The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, April 13, 2017 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors Frank Bacon, Edward Pennington, T. Wayne Hoover, Charles R. Slayton, Mike Hankins, Alvester Edmonds, Robert Zava, County Administrator Tracy M. Gee, Deputy County Administrator Nicole Clark, and County Attorney Frank Rennie.

Chairman Slayton called the meeting to order.

Supervisor Bacon gave the invocation and led the pledge of allegiance.

Supervisor Pennington made motion, seconded by Supervisor Bacon and unanimously approved, to approve the below resolution in honor of the late Honorable David E. Wingold, Sr. and present the resolution to his family members.

**RESOLUTION**

WHEREAS, The Lunenburg County Board of Supervisors lost a treasured friend and colleague on February 9, 2017 with the untimely passing of the Honorable Supervisor David E. Wingold, Sr.; and

WHEREAS, Supervisor Wingold served the citizens of District Two, Brown’s Store as well as the entire County when appointed to fill a vacancy on the Board of Supervisors in January 2007; and

WHEREAS, Supervisor Wingold was then elected to serve two more terms and worked diligently to serve his community for a total of ten years as the Brown’s Store Supervisor, as well as Chairman in 2015 and 2016; and

WHEREAS, Supervisor Wingold served proudly as the Lunenburg County representative on the Commonwealth Regional Council beginning in April 2007 until February 2017; and

WHEREAS, Supervisor Wingold had a great sense of humor, a contagious laugh, and a lot of pride for his hometown of Kenbridge; and

WHEREAS, Supervisor Wingold always demonstrated dedication to his elected position, love for his family, and respect for his colleagues and friends.

NOW, THEREFORE, BE IT RESOLVED, the Lunenburg County Board of Supervisors honors the Honorable David E. Wingold, Sr. for his years of dedicated service and commitment to the County of Lunenburg and the citizens thereof.

BE IT FURTHER RESOLVED, the Lunenburg County Board of Supervisors does hereby extend its sincerest condolences and sympathy to his family, friends and loved ones, as he will be truly missed by all.

Adopted this 13th day of April 2017.

Chairman Slayton requested additions to the agenda from the Board and the public. There were none.

Chairman Slayton stated that he had a conflict of interest with agenda item 7C, Conditional Use Permit for Mr. Wilbert C. Allen. Mr. Allen is Chairman Slayton’s father-in-law and therefore, he will abstain from voting.
Supervisor Pennington made motion, seconded by Supervisor Edmonds and unanimously approved, to accept the Consent Agenda to include the Minutes of the March 9th and March 30th, 2017 meetings, the Treasurer’s February 2017 reports and the following Warrants for Approval:

March 2017:

- Payroll Direct Deposit: $112,394.13
- Payroll Taxes Federal: $38,645.40
- Payroll Taxes State: $6,341.54
- Payroll VRS payment: $27,485.47
- Payroll ICMA-RC payment: $364.74
- Accounts Payable: #53975-54091 $446,056.84

Total: $631,288.12

The monthly School Board reports were provided.

Supervisor Bacon made a motion, seconded by Supervisor Hoover and unanimously approved, to enter public hearing for the VDOT Secondary Six-Year Plan and Conditional Use Permits for Mr. James Napier to operate a towing business and Mr. Wilbert C. Allen to establish a family cemetery.

Mr. Billy Smith of VDOT presented the proposed 2018-2013 Secondary Six Year Plan. The plan includes resurfacing to portions of Twin Cemetery Road, Battes Road, Red Level Lane, Oak Grove Road and St. Johns Church Road. It also includes reconstruction with added capacity to Nutbush Road. The total estimated allocations over the 6 year period are $2,106,234. Supervisor Bacon questioned if the proposal was based on traffic count, dangerous road conditions and superintendent recommendations as in previous years. Mr. Smith replied yes, also noting that the County has about 180 miles of dirt road. VDOT is working to upgrade those roads a little at a time. Supervisor Zava commented that he understood that the speed limit on Rural Rustic road was 35 mph. He added that speed limit was difficult to enforce and requested that VDOT place speed limit signs on such roads. Mr. Smith replied that they would place speed limit signs and curve signs along the roads. Supervisor Pennington questioned if VDOT used their own forces to place multiple sidewalks with in the towns. Mr. Smith that VDOT hired a contractor to perform the work. However, town employees removed the old sidewalks, which saved funds, allowing additional sidewalks to be replaced. Supervisor Hankins thanked Mr. Smith for the new sidewalks in Kenbridge, noted they are much improved.

Mrs. Beverley Hawthorne noted that Mr. James Napier withdrew his request for a Conditional Use Permit to operate a towing business.

Mrs. Hawthorne advised that Mr. Wilbert C. Allen applied for a Conditional Use Permit to establish a family cemetery on property owned by W.C. or Barbara Allen and Charles Allen located northeast of 2910 Nutbush Road, Victoria, VA 23974. The property consists of 107.88 acres and is identified as tax map # 020 ((20)) 1A. Mrs. Hawthorne stated that all surrounding landowners had been notified and she has received no complaints. The request was approved by the Planning Commission.

Supervisor Bacon made a motion, seconded by Supervisor Hoover and unanimously approved, to exit public hearing for the VDOT Secondary Six-Year Plan and Conditional Use Permits for Mr. James Napier to operate a towing business and Mr. Wilbert C. Allen to establish a family cemetery.
Supervisor Bacon made a motion, seconded by Supervisor Hoover and unanimously approved, to approve the resolution supporting the VDOT Secondary Six-Year Plan (2018 through 2023) and Construction Priority List (2018).

Supervisor Pennington made a motion, seconded by Supervisor Hoover and unanimously approved, to approve the VDOT Secondary Six-Year Plan (2018 through 2023) and Construction Priority List (2018).
### SECONDARY SYSTEM CONSTRUCTION PROGRAM (in dollars)

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**Page 3 of 3**
Supervisor Bacon made a motion, seconded by Supervisor Hoover and unanimously approved, with Supervisor Slayton abstaining, to approve the Conditional Use Permit for Mr. Wilbert C. Allen to establish a family cemetery on property owned by W.C. or Barbara Allen and Charles Allen located northeast of 2910 Nutbush Road, Victoria, VA 23974.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to approve a Fireworks Display Permit for Meherrin Volunteer Fire & Rescue, Inc. to display fireworks during the annual Independence Day celebration scheduled for July 8, 2017.

A letter was shared on behalf of Sheriff Arthur Townsend. In March 2017, $3,431.43 was moved from the comp board vacancy savings to the Sheriff’s office account. Sheriff Townsend is again requesting a transfer of $10,000 from comp board vacancy savings to the Sheriff’s office account. He plans to use the total of $13,431.43 to pay the remaining cost of equipping the four new Sheriff’s department vehicles.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to allow the Sheriff to move $13,431 from comp board vacancy savings account to the Sheriff’s office account for the purpose of equipping the four new Sheriff’s department vehicles.

A synopsis of changes to the 2012 Emergency Operations Plan based on review and assistance from the Virginia Department of Emergency Management Regional Planner was shared with the Board. Upon review, the Board was asked to adopt a resolution the supporting the changes to the EOP and allow the Director of Emergency Management or his/her designee to maintain and revise the document as necessary over the next four year period.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to approve the below resolution the supporting the changes to the EOP and allow the Director of Emergency
Resolution

Emergency Operations Plan

WHEREAS the Board of Supervisors of Lunenburg County, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS Lunenburg County has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS Lunenburg County has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Lunenburg County, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

Adopted this 13th day of April 2017.

Administrator Gee shared a proposal from CAS Severn who provides the hardware and software for the County to run the BAI software. The County is in need for an updated BAI Production Server. The existing server is 7 years old and is in desperate need of replacement to maintain services. The five year investment budget estimate is $40,387 and may be financed over the period at $737 per month. Administrator Gee requested authorization to sign the Terms and Agreement with CAS Severn and allow the update to be financed over a 5 year period. She will check other options for financing before committing to the CAS Severn proposal. Supervisor Hoover questioned if all offices were still satisfied with the software and programs. Administrator Gee replied yes and that she would also make sure that financing through CAS Severn is the most cost-advantageous route.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to allow Administrator Gee to sign the Terms and Agreement with CAS Severn and allow the update to be financed over a 5 year period.

Administrator Gee continued to discuss the 2017-2018 County Budget with a preliminary proposed budget showing over $200,000 use of reserve funds and a budget presentation comparing Lunenburg with contingent counties and other counties in the Commonwealth. She noted that reassessment of property is currently underway and new assessments will become effective in January 2018. Due to the County’s twice a year tax billing, she suggests waiting until the new assessments are in place before making any changes to the tax rate. She shared a projection of the County’s operational budget. She noted that auditors recommend maintaining at least a 10% reserve based on the total budget. The Lunenburg budget is $32 million resulting in a reserve minimum of $3.2 million. Administrator Gee noted the School Board’s requested increase of $795,000 in local funding. She added that she is reviewing potential options to increase the appropriation to the schools, however, the current requested amount of $795,000 would mean a $0.09/$100 valuation tax rate increase above the current $0.38/$100 rate.
Supervisor Bacon stated that he understood that the 2% salary increase for teachers was the priority at the jointly held meeting with the School Board. He added that he is in favor of assisting with funding for the 2% salary increase in January 2018, if the State agrees to partially fund it. Supervisor Hoover advised that the Finance Committee is still researching ways to provide additional funds. He noted that realistically the Board would not be able to provide a $795,000 increase, as it would mean a 9 cent tax increase. Supervisor Bacon advised that the Board has always accommodated the school system in the past with capital improvements. He suggested that if the school system has an issue with failing equipment during the year, they should present the issue to the Board at that time. The Board will then look for options to assist in repairs. Supervisor Hoover stated that the goal was to find as much additional funding as possible without negatively impacting the County’s funds. He asked the Board to give the Finance Committee 30 days to review the options and report back at the May meeting. Supervisor Edmonds commented that he would like to see some capital improvements at the Courthouse Complex as well as the schools. Supervisor Bacon advised that the Finance Committee is looking at setting up a capital improvement fund which could be used for both. The Finance Committee will report back in May.

The monthly Landfill Liaison reports were provided. Administrator Gee shared an e-mail from Mr. Tim Webb of Container First Services. Mr. Webb requested that the due date for the Performance Bond/Mitigation Fund payment be moved back to April 30th of each year. He noted that the payment cannot be made until after the completion of their annual audit. The April 30th due date would allow time for the audit to be completed. Administrator Gee and County Attorney Rennie didn’t foresee any issues moving the date and added that CFS has been timely with payments over the past year since the implementation of penalty and interest for late payments.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and unanimously approved, to move the due date for the Performance Bond/Mitigation Fund payment be moved to April 30th of each year.

Mrs. Beverley Hawthorne, Community Development Director, provided her monthly report. She advised that the bathroom renovations at the STEPS, Inc. in Victoria are progressing well. Mrs. Hawthorne noted that RFP’s for the Lunenburg Site Readiness II Grant will be going out in the next few weeks and she will be requesting approval in May.

Administrator Gee provided her monthly report. She stated that the May 11, 2017 meeting would be held at Central High School at 1:00 p.m. as a part of the Lunenburg Rotary Club’s Government Days. The meeting will be preceded by lunch at 12:15 p.m. Wednesday, May 10th, students will be at the Courthouse Complex and other local offices to “intern” with officials. Administrator Gee welcomed the Board members to attend. She reminded the Board of the request from Kenbridge Baptist Church to purchase a parcel adjacent to their current property in Kenbridge. The County’s delinquent tax attorney has been hesitant to clear the deed of the property as the cost to do so would be more costly than the taxes owed on the property. She advised that Cowan Gates would provide a quote for clearing the deed also.

Supervisor Zava made a motion, seconded by Supervisor Pennington and unanimously approved, to appointment Supervisor Hankins to the Commonwealth Regional Council Board.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and unanimously approved, to enter Closed Session citing Virginia Code Section § 2.2-3711A3 Acquisition or Disposition of Real Property , §2.2-3711A4 Protection of the Privacy of Individuals, and §2.2-3711A7 Legal Consult.
CERTIFICATION OF CLOSED SESSION MEETING

WHEREAS, the Board of Supervisors of Lunenburg County, Virginia ("Board") convened a Closed Session Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the 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.

VOTING YES VOTING NO ABSENT
Supervisor Bacon Supervisor Edmonds Supervisor Hankins
Supervisor Hoover Supervisor Pennington Supervisor Slayton
Supervisor Zava

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to return to Open Session.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to continue the inclusion of Lignetics in the tax incentive program and issue a County check in the amount of $6,301.55 as rebate for 2016.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to hold a public hearing with the Industrial Development Authority at the May 11, 2017 Board meeting.

Supervisor Bacon made a motion, seconded by Supervisor Hoover and unanimously approved, to adjourn.

___________________________________
Tracy M. Gee, Clerk
Charles R. Slayton, Chairman
County Administrator
Board of Supervisors