

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

**Minutes of June 13, 2019 Meeting**

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, June 13, 2019 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors Edward Pennington, Mike Hankins, T. Wanye Hoover, Alvester Edmonds, Robert Zava, County Administrator Tracy M. Gee, Deputy County Administrator Nicole Clark, and County Attorney Frank Rennie. Supervisors Frank Bacon and Charles R. Slayton were absent.

Supervisor Pennington called the meeting to order in the absence of Chairman Slayton and Vice-Chairman Bacon.

Supervisor Pennington gave the invocation and led the pledge of allegiance.

Supervisor Pennington requested additions to the agenda from the Board and the public. Administrator Gee requested that a full-time Assistant Commonwealth Attorney position be added as 8C, Technology Trust Fund reimbursements be added as 8D, and a construction project as 12A.

Supervisor Hankins made motion, seconded by Supervisor Hoover and unanimously approved, to accept the Consent Agenda to include the Minutes of the May 9, 2019 meeting, the Treasurer's April 2019 reports and the following Warrants for Approval:

May 2019:	Payroll Direct Deposit:	\$ 126,985.25
	Payroll Taxes Federal:	\$ 39,846.04
	Payroll Taxes State:	\$ 7,211.86
	Payroll VRS payment:	\$ 25,555.40
	Payroll ICMA-RC payment:	\$ 277.06
	Payroll Health Savings Deposits:	\$ 6,593.10
	<i>Debt Service wire payments</i>	<i>\$ 155,821.25</i>
	Accounts Payable: #57570-57682	<u>\$ 204,115.59</u>
	Total:	\$ 566,405.55

Mr. Tommy Johnson of VDOT presented the monthly report. He noted that the first mowing along the primary roads was complete and they have cut approximately 80% of the secondary roadsides. He advised that crews are also cutting brush and have applied weed killer in various locations. Mr. Johnson noted that they are continuing work on Battes Road and just started improvements on St. Johns Church Road.

The monthly School Revenue-Expenditure Report was reviewed. School Administrators also sent a request for the use of the remaining \$14,014.25 in the School Capital Outlay fund as a reimbursement for a bus engine replacement. Supervisor Zava explained that the School Capital Outlay fund was set up in case funds are needed for an unexpected improvements or repairs. He continued that the Finance Committee designated that Capital funds requests would be put before the Board for approval in advance of purchase orders or purchases occurring. Supervisor Hoover added that the fund is for emergency events that they are unable to afford and not to be used as a supplement to their appropriation. He requested that Ms. Gee notify School Administration, so that they understand the process for the upcoming fiscal year. He advised that when a need arises, they should bring it before the Board and the Administration Office will issue payment, if approved. Supervisor Hoover stated that although this request was not following the proper process, the need is appropriate for use of the funds.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and unanimously approved, to request for the use of the remaining \$14,014.25 in the School Capital Outlay fund as a reimbursement for a bus engine replacement.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and unanimously approved, to close county offices on Friday, July 5, 2019 in accordance with the Commonwealth of Virginia Holiday Calendar.

Administrator Gee shared estimates from two paving companies to pave parking lots at the Courthouse Complex, the Tax Building and the drive around the dumpsite at the Courthouse. One quote was from Dixie Paving for a total of 173,600 for all three projects and the second was from Lanco Paving for a total of \$150,000. Supervisor Zava stated that he recommended adding a good base of stone to the dumpsite rather than paving the area. Supervisor Edmonds commented that he believes the area should be paved. He added that some stone may need to be removed if they decide to pave it later. Administrator Gee stated that she would reach out to VDOT and CFS to get their opinions and recommendation on the best way to move forward with the dump site area. She asked the Board to consider accepting the quote on the other two areas of the project.

Supervisor Edmonds made a motion, seconded by Supervisor Hankins and unanimously approved, to accept the quote from Lanco Paving in the amount of \$120,000 for the Courthouse Complex and \$18,500 for the Tax Building.

Administrator Gee advised that the Landfill Committee would be meeting the following week. She noted that Meridian Waste was interested in modifying the Conditional Use Permit for the landfill. Meridian Waste would need to apply for a new permit since the current CUP is in the name of Container First Services. She added that the host agreement would remain in place and the CUP would be modeled after the current one but with some modifications from each party involved.

Administrator Gee advised that she was recently made aware that the Virginia General Assembly enacted legislation creating a locally-funded assistant Commonwealth Attorney's position. The reason for the requirement is extra work load created by reviewing body worn camera footage. Commonwealth Attorney Robert Clement noted that he was just made aware of the requirement on June 4<sup>th</sup> and it must be in place July 1<sup>st</sup>. He proposed an agreement for the fiscal year 2019-2020 for the county to provide funding for an assistant two day per week to address the workload. He currently employs a part-time Assistant Attorney for three days a week, partially-funded by the Compensation Board. Attorney Clement is requesting to make the Assistant Attorney into a full-time position, with additional funds by the county, while still utilizing the funding from the Compensation Board. He added that there is a strong possibility that a full-time Assistant Attorney position will be fully-funded in fiscal year 2020-2021. Supervisor Zava questioned the amount of additional funding needed for the full-time position. Administrator Gee stated that it would be about \$27,000 in additional funds. Supervisor Zava and Supervisor Hoover agreed that the Finance Committee would need to discuss this in more detail to determine where in the budget to move funds to accommodate the request. Attorney Clement stated the Compensation Board required an agreement on file by July 1st. Supervisor Hoover suggested holding a special meeting on June 27<sup>th</sup> to make a decision after the Finance Committee has time review and make a recommendation. Supervisor Zava stated that Frank Bacon, a key member of the Finance Committee, was absent. County Attorney Rennie suggested that the evening's meeting be continued in order to satisfy any advertising requirements for a potential special meeting to be held on June 27<sup>th</sup>.

Administrator Gee provided the proposed FY2019-2020 budget. She stated that the only increase from the advertised budget was the addition of \$2,000 for Piedmont Senior Resources. There were a few adjustments between line items but no change in the bottom line of \$34,921,204.

Supervisor Zava made a motion, seconded by Supervisor Hoover and unanimously approved, to adopt the FY2019-2020 budget.

Supervisor Zava made a motion, seconded by Supervisor Hoover and unanimously approved, to appropriate the FY2019-2020 budget July 1, 2019.

# LUNENBURG COUNTY, VIRGINIA

## PUBLIC HEARING REGARDING THE BUDGET FOR THE YEAR ENDING JUNE 30, 2020

Pursuant to Section 15.2-2506 of the Code of Virginia and amendments thereto, the Lunenburg County Board of Supervisors conducted a public hearing on Thursday, JUNE 6, 2019 at 6:00p.m. in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia.

The budget synopsis is prepared and published for information and fiscal planning purposes ONLY. The inclusion in the budget of any item(s) DOES NOT constitute an obligation on the part of the Board of Supervisors of Lunenburg County to appropriate any funds for that item or purpose. There is no allocation or designation of any funds of this County for any purpose until there has been an appropriation for that purpose by the Lunenburg County Board of Supervisors.

The budget has been prepared on the basis of the estimates and requests submitted to the Board of Supervisors by the Constitutional Officers, intergovernmental agencies, non-governmental agencies and department heads of Lunenburg County and review and amendments to those requests by the Board of Supervisors and staff.

— Tracy M. Gee, Clerk to the Lunenburg County Board of Supervisors

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.

TAX LEVIES PROPOSED BUDGET		ADOPTED	PROPOSED
TAX LEVY Category		2019 Calendar Year	2020 Calendar Year
Real Estate	No Change to Tax Levies for the Calendar Year	\$0.38	\$0.38
Personal Property		\$3.80	\$3.80
Merchant's Capital		\$1.20	\$1.20
Aircraft		\$2.10	\$2.10
Machinery & Tools		\$1.80	\$1.80
Mobile Homes/Barns		\$0.38	\$0.38

GENERAL FUND Revenue	Fiscal Year 2019 ADOPTED	Fiscal Year 2020 PROPOSED
Real Estate Taxes	-3,360,000	-3,370,000
Personal Property Taxes	-1,805,000	-1,900,000
Mobile Home	-21,000	-22,000
Registration Fees	-210,000	-215,000
Machinery & Tools	-280,000	-265,000
Merchant's Capital	-74,000	-78,000
Public Service Corporations	-210,000	-220,000
Delinquent Tax Collections	-105,000	-110,000
Interest/Penalty on Taxes	-100,000	-100,000
Local Sales & Use Taxes	-390,000	-390,000
Consumer Utility Consumption Tax	-22,000	-22,000
Taxes on Recordation & Wills	-55,000	-55,000
Interest/Penalties-Clerk	-1,000	-1,000
Animal Licenses	-8,000	-8,000
Animal Fines/Kennel Fees	-3,000	-3,000
Transfer Fees	-400	-400
Building Permits	-20,000	-20,000
Septic Permits	-1,000	-1,000
Conditional Use Permits	-1,000	-1,000
Landfill Host Fees	-150,000	-150,000
Landfill Liaison Fee	-55,000	-55,000
County Fines & Fees	-18,500	-18,500
Courthouse Renovation Fees	-4,100	-3,500
Clerk -Misc Fees	-6,000	-6,000
Courthouse Security Fees	-17,000	-15,000
e-Summons Fees	-7,000	-7,000
Prisoner Processing Fees	-1,500	-1,500
Interest/Bank Deposits	-23,000	-33,000
Rental/General Property	-31,500	-31,500
Sheriff/Comm. Atty. Fees	-5,046	-5,046
DMV Stops	-25,000	-25,000
Town Contributions/Grants	-6,333	-6,333
DMV Mobile Home Tax	-18,000	-20,000
State Recordation Tax	-9,000	-9,000
Railroad Rolling Stock	-4,000	-4,000
DMV Animal Plates	-100	-100
PPTRA-State Reimbursement	-1,048,232	-1,048,232

GENERAL FUND TRANSFER TO:	Fiscal Year 2019 ADOPTED	Fiscal Year 2020 PROPOSED
Reassessment Fund	0	25,000
Airport Fund	3,000	55,000
School Fund	3,740,000	3,740,000
School( Carryover)	0	0
Social Services	152,000	160,000
C.S.A./At-Risk Fund	240,000	250,000
Voting Machine Fund	5,000	5,000
Debt Service	975,000	1,133,333
Total Transfers to other Funds	\$5,115,000	\$5,368,333
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$10,059,166</b>	<b>\$10,408,172</b>

### SPECIAL FUNDS:

<b>Reassessment Fund</b>		
Revenue	-25,000	-25,000
Expenditures	25,000	25,000

### Solid Waste Operations Fund

Revenue	-182,000	-182,000
Expenditures	182,000	182,000

### Solid Waste Convenience Sites

Revenue/Fund Balance Transfer	-387,000	-509,000
Transfer to General Fund	180,000	200,000
Sites Expense & Construction	207,000	309,000
<b>Total</b>	<b>387,000</b>	<b>509,000</b>

### Law Library

Revenue	-1,000	-1,000
Expenditures	1,000	1,000

### E-911 Fund

Revenue	-414,650	-470,640
Operations	299,650	285,640
Transfer to Public Safety Capital Fund	115,000	185,000
<b>Total</b>	<b>414,650</b>	<b>470,640</b>

### Airport Fund

Revenue: Lease, Grants & Transfer from GF	-27,000	-575,000
Expenditures	27,000	575,000

### Economic Development Fund

Revenue: Grants and Fund Balance Transfer	-34,830	-48,300
Expenditures	34,830	48,300

Constitutional Offices-State Reimbursement	-1,319,972	-1,397,814		
Grants	-196,115	-211,115	<b>Economic Development Grants Fund</b>	
Transfer from Solid Waste Fund Balance	-180,000	-200,000	Revenue: Grants and Fund Balance Transfer	-579,490
Transfer from General Fund Reserve	-267,368	-379,132	Expenditures	579,490
<b>TOTAL GENERAL FUND REVENUES</b>	<b>-10,059,166</b>	<b>-10,408,172</b>		<b>-552,490</b>
				<b>552,490</b>
<b>GENERAL FUND Expenditures</b>	<b>Fiscal Year 2019 ADOPTED</b>	<b>Fiscal Year 2020 PROPOSED</b>	<b>School Fund</b>	
Board of Supervisors	49,320	49,320	State Sales Tax	-1,758,214
County Administration	234,030	245,630	State Funds	-9,391,474
Professional Services	98,000	105,500	Federal Funds	-1,842,609
Commissioner of the Revenue	212,200	215,050	County Funds	-3,740,000
Treasurer	232,560	242,620	Other Funds	-468,724
Data Processing	90,000	70,000	Total Revenue	-17,201,021
Electoral Board	39,940	49,365	Total Expenditures	17,201,021
Registrar	79,715	86,650		18,083,469
Circuit Court	11,400	11,300	<b>Social Services Fund</b>	
General District Court	6,000	5,400	Revenue State	-1,000,000
Magistrate	1,325	1,325	Local Funds	-152,000
Juvenile/Domestic Relations Court	81,900	77,600	Total Revenue	-1,152,000
Clerk, Circuit Court	272,570	297,340	Expenditures	1,152,000
Courthouse Security	16,400	19,500		1,140,000
Victim Witness	71,115	71,115	<b>Comprehensive Services Act</b>	
Commonwealth Attorney	293,140	301,110	Revenue State/Local	-705,000
Sheriff's Department	1,241,520	1,271,800	General Fund Transfer In	-240,000
Volunteer Fire & Rescue/Grants	244,240	263,200	Total Revenue	-945,000
Piedmont Regional Jail	430,000	440,000	Expenditures	945,000
Building Inspector	90,863	93,020		955,000
Animal Control	88,475	95,670	<b>Emergency Services Capital Equipment</b>	
Maintenance/Buildings	219,570	223,260	Revenue/Use of 911 Fund Balance	-115,000
Health Dept	110,000	110,000	Expenditures	115,000
Medical Examiner	100	100		185,000
Crossroads	53,000	53,000	<b>Project Lifesaver</b>	
STEPS	5,000	0	Revenue/Transfer IN	-800
Madeline's House	2,000	2,000	To Escrow	800
Planning/Zoning Permits	31,200	9,800		800
Lunenburg Public Library System	150,274	150,274	<b>Voting Machine Fund</b>	
Commonwealth Reg Council	19,000	19,000	Transfer from General Fund	-5,000
Soil & Water Conservation	7,000	7,000	To Escrow	5,000
Lunenburg Literacy	8,000	8,000		5,000
SVCC	4,823	4,823	<b>Capital Outlay Fund</b>	
Longwood Small Business	1,940	1,940	Transfer in from Debt Service	-85,000
SPCA	1,000	1,000	Reserve for Capital Needs	85,000
VA's Retreat	4,500	5,000		100,000
Town & County Bus	5,000	4,500	<b>Debt Service</b>	
Piedmont Sr. Resources	2,000	4,000	School Payment	-380,000
Forestry Service	22,000	22,000	Refunding Interest QSCB	-140,000
Rec Sports Leagues	7,000	7,000	Transfer in from Debt Fund Balance	-170,000
People's Comm Center	500	500	General Fund Transfer In	-975,000
Victoria Community Ctr	500	500	Total Revenue	-1,665,000
Kenbridge Comm Center	500	500	Debt Service School	1,065,000
VA Legal Aid Society	4,713	4,713	Debt Service Courthouse	515,000
VA's Growth Alliance	12,914	12,914	Transfer to Capital Outlay Fund	85,000
Community Action Agency	16,474	19,500	Total Expenditures Debt Service	1,665,000
Community/Econ Dev. (Office)	68,575	59,000		1,678,333
IDA Tax Incentives	55,000	55,000	<b>TOTAL BUDGET SPECIAL FUNDS:</b>	\$22,794,791
Cooperative Extension	43,370	45,000		\$24,511,032
Refunds / DMV Stops	25,000	25,000		34,921,204
Prop/Liability/LODA/WC Coverage	78,500	74,000	<b>TOTAL COUNTY BUDGET:</b>	<b>\$32,853,957</b>
Reserve for contingency	0	0		<b>\$34,919,204</b>
Capital Improvements	100,000	100,000		
Total General Fund Operations	4,944,166	5,041,839		

Administrator Gee explained that in FY18 the Sheriff's Department had \$53,000 in General Fund operational budget vacancy savings approved for transfer to Emergency Services Capital Fund on 3/39/2018. The transfer was not completed. She requested action to balance the approved transaction.

Supervisor Edmonds made a motion, seconded by Supervisor Hankins and unanimously approved, to transfer \$53,000 of the General Fund Reserve to Emergency Services Capital.

Administrator Gee advised that Circuit Court Clerk Gordon Erby requested the Board accept \$22,000 from the Compensation Board and appropriate the funds to the Technology Trust Fund.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to accept \$22,000 from the Compensation Board and appropriate funds to the Technology Trust Fund.

County Planner Glenn Millican presented his monthly report. He noted that five members of the Tobacco Commission would be visiting Lunenburg on June 25<sup>th</sup>. He reported that Senator Mark R. Warner met with Lunenburg Community Leaders on Friday, June 7th, 2019 for a round table discussion. He entertained questions from constituents throughout the county and provided an update on his legislative initiatives in Washington. Mr. Millican provided a list of Enterprise Zone Incentives payable for the tax year 2018. The total amount payable to five businesses is \$24,519.15. Administrator Gee noted that a vote was not necessary as appropriation was already included in the budget.

Supervisor Edmonds made a motion, seconded by Supervisor Hankins and unanimously approved, to appoint Ms. Jessie Otey of Virginia Marble Manufacturers and Mr. John B. Mahaney Jr. of Kenbridge Construction to the Local Workforce Development Board for a term of 7/01/2019 to 06/30/2021.

Administrator Gee shared an updated list of the current CPMT Team and requested approval on the full roster as shown below.

Cyntina Hines - Crossroads Lunenburg, Bernadine Abernathy - Court Services Unit,  
Dorothy A. Newcomb - Lunenburg DSS, Cindy DeBusk - Piedmont Health District,  
Christi DeFrancesco of Three Rivers TC - Private Provider Rep - *2-year Term: 01/30/19 - 12/31/21*,  
Beth Tingen - Lunenburg County Public Schools, Edward W. Pennington - Board of Supervisors,  
Cheryl Blow - CSA Coordinator, Tracy M. Gee - Fiscal Clerk

Administrator Gee advised that Nick Daniel submitted his resignation from the Piedmont ASAP Board. He recommended Sonya Ragsdale Blackwell, Deputy Lunenburg Circuit Court Clerk, to fulfill his term.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to appoint Mrs. Sonya Ragsdale Blackwell to fulfill the remainder of the term, which expires June 30, 2021, to the Piedmont ASAP Board.

Administrator Gee provided her monthly report. She noted that she had not received any reports of dumping at the St. Johns Church Road dump site since it was permanently closed on June 6<sup>th</sup>. Administrator Gee advised that Clerk of the Circuit Court Gordon Erby had offered to remove the large holly tree at the front of the old courthouse. The tree is overgrown and could damage new paint on the pillars of the structure. Clerk Erby discussed the removal of the tree with the judges and the historical society and all agree to remove it. He also requested permission from the Board.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and unanimously approved, to allow Circuit Court Clerk Gordon Erby to cut and remove the large holly tree at the front of the old courthouse.

Administrator Gee advised that Lewis Welding & Construction Works, Inc. has requested to receive payment for resurfacing the tax building over three draw payments. She added that the original quote did not include awnings to cover the door and window at each office. The quote for two custom awnings is \$4,200. Supervisor Zava questioned why the awnings were needed. Administrator Gee replied to protect the inside from water and sun. She noted that there is already damage inside the Commissioner of Revenue's Office due to the awning being removed from storm damage.

Supervisor Hoover made a motion, seconded by Supervisor Hankins and unanimously approved, to approve payment to Lewis Welding & Construction Works, Inc. over three payments, one upfront, on their \$33,015 contract and the addition of two custom awnings in the amount of \$4,200 for the tax building.

County Attorney Rennie referred the Board back to the landfill report. He stated that per the Conditional Use Permit, incoming tonnage is restricted to 1,000 tons per day, however, the report shows the average incoming daily tonnage is over 1,000 tons per day. He recommended the Landfill Committee review the application for the modified Conditional Use Permit very carefully. He advised that both deeds had been recorded for the Gary Road Convenience Site. The next step would be to advertise for construction bids.

Attorney Rennie stated that the land purchase for a site in the southern portion of the county did not work out. He advised that once another location was found, a contract of intent to sell would be signed by both parties.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and unanimously approved, to enter Closed Session citing Virginia Code Section §2.2-3711A3 Acquisition or Disposition of Publicly Held Property and §2.2-3711A29 Contract Discussion for Services.

#### 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 Pennington  
Supervisor Zava

#### VOTING NO

#### ABSENT

Supervisor Slayton  
Supervisor Bacon

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

Supervisor Hoover made a motion, seconded by Supervisor Hankins and unanimously approved, to continue to June 27, 2019 at 6:00 p.m.

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Tracy M. Gee, Clerk  
County Administrator

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Edward W. Pennington, Provisional Chairman  
Board of Supervisors