

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD WEDNESDAY, NOVEMBER 15, 2017, 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.
- 2.2-3711.A.5: Consultation with legal counsel.
- 2.2-3711.A.7: Discussion regarding probable litigation.

Ayes: Harrison, Jones, 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  
Mrs. 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. Harrison, seconded by Mr. Jones, and unanimously carried, the Board approved the agenda with the following addition:

Add Under New Business

Personnel – Director of Economic Development

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. Jones, and unanimously carried, the Board approved the minutes of the October 18, 2017, regular meeting and the October 23, 2017, adjourned 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

- Patching potholes on various primary and secondary routes as needed.
- Primary mowing is complete. Secondary mowing is ongoing.
- Cutting brush/limbs on various secondary routes.
- Machining National Highway System (NHS) roadways and hauling stone as needed.
- Performed routine maintenance and litter patrol on various routes.

Mr. Johnson reported on the following projects:

- Rural Rustic Project on Route 730, Bright Road – The utility lines have been relocated. Crews are working on the subgrade and installing a stone base. Paving of the road will be completed in spring of 2018.
- Iron Bridge Road, Bridge Rehab Project – A Citizens Information Meeting will be scheduled in January 2018 for the Route 715, Iron Bridge Road Bridge Rehab Project.

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**Revenue Sharing Program Resolution – Western Mill Road**

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

**WHEREAS**, the Brunswick County Board of Supervisors desires to submit an application for an allocation of funds up to \$25,000 through the Virginia Department of Transportation Fiscal Year 2018-2019 Revenue Sharing Program; and,

**WHEREAS**, these funds are requested to fund improvements to Western Mill Road (State Route 670) in the Powellton District; and,

**NOW, THEREFORE, BE IT RESOLVED THAT** the Brunswick County Board of Supervisors hereby supports this application for an allocation of \$25,000 through the Virginia Department of Transportation Revenue Sharing Program.

**BE IT FURTHER RESOLVED**, that the County Administrator is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

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

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

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

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**Re: Presentations**

**Mecklenburg Electric Cooperative – Letter of Support – TRRC Last Mile Broadband Grant**

Mr. David Lipscomb, Vice President of Member and Energy Services, provided an overview of Mecklenburg Electric Cooperative's broadband initiative and requested the Board to send a letter of support to the Tobacco Region Revitalization Commission, Last Mile Broadband Grant, to fund their initiative.

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board approved to send a letter of support to the Tobacco Region Revitalization Commission Last Mile Broadband Grant, to fund their initiative.

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

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**James Solomon Russell – Saint Paul's College Museum and Archives**

Mr. James Grimstead, Committee Chairman, provided the Board with an update on the James Solomon Russell – Saint Paul's College Museum and Archives as follows:

- Opened a bank account, a post office box and established goals and objectives
- Joined in with the James Solomon Russell Commemoration Committee for a tribute honoring James Solomon Russell at Brian's Steak House.
- Became incorporated in the State of Virginia, designed and produced a new logo, set up new ethics policies and completed the floor plan layout for the museum display rooms.

- Planned for the upcoming celebration of Archdeacon James Solomon Russell which occurs each year in March. The event raised \$2,439.55 in donations.
- Obtained membership in the Virginia Association of Museums.
- Applied for 501 (c) (3) Federal Tax Exempted status in April and received acceptance designation letter.
- Presented Dr. Virginia Russell with a life time Certificate of Appreciation as one of the founding members of the museum committee.
- Committee members Shirley and James Grimstead visited the Bishop Payne Library at the Virginia Theological Seminary in Alexandria, VA, which houses one of the largest collections of African American ministry archives in the Episcopal Church.
- Voted to provide logo tee shirts for sale to all Saint Paul College and James Solomon Russell High School alumni. To date we have sold 42 tees for a sum of \$695.
- Purchased a computer system to catalog archives for security and record keeping.
- Obtained email address: jrsrpc1888@gmail.com.
- To date over \$6,000 in donations has been received from approximately 20 donors.
- Approximately 250 alumni associates have been reached.

Mr. Grimstead stated that future goals are to:

- Set up a grant-writing committee.
- Continue the building renovations and obtain showcases for displays.
- Set up a grand opening committee for 2018, for a proposed opening in May.
- Long-term goal is to make James Solomon Russell's name a household word, as the National Episcopal Church has recognized him as a Saint of Holy Orders.

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**Re: Department / Agency Presentations**

**Department of Solid Waste – Pleasant Grove Road**

Dr. Charlette T. Woolridge, County Administrator, stated that the County has eleven manned convenience centers and one unmanned center located on Pleasant Grove Road. The County has received ongoing complaints from citizens regarding the poor condition of the Pleasant Grove Road unmanned center due to citizen's improper dumping, non-county residents and businesses using the unmanned center, and animals seeking food in the trash.

Due to the ongoing complaints, the Solid Waste Committee met on November 8, 2017, to discuss this matter and recommends removing the Pleasant Grove Road location as an unmanned center effective immediately. As a result, citizens can dispose their waste at any convenience center and the main landfill.

Furthermore, on July 1, 2017, the Board allocated funds to begin the process of building a manned convenience center on Evans Creek Road in Broadnax to serve residents in the Pleasant Grove Road area. Bids are currently being requested for engineering services and are due December 4. The County Administrator will provide updates on the status of the proposed Evans Creek Road Convenience Center.

Upon a motion by Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board approved the removal of the Pleasant Grove Road unmanned site immediately and to plan for a manned convenience center site on Evans Creek Road.

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

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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:

- Lawrenceville-Brunswick Municipal Airport, September 29, 2017, meeting minutes
- Roanoke River Service Authority, September 26, 2017, meeting minutes

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

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

#### **Approval of Disbursements**

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

- System checks dated October 31, 2017, in the amount of \$4,803.56

- System checks dated November 9, 2017, in the amount of \$40,729.37
- System checks dated November 14, 2017, in the amount of \$1,290.00
- System checks dated November 15, 2017, in the amount of \$196,371.64
- System checks dated November 16, 2017, in the amount of \$17,505.21
- System checks dated November 17, 2017, in the amount of \$10,248.22

Upon a motion by Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board approved disbursements in the amount of \$270,948.00, as presented.

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

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**Re: Planning Director's Report**

**Schedule Public Hearing: Conditional Use Permit Case #17-025 – Submitted by Mark and Shelia Andrews, Wood Waste Recycling Site 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 a wood waste recycling site. The subject property owned by Blackacre Hypothetical, LLC, is located on the west side of Triplet Road (State Route 672), at the intersection of Manning Drive (State Route 600) and Triplet Road, in the Powellton Magisterial and Election District. The Planning Commission conducted a public hearing on this request at their November 14, 2017, 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 Permit Case #17-025 and request the Board of Supervisors to schedule a public hearing for the December 13, 2017, regular meeting.

Upon a motion by Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board authorized the advertisement of a public hearing on Conditional Use Permit Case #17-025 for the regular December 13, 2017, meeting.

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

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**Re: Old Business**

**Emergency Communication System Update**

Supervisor Zubrod stated that request for proposals were due today for a radio communications network that will support mission critical communications for first responders within the County. The proposals will be reviewed by the Emergency Communication System Committee to determine which firms will be interviewed. A report will be given at the December Board meeting.

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**Old Primary School Complex Demolition Project Update**

Dr. Charlette T. Woolridge, County Administrator, updated the Board on the progress of the demolition of the Old Primary School Complex. Dr. Woolridge stated the Old Primary School building and accessory building had been demolished and the contractor is moving forward with grading and planting grass.

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**Re: New Business**

**Proposed Ordinance Establishing Date by which Applications must be made by Property Owners for Relief from County Reassessment of Real Estate and Date by which all Applications must be disposed of by the Board of Equalization**

Ms. Leslie R. Weddington, Assistant County Administrator, stated that in accordance with Virginia State Code §58.1-3378, the governing body may provide by ordinance the date by which applications must be submitted by property owners for relief to the Board of Equalization. The proposed date for all applications to be submitted to the Board of Equalization is February 1, 2018. The governing body may also provide the deadline by which all applications must be disposed of by the Board of Equalization. The proposed date for final disposition by the Board of Equalization is April 30, 2018. It was



recommended that the following proposed ordinance be advertised for adoption at the Board's December 13, 2017, meeting:

**ORDAINED:** Application for relief from Brunswick County reassessment of real estate must be made by property owners or lessees no later than February 1, 2018.

**FURTHER ORDAINED:** No later than April 30, 2018, the Brunswick County Board of Equalization shall dispose of all such applications received by it.

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board authorized staff to advertise the proposed ordinance for adoption for the Board's December 13, 2017, meeting.

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

**Personnel – Director of Economic Development**

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board appointed Mr. Kenneth L. Bowman to the position of Director of Economic Development.

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

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**Re: Appointments**

**Brunswick County 300<sup>th</sup> Anniversary Committee**

This matter was continued.

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**Brunswick County Board of Equalization**

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board appointed Melissa Lewis House, Manager for Lake Gaston Resort, representing the Meherrin District, to the Brunswick County Board of Equalization.

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

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried, the Board appointed Harrison Land, representing the Totaro District, to the Brunswick County Board of Equalization.

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

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**Brunswick County Industrial Development Authority**

This matter was continued.

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**Brunswick County Litter Control Council**

This matter was continued.

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**Southside Central Workforce Development Board**

Upon a motion by Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board appointed Leroy Jolly to the Southside Central Workforce Development Board.

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

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**Southside Planning District Commission**

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the reappointed Garland Baird to the Southside Planning District Commission.

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

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**Re: Adjourn**

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

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Hon. Barbara Jarrett-Harris, Chair

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Charlette T. Woolridge, Ph.D., Clerk