

**LUNENBURG COUNTY BOARD OF SUPERVISORS  
GENERAL DISTRICT COURTROOM  
LUNENBURG COURTS BUILDING  
LUNENBURG, VIRGINIA**

**Minutes of June 8, 2017 Meeting**

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, June 8, 2017 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors 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 Assistant County Attorney Henry Jones. Supervisor Frank Bacon was absent.

Chairman Slayton called the meeting to order.

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

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

Supervisor Pennington made motion, seconded by Supervisor Edmonds and unanimously approved, to accept the Consent Agenda to include the Minutes of the May 11, 2017 meetings, the Treasurer's April 2017 reports and the following Warrants for Approval:

May 2017:	Payroll Direct Deposit:	\$ 113,932.83
	Payroll Taxes Federal:	\$ 38,886.44
	Payroll Taxes State:	\$ 6,345.79
	Payroll VRS payment:	\$ 27,523.62
	Payroll ICMA-RC payment:	\$ 369.74
	Debt Service School Bond wire payments:	\$ 155,821.25
	Accounts Payable: #54226-54335	<u>\$ 282,031.45</u>
	Total:	\$ 624,911.12

School Superintendent Charles Berkley provided the monthly School Board reports. He noted that 104 students graduated in the Class of 2017. He advised that summer school would start the next week. Secondary students attend classes at Lunenburg Middle School and elementary students attend Kenbridge Elementary School. Superintendent Berkley noted that summer cleaning and maintenance had begun at all the schools. He stated the process of determining accreditation at each school was under way by the Department of Education. He believes most schools will be accredited, but will know for sure later this summer. Assistant Superintendent James Abernathy provided the monthly financial report.

Supervisor Edmonds inquired as to which school may not be accredited. Superintendent Berkley replied that Central High School and Victoria Elementary would definitely be accredited. Lunenburg Middle and Kenbridge are very close, but they will know for sure soon. He added that they are training teachers to help boost student test scores.

Supervisor Hankins commented that he and school leaders have been working with the Commonwealth Regional Council on applying for grant funds to purchase school buses. He questioned if Superintendent Berkley was aware of the GRASP program that enables rising seniors to be eligible for \$1,000 in scholarship awards.

Superintendent Berkley replied that he was aware, since Lunenburg helped start the program. Supervisor Hankins asked for Superintendent Berkley’s assistance in educating students and parents.

Supervisor Pennington made a motion, seconded by Supervisor Edmonds and unanimously approved, to enter public hearing regarding a Conditional Use Permit for Mr. Earl Bass to operate a patient transportation service.

Mrs. Beverley Hawthorne advised that Mr. Earl Bass had applied to operate a non-medical emergency patient transportation service from his home located at 91 Kennan Drive, Kenbridge, VA 23944. The property is owned by Deloria D. Bass, and is identified by the tax map # 057((06)) 03. Mrs. Hawthorne informed the Board that the Planning Commission met and recommends approval of the CUP. Mr. Bass stated that he is looking forward to this opportunity to supply courteous service to the residents of Lunenburg County. He is in the process of obtaining a business license, taking CPR training and defensive driving classes.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and unanimously approved, to exit public hearing regarding a Conditional Use Permit for Mr. Earl Bass to operate a non-medical emergency patient transportation service.

Supervisor Pennington made a motion, seconded by Supervisor Hoover and unanimously approved, to enter approve a Conditional Use Permit for Mr. Earl Bass to operate a patient transportation service.

The monthly VDOT report was provided.

Administrator Gee informed the Board that the Annual Animal Facility Inspection was performed at the animal shelter on May 30<sup>th</sup> by VDACS Inspector S. Helsel. No critical findings were noted, but the inspector did request some changes. All requests were completed within a few days. Supervisor Hoover questioned if the flooring had been replaced yet, as that was noted as an issue during the 2016 inspection. Administrator Gee replied that the floor rehabilitation is a priority for the summer. Animal Control Officer Ray Elliott is still trying to determine where to shelter the animals during the work. Supervisor Zava wondered if the SPCA would be able to help shelter animals. Administrator Gee noted that Officer Elliott has been in contact with them.

Administrator Gee commented that a public hearing on the 2017-2018 Budget was held the previous week. She asked the Board for any other requested revisions. Supervisor Hoover stated that the Finance Committee supported the budget as presented.

Supervisor Hoover made a motion, seconded by Supervisor Zava and unanimously approved, to adopt the 2017-2018 Budget as presented.

**2017 Levy Based on Every \$ 100 Valuation to include  
\$0.00 increase in levies from Calendar Year 2016.**

<u>TAX LEVY Category</u>	<u>ADOPTED 2017 Calendar Year</u>	<u>GENERAL FUND</u>	<u>Fiscal Year 2018</u>
		Revenue	<u>ADOPTED</u>
Real Estate	\$0.38	Real Estate Taxes	-3,170,000
Personal Property	\$3.60	Personal Property Taxes	-1,715,000
Merchant’s Capital	\$1.20	Mobile Home	-21,000
Aircraft	\$2.10	Registration Fees	-205,000
Machinery & Tools	\$1.80	Machinery & Tools	-250,000
Mobile Homes/Barns	\$0.38	Merchant's Capital	-68,000
		Public Service Corporations	-185,000
		Delinquent Tax Collections	-105,000

Interest/Penalty on Taxes	-100,000	Treasurer	231,400
Local Sales & Use Taxes	-360,000	Data Processing	105,000
Consumer Utility Consumption Tax	-22,000	Electoral Board	33,670
Taxes on Recordation & Wills	-51,000	Registrar	76,260
Interest/Penalties-Clerk	-1,000	Circuit Court	12,000
Animal Licenses	-10,000	General District Court	6,000
Animal Fines/Kennel Fees	-3,000	Magistrate	1,325
Transfer Fees	-400	Juvenile/Domestic Relations Court	84,050
Building Permits	-22,000	Clerk, Circuit Court	274,400
Septic Permits	-1,000	Courthouse Security	15,450
Conditional Use Permits	-700	Victim Witness	69,720
Landfill Host Fees	-150,000	Commonwealth Attorney	273,180
Landfill Liaison Fee	-55,000	Sheriff's Department	1,214,000
County Fines & Fees	-25,000	Volunteer Fire & Rescue/Grants	260,040
Courthouse Renovation Fees	-4,100	Piedmont Regional Jail	424,000
Clerk -Misc Fees	-6,000	Building Inspector	90,810
Courthouse Security Fees	-17,000	Animal Control	86,100
e-Summons Fees	-7,000	Maintenance/Buildings	219,250
Prisoner Processing Fees	-1,500	Health Dept	110,000
Interest/Bank Deposits	-20,000	Medical Examiner	100
Rental/General Property	-31,500	Crossroads	53,000
Sheriff/Comm. Atty. Fees	-5,046	STEPS	5,000
DMV Stops	-22,000	Madeline's House	2,000
Town Contributions/Grants	-5,233	Planning/Zoning Permits	22,500
DMV Mobile Home Tax	-16,000	Lunenburg Public Library System	150,274
State Recordation Tax	-9,000	Commonwealth Reg Council	15,700
Railroad Rolling Stock	-4,000	Soil & Water Conservation	7,000
DMV Animal Plates	-100	Lunenburg Literacy	8,000
PPTRA-State Reimbursement	-1,048,232	SVCC	4,355
Constitutional Offices-State Reimbursement	-1,319,972	Longwood Small Business	1,940
Grants	-205,850	SPCA	1,000
Transfer from Solid Waste Fund Balance 137	-180,330	VA's Retreat	4,500
<u>Transfer from County Surplus</u>	<u>-250,384</u>	Town & County Bus	5,000
<b>TOTAL GENERAL FUND REVENUES</b>	<b>-9,673,347</b>	Piedmont Sr. Resources	2,000
		Forestry Service	22,000
		Rec Sports Leagues	7,000
		People's Comm Center	500
		Victoria Community Ctr	500
		Kenbridge Comm Center	500
		Old Dominion RC&D	0
		VA Legal Aid Society	4,700
		VA's Growth Alliance	12,914
		Community Action Agency	16,474
		Community/Econ Dev. (Office)	74,300
<b>GENERAL FUND</b>	<b>Fiscal Year 2018</b>		
<b>Expenditures</b>	<b>FY 2018</b>		
Board of Supervisors	49,320		
County Administration	230,205		
Professional Services	102,000		
Commissioner of the Revenue	212,100		

IDA Tax Incentives	49,000	Transfer from GF	
Cooperative Extension	42,000	Expenditures	68,000
Refunds / DMV Stops	22,000		
Prop/Liability/LODA/WC Coverage	78,500	<b><u>Economic Development</u></b>	
Reserve for contingency	0	Revenue: Grants and Fund	
<u>Capital Improvements</u>	80,000	Balance Transfer	-579,490
<b>Total General Fund Operations</b>	<b>4,873,037</b>	Expenditures	579,490
<b>TRANSFER TO:</b>		<b><u>School Fund</u></b>	
Airport Fund	12,200	State Sales Tax	-1,776,198
School Fund	3,540,000	State Funds	-9,532,062
School( Carryover)	0	Federal Funds	-1,842,609
Social Services	147,000	County Funds	-3,540,000
C.S.A./At-Risk Fund	210,000	Other Funds	-468,724
Voting Machine Fund	5,000	<b>Total Revenue</b>	<b>-17,159,593</b>
Debt Service	886,110	<b>Total Expenditures</b>	<b>17,159,593</b>
Total Transfers to other Funds	\$4,800,310		
		<b><u>Social Services Fund</u></b>	
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b><u>\$9,673,347</u></b>	Revenue State	-1,000,000
		Local Funds	-147,000
		<b>Total Revenue</b>	<b>-1,147,000</b>
		Expenditures	1,147,000
<b>SPECIAL FUNDS:</b>		<b><u>Comprehensive Services Act</u></b>	
<b><u>Solid Waste Operations Fund</u></b>		Revenue State/Local	-805,000
Revenue	-181,000	General Fund Transfer In	-210,000
Expenditures	181,000	<b>Total Revenue</b>	<b>-1,015,000</b>
		Expenditures	1,015,000
<b><u>Solid Waste Convenience Sites</u></b>			
Revenue/Fund Balance Transfer	-480,330	<b><u>Emergency Services Capital Equipment</u></b>	
Transfer to General Fund	180,330	Revenue/Use of 911 Fund	
Sites Expense & Construction	228,000	Balance	-115,000
Total	408,330	Expenditures	115,000
<b><u>Law Library</u></b>		<b><u>Project Lifesaver</u></b>	
Revenue	-1,000	Revenue/Transfer IN	-800
Expenditures	1,000	To Escrow	800
<b><u>E-911 Fund</u></b>		<b><u>Voting Machine Fund</u></b>	
Revenue	-361,830	Transfer from General Fund	-5,000
Operations	246,830	To Escrow	5,000
Transfer to Public Safety Capital Fund	115,000		
Total	361,830	<b><u>Capital Outlay Fund</u></b>	
		Transfer in from Debt Service	-100,000
<b><u>Airport Fund</u></b>		Reserve for Capital Needs	100,000
Revenue: Lease, Grants &	-68,000		

		Transfer to Capital Outlay Fund	<u>100,000</u>
<b><u>Debt Service</u></b>		<b>Total Expenditures Debt Service</b>	<b>1,586,000</b>
School Payment	-459,890	<b>TOTAL BUDGET SPECIAL FUNDS:</b>	<b><u>\$22,728,043</u></b>
Refunding Interest QSCB	-140,000	<b><u>TOTAL COUNTY BUDGET:</u></b>	<b><u>\$32,401,390</u></b>
Transfer in from Debt Fund Balance	-100,000		
<u>General Fund Transfer In</u>	<u>-886,110</u>		
<b>Total Revenue</b>	<b>-1,586,000</b>		
Debt Service School	971,000		
Debt Service Courthouse	515,000		

Supervisor Hoover thanked the Board, Administrator Gee, staff, and the public for contributions to preparing the budget. Chairman Slayton thanked the Finance Committee and Administrator Gee for the numerous hours spent over the past several months preparing the budget.

Administrator Gee reminded the Board of previous Disabled Veteran Tax Exemption discussions. The County currently allows the exemption for a disabled veteran's home, 1 acre of land and 1 vehicle, as required by the Code of Virginia. Commissioner of the Revenue Liz Hamlett, Administrator Gee, Supervisor Hankins and Supervisor Edmonds met to review the County's current exemption and how it compared to other counties. Supervisor Hankins advised that the majority of the other counties follow the State. Supervisor Edmonds agreed, adding that only about 6 counties in the state are doing more than the state code requirement. He noted that they did not recommend making any changes.

Administrator Gee informed the Board that beginning July 1st, Line of Duty Act (LODA) claims eligibility review will be shifting from the Department of Accounts (DOA) to the Virginia Retirement System (VRS) to allow localities the opportunity to provide input in the investigation and handling of LODA claims for career and volunteer public safety personnel. Also, the Department of Human Resource Management (DHRM) will begin administering all LODA health insurance benefits through the LODA Health Benefits Plans, which is not optional. The County has 1 claim that will be affected by this change and will result in an increase of the monthly premium paid by the County. To cover the cost incurred by both DHRM and VRS, localities will receive an invoice for a one-time implementation fee based on the number of LODA eligible employees and volunteers. These costs were not included in the FY2018 budget because the localities have just received notification.

The monthly Landfill Liaison report was provided. Administrator Gee noted that there has been a lot of trash on the front side of the landfill. This is due to their efforts to close the current cell. It will be filled and seeded for the final time by July 1<sup>st</sup>, weather permitting.

Mrs. Beverley Hawthorne, Community Development Director, provided her monthly report. She advised that the bonds for Global Refining Group are progressing; she is also working on a TROF grant for a new expansion for GRG. Mrs. Hawthorne noted that a final inspection for the renovations and addition to the STEPS building was held on May 19<sup>th</sup>. She advised that Virginia's Growth Alliance is working on an assessment of actual broadband internet service available to county residents. They will use the information gathered within all member localities to develop a plan to increase the services and perhaps determine an ideal location for additional tower placement. This research is being performed at no cost to the localities.

Administrator Gee provided her monthly report. The Courthouse Complex painting project has been pushed back to mid-July as bad weather has delayed R.M. Harris & Sons from completing previously scheduled work. Administrator Gee advised that DataCare has begun work on the new phone systems and expects to complete the first phase of the project by the end of June. She noted that the VDEM Emergency Response Active Shooter Exercise was held on June 6<sup>th</sup> and was informative for all who participated. Administrator Gee

informed the Board that Shelia Minor of Minor & Associates has taken a full-time position. Therefore the County will need to engage a new consultant. Mrs. Minor has suggested Mary Earheart; Administrator Gee will follow up.

Supervisor Hoover made a motion, seconded by Supervisor Zava and unanimously approved, to enter Closed Session citing Virginia Code Section § 2.2-3711A3 Acquisition or Disposition of Real Property 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**

Supervisor Edmonds  
Supervisor Hankins  
Supervisor Hoover  
Supervisor Pennington  
Supervisor Slayton  
Supervisor Zava

**VOTING NO**

**ABSENT**

Supervisor Bacon

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

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and unanimously approved, to authorize Mrs. Beverley Hawthorne to hire a surveyor to survey a potential land purchase by the County.

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

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Tracy M. Gee, Clerk  
County Administrator

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Charles R. Slayton, Chairman  
Board of Supervisors