

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

**Minutes of the May 11, 2023 Meeting**

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, May 11, 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, T. Wayne Hoover, Edward Pennington, Charles R. Slayton, Robert Zava, County Administrator Tracy M. Gee, Deputy Administrator Nicole A. Clark, and County Attorney Frank Rennie.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to adjourn the meeting that was continued on April 13, 2023.

Chairman Slayton called the May 11, 2023 meeting to order.

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

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

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 Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to accept the Consent Agenda to include the April 13, 2023 meeting minutes, the Treasurer's March 2023 reports and the following Warrants for Approval:

April 2023:

Payroll: Direct Deposit:	\$ 181,796.48
Payroll Check #2020:	\$ 882.85
Payroll Taxes Federal:	\$ 58,524.93
Payroll Taxes State:	\$ 10,730.76
<i>WIRE Debt Service</i>	\$ 145,403.56
ACH Payments	\$ 189,805.41
Accounts Payable: #82653-82785	\$ <u>459,904.88</u>
Total:	\$ 1,047,048.87

Supervisor Pennington made motion, seconded by Supervisor Hankins, and unanimously approved, to enter public hearing regarding Virginia Department of Transportation Secondary Six-Year Plan for Fiscal Years 2023/24 through 2029/30 for Lunenburg County, and on the Secondary System Construction Program Budget for Fiscal Year 2023/24.

Mr. Kevin Smith of VDOT advised the Board that the Transportation Committee recommended four roads to add to the sixth year of the SSYP. Those roads include 3 miles of Hinkle Road, 0.6 mile of Hill Top Road,

0.31 of Bragg Road and 0.7 of Trailer Court Road with a total estimated budget of \$928,500. There was no public comment.

Supervisor Bacon made motion, seconded by Supervisor Edmonds, and unanimously approved, to exit public hearing regarding the Secondary Six-Year Plan and Secondary System Construction Program Budget.

Supervisor Bacon made motion, seconded by Supervisor Edmonds, and unanimously approved, to approve the proposed Virginia Department of Transportation Secondary Six Year Plan for Fiscal Years 2023/24 through 2029/30 for Lunenburg County, and on the Secondary System Construction Program Budget for Fiscal Year 2023/24 and the resolution.



### Resolution for Secondary Six Year Plan

At a regular meeting of the Board of Supervisors of the County of Lunenburg, held at the Lunenburg Courts Building on May 11, 2023 at 6:00 p.m.

On motion by Supervisor Bacon, seconded by Supervisor Edmonds and carried:

WHEREAS, Sections 33.2-358 and 33.2-331 of the Code of Virginia, as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan,

WHEREAS, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2024 through 2030) as well as the Construction Priority List (2024) on May 11, 2023 after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List,

WHEREAS, Kevin Smith, Assistant Residency Administrator, of Virginia Department of Transportation, appeared before the board and recommended approval of the Six-Year Plan for Secondary Roads (2024 through 2030) and the Construction Priority List (2024) for Lunenburg County,

NOW, THEREFORE, BE IT RESOLVED that since said Plan appears to be in the best interests of the Secondary Road System in Lunenburg County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (2024 through 2030) and Construction Priority List (2024) are hereby approved as presented at the public hearing.

A COPY,

TESTE:

  
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Tracy M. Gee, County Administrator

Assistant School Superintendent James Abernathy shared a request from the School Board to accept \$7,500 for the Grow-Your-Own Teacher Pilot Program and \$10,000 for the STEM-TRRI award that was made available after the approved FY2023 budget. He added that that the awarded funds do not require any additional transfer of Local Funds. The revised total budget will increase from \$28,377,712 to \$28,395,212.

Supervisor Pennington made motion, seconded by Supervisor Hoover, and unanimously approved, to accept \$7,500 for the Grow-Your-Own Teacher Pilot Program and \$10,000 for the STEM-TRRI award for the School Board increasing the school's total budget from \$28,377,712 to \$28,395,212.

Mr. Abernathy provide the monthly reports. He advised that enrollment is currently at 1,500. He added that the official ADM, as of March 31<sup>st</sup> and reported to the state for funding, was 1,491. They are planning the upcoming fiscal year based on an ADM of 1510, which is 10 students below the estimate used in planning the current fiscal year. Supervisor Hankins inquired about the method of determining ADM. Mr. Abernathy responded that they are budgeting based on the class size of the seniors leaving and the kindergarten class starting in the fall. They feel that 1,510 is a safe estimate. Supervisor Edmonds questioned if they have seen many of the homeschoolers coming back to the classroom. Mr. Abernathy reported that they currently have 142 students home schooled. Those students have until August to determine if they would like to continue homeschooling or not. Thus far they have heard from about twelve of those students. Mr. Abernathy noted that the FY 2024 budget was prepared using the governor's base line budget figures, since the state budget has yet to be finalized. He requested that the Board dedicate the local funds portion now for the school to get contracts out to staff for the upcoming year. Mr. Abernathy noted that the required local appropriation is currently \$148,400 over the amount required for FY2023. He stated that once the state budget has been finalized, he will adjust the FY2024 budget and present it to the Board for approval.

Mr. Kevin Smith of VDOT provided the monthly report. He shared that work on rural rustic projects has begun and they hope to apply tar and gravel by the end of the month. He advised that mowing on primary roads will begin in the next few weeks. Mr. Smith commented that Wattsboro Circle Road (Route 658) is closed for a bridge replacement project beginning Monday, May 1<sup>st</sup>. Work is expected to be complete by Friday, September 1. The road is closed between Wallace's Bridge Road (Route 712) and Reedy Creek Road (Route 671).

Administrator Gee shared a request from Chief General District Court Judge Cal Spencer to create a small private bathroom in one-half of the file room of the General District Clerk's Office. The current bathroom for the Clerk's office is in a corridor between their office and the courtroom. It is shared by jurors of Circuit Court trials. Due to law changes, the number of jury trials has significantly increased creating a greater health, safety, and convenience issue for the staff in the General District Court Clerk's Office. Administrator Gee advised that this could be an expensive request and will probably require a commercial construction company versus a local contractor, per the Building Official. She will also have ABM assess the request and make a recommendation during their facility audit of the Courthouse Complex.

Administrator Gee provided a request from the Sheriff's Office to move the following Comp Board vacancy savings funds:

- \$3,635.43 to Uniforms line item (was previously transferred to Police Supplies)
- \$2,383.25 to Office Supplies line item
- \$2,283.25 to Uniforms line item
- \$2,383.26 to Police Supplies line item
- 1,000.00 to Postage line item

Supervisor Pennington made motion, seconded by Supervisor Bacon, and unanimously approved, to transfer the requested Comp Board vacancy savings for the Sheriff's Office as stated above.

Director of Planning and Economic Development Taylor Newton provided a calculation of Enterprise Zone Tax Incentive Rebates for the Tax Year 2022. She requested the amount of \$62,882.47 be paid from the general fund to the IDA in order to pay Global Refining Group for the 2022 tax year rebate.

Supervisor Edmonds made motion, seconded by Supervisor Bacon, and unanimously approved, to transfer \$62,882.47 from the general fund to the Lunenburg County IDA in order to pay Global Refining Group for the 2022 tax year rebate.

Administrator Gee shared a copy of the Fiscal Year 2023 Virginia Department of Health Annual Agreement for review and approval in the local contribution amount of \$95,492.

Supervisor Hankins made motion, seconded by Supervisor Pennington, and unanimously approved, to authorize Administrator Gee to sign the Virginia Department of Health Annual Agreement.

Administrator Gee reviewed a listing of budget requests from community partners. She advised that each were given the opportunity to present their request to the Board.

Dr. Melba Moore of Crossroads Community Services Board presented their request of \$57,637; she noted that fifteen percent of their clients represent Lunenburg County.

Ms. Pam DeCamp presented a request in the amount of \$4,992 on behalf of Virginia Legal Aid Society. She shared that they currently have thirteen active cases in Lunenburg.

Ms. Sharon Harrup of STEPS, Inc. presented three requests before the Board. The first was in the amount of \$21,474 to aid their Community Action Agency efforts. Ms. Harrup shared that based on their 2021-2022 fiscal year, the programs impacted 244 lives in Lunenburg County, \$93,571.92 was paid to Lunenburg County businesses for services rendered and \$378,393.21 was paid in wages to Lunenburg County residents. Ms. Harrup advised the local organization, Center for Prevention of Violence or "Madeline's House" had ceased operations, leaving those seeking assistance from domestic violence without assistance. Ms. Harrup stated that she had been contacted with inquires wanting STEPS, Inc to facilitate a program to fill this void. She requested \$11,000 from Lunenburg and surrounding counties to get a program going for domestic violence prevention and assistance. They would like to hire a case worker to manage the cases. Ms. Harrup's third request was in their capacity as the Virginia Homeless Solutions Provider. She noted that without an emergency shelter in the region, they frequently must use local hotels which is very expensive and does not provide a productive environment for them to work proactively with those experiencing homelessness to regain stability. Ms. Harrup commented that they are requesting member localities use ARPA funds in the amount of \$50,000 to build a housing facility to support those in the region experiencing homelessness.

Administrator Gee shared a proposed update to Building Permit Fees as well as Animal Control Facility Fees. She advised that upon comparison to other localities and consideration of increases in costs, the County needs to increase both fee schedules. Administrator Gee commented that due to the costs of processing and review solar conditional use permits, the permit application fee needs to increase from \$2,500 to \$5,000. She would like these increases to be considered a part of the FY2024 budget adoption.

Administrator Gee also requested an increase to the monthly stipend amount provided to Planning Commission members immediately. The new amount would be \$40 per meeting.

Supervisor Hankins made motion, seconded by Supervisor Bacon, and unanimously approved, to increase the montly stipend amount provided to Planning Commission members to \$40 per meeting, previously at \$25 per meeting.

Administrator Gee continued to review the proposed FY2024 budget. She noted that the projection did not include a tax increase, however, the Board may want to consider tax rates after reassessments are completed in January for the 2024 tax year. She advised that the proposed budget included a five-percent

increase for all full-time staff, contingent upon the same in the unapproved state budget. Administrator Gee noted several increases, to include audit services due to the need for a Treasurer's Audit after Treasurer Amona Currin's retirement, IT Services for a new IBM server replacement, new positions in the E911 Center due to the mandate for Emergency Medical Dispatching, increase to medical services for Piedmont Regional Jail, cost of fuel increases, and a second full-time officer for Animal Control. Administrator Gee advised that she is expecting to have carryover funds in capital improvements for FY23 and would like to transfer those to the capital budget for FY2024. She commented that solid waste expenses were increasing due to minimum wage increases. She requested the Board hold a budget public hearing at the June meeting on the proposed budget with possible adoption on June 29, 2023.

Director of Community and Economic Development Taylor Newton provided her monthly report. She advised that the CUP application for the new food pantry was scheduled to be reviewed by the Planning Commission at the May meeting but was canceled due to inaccurate information on the application. She will need to re-mail notices and re-advertise and will pass those costs along to the applicant. Ms. Newton advised that she has several solar projects under review and will be coming before the Planning Commission and Board soon. She stated that Dogwood Solar has found another buyer and will be coming to the June meeting to discuss the potential sale with the Board. She added that she advised them to have financial statements available and a representatives available to answer any questions. Ms. Newton shared that she received approval for grant funding to purchase "Welcome to Lunenburg" signs. Funding will allow for four signs at a cost of \$3,750 per sign. Ms. Newton requested the Board's direction for location of the signs. Supervisor Zava commented that in the past it has been difficult to find a land owner who will allow the sign to be erected on their property. Supervisor Edmonds noted that his concern is who will be responsible for maintaining the signs and maintaining the lawn on which they are located. Ms. Newton replied that the signs, made of granite will be low-maintenance and lawn care maintenance will be determined on an individual basis with each land owner. Supervisor Hoover stated that he likes the design of the signs and suggested that Ms. Newton work on contacting land owners to get commitments and bring back to the Board for discussion.

Administrator Gee provided her monthly report. She advised that she had received bids on the paving project for the Airport. She would like to get approval and funding from the Department of Aviation before presenting to the Board. Administrator Gee provided an update on ARPA funds spent thus far, amounts obligated and a remaining amount of \$821,879 available for use. She shared that the Electoral Board has completed their State Election Standards Security review and 29 items have been identified to be implemented by December 31, 2023. Administrator Gee shared a change order for the LUIS project. She noted that the change included adding grounding updates to mutual aid sites and updating engineering and construction drawings for the VSP STARS site. The total of the change order shall be \$44,116.50. she requested approval from the Board with the use of ARPA funds.

Supervisor Hoover made motion, seconded by Supervisor Edmonds, and unanimously approved, to approve Change Order 03 to the contract with L3Harris in the amount of \$44,116.50.

County Attorney Rennie commented that the lawsuit against the County by the Friends of the Meherrin River was dismissed by the presiding judge. A final order was issued the prior week. The plaintiff would have a thirty-day period to oppose the decision and file an appeal. If no appeal is filed, the dismissal will be final.

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

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Tracy M. Gee, Clerk  
County Administrator

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Charles R. Slayton, Chairman  
Board of Supervisors