

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

**Minutes of May 10, 2018 Meeting**

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, May 10, 2018 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors Edward Pennington, Frank Bacon, Charles R. Slayton, Mike Hankins, Alvester Edmonds, Robert Zava, County Administrator Tracy M. Gee, Deputy County Administrator Nicole Clark, and County Attorney Frank Rennie. Supervisor T. Wayne Hoover 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. Administrator Gee requested that a proposal from a potential Financial Consultant be added as 9A.

Supervisor Zava stated that he had a conflict of interest with on agenda item number nine, FY2019 County Budget Review and Adoption, as he has a family member employed by the school system. However, he is able to participate by voting fairly and objectively.

Supervisor Pennington made motion, seconded by Supervisor Edmonds and unanimously approved, to accept the Consent Agenda to include the Minutes of the April 12, 2018 meeting, the Treasurer's March 2018 reports and the following Warrants for Approval:

April 2018:	Payroll: Direct Deposit	\$ 124,178.93
	Payroll Taxes Federal:	\$ 38,894.75
	Payroll Taxes State:	\$ 6,905.33
	Payroll VRS payment:	\$ 27,624.34
	Payroll ICMA-RC payment:	\$ 385.68
	Accounts Payable: #55841-55953	<u>\$ 332,936.65</u>
	Total:	\$ 530,925.68

Supervisor Pennington made motion, seconded by Supervisor Edmonds and unanimously approved, to enter into Public Hearing regarding the VDOT 2019-2024 Secondary Six Year Plan (SSYP).

Mr. Billy Smith, VDOT Residency Administrator, presented the proposed VDOT 2019-2024 Secondary Six Year Plan (SSYP). He noted one addition, resurfacing one mile on Route 600 Varick Chapel Road.

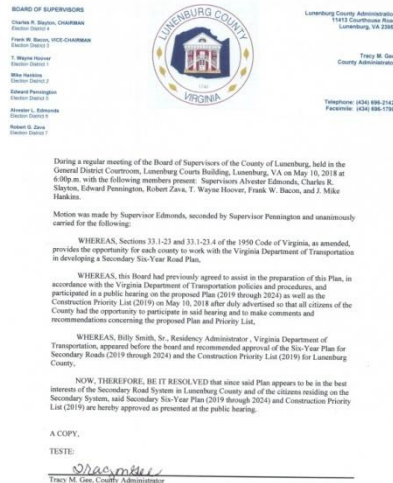


There was no public comment.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to exit Public Hearing regarding the VDOT 2019-2024 Secondary Six Year Plan (SSYP).

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to approve the 2019-2024 Secondary Six Year Plan (SSYP) as presented with the addition of Route 600 Varick Chapel Road with all resurfacing to be in a rural rustic format.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and unanimously approved, to authorize Administrator Gee to sign the below resolution.



Mr. Brian Currin, Maintenance Operations Manager with VDOT, requested that the Board consider purchasing larger signs directing truckers hauling loads to the landfill. Mr. Currin advised that many of the drivers are from out of state and not familiar with the area. They use their GPS device to locate the Lunenburg Landfill and often get stuck when determining whether or not to cross the bridge with a 10 ton weight limit. Mr. Currin suggested the purchase of eight signs and locating them along routes 40, 635, and 655. Supervisor Zava questioned the cost of the signs. Mr. Currin replied that he would need to check with Korman Signs on the cost. He added that the current signs posted are too small for the posted speed limits along the routes they are located on. County Attorney Rennie wondered if the drivers would pay attention to the new signs or continue to follow the route of their GPS.

The monthly School Board report was provided. Administrator Gee shared a request for the use of capital funds from Mr. James Abernathy, Assistant Superintendent for Finance & Operations. The request included the use of \$8,347.75 for two stand-alone classroom HVAC units, one heat pump with air handler and other materials needed for the installation of the systems. The request also included a bid for a new school bus at a cost of \$81,319. Mr. Abernathy explained that they would also like to purchase a second bus after July 1<sup>st</sup> using capital funds for FY2018-19. Supervisor Hankins questioned if the bus would have seat belts for each student. Administrator Gee responded that the buses would not have seat belts as it is an additional expense as well as requires a school aid on the bus.

Administrator Gee shared a full page article in the Southside SPCA newsletter recognizing Animal Control Officer Ray Elliott for his fund raising efforts. During his 2017 "Ruff-N-IT" Spay/Neuter Campaign, he was able to exceed his goal by raising \$15,130 in donations to the SPCA to assist with spay and neuter of local animals. Supervisor Zava suggested presenting Officer Elliott with a letter of commendation for his contributions. The Board agreed and asked Administrator Gee to organize the letter and presentation. Administrator Gee shared the monthly Landfill Liaison Report. She advised that two additional part-time Trash Collection employees had been hired. Administrator Gee shared a letter from Victoria Fire and Rescue Chief Rodney Newton. Chief Newton requested the approval of the

purchase of a 2018 Chevrolet Tahoe 4WD in the amount of \$37,357.06 for the Lunenburg Communications Cache 2017 State Homeland Security Grant and is 100 % reimbursable.

Supervisor Bacon made a motion, seconded by Supervisor Pennington and unanimously approved, to approve the purchase of a 2018 Chevrolet Tahoe 4WD in the amount of \$37,357.06, 100 % reimbursable by the Lunenburg Communications Cache 2017 State Homeland Security Grant.

Administrator Gee referenced the FY2018-19 budget proposal at the public hearing held the previous week.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to approve FY2018-19 budget as proposed at the public hearing.

**Tax Levies are based on a Calendar Year and the Proposed Budget is based on a Fiscal Year (July 1-June 30). The Fiscal Year budget potentially sets rates for two different calendar years of tax collection. Tax levies are based on a per \$100 assessed value.**

<b><u>TAX LEVIES - PROPOSED BUDGET</u></b>		<b><u>PROPOSED</u></b>	
<b><u>TAX LEVY Category</u></b>		<b><u>2018 Calendar Year</u></b>	
Real Estate		\$0.38	
Personal Property 2018 Calendar Year		\$3.60	
Merchant's Capital		\$1.20	
Aircraft		\$2.10	
Machinery & Tools		\$1.80	
Mobile Homes/Barns		\$0.38	
<b><u>TAX LEVY Category</u></b>		<b><u>PROPOSED CHANGE</u></b>	
Personal Property Rate 2019 Calendar Year		\$3.80	
<b><u>FY 2019</u></b>		<b><u>FY 2019</u></b>	
<b><u>GENERAL FUND REVENUE</u></b>	<b><u>PROPOSED</u></b>	<b><u>GENERAL FUND Expenditures</u></b>	<b><u>PROPOSED</u></b>
Real Estate Taxes	-3,360,000	Board of Supervisors	49,320
Personal Property Taxes	-1,805,000	County Administration	234,030
Mobile Home	-21,000	Professional Services	98,000
Registration Fees	-210,000	Commissioner of the Revenue	212,200
Machinery & Tools	-280,000	Treasurer	232,560
Merchant's Capital	-74,000	Data Processing	90,000
Public Service Corporations	-210,000	Electoral Board	39,940
Delinquent Tax Collections	-105,000	Registrar	79,715
Interest/Penalty on Taxes	-100,000	Circuit Court	11,400
Local Sales & Use Taxes	-390,000	General District Court	6,000
Consumer Utility Consumption Tax	-22,000	Magistrate	1,325
		Juvenile/Domestic Relations	
Taxes on Recordation & Wills	-55,000	Court	81,900
Interest/Penalties-Clerk	-1,000	Clerk, Circuit Court	272,570
Animal Licenses	-8,000	Courthouse Security	16,400
Animal Fines/Kennel Fees	-3,000	Victim Witness	71,115
Transfer Fees	-400	Commonwealth Attorney	293,140
Building Permits	-20,000	Sheriff's Department	1,241,520
		Volunteer Fire &	
Septic Permits	-1,000	Rescue/Grants	244,240
Conditional Use Permits	-1,000	Piedmont Regional Jail	430,000
Landfill Host Fees	-150,000	Building Inspector	90,863
Landfill Liaison Fee	-55,000	Animal Control	88,475

County Fines & Fees	-18,500	Maintenance/Buildings	219,570
Courthouse Renovation Fees	-4,100	Health Dept	110,000
Clerk -Misc Fees	-6,000	Medical Examiner	100
Courthouse Security Fees	-17,000	Crossroads	53,000
e-Summons Fees	-7,000	STEPS	5,000
Prisoner Processing Fees	-1,500	Madeline's House	2,000
Interest/Bank Deposits	-23,000	Planning/Zoning Permits	31,200
		Lunenburg Public Library	
Rental/General Property	-31,500	System	150,274
Sheriff/Comm. Atty. Fees	-5,046	Commonwealth Reg Council	19,000
DMV Stops	-25,000	Soil & Water Conservation	7,000
Town Contributions/Grants	-6,333	Lunenburg Literacy	8,000
DMV Mobile Home Tax	-18,000	SVCC	4,823
State Recordation Tax	-9,000	Longwood Small Business	1,940
Railroad Rolling Stock	-4,000	SPCA	1,000
DMV Animal Plates	-100	VA's Retreat	4,500
PPTRA-State Reimbursement	-1,048,232	Town & County Bus	5,000
Constitutional Offices-State			
Reimbursement	-1,319,972	Piedmont Sr. Resources	2,000
Grants	-196,115	Forestry Service	22,000
Transfer from Solid Waste Fund			
Balance 137	-180,000	Rec Sports Leagues	7,000
<b>Transfer from County Surplus</b>	<b>-267,368</b>	People's Comm Center	500
		Victoria Community Ctr	500
<b>TOTAL GENERAL FUND REVENUES</b>	<b>-10,059,166</b>	Kenbridge Comm Center	500
		VA Legal Aid Society	4,713
		VA's Growth Alliance	12,914
		Community Action Agency	16,474
		Community/Econ Dev. (Office)	68,575
		<b>COLUMN TOTAL:</b>	<b>4,642,296</b>

<b><u>GENERAL FUND EXPENDITURES</u></b>	<b><u>FY19 PROPOSED</u></b>	<b><u>SPECIAL FUNDS:</u></b>	<b><u>SPECIAL FUNDS:</u></b>
IDA Tax Incentives	55,000	<b><u>School Fund</u></b>	
Cooperative Extension	43,370	State Sales Tax	-1,758,214
Refunds / DMV Stops	25,000	State Funds	-9,391,475
Prop/Liability/LODA/WC Coverage	78,500	Federal Funds	-1,909,120
Reserve for contingency	0	County Funds	-3,740,000
<u>Capital Improvements</u>	<u>100,000</u>	Other Funds	-468,724
<b>Total General Fund Operations</b>	<b>4,944,166</b>	<b>Total Revenue</b>	<b>-17,267,533</b>
		<b>Total Expenditures</b>	<b>17,267,533</b>
<b>GENERAL FUND TRANSFER TO:</b>			
Airport Fund	3,000	<b><u>Social Services Fund</u></b>	
School Fund	3,740,000	Revenue State	-1,000,000
School( Carryover)	0	Local Funds	-152,000
Social Services	152,000	<b>Total Revenue</b>	<b>-1,152,000</b>
C.S.A./At-Risk Fund	240,000	<b>Expenditures</b>	<b>1,152,000</b>
Voting Machine Fund	5,000		
Debt Service	975,000	<b><u>Comprehensive Services Act</u></b>	
Total Transfers to other Funds	\$5,115,000	Revenue State/Local	-705,000
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b><u>\$10,059,166</u></b>	<u>General Fund Transfer In</u>	<u>-240,000</u>
		<b>Total Revenue</b>	<b>-945,000</b>
<b>SPECIAL FUNDS:</b>		<b>Expenditures</b>	<b>945,000</b>
<b><u>Solid Waste Operations Fund</u></b>			
<u>Revenue</u>	<b>-182,000</b>	<b><u>Emergency Services Capital Equipment</u></b>	
		Revenue/Use of 911 Fund	
<u>Expenditures</u>	<b>182,000</b>	<u>Balance</u>	<b>-115,000</b>

<b><u>Solid Waste Convenience Sites</u></b>		<b><u>Expenditures</u></b>	<b>115,000</b>
<u>Revenue/Fund Balance Transfer</u>	<b>-387,000</b>		
Transfer to General Fund	180,000	<b><u>Project Lifesaver</u></b>	
Sites Expense & Construction	<u>207,000</u>	<u>Revenue/Transfer IN</u>	<b>-800</b>
Total	<b>387,000</b>	<u>To Escrow</u>	<b>800</b>
<b><u>Law Library</u></b>		<b><u>Voting Machine Fund</u></b>	
<u>Revenue</u>	<b>-1,000</b>	<u>Transfer from General Fund</u>	<b>-5,000</b>
<u>Expenditures</u>	<b>1,000</b>	<u>To Escrow</u>	<b>5,000</b>
<b><u>E-911 Fund</u></b>		<b><u>Capital Outlay Fund</u></b>	
<u>Revenue</u>	<b>-414,650</b>	Transfer in from Debt Service	<b>-85,000</b>
Operations	299,650	Reserve for Capital Needs	<b>85,000</b>
Transfer to Public Safety Capital Fund	<u>115,000</u>		
Total	<b>414,650</b>	<b><u>Debt Service</u></b>	
<b><u>Airport Fund</u></b>		School Payment	-380,000
<u>Revenue: Lease, Grants &amp; Transfer from GF</u>	<b>-27,000</b>	Refunding Interest QSCB	-140,000
<u>Expenditures</u>	<b>27,000</b>	Transfer in from Debt Fund Balance	<b>-170,000</b>
		<u>General Fund Transfer In</u>	<u>-975,000</u>
<b><u>Economic Development Fund</u></b>		<b>Total Revenue</b>	<b>-1,665,000</b>
<u>Revenue: Grants and Fund Balance Transfer</u>	<b>-34,830</b>	Debt Service School	<b>1,065,000</b>
<u>Expenditures</u>	<b>34,830</b>	Debt Service Courthouse	515,000
		Transfer to Capital Outlay Fund	<u>85,000</u>
<b><u>Economic Development Grants Fund</u></b>		<b>Total Expenditures Debt Service</b>	<b>1,665,000</b>
<u>Revenue: Grants and Fund Balance Transfer</u>	<b>-579,490</b>	<b>TOTAL BUDGET SPECIAL FUNDS:</b>	<b><u>\$22,861,303</u></b>
<u>Expenditures</u>	<b>579,490</b>	<b><u>TOTAL COUNTY BUDGET:</u></b>	<b><u>\$32,920,469</u></b>

Administrator Gee reminded the Board that the Financial Consultant, Shelia Minor, had taken a full time position with the City of Colonial Heights, leaving the County without a Financial Consultant. Administrator Gee shared a proposal from Mary K. Earhart, PLLC for providing financial consultant services to the county. The proposal states the estimated cost starts at \$6,000, however, the cost could be lower, depending on the services needed.

Supervisor Bacon made a motion, seconded by Supervisor Hankins and unanimously approved, to sign the agreement with Mary K. Earhart, PLLC to provide financial consulting services to the County.

Administrator Gee shared a letter of resignation from Board of Trustees member Karen Scales of the Lunenburg County Public Library System. Mrs. Scales represents District #2, Brown's Store and her resignation will be effective June 30, 2018.

Administrator Gee introduced Mr. Glenn Millican to the Board as the new part-time County Planner. Mr. Millican thanked Administrator Gee and commented that he and his wife are thrilled to be back in Lunenburg where he grew up. He noted that he hopes his experience and knowledge gained throughout his career will help in his efforts to grow Lunenburg. He added that Lunenburg has many great opportunities that he looks forward to exploring. He thanked the Board and commented that he looks forward to working with them.

Administrator Gee provided her monthly report. She advised that the Department of Aviation Executive Director Mark Flynn and Aviation Board member Marie Therese Dominguez met with Airport Commission Chair Jeff Parrish, member Edward Pennington, Leroy Baker, and Administrator Gee to discuss the future plans for improvement at the Airport. They were very complimentary of Lunenburg County Airport and Mr. Baker. They indicated that they use the terminal as the standard plan for small GA Airports. Administrator Gee advised that Piedmont Regional Jail Interim Superintendent Jim Davis was promoted to the permanent Superintendent for at least the next two years.

County Attorney Rennie noted that the Board questioned whether or not IDA funds could be used for Economic Development projects. After some research, he found that the IDA can make grants to the County for Economic Development projects. However, those funds cannot be earmarked for other projects or received under the condition of another project. County Attorney Rennie also commented that the year-end True-up and mitigation fund payments from CFS are still outstanding. Administrator Gee has been in contact with Tim Webb of CFS to advise the outstanding amounts are subject to penalty and interest.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to enter Closed Session citing Virginia Code Section §2.2-3711A1 Personnel, §2.2-3711A3 Acquisition or of the Disposition for Public Held 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

#### VOTING NO

Supervisor Hankins  
Supervisor Bacon  
Supervisor Pennington  
Supervisor Slayton  
Supervisor Zava

#### ABSENT

Supervisor Hoover

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

Supervisor Bacon made a motion, seconded by Supervisor Edmonds 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