

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD WEDNESDAY, AUGUST 19, 2020, IN THE BOARD ROOM OF THE BRUNSWICK COUNTY GOVERNMENT BUILDING

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

The meeting was conducted in the Board Room of the Brunswick County Government Building. All were required to wear face masks unless there's a medical exemption. Hand sanitizer was available for citizens and staff. All in attendance wore face masks and practiced social distancing.

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. Chair Harris gave the Invocation and Pledge of Allegiance.

Re: Approval of Agenda

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

Add after Public Hearings

Virginia Resources Authority (VRA) Refunding – R.T. Taylor, Davenport & Company, LLC

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

Re: Public Hearings

FY21 Budget Amendment

Mrs. Keli Reekes, Director of Finance, stated Brunswick County will receive \$3,538,980 of the Coronavirus Aid, Relief and Economic Security Act (CARES) funding from the Commonwealth of Virginia in response to the COVID-19 pandemic as follows:

- Brunswick County – First Allocation - \$1,416,092
- Brunswick County – Second Allocation - \$1,416,092
- Brunswick County Public Schools - \$654,639
- Registrar’s Office - \$52,157

Per the Code of Virginia, a public hearing is required to amend the budget in excess of 1% of the total expenditures in the currently adopted budget.

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. Tyler, seconded by Dr. Seward, and unanimously carried, the Board appropriated a total of \$3,538,980 in federal funds received of the CARES Act to the applicable line items. Further the Board authorized the Board Chair, County Administrator and Director of Finance to sign the Certification for Receipt of Coronavirus Relief Fund Payments form.

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

Conditional Use Permit Case #20-011 – Submitted by DPM2, LLC., to operate and maintain cabin rentals for events and to construct and operate a venue barn in the Agricultural (A-1) Zoning District

Mr. George E. Morrison, III, Director of Planning, stated that the applicant is requesting approval of a conditional use permit to operate and maintain cabin rentals for

events and to construct and operate a venue barn in the Agricultural (A-1) Zoning District. The subject property is located on the west side Delbridge Road (State Route 705), approximately eighty-one feet (81') north of the intersection of Gasburg Road (State Route 626) with Delbridge Road in the Meherrin Election and the Powellton Magisterial District, also identified as a portion of Tax Map 101, Parcel 10.

The Planning Commission conducted a public hearing regarding this request at their August 11, 2020, meeting. No one spoke in opposition to the request.

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

- James Lutz, applicant – Requested support of his application.

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

Upon a motion by Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board approved conditional use permit case #20-011, subject to the following conditions recommended by the Planning Commission:

1. A lodging of no more than the existing 15 cabins shall be maintained and a wedding and event venue shall be constructed, operated, and maintained in accordance with all rules and regulations of the Brunswick County Zoning Ordinance, with any and all terms and conditions of this conditional use permit, and in compliance with all federal, state, and other local laws and regulations for this use.
2. Prior to the issuance of a zoning permit for the proposed wedding and event venue the permittees shall submit a site plan for County approval in accordance with the provisions of Article 27 of the Brunswick County Zoning Ordinance.
3. Prior to the approval of a site plan for the proposed wedding and event venue the permittees shall submit an approved Health Permit from the Brunswick County Health Department.
4. Permittees shall secure and maintain all federal, state, and local licenses and certificates required to do business in the Commonwealth of Virginia and the County of Brunswick.
5. All documents received by the County from the permittees shall be public records subject to the Virginia Freedom of Information Act.

6. Only a lodging of 15 existing cabins and a wedding and event venue in accordance with the approved conditional use permit is permitted on the subject property.
7. All outdoor music and entertainment must cease by 10 pm.
8. These conditions shall be binding on any person, entity, including the permittees, their assigns, successors, and any subsequent assignee (s), successor(s), owner(s), operator(s), or lessee(s), owning-operating, or leasing the wedding and events venue situated on the subject property.

Right to Entry and Inspections of Premises

9. Permittees shall allow designated County representatives or employees access to the lodging, wedding and event venue at any time for inspection purposes. Reports of such inspections shall be provided to the Director of Planning to determine compliance with permit.

Light

10. All exterior, permanent lights shall be arranged and installed so that the direct or reflected illumination is minimized at the property line.
11. All permanent light sources shall be directional and shielded fixtures that cast light downward.

Buffer

12. Maintain existing trees and vegetation on the subject property to act as a buffer and screen for surrounding properties.

Traffic Management

13. Prior to the issuance of site plan approval, the permittees shall provide a copy of an approved commercial entrance permit for all proposed accesses to the subject property from the Virginia Department of Transportation.
14. A plan for adequate traffic control for ingress and egress at the site shall be submitted to and approved by the Office of the Sheriff of Brunswick County.

Environment

15. Prior to commencing land disturbance activities on the subject property, the permittees shall submit to the County for review and approval an Erosion and Sediment Control Plan in accordance with the provisions of the Brunswick County Erosion Control Ordinance and the Virginia Erosion and Sediment Control Handbook and Regulations.
16. Storm water runoff from the property shall be managed and discharged in accordance with applicable federal and state regulations.

Compliance

17. Violation of any local, state, or federal law, regulation, or ordinance or violation of any conditions of this permit shall be grounds for revocation of this permit by the County in accordance with law.
18. In the event the permittees are notified of any violations of applicable laws, regulations or permit conditions of the subject property, permittees shall notify the County and shall provide the County with all information pertinent thereto and details of the applicant's action to remedy said violation.
19. All complaints received by the County will be referred directly to the permittees which shall give prompt and courteous attention and shall advise the County of the disposition of such complaints within thirty (30) days of the complaint referral.

Safety

20. The wedding and event venue and all accessory structures shall be designed and constructed to meet all requirements of the Virginia Uniform Statewide Building Code.

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

Virginia Resources Authority (VRA) Refunding

Mr. R. T. Taylor, Davenport & Company, LLC., stated that as Financial Advisors to Brunswick County, they routinely review the County's debt portfolio for refinancing opportunities. Based on a review of the County's debt portfolio, they have identified the following potential refunding candidates, which will allow the County to realize a savings of approximately \$400,000 over the course of the remaining debt terms:

- Taxable VRA Fall Pooled Bonds, Series 2013C (Route 58 Water/Wastewater Infrastructure); and
- Tax-exempt 2018 Equipment Lease Purchase Agreement (Radio Communications Upgrade Project) with Benchmark Community Bank.

Mr. Taylor further stated that there is an opportunity to realize most if the savings over the course of fiscal years 2020-2021 through 2022-2023 if that is the desire of the board. The Board of Supervisors will need to decide how to structure the refinancing.

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

the Board voted to move forward with the refinancing. They further advised the Finance Committee to meet and discuss how to structure the bond refinancing and make a recommendation to the Board at the September 2020 regularly scheduled meeting.

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

Re: Approval of Minutes

Upon a motion by Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board approved the July 15, 2020, regular meeting minutes.

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

Re: Virginia Department of Transportation

The Virginia Department of Transportation (VDOT) monthly report was provided as follows:

Maintenance Forces

- Performed ditching operations on various secondary routes.
- Patched pot holes on various routes.
- Performed brush cutting and tree limbing operations on various routes.
- Machined various National Highway System (NHS) routes and hauled stone as needed.
- Checked various routes for maintenance and safety issues.
- Performed litter patrol on various routes.

Re: Brunswick County Public Schools Monthly Report

FY20 School Budget Tracking Report

Dr. Kristy Somerville-Midgette, Superintendent, presented an overview of the schools monthly financial report. This was provided for the Board's information. See attached report.

Re: Department/Agency Presentations

Virginia Destination Marketing Organization Resolution

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

Whereas, the County of Brunswick wishes to increase tourism opportunities; and

Whereas, Virginia Tourism Corporation coordinates marketing activities solely with destination marketing organizations within the state to market the Commonwealth as a premier travel destination; and

Whereas, the advantage of being a destination marketing organization within the state of Virginia would allow for partner opportunities and grant applications; and

Whereas, increasing tourism to Brunswick County would serve to increase local business, in sum increasing tax revenue to the county and surrounding area; and

Now, Therefore, Be It Resolved, the County of Brunswick will petition Virginia Tourism Corporation (VTC) to recognize its Brunswick Byways Visitor Center as a Destination Marketing Organization (DMO) for Brunswick County.

Be It Still Further Resolved, that the Tourism Coordinator and Assistant Tourism Coordinator are hereby authorized and directed to act as chief liaison and assistant chief liaison for the DMO.

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

Circuit Court Trial Jury Plan

Dr. Charlette T. Woolridge, County Administrator, stated that she received a letter from The Honorable Jackie S. Morgan, Clerk of Circuit Court, stating that the Supreme Court of Virginia has mandated that a jury trial plan be submitted for the counties of Brunswick, Greensville and Sussex, and the City of Emporia. The Golden Leaf Commons has been identified as their best and only option for a jury trial. The per diem to use Golden Leaf Commons is \$250.00 per use to include set up, utility, and

cleaning costs, which is not included in the current budget. This is provided for the Board's information.

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:

- Rebecca Akers, Brunswick Museum & Historical Society– Stated that a letter has been submitted regarding a potential site, 558 Woodsdale Drive, Alberta, Virginia, for relocation of the monument.

Re: Consent Calendar of Reports

Upon a motion by Mr. Jones, seconded by Dr. Seward, and unanimously carried, the Board acknowledged receipt of the following report:

- Industrial Development Authority, June 9, 2020, meeting minutes

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

Re: Finance Director's Report

Approval of Disbursements

Mrs. Reekes, presented disbursements as follows:

- System checks dated August 7, 2020, (FY20) in the amount of \$41,338.22
- System checks dated August 12, 2020, in the amount of \$114,979.50
- System checks dated August 13, 2020, in the amount of \$13,846.86
- System checks dated August 14, 2020, (FY20) in the amount of \$27,352.50
- System checks dated August 19, 2020, in the amount of \$194,733.72
- System checks dated August 20, 2020, in the amount of \$34,128.32

Upon a motion by Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board approved disbursements in the amount of \$426,379.12 as presented.

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

BAI (Bright) Municipal Software System Upgrade

Mrs. Reekes stated that the existing Bright operating system through CAS Severn will no longer be supported by IBM after December 31, 2020; therefore, a system upgrade is necessary. CAS Severn has provided a proposal which includes a system upgrade and a 5-year IBM 24x7 hardware and software maintenance and support warranty at an upgrade cost of \$49,622.

Upon a motion by Mr. Jones, seconded by Dr. Seward, and unanimously carried, the Board approved the proposal as presented and authorized the County Administrator and staff to proceed with the system upgrade, and further appropriated \$49,622 from the FY21 Undesignated General Fund Balance.

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

Disposal of Surplus Property

Mrs. Reekes stated that the Brunswick Emergency Medical Services Supervisor has identified the 2012 Chevrolet Ambulance as unusable or obsolete. Staff recommends the sale of the vehicle by seal bid.

Upon a motion by Dr. Seward, seconded by Mr. Jones, and unanimously carried, the Board declared the 2012 Chevrolet Ambulance as surplus property and authorized the advertisement of the sale by sealed bid.

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

FY20 Year End Fiscal Report

Upon a motion by Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board approved the following appropriations and transfers:

- Appropriate a total of \$322,290 from the undesignated FY20 General Fund Balance to the Board of Supervisors (\$192,995) and Maintenance of Buildings and Grounds (\$129,295).
- Appropriate \$141,900 of the CARES Act funds to the applicable line items.
- Appropriate \$4,462 in DMV Select commissions received from the Commonwealth to the FY20 DMV Select Fund.
- Appropriate \$7,563 received from the US Department of Health and Human Services funds to the FY20 Brunswick EMS departmental budget.
- Appropriate \$12,193 from the FY20 Courthouse Maintenance fund balance to the FY20 Courthouse Maintenance Fund.
- Transfer \$46,573 from the FY20 Department of Solid Waste budget to the FY20 Capital Projects Fund for the Brodnax Convenience Center development.
- Appropriate a total of \$236,664 in grant funds to the applicable FY20 Capital Improvement Projects line items as follows:
 - Flat Rock Road Housing Project - \$169,934
 - Alvis Road Housing Project - \$38,027
 - Chestnut Road Planning Grant - \$28,703

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

FY21 Appropriations and Reappropriations

Upon a motion y Dr. Seward, seconded by Mr. Jones, and unanimously carried, the Board approved the following appropriations and reappropriations:

- Appropriate \$75,000 in court fine revenue to the applicable line items of the FY21 Sheriff – Law Enforcement departmental budget.
- Appropriate \$2,000 in grant proceeds to the applicable line items of the FY21 Building Official departmental budget.
- Reappropriate a total of \$264,733 in unexpended funds from the FY21 General Fund to the FY21 General Fund line item budget's as follows:
 - Information Technology - \$67,900
 - E911 Grant - \$62,000
 - Road Projects (VDOT) - \$75,000
 - Fort Christanna - \$24,652
 - Economic Development - \$35,181

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

Re: Planning Director's Report

2020 Census Update

Mr. Morrison stated that the current Census 2020 self-response rate of mail-in forms and online submissions for Brunswick County is 52.4%. However, the desired response rate is 78%. Brunswick County's Census 2020 Committee submitted a proposal for \$2,500.00 to cover the cost of printing banners and flyers to be placed in the student lunch distribution program in an effort to promote completion of the Census 2020. Banners were placed strategically around the County to draw attention to needed citizen participation. Census Enumerators will be going door to door to encourage participation in the Census.

Re: County Administrator's Report

COVID-19 Update

Dr. Woolridge stated that since the COVID-19 pandemic, the County has had two-hundred fifty-four (254) COVID-19 cases, twenty-five (25) hospitalizations and two (2) deaths. As of August 17, 2020, there are thirty-seven (37) active cases of which two (2) are at Lawrenceville Correctional Center (private prison) and thirty-five (35) in the County.

The Community Foundation of Greater Richmond

Dr. Woolridge stated that Brunswick County will receive up to 8,000 masks from the Community Foundation for a Greater Richmond. The masks are restricted to non-profit organizations, including their staff and volunteers.

VEST Health Equity Task Force

Dr. Woolridge stated that as part of Governor Northam’s Health Equity Pilot Program, the County of Brunswick has received 10,000 pieces of COVID-19 personal protective equipment (PPE) to distribute throughout the County. The Health Equity Pilot Program aims to increase equitable access to PPE in underserved communities that may be most adversely impacted by the virus. The PPE includes masks and hand sanitizers.

Virginia Department of Housing and Community Development – Small Business Recovery Assistant Grant

Ms. Leslie R. Weddington, Assistant County Administrator, stated that Brunswick County has applied for a grant in the amount \$550,000, from the Virginia Department of Housing and Community Development to assist small businesses that were impacted by the COVID-19 pandemic. Two requirements of the grant are the adoption of a program design and a non-discrimination policy

Upon a motion by Mr. Jones, seconded by Dr. Seward, and unanimously carried, the Board adopted the program design and the non-discrimination policy for the Small Business Recovery Assistant Grant and authorized the County Administrator to sign all documents.

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

Re: New Business

Water Resources Development Act

Upon a motion by Mr. Zubrod, seconded by Dr. Seward, and unanimously carried, the Board authorized the Chair to send a letter to Congressman Rigglesman to

request support for Virginia as a focus area in the 2020 Water Resources Development Act (WRDA) and provide funding for the Harmful Algae Bloom (HAB) demonstration program.

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

Rural Solar Development Coalition

Upon a motion by Mr. Zubrod, seconded by Dr. Seward, and unanimously carried, the Board approved joining the Rural Solar Development Coalition and to fund a one-time membership at a cost of \$5,000.00 from the Board of Supervisors' professional services line item.

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

Chestnut Road Scattered Housing Rehabilitation Project.

Dr. Woolridge announced that Brunswick County has been awarded a Community Development Block Grant from the Virginia Department of Housing and Community Development in the amount of \$1,000,000 in support of the Chestnut Road Scattered Site Housing Rehabilitation Project. Project activities will include rehabilitation and substantial rehabilitation of 13 units for low-to-moderate income individuals.

Invitation to Bid – Removal of Memorial for War Veterans

Dr. Woolridge stated that one (1) bid was received from Clary Construction, Inc., in the amount of \$33,000 plus \$150 per mile for the removal of the Memorial for War Veterans.

Upon a motion by Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board rejected the bid from Clary Construction, Inc., and authorized the readvertisement of the bid for the removal of the Memorial for War Veterans.

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

Personnel – Director of Solid Waste

Upon a motion by Mr. Tyler, seconded Dr. Seward, and unanimously carried, the Board hired Chandra Vaughan as Director of Solid Waste, effective September 1, 2020.

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

Re: Appointments

Brunswick County Planning Commission

This matter was continued.

Industrial Development Authority

Upon a motion by Dr. Seward, seconded by Mr. Tyler, and unanimously carried, the Board appointed Arthur Jarrett to a four (4) year term as a member at-large on the Industrial Development Authority Board.

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

South Central Workforce Development Board of Directors/CLEO

Upon a motion by Mr. Jones, seconded by Dr. Seward, and unanimously carried, the Board nominated Audree Jolly Brown for appointment to a two (2) year term on the South Central Workforce Development Board of Directors.

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

Re: Adjourn

Upon a motion by Mr. Zubrod, seconded by Mr. Jones, and unanimously carried, the Board adjourned to Tuesday, September 1, 2020, at 5:00 p.m.

Hon. Dr. Barbara Jarrett Harris, Chair

Charlette T. Woolridge, Ph.D., Clerk