget

Dr. Woolridge stated that the Brunswick County Board of Supervisors authorized the advertisement to hold a meeting and conduct a public hearing, by electronic communication means, on the proposed FY21 General Operating and Capital Improvement Budget as follows:

INCOME ESTIMATES		
	Current	Fiscal Year
	Fiscal Year	Commencing
		July 1, 2020
General Property Taxes	\$15,227,500	\$15,687,000
Other Local Taxes	1,366,428	1,475,000
Permits, Privilege and Regulatory Licenses	70,600	70,600
Fines and Forfeitures	1,375,475	1,375,475
Revenue from Use of Money and Property	49,400	48,400
Charges for Services	511,750	511,750
Miscellaneous Revenue <i>(Includes Transfers)</i>	370,345	320,345
Revenue from the Commonwealth	4,241,872	3,985,873
Use of Undesignated General Fund Balance	1,726,044	1,361,347

Litter Control Grant	7,049	5,562
DMV Fees	99,785	101,927
Department of Social Services <i>(Includes Transfers)</i>	2,282,189	2,316,298
Department of Emergency Services <i>(Includes Transfers)</i>	1,039,144	787,658
Comprehensive Services Act Program <i>(Includes Transfers)</i>	1,045,000	1,045,000
School Revenue <i>(Includes Transfers)</i>	21,562,571	21,175,683
Law Library Fees	2,000	2,000
Drug/Asset Forfeiture Revenue	50,000	50,000
Courthouse Maintenance Fees	29,000	29,000
Use of Courthouse Security Fund Balance	58,418	-
E-Summons Fees <i>(Includes Transfers)</i>	179,947	55,000
Use of E-Summons Fee Fund Balance	17,563	-
School Cafeteria Revenue	1,347,500	1,378,000
General Capital Projects <i>(Includes Transfers)</i>	183,163	25,000
School Debt Service <i>(Includes Transfers)</i>	705,905	753,738
Use of School Debt Service Fund Balance	46,809	-
Grand Total All Funds	53,595,457	52,560,656
Less Interfund Transfers	9,114,384	9,047,311
Total Income	\$44,481,073	\$43,513,345

CONTEMPLATED EXPENDITURES		
		Fiscal Year
	Current	Commencing
	Fiscal Year	July 1, 2020
Board of Supervisors	\$218,615	\$229,227
County Administrator	356,679	361,083
Independent Auditor	40,000	40,000
Commissioner of the Revenue	237,306	241,012
Treasurer	276,270	280,900
Finance	259,830	267,138
Information Technology	88,556	88,556
Electoral Board and Officials	56,687	56,687
Registrar	127,116	129,383
Circuit Court	35,980	35,980
Special Magistrates	950	950
Gen. District/Juvenile & Domestic Relations Courts	35,997	35,997
Clerk of the Circuit Court	340,597	345,649
Sheriff - Courthouse Security	537,462	544,664
Victim-Witness Assistance Program	137,269	139,644
Commonwealth's Attorney	645,166	677,215
Line of Duty	34,216	35,295
Sheriff - Law Enforcement and Traffic Control	2,714,428	2,693,450

Sheriff - E911 Communications	998,379	811,854
Sheriff - School Resource Officer	302,188	307,856
Fire and EMS Services	747,395	747,395
Mecklenburg-Brunswick Fire Training Center	15,000	15,000
Med Flight Program	500	400
Forestry Service	22,603	21,915
Meherrin River Regional Jail	2,988,972	2,988,972
Probation Office	151,410	151,410
VJCCA Program	635	635
Building Inspection	146,401	148,264
Animal Control	154,656	156,898
Medical Examiner	270	270
Road Projects	25,000	-
Solid Waste Disposal	961,130	980,410
Lake Gaston Weed Control Council	90,000	90,000
Sheriff - Inmate Workforce Program	120,462	121,587
Maintenance Administration	303,736	329,887
General Buildings and Grounds	457,255	458,155
Brunswick County Airport	32,569	31,469
Health	104,978	104,978
VCU Health-CMH	10,000	10,000
Mental Health	70,450	70,450
Lake Country Area Agency on Aging	2,500	2,500
Southside Senior Citizens Center	3,848	3,848
Southside Virginia Community College	9,047	9,047
Improvement Association	61,240	61,240
Brunswick Youth Development League	12,505	12,505
Brunswick Water Safety	3,500	3,500
Fort Christanna	5,000	5,000
Historical Society	900	-
Chamber of Commerce	6,000	6,000
Taste of Brunswick Festival	5,000	5,000
Tourism	128,656	130,892
Meherrin Regional Library	184,838	184,838
Planning/Zoning	239,956	242,971
Economic Development	233,977	236,520
Southside Regional Planning District Commission	23,793	23,793
Roanoke River Regional Business Park	5,000	5,000
Brunswick Literacy Council, Inc.	3,501	3,501
Mecklenburg-Brunswick Regional Airport	25,000	25,000
Art Bank	10,000	10,000
Brodnax Sewer Capacity	8,736	8,736
Lake Country Soil and Water Conservation District	11,543	11,543
Cooperative Extension Program	81,364	81,364
Debt Service	962,931	957,546

Roanoke River Service Authority	7,500	7,500
Local Contribution to DMV Select	79,785	81,927
Local Contribution to Department of Social Services	492,039	526,148
Local Contribution to Department of Emergency Services	719,397	598,158
Local Contribution to Comprehensive Services Act Program	410,050	410,050
Local Contribution to School Fund	6,712,828	6,712,828
Local Contribution to General Capital Projects Fund	-	25,000
Local Contribution to School Debt Service	641,867	693,200
Litter Control Grant Program	7,049	5,562
DMV Select	99,785	101,927
Department of Social Services	2,282,189	2,316,298
Department of Emergency Services	1,039,144	787,658
Comprehensive Services Act Program	1,045,000	1,045,000
School Fund	21,562,571	21,175,683
Maintenance of Law Library	2,000	2,000
Drug/Asset Forfeiture Fund	50,000	50,000
Courthouse Maintenance Fund	29,000	29,000
Courthouse Security Fund	58,418	-
E-Summons Fund	197,510	55,000
School Cafeteria Fund	1,347,500	1,378,000
General Capital Projects:		
VDOT Road Projects	-	25,000
Alvis Road Rehab Project	183,163	-
School Debt Service	752,714	753,738
Grand Total All Funds	53,595,457	52,560,656
Less Interfund Transfers	9,114,384	9,047,311
Total Expenditures	\$44,481,073	\$43,513,345

Proposed Tax Levies for Fiscal Year 2020-2021

All tax rates are per \$100 of assessed value.

Real Estate	\$0.53
Personal Property	\$3.65
Special Classification of Personal Property-	
Fire & Rescue Volunteers	\$2.64
Mobile Homes	\$0.53
Machinery and Tools	\$3.40
Public Service Corporation Real Estate	\$0.53
Public Service Corporation Personal Property	\$3.65

Citizens were encouraged to attend the public hearing by electronic communication means, via Cisco Webex, and express their views on the proposed school division operating budget using one of the methods below.

- 1) E-mail your views to Keli Reekes, Director of Finance, at kreekes@brunswickco.com. The deadline to provide comments by e-mail is Monday, April 20, 2020.
- 2) Document your views and mail the statement to Keli Reekes, Director of Finance, 228 North Main Street, Suite 200, Lawrenceville, VA 23868. Please have your mailed submittal postmarked by Friday, April 17, 2020 to be sure it can be provided to the Board of Supervisors in a timely fashion.

Comments will be heard by and provided to members of the Board of Supervisors and made a part of the record of such meeting. However, no comments, email or mail, were received.

Chair Harris stated that this item will be on the Board's May agenda for approval.

Re: Department/Agency Presentations

FY19 Financial Report

Mrs. Kristen Choate, Robinson, Farmer, Cox Associates, presented the findings in the Brunswick County Financial Report Year Ended June 30, 2019. She reviewed the "Communication with Those Charged with Governance" letter, stating that there were no disagreements or difficulties with management in performing the audit. An unmodified opinion was issued on the financial statements, which reflects that the County's financial statements were fairly stated in accordance with generally accepted accounting principles.

Re: Finance Director’s Report

Local Choice Health Benefits Program Renewal

Mrs. Keli Reekes, Director of Finance, stated that the Local Choice Health Benefits renewal for Brunswick County results in an increase of 10.3% to the current rates. If the Board chooses to fund the program the same as it has in prior years, the financial impact would be \$120,384.

Upon a motion by Mr. Zubrod, seconded by Dr. Seward, and unanimously carried the Board approved the renewal of the Local Choice Health Benefits Program for the period beginning July 1, 2020 and ending June 30, 2021, and to fund the Key Advantage 500 employee only plan in full as follows:

Key Advantage Expanded	Single	Dual	Family
County Pays	\$ 739	\$ 739	\$ 739
Employee Pays	\$ 143	\$ 893	\$ 1,643
Key Advantage 500			
County Pays	\$ 739	\$ 739	\$ 739
Employee Pays	\$ 0	\$ 629	\$ 1,256
High Deductible Health Plan			
County Pays	\$ 585	\$ 739	\$ 739
Employee Pays	\$ 0	\$ 343	\$ 839

Ayes: Seward, Tyler, Zubrod, Harris; Nays: None

Re: New Business

Resolution – Chestnut Road Scattered Site Housing Rehabilitation Project

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

WHEREAS, the County of Brunswick wishes to apply for Community Development Block Grant funds not to exceed \$1,000,000 from the Virginia Department of Housing and Community Development for the Chestnut Road Scattered Site Housing Rehabilitation Project, and

WHEREAS, the project will meet the National Objective of providing benefit to LMI persons as project activities include rehabilitation and/or substantial reconstruction of approximately thirteen (13) low- and moderate-income (LMI) units, resulting in approximately twenty-five (25) LMI beneficiaries; and

WHEREAS, the County of Brunswick will waive building permit fees totaling \$975 and waive landfill fees totaling \$5,850 as in-kind leverage for the project;

WHEREAS, citizen participation requirements have been or will be met by holding two (2) total public hearings, all advertised appropriately with at least one other form of public notice; and

BE IT FURTHER RESOLVED, that the County of Brunswick authorizes Charlette T. Woolridge, Ph.D., County Administrator, to sign and submit all appropriate documentation necessary to constitute an application to the Virginia Department of Housing and Community Development for the request of Community Development Block Grant funds and to accept and appropriate all funds received.

Ayes: Seward, Tyler, Zubrod, Harris; Nays: None

Re: Adjourn

Upon a motion by Dr. Seward, seconded by Mr. Zubrod, and unanimously carried, the Board adjourned until Wednesday, May 20, 2020, for the regularly scheduled monthly meeting at 7:30 p.m.

Hon. Dr. Barbara Jarrett Harris, Chair

Charlette T. Woolridge, Ph.D., Clerk