

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

Minutes of the November 10, 2022 Meeting

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, November 10, 2022 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors Frank Bacon, Alvester Edmonds, Mike Hankins, Edward Pennington, Charles R. Slayton, Robert Zava, County Administrator Tracy M. Gee, Deputy Administrator Nicole A. Clark and County Attorney Frank Rennie. Supervisor T. Wayne Hoover was absent.

Chairman Slayton called the meeting to order.

Supervisor Hankins provided the invocation and led the Pledge of Allegiance.

Chairman Slayton requested additions to the agenda from the Board and the public. Supervisor Pennington requested that storage at the Registrar’s Office be added as 9A.

Chairman Slayton called for any conflicts of interest from any board members. There were none.

Chairman Slayton called for any citizen comments. There were none.

Supervisor Hankins made motion, seconded by Supervisor Bacon and unanimously approved, to accept the Consent Agenda to include the October 13, 2022 meeting minutes, the Treasurer’s June & July reports and the following Warrants for Approval:

Additions for June 2022 printed in October 2022:
(for inclusion in FY22 expenses)

Accounts Payable: #81758	\$ 240.00
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October 2022:

Payroll: Direct Deposit	\$ 168,997.69
Payroll Check #2013	\$ 1,071.86
Payroll Taxes Federal:	\$ 55,376.45
Payroll Taxes State:	\$ 9,984.15
Payroll VRS payment:	\$ 36,657.64
Payroll ICMA-RC payment:	\$ 1,797.01
Payroll Health Savings Deposits:	\$ 4,097.62
<i>WIRE (Radio System)</i>	\$ 85,206.26
Accounts Payable: #81594-757, 81759-847	<u>\$ 589,573.77</u>

Total:	\$ 952,762.45
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Supervisor Pennington made motion, seconded by Supervisor Edmonds, and unanimously approved, to enter public hearing regarding the following:

- A) Lunenburg Event Venue Ordinance
- B) Amendment to the Lunenburg Event Permit Ordinance

C) CUP 3-22 Conditional Use Permit for Robert McQuillan, III—Funky Fungi Foods—to operate a Retail Store and Shop/Personal Service Business (Restaurant) on tax parcel 002-0A-0-5, 848 Free State Road, Meherrin, VA 23954, consisting of 3.12 acres in an A-1 Agricultural Zone.

D) FY22 Post-Year Budget Adjustment—School Receive input on an increase of \$2,044,160 in Fiscal Year 2021-2022 Revenue for the Lunenburg County School Division as a result of previously awarded ESSER funds and expensed to Trane for updates to the HVAC system in June 2022. The increase will result in a total updated school budget for FY2022 of \$26,167,887. These funds were previously advertised as a part of the Lunenburg County School Division’s revenue for Fiscal Year 2022-2023. Moving the funds to FY2022 will result in a decrease of \$2,044,160 for Fiscal Year 2022-2023 Revenue for the Lunenburg County School Division. The decrease will result in a total updated school budget for FY2023 of \$27,513,540.

Mr. Buck Tharpe, Chairman of the Planning Commission advised that the Event Venue Committee began working on the event venue ordinance in 2014. He added that the committee worked many hours formulating and finalizing the ordinance to present to the Board. He noted that the proposed ordinance changed the per event permit and fee requirement to a once-a-year permit and fee per venue for up to twelve general admission events. An additional permit would be required for events over twelve per year. Commissioner Tharpe advised that a traffic study, approval from the local Sheriff’s Office, and fire and EMS departments would be required for each venue. Community Development Director Taylor Newton indicated a fee of \$1,500 would be due to the County by December 31st for the following year. A late fee of \$150 would be assessed if received after December 31st. The fees received will be used for marketing for the County and the permitted venues. No venue will have a commercial kitchen unless they take the proper steps through the Health Department. Ms. Newton added that if any venue did not have a pre-existing conditional use permit, they would still be required to obtain one. Ms. Newton and Mr. Tharpe shared the below proposed ordinance and amendment to the ordinance.

Section— Event Venues (DRAFT) 9/12/22

Sec. – Definitions.

The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context indicates a different meaning:

Event Venue means real property and the use of real property, typically in a rural setting, with or without permanent structures for the purpose of conducting private social events. Except as otherwise provided herein, such events are not for general admission attendees and are hosted by an individual entity on a contractual basis between the individual entity and the group using the venue. Such events shall include, but not be limited to, social gatherings, weddings, wedding rehearsals, wedding parties, corporate outings, and educational and cultural events, with or without live entertainment, where food and drink may be consumed on site. Such events shall not exceed the capacity of the venue. An Event Venue shall only be permitted to operate with a Conditional Use Permit as required pursuant to Article 8 of the County’s Ordinance.

Sec. – Event Management Plan.

Owner/Operator of an Event Venue, shall maintain an event management plan to be filed with the Zoning Administrator that includes but is not limited to all applicable conditions of approval, a plot plan delineating the structure or facility located at the Event Venue, a parking plan, a plan for sanitary facilities, proof of insurance, trash disposal plan, description of all uses, an estimated number of events to be held at the Event Venue per annum, an exhibit map showing the location and distances from the Event Venue to all surrounding residences, road ways, and adjoining properties, evidence that the facility’s use as an Event Venue will not be incompatible with surrounding land uses, a fire safety plan, written permission by all adjoining neighbors to the Event Venue expressing consent of the Owner/Operator’s use of the Property as an Event Venue, and shall comply with the Event Venue Standards as required by this Section. The Event Management Plan shall be submitted to the Planning Commission for review prior to the issuance of a Conditional Use Permit.

If the Owner/Operator has already submitted the above-mentioned Event Management plan, and has received a Conditional Use Permit prior to the enactment of this Section for a use consistent with an Event Venue, the applicant will not be required to obtain a new Conditional Use Permit. However, the applicant will be required to comply with the remaining provisions of this Section, including paying the License Fee and supplementing any information not previously submitted yet required under this section.

Sec. – Event Venue License

- (1) *Upon receipt of a Conditional Use Permit to operate an Event Venue, an application must be submitted to the County Administration Office and payment of \$1,500.00 for an annual license. The County shall issue an annual license to all permitted Event Venues upon the receipt of the annual payment, and upon the approval of the Event Venue application, so long as the Event Venue is in conformance with all conditions set forth in the venue’s Conditional Use Permit and with the requirements set forth in this Section.*
- (2) *All Event Venue license applications for annual licenses shall be made to the County Administration Office on or before December 1st of each calendar year. All payments for annual Event Venue licenses shall be made to the County Administration Office on or before December 31st of each calendar year, and the County shall appropriate said payments to the County’s General Fund. An applicant’s failure to make an Event Venue license payment prior to December 31st of each year shall be subject the applicant to a \$150 late payment fee.*

- (3) An annual license shall allow Event Venues to hold events from the date of issuance until December 31st of that calendar year. A singular Event Permit may be obtained pursuant to the County's Event Permit ordinance.
- (4) The County may revoke the annual Event Venue License upon nonconformance with the requirements set forth in the Conditional Use Permit or as set forth in this Section. No events shall be held at the Event Venue without an active license.

Sec. – Noise Control

Except as otherwise provided in this Section, Noise standards shall be regulated in accordance with Section 58-79. Maximum permissible sound levels. The County may conduct field testing to verify noise levels, at the Owner/Operator's expense.

Sec. – Lot size and setbacks

- (1) There is no minimum lot size for an Event Venue to operate. The whole property must be used as an Event Venue. Should any portion of the property be subdivided or sold, the Conditional Use Permit granted for the Event Venue shall be revoked.
- (2) All proposed Event Venues shall be set back from adjoining parcels and roadways by at least one hundred and fifty (150) feet. Upon the showing of good cause to the Board of Supervisors, and the Board's approval, the proposed Event Venue may operate with setbacks of less than one hundred and fifty (150) feet. Applications for a variance in the setback requirement described herein shall be made in conformance with the process for special exceptions to the Zoning Ordinance of Lunenburg County.
- (3) Regardless of the proposed Event Venue's setback, all adjoining property owners must sign a consent form giving permission to any Event Venue operation, as stated above. All temporary structures, such as tents, stages, and dance floors shall abide by all setbacks, and their use must be identified on the plot plan.

Sec. – Signage

No Event Venue signage shall be animated at any time or have flashing or moving lights. Indirect lighting is permissible for Event Venue signage. On site, directional signs of two (2) square feet are permitted to direct traffic or for guest information and are exempt from this section for the duration of the event. Except as provided in this section, all other signage requirements as set forth in Article 5, Division 6 of the County's Zoning Ordinance, as applicable, shall be required to be followed.

Sec. – Food and Beverage

Event Venues shall be permitted to serve food and beverages to its guests. No commercial kitchens may be located at an Event Venue unless a Conditional Use Permit for that use has already been issued and all required licensure has been obtained. In the absence of a commercial kitchen, a kitchen may be used by a licensed caterer for handling, warming, and distribution of food, but not for cooking of food to be served. Any alcoholic beverages that are served must be done so in compliance with the ordinances of this County and the Laws of the Commonwealth of Virginia, including any required permits for serving alcoholic beverages.

Sec. – Operational Limitations.

The following Operational Limitations apply to all Event Venues:

- (1) No Event Venues shall be allowed to exceed an attendance level as set by the Fire Marshal for maximum occupancy of the venue, or last longer than two (2) days, not including set-up and take down.
- (2) The Event Venues hours of operation shall be from 9:00 A. M. until 10:00 P.M. Monday through Thursday; 9:00 A. M. until 11:00 P.M. on Fridays and Saturdays; and 11:00 A.M. until 10:00 P. M. on Sundays. These time frames shall not include set up or break down of the event being held.
- (3) Upon the showing of good cause to the Board of Supervisors, based on the location of the Event Venue, and the Board's approval, the proposed Event Venue may receive allowance to operate outside of the Operational Limitations set forth in this Section. Applications for a variance in the Operational Limitations described herein shall be made in conformance with the process for special exceptions to the Zoning Ordinance of Lunenburg County.

Sec. – Public Health

Event Venues shall provide a potable domestic water supply and an on-site sewage disposal (i.e. portable toilets) or sewer service connection necessary to accommodate all events to the satisfaction of the Public Health Department.

Sec. – Traffic Control

An annual traffic control plan shall be submitted to the County's Planning Department for approval by the Lunenburg County Sheriff's Department, Fire and Emergency Medical Services, and the Virginia Department of Transportation. Adequate ingress and egress shall be provided for all emergency vehicles to the satisfaction of the above-mentioned entities.

Sec. – Reporting to the Commissioner of the Revenue.

Any person that has an Event Venue license shall report all business tangible property to the Commissioner of the Revenue for the County prior to January 31st of each year.

Sec. – Agribusiness/Agritourism

This Section shall apply to any Owner/Operators whose venue falls under the category of Agribusiness or Agritourism, and a new Conditional Use Permit for an Event Venue shall be required as provided in this Section.

Sec. – General Admission Events

An Event Venue License shall allow an Event Venue to host up to twelve (12) general admission events per year, and no event permit application or fee shall be required. For each general admission event held at an Event Venue over the twelve (12) allowed events per year, the Owner shall file an Event Permit Application and pay the Permit Fee in accordance with the County's Event Permit Ordinance.

Sec. – Penalty for violation of section.

- (a) Any person who violates any provision of this article shall be found guilty of a Class I Misdemeanor.
- (b) The Board may bring suits or actions in the Circuit Court of the County to restrain, enjoin, or otherwise prevent violations of this article.
- (c) Any person who shall fail, neglect, or refuse to comply with or shall violate any provision of this section shall be guilty of a misdemeanor and, upon conviction, shall be fined not less than \$300 nor more than \$500 for each offense.
- (d) Any person who shall fail, neglect, or refuse to comply with or shall violate any provision of this section shall be subject to having his or her Event Venue License revoked by the Board or county administrator.
- (e) Each individual violation continuing in excess of twenty-four (24) hours shall constitute a separate offense.

Event Permit Amendment Ordinance

1. An Event Permit will be required for special events that are planned for or which reasonably may be expected to attract more than one-hundred (100) persons at any one time, such as a carnival, circus, concert, festival, fair, dog show, horse show, outdoor retail sales event, fireworks show, tent revival or similar meetings, or overnight camping and shall be issued for not more than fourteen (14) consecutive days, in any six (6) month period.
2. No such activity shall be located closer than five hundred (500) feet to a residential use unless the owner of the resident grants use and files express written permission in a form that can be reviewed and validated by the Zoning Administrator.
3. Adequate provisions must be made for off-street/ off-road parking, safe ingress, and egress, refuse disposal, food and sanitary facilities, emergency services and security as appropriate and approved by the Zoning Administrator.
4. Hours of operation. The Event Permit hours of operation shall be from 9:00 A.M. until 10:00 P.M. Monday through Thursday; 9:00 A.M. until 11:00 P.M. on Fridays and Saturdays; and 11:00 A.M. until 10:00 P.M. on Sundays. These time frames shall not include set up or break down of the event being held.
5. The following special events are exempt from the requirements of this section and may occur without a temporary Event Permit. Exempt special events, however, shall remain subject to all other applicable provisions of this ordinance and the County laws and regulations, including, but not limited to standards governing noise control.
 - a. Special events planned or reasonably expected to attract less than one hundred (100) persons at any one time.
 - b. Special events occurring within, or upon the grounds of, a private residence, where the property owner and or event host receives no compensation for hosting the event and guests/attendees are not charged an admission fee such as weddings or family reunions.
 - c. Any event sponsored in whole or in part by the county or another political subdivision of the Commonwealth of Virginia.
 - d. Any organized special events conducted at sites or facilities typically intended, used, designed, and approved for such events. Examples of such exempt activities include, but are not necessarily limited to sporting events conducted on courses or fields intended and used for such activities; commercial stables or horse-riding facilities; historic home museums and adjacent grounds; wedding services conducted at country inns, banquet facilities, reception hall, or similar facilities; beer or wine tastings or dinners at Farm wineries, breweries, or distilleries whose facilities are designed for such events; conferences and similar events in facilities designed for such use; and events planned by recognized educational organizations.
 - e. Any special event, parade or march held on state-maintained highways shall require an approved Land Use Permit issued and reviewed by VDOT.
 - f. Gatherings or groups or individuals for activities conducted by churches and/or religious organizations recognized as being non-profit when such activities are conducted on church-owned property.
 - g. Gatherings of persons for the purpose of purchasing or accepting delivery of food items offered for sale by organizations which are recognized as being non-profit, where such activities do not include other entertainment activities as identified in this definition. Such exempt activities shall include bake sales and sales of take-out dinners.
6. Permitting Process: Applications may be submitted up to three-hundred and sixty-five (365) days before the actual event is to take place. The timeline shown below is the **latest** that applications can be made prior to the event.
 - a. Events planned for one hundred (100) to five hundred (500) attendees-
 - a. Submit application seventy (70) days before event
 - b. Review by zoning administration ten (10) working days
 - c. Submit to the Board of Supervisors at a regularly scheduled meeting
 - d. Should be returned thirty (30) days prior to event
 - b. Events planned for over five hundred and one (501) attendees-
 - a. Submit application one hundred and twenty (120) days before event
 - b. Review by administration staff twenty (20) working days
 - c. Submit to the Board of Supervisors at a regularly scheduled meeting
 - d. Should be returned sixty (60) days prior to event
7. Event Permit Fees:
 - a. Events- one hundred (100) to five hundred (500) attendees \$300.00 review fee
 - b. Events- five hundred and one (501) and over attendees \$500.00 review fee
8. Penalties for violation of this policy-
 - a. Any person, firm or corporation who violates any provision of this article shall be guilty of a Class I misdemeanor.
 - b. The board may bring suits or actions in the Circuit Court of the County to restrain, enjoin or otherwise prevent violations of this article.
 - c. The county administrator shall have the right to revoke any permit issued under this article upon noncompliance with any of its provisions or upon noncompliance with the plans submitted and approved.
 - d. The county administrator or Board may cancel the event and/or bring a suit to recover expenses of County forces needed if the policy has not been adhered to during the event and one (1) hour before and one (1) hour after the scheduled times.
 - e. Each individual violation continuing in excess of twenty-four (24) hours shall constitute a separate offense.

Attorney Tessie Bacon representing Mr. Robert McQuillan, III of 218 Egg Drive, Kenbridge, VA, stated that her client applied for a Conditional Use Permit to operate a Retail Store and Shop/Personal Service Business (Restaurant) on tax parcel 002-0A-0-5, 848 Free State Road, Meherrin, VA 23954, consisting of 3.12 acres in an A-1 Agricultural Zone. Mr. McQuillan advised that his business, under the name Funky Fungi Foods, would feature gourmet mushrooms. Their first step would be to sell the product to restaurants, then expand by opening their own restaurant. Mr. McQuillan plans to meet with local farmers and develop relationships to

use their products in his restaurant. Ms. Newton added that the following conditions were recommended by the Planning Commission.

Conditions:

- Adhere to the fire code maximum occupancy of the building
- Provide adequate room for fire and EMS to make entrance to the parking area, building and surrounding areas on the parcel and can exit the location
- Comply with VDH rules and regulations and pass their inspection for the preparation and serving of food and/or beverages, which includes, but is not limited to:
 - Certified Food Protection Manager (at least one (1) employee with supervisory and management responsibility is required to have the certification)
 - Food Service Permit Application
 - Building Permits
 - Business Licenses (if applicable)
 - VDH Permit
 - VDH Plan Review
 - Approved equipment, supplies, food sources and signage
 - Food Training
 - All Applicable fees
 - Regular Inspections from VDH
 - Mobile Food Unit License
- Obtain a building and/or electrical permit through the County of Lunenburg within thirty (30) days of approval of the Conditional Use Permit
- Comply with the commercial entrance regulations required by the Virginia Department of Transportation
- Comply with all Uniform Building Codes
- Receive a Certificate of Occupancy/Final Inspection from the County of Lunenburg prior to the operation of the salon
- Determine if the food truck/trailer and market will be ADA Compliant and if it is deemed that it will be compliant, then follow all rules and regulations required (i.e., handicap ramp, handicap accessible bathroom, etc.)
- Contact the Commissioner of Revenues office within thirty (30) days prior to operation to notify of the new business and complete any requirements of their office
- Determine if the food truck/trailer and market will be obtaining Virginia's Finest Certification through the Virginia Department of Agriculture and Consumer Services. If it is determined to pursue the certification, the requirements include, but are not limited to (<https://www.vdacs.virginia.gov/vafinest.com/apply.shtml>):
 - Download Virginia's Finest Product Data Sheet
 - Verify that you meet or exceed industry established quality standards
 - Complete Application
 - Food Labeling Requirements
 - Email or Mail Completed Virginia's Finest Application
 - The Virginia Department of Agriculture and Consumers will notify when the completed application is received
- Have the proper insurance policy the business and property and provide proof to the Department of Planning and Economic Development
- Allow the Director of Planning and Economic Development to conduct a walkthrough prior to operation to ensure that all conditions have been complied with as set-forth by the Planning Commission and/or Board of Supervisors.

Administrator Gee advised that the Lunenburg County School Division made her aware of a need to increase revenue and expenditure by \$2,044,160 for Fiscal Year 2021-2022 as a result of work paid to Trane for updates to the HVAC system in June 2022. The increase would result in a total updated school budget for FY2022 of \$26,167,887. These funds were previously advertised as a part of the Lunenburg County School Division's revenue for Fiscal Year 2022-2023. Moving the funds to FY2022 would result in a decrease of \$2,044,160 for Fiscal Year 2022-2023 Revenue for the Lunenburg County School Division. The decrease would result in a total updated school budget for FY2023 of \$27,513,540.

Supervisor Pennington made motion, seconded by Supervisor Bacon and unanimously approved, to exit public hearing.

Supervisor Hankins made motion, seconded by Supervisor Edmonds and unanimously approved, to approve the Lunenburg Event Venue Ordinance as presented.

Supervisor Hankins made motion, seconded by Supervisor Pennington and unanimously approved, to approve the Amendment to the Lunenburg Event Permit Ordinance as presented.

Supervisor Hankins made motion, seconded by Supervisor Pennington and unanimously approved, to approve Conditional Use Permit 3-22, with conditions outlined by the Planning Commission, for Robert McQuillan, III—Funky Fungi Foods—to operate a Retail Store and Shop/Personal Service Business (Restaurant) on tax parcel 002-0A-0-5, 848 Free State Road, Meherrin, VA 23954, consisting of 3.12 acres in an A-1 Agricultural Zone with the conditions set forth by the Planning Commission.

Supervisor Hankins made motion, seconded by Supervisor Edmonds and unanimously approved, to approve a FY22 Post-Year Budget Adjustment increase of \$2,044,160 in revenue for the Lunenburg County School Division, for a total updated school budget for FY2022 of \$26,167,887, as a result of previously awarded ESSER funds and expensed to Trane for updates to the HVAC system in June 2022 and decrease of \$2,044,160 for Fiscal Year 2022-2023 Revenue for the Lunenburg County School Division resulting in a total updated school budget for FY2023 of \$27,513,540.

Assistant Superintendent and Finance Director James Abernathy presented the monthly school board report. He provided the Superintendent's report, noting that both the junior varsity and varsity football teams had been undefeated thus far in the season. He added that the cheerleading team won first place in the state competition. He shared that the volleyball team made it to the regional level and the golf team won the regional meet and played in the state competition. Mr. Abernathy thanked Supervisor Hankins and Administrator Gee for attending legislative day at the schools. Supervisor Hankins stated that he looked forward to the event each year. He suggested that the Board present a resolution of achievement to the football teams once their season was complete.

Supervisor Hankins made motion, seconded by Supervisor Pennington and unanimously approved, to adopt a resolution of achievement for both the junior varsity and varsity football teams once their season was complete.

Mr. Abernathy continued to provide the financial reports. He noted that the current ADM for the year is ranging between 1484 and 1489. He explained that they still have some positions open, to include one instructional position which is supported by grant funds. Mr. Abernathy advised that the carryover for the HVAC systems has been expensed. He noted that he will update the financial reports to reflect the reduction of \$2,044,160 for Fiscal Year 2022-2023 Revenue as approved by the Board after the public hearing. Mr. Abernathy stated that it expects over one million dollars in CARES and ESSER funds in the coming month. Mr. Abernathy requested approval of a resolution from the School Board authorizing a pay date of December 20, 2022 for all teachers, bus drivers, and other workers whose salaries are set by the School Board or its properly delegated agency.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to authorize a pay date of December 20, 2022 for all teachers, bus drivers, and other workers whose salaries are set by the School Board or its properly delegated agency.

Mr. Abernathy requested approval of a transfer in the amount of \$41,546 retroactively in FY2021-22 from the school general fund to the textbook fund to use for the purchase of student text books in FY2022-23. This transfer assists the school in meeting the FY22 Required Local Match.

Supervisor Zava made motion, seconded by Supervisor Pennington and unanimously approved, to authorize a transfer in the amount of \$41,546 in FY2021-22 from the school general fund to the textbook fund to use for the purchase of student text books in the current year.

Mr. Kevin Smith provided the monthly VDOT report. He advised that the last cycle of primary mowing was in progress. Once complete, crews will begin working on trash pickup. Mr. Smith advised that crews had

recently completed a successful dry run for snow removal. He noted that a request for bids for the Hardy Road project had been posted and he expects to receive them in the coming week. Supervisor Hankins advised that a resident of 718 Hill Top Road questioned him as to when the road would be paved. Mr. Smith replied that he would need to review the SSYP and the traffic count information for Hill Top Road. Supervisor Edmonds asked when work would begin on Epps Lane. Mr. Smith replied that Epps Lane was on the SSYP schedule for 2023. He added that it will likely be April when the project would begin.

Administrator Gee advised that each December the County typically matches its pay date with the school system. She requested that the Board authorize a pay date of December 20, 2022 for all county payroll recipients.

Supervisor Bacon made motion, seconded by Supervisor Edmonds, and unanimously approved, to coordinate the December pay date with the school system on December 20, 2022 for all County payroll recipients.

Administrator Gee shared notification from the Virginia Department of Emergency Management (VDEM) announcing the allocation of a 2022 State Homeland Security Grant Program from the U.S. Department of Homeland Security. Lunenburg County has been allocated \$90,000 for a Radiocache Grant and \$120,000 for a Reduction of Long-Term Community Vulnerabilities Grant. She advised that there was no match requirement for either grant and requested the Board accept the funds.

Supervisor Bacon made motion, seconded by Supervisor Edmonds, and unanimously approved, to accept and appropriate \$90,000 for a Radiocache Grant and \$120,000 for a Reduction of Long-Term Community Vulnerabilities Grant, both awarded by the 2022 State Homeland Security Grant Program from the U.S. Department of Homeland Security.

Mr. Charles Rathgeber, of the Piedmont Area Veteran's Council, thanked the Board for their support this fiscal year. Mr. Rathgeber continued to highlight some of the programs their organization provides in the community. Their organization currently covers eight counties. They are still searching for a permanent home for their office. Mr. Rathgeber presented a Combat Wounded Parking sign to the County to be used at the Courthouse complex. He again thanked the Board for their support.

Supervisor Pennington advised that the Registrar's Office needs storage space. He added that the voting machines are taking up a great deal of space in their office. He questioned if the county had any options for them. Supervisor Hankins noted that he investigated this issue previously and the storage area must be temperature-controlled. Supervisor Edmonds agreed that the machines were an investment for the County and needed to be stored in an adequate location. Administrator Gee advised that she has been looking into options and will provide an update soon.

Ms. Sharon Harrup, CEO of STEPS, Inc, spoke before the Board to share the organization's progress in their Community Action Agency efforts and the Head Start program. She stated she was also following up on their previous request for ARPA funds to build a tiny home village for the homeless in the region. STEPS, Inc. has been named the area Homeless Solutions Program provider. Ms. Harrup noted that there have been some positive developments with funding through grant awards and donations which puts their total funds raised outside of county and town ARPA funds at \$468,833. Therefore, they are now requesting a reduced contribution from each member locality. Ms. Harrup requested \$50,000 from Lunenburg County in ARPA funds or other source for the tiny homes project. She added that they have requested the same or more from other member counties. Mr. Shawn Rozier, Vice-President of Housing with STEPS, shared that they have provided emergency sheltering for 42 individuals in 13 households this past fiscal year and for 26 individuals in 8 households in FY2021. Mr. Rozier continued that they assisted 79 individuals in 22 household for a total of

\$59,838.95 in rent and mortgage assistance through the Rent and Mortgage Relief Program and TANF CARES funding for the pandemic. He added that these needs will continue in the future and their tiny home project will provide a resource for those who need it. Supervisor Pennington commented that he understands there is a need in the area for these services. Supervisor Zava stated that this request was outside of the normal budget request time frame. He recommended that the request go before the Finance Committee for review. Ms. Harrup requested that the Board and Finance Committee consider this a one-time allocation, separate from their annual community action agency allocation. She noted that their current programs cannot afford to operate if their annual allocation is reduced.

Community Development Director Taylor Newton provided her monthly report. She advised that the VGA submitted a regional application for site characterization and up-tiering. Three Lunenburg sites were included. Ms. Newton advised that the Timmons Group recently performed an environmental study to add twelve t-hangars at the Lunenburg Airport. She requested the Board approve the cost of the geotechnical engineering study at \$12,500, as there are currently no other funding options available. She added that if additional hangers are constructed, it will be a huge benefit and bring additional business for Mr. Danny Bond's business that is currently located there.

Supervisor Bacon made motion, seconded by Supervisor Edmonds, and unanimously approved, to move capital funds from the General Fund to the Airport Fund in the amount of \$12,500 in order to pay the Timmons Group for the geotechnical study at the airport.

Administrator Gee provided her monthly report. She advised that the agreement with Pearson's Appraisal Service of reassessment services for the effective tax year of 2024, had been completed. The cost per parcel will be twenty-three (\$23) dollars. Administrator Gee advised that the December Board meeting will be held at the Kenbridge Town Hall due to a jury trial being held at the courthouse. She will advertise the change in location in the weeks prior to the meeting. Administrator Gee advised that funds from the opioid settlement had been received and she expected to receive more. She advised that the Virginia Community Services Board has submitted a request to partner in use of the funds. She added that the funds are currently being held in the General Fund for accounting and tracking until a use is determined. Administrator Gee noted that the Dominion Transmission Line project is currently in the phase of accepting comments from public bodies. She asked the Board and Planning Commission to forward any comments or questions to her and the County will submit a combined response. Administrator Gee shared that Meridian Waste hired an appraiser to appraise the county-owned property near the Animal Shelter which they are interested in purchasing. Administrator Gee stated that the appraisal was quite a bit lower than the expected value of the property. She recommended the Landfill Committee review it and determine any further action needed. County Attorney Rennie suggested that the County hire an appraisal firm to get a second opinion with Meridian Waste absorbing the expense.

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

Tracy M. Gee, Clerk
County Administrator

Charles R. Slayton, Chairman
Board of Supervisors