

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

**Minutes of the April 13, 2023 Meeting**

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, April 13, 2023 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 joined the meeting virtually.

Chairman Slayton called the meeting to order.

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

Chairman Slayton requested additions to the agenda from the Board and the public. Administrator Gee requested that Animal Control Officers be added as 7H.

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 Pennington made motion, seconded by Supervisor Edmonds and unanimously approved, to accept the Consent Agenda to include the March 9, 2023 meeting minutes, the Treasurer's February 2023 reports and the following Warrants for Approval:

March 2023:

Payroll: Direct Deposit:	\$ 178,689.30
Payroll Check #2019:	\$ 673.21
Payroll Taxes Federal:	\$ 57,060.83
Payroll Taxes State:	\$ 10,549.18
Payroll VRS payment:	\$ 37,031.68
Payroll ICMA-RC payment:	\$ 2,373.40
Payroll Health Savings Deposits:	\$ 3,882.11
<i>WIRE Debt Service</i>	\$ 64,693.76
Accounts Payable: #82445-82652	\$ <u>409,440.01</u>
Total:	\$ 764,393.48

Assistant School Superintendent James Abernathy presented the monthly school board report. He shared a request for a supplemental appropriation. He advised that the school division was awarded \$18,479.81 in American Rescue Plan for Homeless Children funding and \$24,000 in Virginia Tiered Systems of Support funding. He added that the total additional funding to be appropriated to the FY2023 School Board Budget would be \$42,479.81, revising the budget total to \$28,341,702. Neither funding requires any additional local funds.

Supervisor Zava made motion, seconded by Supervisor Edmonds and unanimously approved, to accept and appropriate additional funding of \$42,479.81 to the FY2023 School Board Budget revising the school budget total to \$28,341,702.

Mr. Abernathy continued that the School Division was awarded \$36,009.60 in Restraint & Seclusion Grant Funding that was made available after the approved FY2023 budget. He noted that accepting and appropriating these funds would not require any additional local funds and would revise the total budget to \$28,377,712. Supervisor Zava questioned what the funds were intended for. Mr. Abernathy responded that the funds would be used to train teachers and staff in tactics that would help to deescalate someone threatening to hurt themselves or others.

Supervisor Hankins made motion, seconded by Supervisor Edmonds and unanimously approved, to accept and appropriate additional funding of \$36,009.60 in Restraint & Seclusion Grant Funding revise the total school budget to \$28,377,712.

Mr. Abernathy shared that the official ADM, as of March 31<sup>st</sup>, reported to the State was 1491, which was twenty-nine students less than they budgeted. He added that with vacancy positions and savings in fuel costs, the school division will be able to absorb the cut in funds from the state. Mr. Abernathy shared that enrollment numbers had steadily been increasing since December, in fact the count was up to 1,508 the previous week. Mr. Abernathy provided an update on capital improvements. He noted that the HVAC systems at both elementary schools were updated last year. He shared that Central High School would see improvements beginning in the summer months. Mr. Abernathy stated that plans are to update the bathrooms as well as the wastewater system. They will also be making security improvements. He shared that the total construction project would cost \$1.4 million and state funding will be received by the end of June. Mr. Abernathy commented that he will request to carryover any remaining construction funds so that they may be used during the next fiscal year. Mr. Abernathy commented that the School Board would be adopting the FY2024 budget at their next meeting. He shared that it has been difficult to formulate the proposed budget as the state budget has not been approved. He added that they have based their figures on the Governor's proposed budget and will adjust once the state's budget is finalized.

Mr. Kevin Smith provided the monthly VDOT report. He shared that contractors have been working on litter control throughout the county. He advised that the Hardy Road construction project was progressing and they hope to have the road open by the end of April. Mr. Smith advised that rural rustic projects have begun and should be completed by July 1<sup>st</sup>. He shared that he met with Supervisors Edmonds and Hankins as well as Administrator Gee to review the Secondary Six Year Plan. Mr. Smith stated that the group identified four routes to be added to the last year of the plan, consisting of Hill Top Road, Hinkle Road, Bragg Road and Trailer Park Road. These four routes have a construction cost of approximately \$928,500 and would pave 4.61 miles of roadway. Mr. Smith advised that a public hearing would be needed at the May meeting. Supervisor Hankins commented that the committee tried to select roads that were scattered throughout the county.

Commissioner of the Revenue Liz Hamlett shared that she recently received notice from James W. Elliott, attorney at law, regarding Parcel Record number 4922, a 10-acre parcel assessed to Willie Bagley. In reviewing the county land records and court records, she found no reference of transfer of this parcel to Mr. Bagley. Land records contained in the Commissioner of the Revenue's Office indicate that the 10-acre parcel has been assessed in the name of Mr. Willie Bagley since at least 1943. Commissioner Hamlett noted that along with Mr. Elliott's notice was a copy of a survey prepared by J. Richard Dunn, recorded in 1998. Mr. Dunn, a reputable land surveyor, also found no record of this property. Pursuant to the Code of Virginia §58.1-3981, "if the commissioner of the revenue...is satisfied that he has erroneously assessed such applicant with any such tax, he shall correct such assessment." Commissioner Hamlett stated that she would be removing the property from the county's tax records and abate the delinquent taxes.

Commissioner Hamlett requested the Board consider a reallocation of funds within her FY2023 budget. She requested a reallocation of \$500 to cover the cost of postage increases, \$1,000 for salary and benefits adjustments. She explained that she has joined the Career Development Committee of the Commissioners of the Revenue Association in Virginia and has begun co-teaching classes to colleagues throughout the state. By joining the team of educators, she reduced her travel budget while still fulfilling the requirements to maintain her Master Commissioner of the Revenue designation through the Weldon Cooper Center. She requested to move \$1,500 from her travel line item to cover the line item increases. She will also claim an additional \$10,000 in vacancy saving with the Compensation Board before the end of the fiscal year.

Supervisor Hankins made motion, seconded by Supervisor Edmonds and unanimously approved, to move \$1,500 from the Commissioner of the Revenue's travel line item to cover a \$500 increase for postage, \$1,000 for salary and benefits adjustments.

Administrator Gee shared several requests from the Sheriff's Office. First, the Comp Board would be sending \$3,635.43 in vacancy savings to be added to the Police Supplies line item. Second, they would like to transfer \$7,271.08 from the Comp Board in vacancy savings to Repairs and Maintenance.

Supervisor Hankins made motion, seconded by Supervisor Edmonds and unanimously approved, to accept and transfer \$3,635.43 in vacancy savings to the Police Supplies line item and \$7,271.08 from vacancy savings to Repairs and Maintenance.

Administrator Gee requested the Board accept \$583,334 in funds from Red Brick Solar as the second of four payments associated with their solar facilities project. She requested the funds be placed in the Emergency Services Fund.

Supervisor Hankins made motion, seconded by Supervisor Edmonds and unanimously approved, to accept \$583,334 in funds from Red Brick Solar and place as revenue in the Emergency Services Fund.

Administrator Gee shared a request from Major DJ Penland regarding the Electronic Summons Fund and implementing electronic summons in the sheriff's office fleet. Major Penland explained that they obtained a quote totaling \$43,480.15 which would allow them to purchase the necessary hardware and software, as well as provide training for all staff and court officials. He requested the Board's approval to use funds available to proceed with implementing the electronic summons system.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to utilize revenue of \$43,480.15 from the Electronic Summons Fund and appropriate the funds to implement electronic summons in the sheriff's office fleet.

Supervisor Hoover shared a proposed resolution to allow Victoria Fire and Rescue to bill for Emergency Services for motor vehicle accidents, motor vehicle fires and structure fires. He added that the Board approved something similar for Kenbridge Fire Department several years ago. He explained that bills would not be sent to citizens directly, but would allow the organization to bill insurance companies.

Supervisor Hoover made motion, seconded by Supervisor Bacon and unanimously approved, to approve the below resolution allowing Victoria Fire and Rescue to bill for Emergency Services for motor vehicle accidents, motor vehicle fires and structure fires.

BOARD OF SUPERVISORS  
Charles R. Slayton, CHAIRMAN  
Election District 4  
Frank W. Bacon, VICE-CHAIRMAN  
Election District 3  
T. Wayne Hoover  
Election District 1  
Mike Hankins  
Election District 2  
Edward Pennington  
Election District 5  
Alexander L. Edmonds  
Election District 6  
Robert O. Zava  
Election District 7



Lunenburg County Administration  
11413 Courthouse Road  
Lunenburg, VA 23952

Tracy M. Gee  
County Administrator

Telephone: (434) 696-2142  
Facsimile: (434) 696-1798

**Resolution to Allow Billing for Emergency Services Provided for Motor Vehicle Accidents, Motor Vehicle Fires, and Structure Fires**

WHEREAS, Victoria Fire and Rescue was established by local leaders in Victoria, Virginia in 1941; and

WHEREAS, Victoria Fire and Rescue provides crucial fire protection and emergency services to the residents of the Town of Victoria and Lunenburg County; and

WHEREAS, Victoria Fire and Rescue has been a vital partner in the growth and prosperity of the Town of Victoria and Lunenburg County; and

WHEREAS, in order to continue providing the highest level of fire protection and emergency services to the citizens of Victoria and Lunenburg County, Victoria Fire and Rescue must recover certain costs through service billings:

NOW, THEREFORE, BE IT RESOLVED that the Lunenburg County Board of Supervisors thanks Victoria Fire and Rescue for its service to our community and supports and authorizes Victoria Fire and Rescue efforts to recover the costs of providing emergency services at motor vehicle accidents, motor vehicle fires, and structure fires through service billings with all cost recoveries paid to Victoria Fire and Rescue.

Charles R. Slayton  
Chairman, Lunenburg County Board of Supervisors

Date: 4-13-2023  
Attest: Tracy M. Gee  
Title: County Administrator

Administrator Gee recognized Animal Control Officer Ray Elliott and noted that he had been invited to present at an educational event for over two hundred students at Busch Gardens. Officer Elliott introduced newly hired Deputy Animal Control Officer Brittany Norfleet. Deputy Officer Norfleet will begin Basic Animal Control Training May 1<sup>st</sup>.

Ms. Chrissy Sherriff of ABM Building Solutions, LLC approached the Board regarding her company's proposal to assess facility needs and prepare a plan to create energy savings and revenue enhancements to fund needed upgrades to current facilities, without increasing taxpayer burden. Ms. Sherriff advised that the contract had been reviewed by County Attorney Rennie and suggested revisions had been made. She added that their goal is to obtain meaningful benefits for the county. Administrator Gee shared that she would like to proceed with their assessment while there are still ARPA funds available to fund projects. Supervisor Zava questioned the bottom-line cost. Ms. Sherriff replied that until the assessment is completed and a list of options prepared, she is unable to provide a total cost. It will be dependent upon the options the county chooses to implement. Supervisor Zava commented that he would not vote for something, when he does not have a total cost to base it on.

Supervisor Hankins made motion, seconded by Supervisor Pennington, with six supervisors voting yes and Supervisor Zava voting no, to approve the contract with ABM Building Solutions, LLC and proceed with the assessment of the facilities.

Administrator Gee advised that the county recently received two responses to the request for proposal for audit services. After Supervisor Zava and Ms. Gee's interviews and rating of both vendors, Robinson, Farmer, Cox Associates were the prevailing choice. She shared that the cost of auditing services for the first year would increase to \$38,500, with an escalation in price each year following. She noted that the increase in fees is warranted since numerous requirements for review have been added by the Auditor of Public Accounts since the last contract. She requested the Board's approval to engage RFC for auditing services.

Supervisor Hoover made motion, seconded by Supervisor Edmonds and unanimously approved, to engage Robinson, Farmer, Cox Associates for the county's auditing services at a cost of \$38,500 for the first year beginning with the FY2023 audit and \$4,000 for the Cost Allocation Plan with annual escalation.

Administrator Gee advised that the county had recently advertised a request for proposals for health insurance services as well. She noted that there were no responses as no vendors could be competitive with The Local Choice. She requested the Board's approval to continue covering one hundred percent of employee coverage and to increase the monthly supplemental amounts provided for dependent coverage to \$150 for employee plus one coverage and \$200 for family coverage.

Supervisor Hankins made motion, seconded by Supervisor Pennington and unanimously approved, to continue health insurance coverage with The Local Choice, to continue covering one hundred percent of employee coverage and to increase the monthly supplemental amounts provided for dependent coverage to \$150 for employee plus one coverage and \$200 for family coverage.

Administrator Gee began discussions of the FY2023-2024 budget. She explained that she did not yet have a draft budget for review as there is still no guidance from the state. She is expecting a five to seven percent COLA increase for state funded positions. She added that would mean a \$487,000 increase for pay, fringe benefits and insurance costs. She is expecting a \$172,000 increase for the Piedmont Regional Jail. The school system projected ADM will increase the local funds requirement by \$148,400. Administrator Gee advised that the new radio communications system should be operational by October and maintenance costs will begin. She noted that the solid waste fund had seen a large expense increase due to the new minimum wage rate of \$12/hour. She shared that expenses have started to deplete the fund and they may soon need to look at pulling host fees from the general fund. Administrator Gee noted that personal property taxes will be based on one hundred percent assessment as the values are back to near normal since the pandemic inflation. She advised that real estate rates will need to remain the same until the new tax year as bills have already been mailed. The rate may be reviewed for an increase in early 2024 after reassessment is complete. She suggested that any decision to change the rate be made by March 2024. Administrator Gee requested a budget work-session for the following week on April 20, 2024.

Director of Community Development Taylor Newton is on vacation, however, her report is provided in the Board packet for review.

Administrator Gee provided her monthly report. She advised that she had recently met with Ms. Nancy King, who owns property neighboring the County airport. An appraiser would be going out to the property and the county will seek grant funds to purchase Ms. King's property if they can settle upon a reasonable price. She noted that the required tree trimming will soon occur on the property. Administrator Gee advised that she has an upcoming meeting with the Department of Aviation on the runway paving project. She shared that the flooring replacement in the dispatch office and Sheriff's Office was still being researched to ensure quality, long-lasting flooring at a reasonable cost. Capital improvement funds will be used for the project once a determination is made. Slate nuggets have replaced mulch in the flower beds around the Courthouse and Administration Office. She added that the remainder of the beds will have slate nuggets in the fall as budget allows. Judge Calvin Spencer contacted regarding the restrooms available for the staff of the District Court Clerk's Office. The County will need to add a bathroom to avoid jurors using the current staff restroom on ever-increasing jury trial days. Administrator Gee advised that she has received numerous reports of trash trucks using unapproved routes. She has contacted management at the Lunenburg Landfill and asked them to remind drivers of the correct route. She believes some of the confusion may be due to the current detour in place while Hardy Road is under construction. There are also issues at the convenience sites regarding a question of items that can or cannot be dumped. She is working to communicate with site staff on what is allowed and promote consistency among sites and staff.

Supervisor Pennington made motion, seconded by Supervisor Edmonds, and unanimously approved, to enter Closed Session citing Virginia Code Section §2.2-3711A1 for Personnel, §2.2-3711A4 Protection of the Privacy for an Individual, 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 Bacon
- Supervisor Pennington
- Supervisor Slayton
- Supervisor Zava

VOTING NO

ABSENT

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

Supervisor Hankins made motion, seconded by Supervisor Edmonds and unanimously approved, to continue to the Budget work-session on Thursday, April 20, 2023 at 6:00 p.m.

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Tracy M. Gee, Clerk  
County Administrator

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Charles R. Slayton, Chairman  
Board of Supervisors