

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

Minutes of May 9, 2024 Meeting

The regular meeting of the Lunenburg County Board of Supervisors was held on Thursday, May 9, 2024 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors T. Wayne Hoover, Alvester Edmonds, Greg Currin, Frank W. Bacon, Mike Hankins, Robert Zava, Edward Pennington, County Administrator Tracy M. Gee, Deputy County Administrator Nicole Clark, and County Attorney Frank Rennie.

Chairman Edmonds called the regular meeting of the Board of Supervisors to order.

Chairman Edmonds led the Pledge of Allegiance and gave the invocation.

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

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

Chairman Edmonds called for any citizens wishing to speak during the citizen comment period.

Mr. Mike Campbell of 10663 Plank Road, Kenbridge, VA requested to speak regarding a nuisance issue with a dog kennel on an adjoining property. He indicated that C.H. Hall operates a dog kennel on the property beside his, which is owned by Mr. Hall's mother, Vicky Hall. The kennel is less than 200 feet from his back porch and houses thirty to forty dogs. Mr. Campbell shared that the dogs bark all hours of the day and night and he and his family can barely hear each other inside the house. Mr. Campbell stated that he believes his neighbor should be required to have some sort of permit from the County to operate. He also believes Mr. Hall is operating as a breeder but has not gotten the proper permitting required. Mr. Campbell shared a video on his cell phone of the noise created by the dogs barking with the Board. He advised that he has contacted the Sheriff's Office, Animal Control and his Board of Supervisor representative. Mr. Campbell is asking the County to help him in any way possible. Chairman Edmonds commented that the kennel is likely in violation of the noise ordinance and if he is a breeder, he should have a conditional use permit. Chairman Edmonds suggested that Administrator Gee and County Attorney Rennie research the issue and provide recommendations to the Board and advise Mr. Campbell.

Supervisor Hankins made motion, seconded by Supervisor Bacon, and unanimously approved, to accept the Consent Agenda to include the minutes of the April 11, 2024 Meeting, the Treasurer's March 2024 reports and the following Warrants for Approval:

April 2024:

Payroll: Direct Deposit	\$ 192,617.72
Payroll Check #2045-48	\$ 3,687.66
Payroll Taxes Federal:	\$ 62,850.57
Payroll Taxes State:	\$ 11,854.05
ACH Payroll Payments:	\$ 46,512.44
ACH AP Payments:	\$ 636.59
Accounts Payable: #84707-867	<u>\$ 617,406.19</u>
Total:	\$ 935,565.22

Ms. Jessica Nowlin provided the school report. She advised that the final ADM would be reported as 1,499.6. She shared that the recent pre-registration for kindergarten at both elementary schools went well. She noted that financial reports would be reviewed and approved by the School Board the following week and would be shared with the Board of Supervisors at the next meeting. Supervisor Hoover questioned if the School Board was actively searching

for a Finance Director. Mrs. Nowlin replied that she and Mr. Dalton Ashworth were currently serving in that capacity. Any future plans would be a School Board decision.

Mr. Kevin Smith of VDOT provided the monthly report. He shared that the construction project on Route 635 was upcoming soon and the project would require a road closure. Notice would be posted in advance of the closure. Mr. Smith advised that grass cutting on primary and secondary roads would begin in the next few weeks.

Administrator Gee shared a letter from Treasurer Wanda Barnes requesting a transfer from Comp Board vacancy savings in the amount of \$8,070.25. Treasurer Barnes requests \$2,000 be moved to postage and \$6,075.25 to office supplies.

Supervisor Bacon made motion, seconded by Supervisor Pennington, and unanimously approved, to transfer Comp Board vacancy savings in the amount of \$8,070.25 with \$2,000 going to the Treasurer's Office postage line item and \$6,075.25 to the Treasurer's Office office supplies line item.

Administrator Gee shared Change Order 5 from CTA Consultants regarding General Communications Consulting Services and outlining the billing rates for such services.

Lunenburg County, Virginia
Change Order 5: General Communications Consulting

Consulting Agreement
Change Order 5
General Communications Consulting

Lunenburg County requests services and tasks associated with General Communications Consulting in addition to the Consulting Agreement between Lunenburg County and CTA Consultants dated April 30, 2020. The Consultant hereby agrees to provide such Services at the request of the Client upon agreement of services and payment stated in Exhibit A: Billing Rates.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of March 2024.

Tracy Gee, County Administrator

Lunenburg County, Virginia (Client)

Cheryl S. Giggetts

Cheryl S. Giggetts, Principal Consultant

CTA Consultants LLC

EXHIBIT A : BILLING RATES

<u>Category</u>	<u>Billing Rate</u>
Principal Consultant / Project Manager	\$180.00
RF Subject Matter Expert	\$150.00
Sr. Communications Engineer	\$140.00
911 Subject Matter Expert	\$131.00
Deputy Project Manager	\$130.00
Communications Engineer	\$120.00
Jr. Communications Engineer	\$100.00
Project Coordinator	\$ 80.00

Supervisor Hoover made motion, seconded by Supervisor Bacon, and unanimously approved, to approve Change Order 5; General Communications Consulting and the Billing Rates outlined.

Ms. Patricia Harper-Tunley, who represents the County on the STEPS, Inc Board, reminded the Board of STEPS prior request of ARPA funds to support the initiative to construct a regional long-term housing facility for homelessness. They are requesting support from member counties to build a multi-unit complex. Their initial request was \$50,000. They are now requesting \$25,000 to support the initiative due to the Board's request to revisit prior usage by Lunenburg County. Ms. Harper-Tunley commented that, if supported, six housing units would be dedicated to Lunenburg residents. She requested the Board's consideration of the new request. Supervisor Hoover commented that this request is in line with usage and asked which other counties had agreed to participate. Ms. Harper-Tunley stated that Prince Edward has pledged funds and they are still working with other localities regarding the revised request. Supervisor Hoover asked if there would be a transportation component and who would be responsible for the maintenance and upkeep of the facility. Ms. Harper-Tunley replied that transportation would be provided to the facility. She advised that maintenance and upkeep would be supported by annual State and Federal grant funds. The initial investment is a one-time request to get the infrastructure in process.

Supervisor Hankins made motion, seconded by Supervisor Pennington, and unanimously approved, to provide \$25,000 in ARPA funds to STEPS, Inc. to support their initiative to construct a long-term solution for homelessness.

Administrator Gee requested the Board consider increasing the debt service expense and appropriate for FY24 the amount of \$506,600 to complete debt service for the Courthouse. She shared that by completing the debt service nine months early, the County will save \$7,400 in interest. She said that remaining bonded funds from the Radio System project can be used towards the early payment in the amount of \$139,510.22, plus interest accrued to a total of \$224,089.51. She requested the Board authorize payment of debt service for the Courthouse in FY2024 to Benchmark Bank in the amount of \$506,568.22 on May 10th and accept and appropriate use of bond funds in the amount of \$224,089.51 toward debt expense. Supervisor Hoover advised that the Finance Committee fully supported the request and commended Administrator Gee on her forward-thinking in saving County funds.

Supervisor Hankins made motion, seconded by Supervisor Pennington, and unanimously approved, to authorize payment of debt service for the Courthouse in FY2024 to Benchmark Bank in the amount of \$506,568.22 on May 10th and accept and appropriate use of bond funds in the amount of \$224,089.51 toward debt expense.

Administrator Gee reviewed the proposed FY2024-2025 budget. She noted that increases are projected for both Real Estate and Personal Property tax revenue. Additionally, increases were projected in interest income, landfill host fees, and a 3% COLA increase from the Compensation Board for salaries. The proposal includes the use of \$1.2 million in reserve funds. Administrator Gee listed several increases in expenses, to include increases in office expenses and postage, the cost of three elections, additional staff support for the Sheriff's Office and EMS, health insurance costs, utility increases, community partner requests, worker's compensation insurance, and school funding. Capital improvement expenses are increasing for the County facilities, as well as the cost to maintain aging equipment at Solid Waste sites. Administrator Gee noted that the State has yet to finalize their budget, so some figures remain unknown until they return to session on May 17th. Supervisor Hoover commented that the Finance Committee fully supports the proposal.

Supervisor Hoover made motion, seconded by Supervisor Zava, and unanimously approved, to advertise the proposed FY2024-2025 budget and hold a public hearing on May 23, 2024 at 6pm.

County Attorney Rennie provided an update on the opioid abatement settlement funds. He noted that initial amounts coming to the County were much smaller than expected. He added that they finally decided to pay out the remainder of the debt at one time. Lunenburg should receive another \$10,000, bringing the total funds received to about \$30,000. He commented that these funds were to be used to aid in the reduction of opioid addiction through health care providers, court services and educational purposes.

Administrator Gee provided her monthly report. She thanked Commissioner of the Revenue Liz Hamlett and Deputy Administrator Nicole Clark for their work with the Board of Equalization over the past few months. She advised the Commonwealth's Attorney Office has hired an Assistant Commonwealth's Attorney, who would start the first of July. Repairs to the tax building are on hold until after the June tax collection was completed, insurance adjustments are complete, and the rain leaks can be resolved. Administrator Gee advised that Director of Planning/Zoning Administrator Taylor King would be out on extended medical leave for her daughter's premature birth. She has spoken with previous Community Development Director Beverley Hawthorne and indicated she would be willing to serve as the Interim Planning Commission Clerk. Administrator Gee has also spoken with Building Official James Tuck about serving as the Interim Deputy Zoning Administrator in Mrs. King's absence. Mrs. King will continue to review and discuss any zoning requests with Mr. Tuck and prepare information for the Planning Commission.

Supervisor Pennington made motion, seconded by Supervisor Currin, and unanimously approved, to appoint Mrs. Beverley Hawthorne as the Interim Planning Commission Clerk.

Supervisor Zava made motion, seconded by Supervisor Bacon, and unanimously approved, to appoint Mr. James Tuck as the Interim Deputy Zoning Administrator.

Administrator Gee requested the Board hold a joint public hearing with the Planning Commission at the June meeting regarding the Dominion Energy Unity Substation Conditional Use Permit. The Board expressed consent to advertise as such.

Supervisor Hoover made motion, seconded by Supervisor Zava, and unanimously approved, to continue the meeting to May 23, 2024 at 6:00 p.m.

Tracy M. Gee, Clerk
County Administrator

Alvester L. Edmonds, Chairman
Board of Supervisors