VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD ON WEDNESDAY, NOVEMBER 16, 2022, IN THE BOARD ROOM OF THE BRUNSWICK COUNTY GOVERNMENT BUILDING

PRESENT: HON. DR. ALFONZO R. SEWARD, VICE-CHAIR, HON. BERNARD L. JONES, SR., HON. DR. BARBARA JARRETT-HARRIS, HON. JOHN W. ZUBROD, BOARD OF SUPERVISOR MEMBERS; LESLIE R. WEDDINGTON, COUNTY ADMINISTRATOR/CLERK; KELI H. REEKES, ASSISTANT COUNTY ADMINISTRATOR/DEPUTY CLERK/ RECORDER OF MINUTES; CHRISTOPHER MACKENZIE, COUNTY ATTORNEY

ABSENT: HON. WELTON TYLER, CHAIR

*****

The meeting was conducted in the Board Room of the Brunswick County Government Building. Hand sanitizer and a temperature scanner were available for citizens and staff. All in attendance practiced social distancing.

*****

**Re: Call to Order**

Vice Chair Seward called the meeting to order.

*****

**Re: Closed Meeting – 5:30 p.m.**

Upon a motion by Mr. Zubrod, seconded by Dr. Harris 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 and consideration of prospective candidates for employment; salaries of employees of the public body;
- 2.2-3711.A.3: Discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body;
- 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 or expanding its facilities in the community;
- 2.2-3711.A.8: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; and
- 2.2-3711.A.29: Discussion of the award of a public contract involving the expenditure of public funds, including discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

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

**Reconvene in Open Meeting**

Upon a motion by Mr. Zubrod, seconded by Dr. Harris 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**

Dr. Harris: Aye
Mr. Jones: Aye
Dr. Seward: Aye
Mr. Zubrod: Aye

*****

**Re: Invocation and Pledge of Allegiance**

Vice Chair Seward invited anyone in the audience who would like to participate in the invocation with the Board members to please stand and join them. Dr. Harris gave the Invocation followed by the Pledge of Allegiance.

*****

**Re: Approval of Agenda**

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

Add Under New Business
The Improvement Association Request

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

*****

**Re: Public Hearings**

**Ordinance Amendment to Allow Additional Time Before Imposing Penalty on Taxes Due**

Ms. Leslie R. Weddington, County Administrator, stated that the Board of Supervisors recognizes the hardship the taxes have caused the citizens and it is their desire to try and alleviate some of that hardship. As a result, an ordinance has been drafted to amend the Brunswick County Code to allow for an extension for tax year 2022 such that real estate and personal property taxes would be due February 10, 2023, and penalty and interest would not be assessed until after that date.

The Vice Chair opened the public hearing. No citizens spoke in favor or in opposition. After affording all citizens an opportunity to speak, the Vice Chair closed the public hearing.

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

**WHEREAS**, Brunswick County Code Section 55-44 imposes a penalty of ten percent of taxes due or $10.00, whichever is greater, on County real estate, tangible personal property and machinery and tools taxes not paid by December 5 of each year; and

**WHEREAS**, the Brunswick County Board of Supervisors desires to provide a one-time grace period for imposition of such penalty for such taxes due on December 5, 2022, such grace period to extend until and including February 10, 2023.

**THEREFORE, BE IT ORDAINED** that the Brunswick County Code of Ordinances is amended by amending Section 55-44 to read as follows:

**Sec. 54-44. Penalty for failure to pay.**

There is imposed a penalty of ten percent of the annual taxes or levies on real estate, tangible personal property and machinery and tools not paid on or before December 5 of each year or the sum of $10.00, whichever shall be greater. For such taxes that are due December 5, 2022, such penalty shall be assessed only if such taxes are not paid on or before February 10, 2023.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect immediately.

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

*****

**Re: Approval of Minutes**

Upon a motion by Dr. Harris, seconded by Mr. Zubrod and unanimously carried, the Board approved the following meeting minutes as presented:

- October 19, 2022, Regular Meeting
- October 20, 2022, Board Retreat
- October 25, 2022, Joint Planning Commission
- November 3, 2022, Joint School Board

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

*****

**Re: Virginia Department of Transportation**

**Monthly Report**

Mr. Tommy Johnson, Residency Administrator, presented the Virginia Department of Transportation (VDOT) monthly report as follows:

Maintenance Forces

- Last cycle of mowing on primary routes.
- Performed ditching operations and shoulder repairs on various routes.
- Resurfaced all cross line pipes that were replaced.
- Performed pot hole patching on various routes.
- Performed brush cutting and cut limbs on various secondary routes.
- Performed litter patrol on various routes.
- Checked various routes for maintenance and safety issues.

Mr. Johnson also provided the following additional information:

- Second cycle of secondary mowing has been completed. Final cycle of primary mowing is ongoing. 50 % complete.
- The paving project on Route 1 and Route 137 has been completed.
- Our snow removal dry runs have been completed. All VDOT and contractor equipment has been inspected and ready for winter operations. We have 38 hired equipment contractors and 128 pieces of equipment to assist in winter operations this year. This is in addition to the 125 pieces of VDOT equipment.

*****

**Route 607 Five Forks Road Addition and Abandonment Resolution**

Mr. Johnson provided a draft resolution which identifies the old segment of Route 607, identified on the attached Form AM 4.3, that is no longer needed as part of the secondary System of State Highways as the new road serves the same citizens as the old road. Mr. Johnson recommends that it be abandoned by the Virginia Department of Transportation pursuant to §33.2-912, Code of Virginia, 1950 amended.

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

**WHEREAS**, the Virginia Department of Transportation has completed Project 0607-012-P46, M501, and

**WHEREAS,** the project sketch and VDOT Form AM 4.3, attached and incorporated herein as part of this resolution, defines abandonments required in the Secondary System of State Highways as a result of construction, and

**NOW THEREFORE, BE IT RESOLVED** by the Brunswick County Board of Supervisors, this the 16 day of November, 2022, that the old segment of Route 607, identified on the attached Form AM 4.3, is no longer needed as part of the Secondary System of State Highways as the new road serves the same citizens as the old road and is hereby requested to be abandoned by the Virginia Department of Transportation pursuant to §33.2-912, *Code of Virginia*, 1950 amended.

**NOW THEREFORE, BE IT RESOLVED,** certain segments identified on the incorporated project sketch and Form AM 4.3 are ready to be accepted into the Secondary System of State Highways as a result of construction, and

**BE IT FURTHER RESOLVED,** this Board requests the Virginia Department of Transportation to add the segments identified on the incorporated Form AM 4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the *Code of Virginia*, for which segments this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage, and

**BE IT FINALLY RESOLVED**, a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

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

*****

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

**FY23 School Budget Tracking Report**

Mrs. Tracey Rogers, Assistant Superintendent of Instruction, provided the following FY23 Finance Tracking Report at October 31, 2022:

| Brunswick County PublicSchools<br>Finance Tracking Report<br>October 31, 2022 | | | | |
|---|---|---|---|---|
| Instruction | $5,183,790.19 | | County Transfer Per BAI | $0.00 |
| Administration /Attendance /Health | $642,623.14 | | Local | $200.00 |
| Transportation | $651,852.09 | | Miscellaneous | $93,640.79 |
| Operation and Maintenance | $687,090.76 | | State Funds | $3,773,874.20 |
| Technology | $326,281.50 | | Federal Funds | $709,734.90 |
| Debt Service (Bus Lease) | $0.00 | | | |
| **Total** | $7,491,637.68 | | **Total** | $4,577,449.89 |

The FY23 Budget was created on an ADM of 1329. The current ADM is 1351.

*****

**Re: Department/Agency Presentations**

**Sheriff's Office – Greensville Memorial Foundation Grant Award – Sheriff Brian K. Roberts**

Sheriff Brian K. Roberts presented a grant award received of the Greensville Memorial Foundation in the amount of $36,653.64. The Sheriff's Office identified the need for active shooter preparedness within Brunswick County, and the grant funds will be used to purchase 70 Public Access Bleeding Control (PABC) Stations that will be placed throughout Brunswick County, specifically at the public and private schools, the community college, local government buildings, and local emergency medical service agencies. The Sheriff stated that these stations are designed to provide bystanders and initial first responders with quick and easy access to essential medical equipment for stopping life-threatening bleedings.

Upon a motion by Mr. Jones, seconded by Mr. Zubrod and unanimously carried, the Board accepted and appropriated the grant funds in the amount of $36,653.64 to the applicable revenue and expenditure line items of the FY23 Sheriff's Office – Law Enforcement and Traffic Control departmental budget.

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

*****

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

Mr. Bobby Conner provided the Board with an update on the activities of the James Solomon Russell-Saint Paul's College Museum and Archives, to include ongoing efforts using several grants provided to the museum, working with the Black History Museum and Cultural Center for their 40th anniversary, and a visit to the National Museum

of African American History & Culture in Washington, D.C. The museum also received a grant to prepare a draft strategic plan which provides an outline of the museum's initiatives and goals over the next 10 years. Mr. Conner will provide the Board with the final plan once it's approved.

The museum also partnered with the VCU Virtual Lab in Richmond, VA to create a 4-page comic on the life and history of James Solomon Russell to engage a younger audience, and has plans to create another comic on the history of Brunswick Stew and its originator, Jimmy Matthews.

*****

**Re: Citizen Comments**

The Vice Chair opened the citizen comment period and advised that each citizen will be allotted three (3) minutes to speak. The following citizens spoke:

- Leonard Rose – proposed the idea of a community center for senior citizens
- Louise Mont-Adams – provided an overview of the Southside Senior Citizens Center and the services provided
- Ann Moore – expressed concern of the proposed solar facilities
- Buck Brockwell – expressed concern over the current zoning regulations, specifically in regards to accessory buildings.
- Steve Capps – requested an update on Iron Bridge Road bridge repairs; also expressed concern over the 2022 personal property tax increases
- Ervin Moore, Jr. – expressed concern over the 2022 personal property tax increases

*****

**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:

- Brunswick County Industrial Development Authority: Director's Report
- Roanoke River Service Authority Minutes: September 27, 2022
- Southside Behavioral Health Executive Director's Monthly Report

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

*****

**Re: Finance Director's Report**

**Approval of Disbursements**

Mrs. Keli Reekes, Assistant County Administrator, presented disbursements as follows:

| Check Date | Total |
|---|---|
| 11/09/2022 | $370,777.38 |
| 11/15/2022 | $94,862.74 |

Upon a motion by Dr. Harris, seconded by Mr. Jones and unanimously carried, the Board approved disbursements in the amount of $465,640.12 as presented.

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

*****

**Re: County Administrator's Report**

Ms. Weddington provided her monthly report to include the following information:

- The County received approval to have Brunswick Stew Day at the Capitol in January 2023. Due to the pandemic, we have not been able to have this annual event. The last event was held in January 2020. The 25th Annual Taste of Brunswick Festival World Champion Stew Cook-Off winner, Kevin Pair, will be preparing his award-winning stew for everyone at the General Assembly to enjoy. Stew Day will be held on Wednesday, January 25, 2023.
- Governor Glen Youngkin announced over $11.5 Million in Community Development Block Grant awards to support housing rehabilitation, water and sewer improvements, and community development projects across the state of Virginia. Brunswick County will receive $1.2 million for the Township Road Housing Rehabilitation project, which will help build 11 homes and reconstruct 2 homes on Township Road.

****

**Re: New Business**

**Request for Proposals – Brunswick County Conference Center Standby Generator**

Ms. Weddington stated Request for Proposals was solicited to establish a contract through competitive negotiation to provide and install a natural gas-powered standby generator located at the Brunswick County Conference Center. The County desires a standby generator to operate the Brunswick County Conference Center as an Emergency Shelter when needed and has received a grant from the Virginia Department of Emergency Management to fund 80% of the cost of the generator installation.

Two proposals were received of Jones Electric Contractor, Inc. and Pole Green Services, Inc. The proposals were reviewed and scored by the Co-Emergency Services Coordinators and also reviewed by the Facilities & Grounds Supervisor. The Facilities Committee reviewed the proposals and the scoring, and recommends Pole Green Services, Inc. to install a standby generator at the Brunswick County Conference Center.

Upon a motion by Mr. Zubrod, seconded by Mr. Jones and unanimously carried, the Board accepted the proposal from Pole Green Services, Inc. to install a Caterpillar generator, and authorized the County Administrator to sign all relevant documents.

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

*****

**Capital Improvement Plan**

Mrs. Reekes stated that staff prepared a Capital Improvement Plan (CIP) and presented the plan to the Board of Supervisors at their retreat held on October 20, 2022,

where Board members offered recommendations and feedback on the plan. The CIP is included on the Board's agenda tonight for final approval.

Upon a motion by Dr. Harris, seconded by Mr. Jones and unanimously carried, the Board approved the Capital Improvement Plan as presented.

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

*****

**The Improvement Association – Request for Funds**

Mr. Bernard L. Jones, Sr., Red Oak Supervisor, stated that The Improvement Association requested an additional $27,000 in American Rescue Plan Act (ARPA) funds to assist with the high cost of the construction of a new kitchen at the Saint Paul's Head Start Center. The Board previously allocated $200,000 in ARPA funds to The Improvement Association towards the project.

Upon a motion by Mr. Zubrod, seconded by Mr. Jones and unanimously carried, the Board appropriated an additional $27,000 in ARPA funds to The Improvement Association for the construction of a kitchen.

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

*****

**Personnel**

Mr. John Zubrod, Meherrin Supervisor, stated the Board of Supervisors recently conducted interviews for the Director of Finance and recommends the hire of Mrs. Jennifer Carter, effective November 28, 2022.

Upon a motion by Mr. Zubrod, seconded by Dr. Harris and unanimously carried, the Board approved the hire of Mrs. Jennifer Carter as Director of Finance.

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

*****

**2017 Compensation and Classification Study – Phase 2**

Ms. Weddington stated that County Administration staff recommend the implementation of Phase 2 of the Compensation and Classification Study completed in 2017, to also include compensating the Director of Economic Development and Assistant County Administrator for assuming the duties of the Administrative Services Coordinator and Director of Finance positions, respectively, until the positions are filled.

Upon a motion by Mr. Zubrod, seconded by Dr. Harris and unanimously carried, the Board approved the implementation of Phase 2 of the Compensation and

Classification Study, and further appropriated $164,372 from the Stonewall Timber Sale revenue to implement the salary initiative in FY23.

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

*****

**Re: Appointments**

**Brunswick County Board of Zoning Appeals**

This matter was continued.

*****

**Brunswick County Litter Control Council**

Upon a motion by Mr. Jones, seconded by Dr. Harris and unanimously carried, the Board appointed Ms. Glenda Gilliam to serve on the Litter Control Council serving the Red Oak District.

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

*****

**Tourism Advisory Committee**

This matter was continued.

*****

**Re: Adjourn**

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

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

| | |
|---|---|
| _____ | _____ |
| Honorable Dr. Alfonzo R. Seward, Vice Chair | Leslie R. Weddington, Clerk |