

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD WEDNESDAY, NOVEMBER 18, 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; SEAN M. HUTSON, COUNTY ATTORNEY; LESLIE R. WEDDINGTON, ASSISTANT COUNTY ADMINISTRATOR/ DEPUTY CLERK/RECORDER OF MINUTES

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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 practiced social distancing.

**Re: Closed Meeting – 6:30 p.m.**

Upon a motion by Mr. Zubrod, seconded by Mr. Jones, 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.5: Discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating in the community.
- 2-2.3711.A.7: Discussion with legal counsel pertaining to actual or probable litigation where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, specifically concerning Anne Edward Hartley v. Board of Supervisors of Brunswick County.
- 2-2.3711.A.8: Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel regarding Civil War monument.

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

**Reconvene in Open Meeting**

Upon a motion by Mr. Zubrod, 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  
Dr. Seward: Aye  
Mr. Tyler: Aye  
Mr. Zubrod: Aye  
Dr. Harris: Aye

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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 Tyler gave the Invocation and Pledge of Allegiance.

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**Re: Approval of Agenda**

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

Delete under Department/Agency Presentations  
Regional Hazard Mitigation Plan of 2020

Add under Department/Agency Presentations  
November 3, 2020 Election Results – Wally Sayko

Add under New Business

Agreement Regarding War Memorial Monument

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

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**Re: Approval of Minutes**

Upon a motion by Mr. Jones, seconded by Dr. Seward, and unanimously carried, the Board approved the October 21, 2020, regular meeting minutes as presented.

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

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**Re: Virginia Department of Transportation**

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

Maintenance Forces

- Performed pipe repairs and ditching operations on various routes.
- Performed brush cutting and tree limbing operations on various routes.
- Patched potholes 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.

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

**FY21 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**

**2020 Holiday Ornament – Governor's Executive Mansion**

Dr. Charlette T. Woolridge, County Administrator, presented the 2020 holiday ornament that will be placed on the Christmas tree at the Governor's Executive Mansion.

The ornament incorporates the LOVE sign and the County's 300<sup>th</sup> anniversary.

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### **November 3, 2020 Election Results**

Mr. Wally Sayko, Chair of the Electoral Board, gave an overview of the November 3, 2020, election as follows:

- More than 8,100 ballots were cast. Of this amount approximately 4,100 early ballots were cast including absentee ballots; and, 4,000 ballots were cast on election day.
- Twenty-two (22) resigned due to COV ID-19 concerns.
- Three (3) trainings sessions were held to train sixty-five (65) officers.

Mr. Sayko stated that the election was a success even with COVID-19 playing a major role in how the process was done as compared to previous elections.

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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:

- C. K. Greene, 4356 Planters Road, Dolphin, Virginia – Expressed concern about the deteriorating condition of sign on Governor Harrison Parkway (Highway 58 West) which highlights Bryant Stith.

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

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

- Industrial Development Authority, October 13, 2020, meeting minutes
- Roanoke River Service Authority, September 22, 2020, meeting minutes
- Southside Behavioral Health Board Report, October 27, 2020, Executive Director Report

Ayes: Jones, Seward, 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 18, 2020, in the amount of \$29,694.00
- System checks dated November 12, 2020, in the amount of \$89,416.36
- System checks dated November 17, 2020, in the amount of \$24,313.86
- System checks dated November 18, 2020, in the amount of \$291,378.53
- System checks dated November 19, 2020, in the amount of \$109,028.54

Upon a motion by Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board approved disbursements in the amount of \$543,831.29 as presented.

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

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**Forest Harvesting Equipment Tax Exemption – Schedule Public Hearing**

Mrs. Reekes stated that the Virginia General Assembly has recently amended Virginia Code Sections 58.1-3505 and 58.1-3506 to permit localities to exempt equipment and machinery used for forest harvesting and silvicultural activities from personal property taxes. The Virginia Logger's Association is requesting that the Board of Supervisors exempt forest harvesting and silvicultural equipment from all personal property and tools and machinery tax. The estimated financial impact of a tax exemption on eligible equipment is \$258,500. The Finance Committee recommends amending the Brunswick County Code to allow for such an exemption. The County Attorney has drafted an ordinance for the Board's consideration which requires a public hearing as follows:

**AN ORDINANCE AMENDING THE BRUNSWICK COUNTY CODE TO PROVIDE EXEMPTION FROM BRUNSWICK COUNTY PERSONAL PROPERTY AND MACHINERY AND TOOLS TAXES TO EQUIPMENT AND MACHINERY USED FOR FOREST HARVESTING AND SILVICULTURAL ACTIVITIES**

**WHEREAS**, pursuant to Brunswick County Code (the "County Code") Section 54-42 every taxpayer in Brunswick County owning tangible personal property subject to personal property taxation is required to file a return with the County Commissioner of the Revenue on or before February 28 each year in accordance with the Code of Virginia (the

"Virginia Code"), Section 58.1-3518, such property to be subject to personal property or machinery and tools taxes levied by the County; and

**WHEREAS**, pursuant to Virginia Code Section 58.1-3506 forest harvesting and silvicultural activity equipment is a separate class of property and constitutes a classification for local taxation separate from other classifications of tangible personal property; and

**WHEREAS**, the Virginia General Assembly has recently amended Virginia Code Sections 58.1-3505 and 58.1-3506 to permit localities to exempt equipment and machinery used for forest harvesting and silvicultural activities from personal property taxes; and

**WHEREAS**, the Board of Supervisors of the County recognizes the importance of the logging industry in the County has decided that as of January 1, 2021, equipment and machinery used for forest harvesting and silvicultural activities shall no longer be subject to personal property tax imposed under Section 54-42 of the County Code and Section 58.1-3518 of the Virginia Code.

**THEREFORE, BE IT ORDAINED** that the Brunswick County Code of Ordinances is amended by the addition of Section 54-47 as follows: **Sec. 54-47. Forest harvesting and silvicultural activity equipment; exemption** Equipment used for forest harvesting and silvicultural activities shall be a separate class of property for purposes of taxation and shall be exempt from Brunswick County personal property and machinery and tools taxes.

This Ordinance shall take effect on January 1, 2021.

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

Board approved the scheduling of a public hearing on the proposed ordinance

amendment for the December 16, 2020, regular meeting.

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

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**Re: Planning Director's Report**

**Chestnut Road Scattered Site Housing Rehabilitation Project – Pre-Contract Documents**

Mr. George E. Morrison, III, Director of Planning, stated that Brunswick County has been awarded a Community Development Block Grant (CDBG) from the Virginia Department of Housing and Community Development (DHCD) in the amount of \$1,000,000. The purpose of the grant is to improve the living conditions of thirteen (13)

households, all of which are low-to-moderate income (LMI), through the provision of housing rehabilitation and/or substantial reconstruction. The project will directly benefit twenty-five (25) persons, all of whom are LMI individuals. The following documents are required to be adopted by the Board of Supervisors in order to come under contract with DHCD:

- Resolution appropriating grant funds
- Program Income Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Rehab Program Design
- Fair Housing Certification
- Housing Rehabilitation Program Board & By-Laws

Upon a motion by Dr. Seward, seconded by Mr. Zubrod, and unanimously carried, the Board adopted the Chestnut Road Scattered Site Housing Rehabilitation Project pre-contract documents as outlined above.

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

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**Re: County Administrator's Report**

**COVID-19 Update**

Dr. Woolridge stated that since the COVID-19 pandemic, the County has had four hundred fifty-two (452) COVID-19 cases, thirty-two (32) hospitalizations and six (6) deaths. As of November 16, 2020, there are twenty (20) active cases in the County.

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**Brunswick County Small Business Recovery Award**

Dr. Woolridge stated that Brunswick County has been awarded a Community Improvement Grant from the Virginia Department of Housing and Community Development (DHCD) in the amount of \$520,000 to assist small businesses that have been impacted by the COVID-19 pandemic. The grant funds will be used to support approximately forty (40) businesses through assistance with reopening and rent/mortgage

relief. Small businesses with less than twenty (20) employees may apply for assistance up to \$10,000, based on the guidelines outlined by DHCD.

Application and guidelines are available on the County's website at [www.brunswickco.com](http://www.brunswickco.com), the County's Facebook page at County of Brunswick, VA and on Southside Planning District Commission's website at [www.southsidepdc.org](http://www.southsidepdc.org).

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### **Brunswick Cares Act Broadband Award – Southeastern Brunswick Project**

Dr. Woolridge stated that Brunswick County has been awarded broadband funding pursuant to the federal Coronavirus Aid, Relief, and Economy Security Act (CARES ACT) in the amount of \$278,626 for the Southeastern Brunswick Project. The project in partnership with EMPOWER Broadband (Mecklenburg Electric Cooperative) will serve approximately 112 locations, including four (4) businesses and the homes of thirty-five (35) school age children. Fiber will be built along the 3-phase Mecklenburg Electric Cooperative infrastructure and be installed along the following roads:

- Portions of Christanna Highway (Highway 46)
- Whitby Road
- Iron Bridge Road
- Ladonna Lane
- Speedway Lane
- Wesson Place
- Ruffin Lane
- Rock Church Road

Upon a motion by Mr. Zubrod, seconded by Mr. Jones, and unanimously carried, the Board accepted and appropriated Coronavirus Aid, Relief, and Economy Security Act (CARES ACT) Broadband grant funds in the amount of \$278,626 for the Southeastern Brunswick Project and further authorized the County Administrator to sign all documents on behalf of Brunswick County.

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



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**Brunswick Cares Act Broadband Award – Lawrenceville Broadband Capacity Project**

Dr. Woolridge stated that Brunswick County has been awarded broadband funding pursuant to the federal Coronavirus Aid, Relief, and Economy Security Act (CARES ACT) in the amount of \$76,500 for the Lawrenceville Broadband Capacity Project. The project in partnership with Mid-Atlantic Broadband (MBC) will improve internet access to 30 homes and 25 businesses. MBC will install equipment to connect to various fiber strands that serve Internet Service Providers (ISP), at the existing node located at the Brunswick County Industrial Park. This will improve internet access, bandwidth capabilities, and functionality for local students participating in remote learning, residents working from home, and local businesses demand for Wi-Fi increasing as business operations shift to a virtual environment.

Upon a motion by Mr. Zubrod, seconded by Mr. Jones, and unanimously carried, the Board accepted and appropriated Coronavirus Aid, Relief, and Economy Security Act (CARES ACT) Broadband grant funds in the amount of \$76,500 for the Lawrenceville Broadband Capacity Project and further authorized the County Administrator to sign all documents on behalf of Brunswick County.

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

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**USDA ReConnect Funding**

Dr. Woolridge stated that EMPOWER (Mecklenburg Electric Cooperative) has been awarded a ReConnect Program grant from the United States Department of Agriculture (USDA) in the amount of \$1.5 million to deploy a fiber-to-the-premises network in unserved and underserved areas of Brunswick and Halifax counties, connecting 884

households, of which approximately 400 are in Brunswick County along the following roads:

Portion of Gasburg Road	Glover Street
Baird Road	Lucks Lane
Creekside Drive	Gillette Street
Country Club Drive	Clubhouse Drive
Spring Court	Humming Bird Lane
Brandi Drive	Cardinal Drive
Morgan Place	Blue Jay Court
Winterbrooke Drive	Meadow Lark Lane
Poythress Road	Stevens Lane
Delbridge Road	Kelly Drive
Waters Road	Ridge Drive
Fenton Circle	Lakeview Circle
Nicole Court	Maple Court
Sandpiper Street	Cool Spring Drive
Honeysuckle Lane	

The announcement was made on Monday, November 2, 2020, by Deputy Under Secretary Brandon Lipps in Halifax County.

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**Virginia Tourism Recovery Marketing Leverage Program Award**

Dr. Woolridge stated that the Brunswick County Department of Tourism has been awarded \$10,000 from the Virginia Tourism Corporation (VTC)’s Recovery Marketing Leverage Program (MLP) to promote the Brunswick Stew Tour. With the impact of the coronavirus pandemic on the tourism and hospitality industries in Virginia, the Virginia Tourism Corporation offered marketing grant funds as a first step to re-enter into the marketplace to spur economic activity and travel across the Commonwealth.

Brunswick County Department of Tourism plans to utilize the funds to further promote the Brunswick Stew Tour as follows:

- obtain professional photography for marketing promotions,
- create Brunswick Stew Tour printed marketing materials,
- develop social media marketing campaigns, and

- partner with Virginia Welcome Center through their Partnership Marketing and Advertising Program (PMAP) program to gain additional exposure of the Brunswick Stew Tour.

Upon a motion by Dr. Seward, seconded by Mr. Jones, and unanimously carried, the Board accepted and appropriated Virginia Tourism Corporation Recovery Marketing Leverage Program grant funds in the amount of \$10,000 to promote the Brunswick Stew Tour and further authorized the County Administrator to sign all documents on behalf of Brunswick County.

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

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**Litter Prevention and Recycling Program Award**

Dr. Woolridge stated that Brunswick County has been awarded a grant from the Virginia Department of Environmental Quality (DEQ) in the amount of \$6,389 to assist with litter prevention and recycling.

Upon a motion by Mr. Zubrod, seconded by Mr. Jones, and unanimously carried, the Board accepted and appropriated Virginia Department of Environmental Quality Litter Prevention and Recycling Program grant funds in the amount of \$6,389 to assist with litter prevention and recycling and further authorized the County Administrator to sign all documents on behalf of Brunswick County.

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

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**Re: New Business**

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

Dr. Woolridge stated that bids were solicited to perform maintenance services on the fire and security alarm system in the following county-owned buildings:

- Albertis S. Harrison, Jr. Courthouse, 202 North Main Street, Lawrenceville, Virginia 23868

- Brunswick County Government Building, 228 North Main Street, Lawrenceville, Virginia 23868
- County Building (Old Bank Building) 219 North Main Street, Lawrenceville, Virginia 23868
- Brunswick County Conference Center, 100 Athletic Field Road, Lawrenceville, Virginia 23868

The following bid was received on October 30, 2020:

<b>Contractor</b>	<b>Annual Fee</b>	<b>Service Call Hourly Rate</b>
Corbett Technology Solutions, Inc. 7272 Jackson Avenue Mechanicsville, Virginia 23111	\$1,775.00	\$135.00 (regular business hours) \$202.50 (overtime) \$270.00 (Sunday/holidays)

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried, the Board accepted the bid from Corbet Technology Solutions, Inc. to perform maintenance services on the fire and security alarm systems as outlined in the request for bids and authorized the County Administrator to sign the contract on behalf of Brunswick County.

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

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**Request for Proposals – Zoning and Subdivision Update**

Ms. Leslie R. Weddington, Assistant County Administrator, stated that request for proposals were solicited for qualified firms to facilitate and complete the update of the Brunswick County Zoning Ordinance and Subdivision Ordinance. The Zoning and Subdivision Ordinance was originally adopted in 1992 and 1977 respectively. There has been no comprehensive review and update since they have been enacted.

The following proposals were received:

- Calfee Zoning
- EPR, PC
- Kendig Keast Collaborative

Ms. Weddington stated that the firms were interviewed on October 27, 2020, by a committee consisting of Bernard L, Jones, Sr., Board of Supervisors/Planning

Commission Member; Leslie R. Weddington, Assistant County Administrator; George E. Morrison, III, Director of Planning; Jay Warfel, Chair, Planning Commission; and Vincent Powell, Chair, Board of Zoning Appeals. The committee’s recommendation is to accept the proposal from EPR, PC in the amount of \$88,904 with an option to have additional on-site meetings (16 hours total) for \$1,960, and enter into an agreement with them as follows:

<i>Project Task</i>	
A. Kick-off Meeting with Staff & Stakeholders	
B. Review of Existing Plans & Ordinances	
C. Ordinance Analysis	
D. District Workshops	
E. Planning Commission Work Sessions	
F. Regulatory Outline and Framework Plan	
G. Zoning Ordinance Drafting	
H. Subdivision Ordinance Drafting	
I. Document Design and Organization	
J. Ordinance Review Open House	
K. BOS & PC Joint Work Session	
L. Final Report & Ordinance Drafts	
M. BOS & PC Public Hearing & Adoption	
	<b>SUBTOTAL</b>
<i>* Direct Expenses (5% of total; to include travel, lodging, printing, etc.)</i>	
	<b>PROJECT TOTAL</b>
<i>Optional: Additional On-Site Meetings (each)</i>	

Ms. Weddington stated that funds are available in the Planning Department Budget for FY21 totaling \$20,000, the remaining \$68,904 is recommended to be appropriated from the undesignated fund balance.

Upon a motion by Mr. Jones, seconded by Dr. Seward, and unanimously carried, the Board accepted the proposal from EPR, PC in the amount of \$88,904 with an option to have additional on-site meetings (16 hours total) for \$1,960. The Board further appropriated \$68,904 from the undesignated fund balance and authorized the County Administrator to sign the contract on behalf of Brunswick County.

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

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### **Bridge Labeling on Lake Gaston**

Mr. Zubrod stated that the Bridge Labeling Committee met to address concerns regarding the inability to identify a boater's location during an emergency. The Bridge Labeling Committee consists of John W. Zubrod, Board of Supervisors; Bernard L. Jones, Sr., Board of Supervisors; Charlette T. Woolridge, Ph.D., County Administrator; George E. Morrison, III, Director of Planning; Devon Clary, Brunswick County Sheriff's Office; Sherry Herzing, Lake Gaston Community 911 Task Force; and Tommy Johnson, Virginia Department of Transportation. The committee is recommending to install 911 road signage on the following bridges:

- Pea Hill Creek - Gasburg Road - Route 626
- Pea Hill Creek - Hammack Road - Route 718
- Pea Hill Creek - Lake Gaston Drive - Route 667
- Poplar Creek - Hendricks Mill Road - Route 903

The cost to produce and install the signs is as follows:

- Signage: \$1,466.64 - (\$183.33 per sign x 8 signs needed for 4 bridges (one sign on each side of the bridge))
- Installation costs: \$1,000.00
- Total Cost \$2,466.64

County permitting fees for sign installation will be waived. Installation will be completed in partnership with Supervisor Zubrod and the Virginia Department of Transportation (VDOT).

Upon a motion by Mr. Zubrod, seconded by Mr. Jones, and unanimously carried, the Board approved the installation of signage on bridges at a cost of \$2,466.64 to be taken from the Board of Supervisors contingency line item.

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

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**Re: Appointments**

**Brunswick County Planning Commission**

Upon a motion by Dr. Harris, seconded by Mr. Jones, and unanimously carried, the Board appointed Polly Cole to the Brunswick County Planning Commission to fill an unexpired term representing the Totaro Election District.

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

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**Brunswick County Board of Zoning Appeals**

This matter was continued.

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**Lake Country Area Agency on Aging Board of Directors**

This matter was continued.

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**Brunswick County Committee of the Virginia World War I and World War II Commemoration Commission**

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried, the Board appointed Walter Graves to the Brunswick County Committee of the Virginia World War I and World War II Commemoration Commission representing the Red Oak Election District.

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

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**Re: Adjourn**

Upon a motion by Mr. Jones, seconded by Dr. Seward, and unanimously carried, the Board adjourned.

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Hon. Dr. Barbara Jarrett Harris, Chair

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Charlette T. Woolridge, Ph.D., Clerk