

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

**Minutes of May 14, 2020 Meeting**

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, May 14, 2020 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors Edward Pennington, T. Wayne Hoover, Alvester Edmonds, Frank Bacon, Mike Hankins, Charles R. Slayton, Robert Zava, County Administrator Tracy M. Gee, Deputy Administrator Nicole A. Clark, and County Attorney Frank Rennie.

Due to the COVID-19 pandemic, public attendance was limited to the lobby and Supervisors and staff adhered to social distancing (maintaining a distance of at least six feet from others) in the courtroom.

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 Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 funds be added as 9B.

Supervisor Pennington made motion, seconded by Supervisor Hankins and approved by roll call vote, with all seven Supervisors voting yes and none voting no, to accept the Consent Agenda to include the Minutes of the April 9, 2020 meeting, the Treasurer's March 2020 reports, and the following Warrants for Approval:

April 2020:

Payroll Direct Deposit:	\$ 131,158.57
Payroll Check #17216	\$ 722.13
Payroll Taxes Federal:	\$ 41,145.17
Payroll Taxes State:	\$ 7,423.93
Payroll VRS payment:	\$ 28,161.10
Payroll ICMA-RC payment:	\$ 565.88
Payroll Health Savings Deposits:	\$ 5,878.58
Accounts Payable: #59089-59202	<u>\$ 390,191.71</u>
Total:	\$ 605,247.07

County Attorney Rennie advised that Ordinance 20-1 (Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Local Government Operations Associated with Pandemic Disaster) and Ordinance 20-2 (Emergency Ordinance to Delay Penalty and Interest for 30 Days on Real Estate and Personal Property Taxes Due June 5, 2020) were temporarily approved at the April meeting due to the declaration of a local emergency. County Attorney Rennie noted that both ordinances had been advertised and needed reconsideration by the Board. He advised that upon a vote, Ordinance 20-1 would remain in effect for six months, however, the Board may extend that time if necessary.

Supervisor Pennington made motion, seconded by Supervisor Bacon and by roll call vote, with all seven Supervisors voting yes and none voting no, approved, to adopt the Emergency Ordinance 20-1 to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Local Government Operations Associated with Pandemic Disaster.

LUNENBURG COUNTY

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF LOCAL GOVERNMENT OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Orders Fifty-One, Fifty-Three and Fifty-Five implemented the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive "any state requirement or regulation" as appropriate, and also ordered various restrictions throughout the Commonwealth; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on April 9, 2020, the governing body of Lunenburg Board of Supervisors confirmed the declaration of local emergency made by the local director of emergency management on March 24, 2020; and

WHEREAS, the Board of Supervisors finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a "disaster" as defined by Virginia Code § 44-146.16 being a "communicable disease of public health threat;" and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in her absence may upon the declaration of a local emergency "proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;" and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Board of Supervisors may convene solely by electronic means "to address the emergency;" and

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c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and

d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and

e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and

f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

g. Any votes taken during the meeting must be taken by roll call, individually recording each member's name and vote.

h. Public Bodies may hold special meetings consistent with the provisions herein except that notice of the special meeting need only be provided at least three working days prior to the meeting, and the agenda and associated materials, if any, need to be made available to the public at the same time as they are made available to the Public Body members.

i. Public Bodies may hold emergency meetings consistent with Virginia Code § 2.2-3708.

j. Any item on an agenda for a regularly scheduled, regular, special, or emergency meeting held hereunder may be continued to a later date or time for the purpose of reviewing and considering comments from the public.

5. That notwithstanding any provision of any local or state law, regulation or policy to the contrary, any deadlines requiring action by the Lunenburg County Board of Supervisors, the Lunenburg County Planning Commission, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster; however, the Board of Supervisors and Planning Commission, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

6. Additionally, all deadlines established by state and local laws pertaining to: (i) fixing the tax rate, (ii) preparing and submitting the county's annual budget, (iii) taking action on any land use application, including the Planning Commission conducting Virginia Code § 15.2-2232 reviews, conducting public hearings, or making recommendations or reports to the Board of Supervisors on any land use application; and (iv) responding to Freedom of Information Act requests are hereby extended indefinitely until normal government operations resume as specified herein, or as provided by law.

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WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act ("FOIA") are limited only by a properly claimed exemption provided under that Act or "any other statute;" and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, The Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Lunenburg County, Virginia:

1. That the Lunenburg County Board of Supervisors consents to and confirms the Declaration of Local Emergency made by the County Administrator on March 24, 2020.

2. This ordinance allows for variances from state laws and county ordinances in order to protect the health, safety, and welfare of residents and employees from the spread of COVID-19 while still providing for government operations to continue during this state of emergency.

3. The operation of government includes management of all county facilities, management of the school system, and the work of all local boards, including the board of supervisors, the school board, the planning commission, the board of equalization, the board of zoning appeals, and any other local or regional board, commission, committee, or authority created by the board of supervisors or to which the board of supervisors appoints or recommends for appointment all or a portion of its members (collectively "Public Bodies" and individually "Public Body"), including employees who work for or on behalf of any Public Body.

At this time, public health experts recommend against assembling groups of people in confined spaces. Accordingly, this ordinance contains modifications for public meetings which should be followed while it is deemed unwise or unsafe to gather in one location a quorum for any Public bodies, or to invite members of the public to physically gather together for public meetings.

4. That in accordance with Virginia Code § 15.2-1413 and § 15.2-1417(F), and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:

a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and

b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and

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7. That non-emergency public hearings and action items of all Lunenburg County Boards and Commissions may be postponed at the discretion of the Boards and Commissions to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

8. That each incorporated town within the boundaries of Lunenburg County are encouraged, authorized and/or directed to declare its own state of local emergency and disaster or incorporate by reference the County's local state of emergency and disaster and to adopt an ordinance for the continuity of town government.

9. That the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Board of supervisors in conformity with the notice provisions set forth in Virginia Code § 15.2-1427, but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Board of Supervisors or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

10. Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

11. Any policies or procedures previously adopted by the Board are suspended to the extent they are inconsistent with this Ordinance.

12. The director of emergency management is empowered to restrict members of the public from entering or congregating around county-owned buildings, facilities, and real property as is reasonably necessary to ensure the health, safety, and welfare of the public or county staff. Moreover, the director of emergency management may cancel, postpone, or reschedule any events scheduled for any county-owned building, facility or property as necessary to ensure the health, safety, and welfare of the public or county staff.

13. Additional powers of director of emergency management include:

a. **Funding and Contracts.** To the extent of unobligated funds available in excess of appropriations in the approved budget, the director of emergency management may enter into contracts and incur obligations necessary to protect the health and safety of persons and property, and to provide emergency assistance to person affected by this disaster.

b. **Procedures.** The director of emergency management may proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring obligations, employing workers, renting equipment, purchasing supplies and materials, and other expenditures of public funds.

c. **Other Temporary Actions.** The director of emergency management may temporarily take any of the following actions where the health, welfare or safety of the public demands: waive or reduce fees imposed by county ordinance; waive enforcement, in whole or in part, of any county policy or ordinance; and modify, limit, waive, suspend, or amend any county program, service, functional process, or procedure. The director must apply the action uniformly for similar situations and not on a case-by-case basis. The director's actions will only be effective until

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the next regular meeting of the board of supervisors. The board of supervisors may ratify and extend the time for which the director's action remains in effect.

14. Normal governmental operations will be resumed after the County Administrator, acting as the Director of Emergency Management, reports to the Board of Supervisors that all emergency actions that can be taken by the County have been taken, the Governor ends the state of emergency, and the State Health Commissioner advises that it is safe for people to once again gather in public so that normal governmental operations, including normal public meetings (or gatherings to that effect), may be re-established.

An emergency is deemed to exist, and this ordinance shall be effective immediately upon its adoption.

ADOPTED by the Lunenburg County Board of Supervisors this 9<sup>th</sup> day of April, 2020.

APPROVED

*Charles R. Slayton*

ATTEST:

*Sharon M. Keel*

APPROVED AS TO FORM:

*Frank F. Rennie*

	Aye	Nay
Dr. Bacon	✓	—
Mr. Edmonds	✓	—
Mr. Hankins	✓	—
Mr. Hoover	✓	—
Mr. Pennington	✓	—
Mr. Slayton	✓	—
Mr. Zavis	✓	—

Ordinance No. 1 - §5

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County Attorney Rennie reviewed Ordinance 20-2, delaying interest and penalty on real estate and personal property taxes due on June 5<sup>th</sup> for 30 days past the due date. He added that Ordinance 20-2 had also been properly advertised and required an additional vote from the Board.

#### ORDINANCE 20-2

##### EMERGENCY ORDINANCE TO DELAY PENALTY AND INTEREST FOR 30 DAYS ON REAL ESTATE AND PERSONAL PROPERTY TAXES DUE JUNE 5, 2020

WHEREAS, the Lunenburg County Board of Supervisors convened a meeting on April 9, 2020, and confirmed, pursuant to Virginia Code § 44-146.21, the declaration of emergency in Lunenburg County; and

WHEREAS, Virginia Code § 15.2-1427 provides that the Board of Supervisors may adopt emergency ordinances without prior notice; and

WHEREAS, the Board of Supervisors needs to adopt an emergency ordinance in order to respond to the current economic conditions due to the existing public health situation; and

WHEREAS, the Board of Supervisors wants to provide residents some relief from the penalty and interest on real estate and personal property taxes due June 5, 2020; and

WHEREAS, the proposed ordinance amendment will waive penalty and interest for 30 days on real estate and personal property taxes due on June 5, 2020; and

WHEREAS, the proposed ordinance will be effective through July 5, 2020; and

WHEREAS, the Board of Supervisors needs to re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427; and

NOW, THEREFORE, BE IT ORDAINED, that the following uncodified emergency ordinance is adopted:

#### 1. Taxes - penalty and interest for late payments

Notwithstanding the provisions of Lunenburg County Code § 70-7, as amended, for all real estate or personal property taxes due on June 5, 2020, penalty and interest shall be added and collected as follows: a penalty of zero percent (0%) for any payments received on or before July 5, 2020, then a penalty of ten percent (10%) if not paid; and interest of zero percent (0%) per annum for any payments received on or before July 5, 2020, then interest of ten percent (10%) per annum on such taxes and penalty, from the 1<sup>st</sup> day of August, 2020 until paid.

2. This ordinance shall be effective upon adoption and remain effective for not more than 60 days unless re-adopted pursuant to the public notice provisions of Virginia Code § 15.2-1427.

3. Even after re-adoption, this ordinance shall be effective through July 5, 2020 and expire on July 6, 2020, without further action.

Ordinance No. 20-2

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Supervisor Bacon made motion, seconded by Supervisor Edmonds and by roll call vote, with all seven Supervisors voting yes and none voting no, approved, to adopt Ordinance 20-2, delaying interest and penalty on real estate and personal property taxes due on June 5<sup>th</sup> for 30 days past the due date.

County Attorney Rennie presented Ordinance 20-3, modifying the Lunenburg County Code to include a definition for family cemeteries and adding family cemeteries on private property to the list of permitted uses and structures. He explained that the state code reads that families should not have to go through the lengthy process of

obtaining a Conditional Use Permit if the cemetery will be on private property. Approval of this modification will allow the Lunenburg County Code to be more in line with the state's recommendation. Supervisor Hoover questioned if this change would take effect immediately. County Attorney Rennie replied yes.

Supervisor Zava made motion, seconded by Supervisor Hoover and by roll call vote, with all seven Supervisors voting yes and none voting no, approved, to adopt Ordinance 20-3, modifying the Lunenburg County Code to include a definition for family cemeteries and adding family cemeteries on private property to the list of permitted uses and structures.

The monthly VDOT report was reviewed. Supervisor Zava questioned when VDOT and the Board would review the Secondary Six Year Plan as discussions had been postponed due to the pandemic. Administrator Gee advised that VDOT had not updated her on the Secondary Six Year Plan. She added that she would reach out to Assistant Residency Administrator Kevin Smith for an update.

Assistant School Superintendent and Finance Director James Abernathy approached the Board regarding the FY2020-21 budget. He advised that they are projecting a budget based on 1530 students. Mr. Abernathy shared a spreadsheet indicating the minimum required local effort match funding totaled approximately \$3.7 million. He explained that if they do not receive the required local funds, they will not receive state funds. Mr. Abernathy added that the state provides about \$8,000 per student, representing about seventy-five percent of the total cost. The locality is required to fund the remaining twenty-five percent. Mr. Abernathy noted that the schools have seen an unprecedented growth in the number of students over the past few years and a climb in special education needs. He advised that if they have more than 1530 students they would need to request additional funds from the county. Supervisor Bacon questioned what would happen with additional local funds if they have fewer students than projected. Mr. Abernathy stated that they would request the funds to be carried over to the following year. He advised that they will have to certify to the state in the coming months that they have received the required local match funds from the county. Mr. Abernathy added that the staff and students have worked hard and all schools are still accredited. He said they deserve more than just the bare minimum required. Supervisor Hoover inquired about the number of new positions in the proposed budget and Mr. Abernathy indicated thirteen new positions. He noted some were special education teachers, some instructional assistants, a new pre-K teacher and a new tech program. Mr. Abernathy advised that there is some turnover; however, he could not discuss those as personnel had not yet been informed.

Administrator Gee advised that the monthly department reports were provided. She noted that there had been several complaints of a pungent odor at the landfill due to some work on the old cell. CFS installed a fragrance pumping system at two locations which is helping with the temporary source of the odor. She commented that the Gary Road Convenience site opened on April 25, 2020. The traffic count was slow at first, but it continues to pick up. Supervisor Edmonds stated that he received a complaint saying the cost to dispose of a tire had increased from \$5 to \$15 per tire. Administrator Gee explained that the fee schedule at the landfill has since been relaxed and they are now providing a sliding scale for tire disposal. Landfill Liaison Carl Ashworth spoke with the manager and they have reduced several of their fees for residents.

Administrator Gee provided an update on the FY2020-21 budget. She highlighted community partner requests. Four new requests were included for consideration of funding for future years. Supervisor Hankins advised that Piedmont Senior Resources requested \$13,809, an increase of \$9,809 from the previous year's appropriation. He added that the funds from the localities are used as match funds for grants. Supervisor Hankins explained that every one dollar they do not receive from a locality equates to three dollars of grant funds they will not receive. He stated that PSR serves a high number of seniors in Lunenburg County. Supervisor Hankins requested the board to consider a plan to gradually increase funding each year. He noted that PSR recently cut back on services in Amelia County due to underfunding. Administrator Gee advised that due to Madeline's House no longer providing services to the county, she repurposed their \$2,000 allocation to PSR, for a total of \$6,000 for FY20-21.

Administrator Gee shared a letter from Ron Jenkins, Executive Director of Virginia Loggers Association, Inc., requesting the board consider removing the personal property machinery and tools tax on forest harvesting and silvicultural equipment. The letter states that the 2020 General Assembly and Governor Northam have given approval for local jurisdictions to exempt these taxes effective July 1, 2020. Administrator Gee advised that Lunenburg has only

three to four logging companies and receives about \$58,000 in taxes for forest harvesting and silvicultural equipment. Supervisor Hoover advised that the board previously eliminated the tax on farm equipment; however, the reduction was phased in over a three to five year period. He suggested the board revisit the request for the 2021 tax year due to the current state of revenue streams from the pandemic. Supervisor Hoover added that he supports the exemption and suggested a twenty percent reduction each year over a five year period to eliminate the tax.

Administrator Gee continued to discuss the FY2020-21 proposed budget. She noted that the upcoming budget year would show the first full year of the personal property tax increase from \$3.60 to \$3.80 per \$100 valuation. She projected a small decrease in delinquent taxes revenue, as well as local sales tax due to the COVID-19 pandemic. She increased landfill host fees due to expected increases in tonnage and liaison fees due to a renegotiated annual fee. Administrator Gee explained expected expense increases. Virginia Retirement System biennium rates as well as health insurance rates increased, affecting all county offices. The Commonwealth Attorney's Office personnel line item includes additional funds for an Assistant Commonwealth Attorney due to the departure of the previous assistant. Administrator Gee adjusted the expense for Piedmont Regional Jail due to reduction of federal inmate revenue. She showed an increase in transfer funds to the school system to meet the minimum local effort requirement as well as removed their debt service payment to the county. Supervisor Hankins reminded the board of a citizen's request to reduce the fee for a concealed weapon permit; the board had stated they would review the request again during budget discussions. County Attorney Rennie advised that he'd been informed of an opinion issued by the Attorney General's Office stating that individual counties and cities do not have the authority to adjust the fee for a concealed weapon permit. He noted that he would obtain a copy of the opinion issued and review it with the board at the next meeting.

Supervisor Zava pointed out that the proposed budget uses \$854,916 of reserve funds. He noted that figure would represent a ten cent on the dollar tax increase or twenty-five percent. He advised that such a large use of reserve funds cannot continue to occur. The board has been able to build up the reserve fund in the past by being frugal with expenses, however, the reserve fund will run out quickly if they continue to use the funds this way. Supervisor Edmonds commented that he believes the board needs to consider increasing taxes in the near future. He noted that Lunenburg has one of the lowest rates in the state and has not increased taxes in many years. Supervisor Bacon noted that an increase in tax rate should be postponed because of the pandemic as many people are struggling with basic needs. He added that one unknown factor is the landfill; revenue could begin to increase with an increase in tonnage. Supervisor Pennington agreed that a tax increase would be needed, however, he doesn't want to see the rate jump too high at any one time. Supervisor Zava commented that Lunenburg does not have the huge tax base like some other counties. He added that the county will not be able to simply increase taxes to cover all the increases in debt. The board will have to make some tough choices in the future. Administrator Gee requested any changes or modifications to the proposed budget from the board. She added that if the proposed budget is advertised, they still have the ability to make changes up to one percent of the total budget without having to re-advertise.

Supervisor Bacon made motion, seconded by Supervisor Hoover and by roll call vote, with all seven Supervisors voting yes and none voting no, approved, to advertise the proposed FY2020-21 budget as presented.

Administrator Gee advised the board that she had been notified of *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020* Federal funds designated for Lunenburg County in the amount of \$1,064,054. She noted there were many stipulations to accepting and using the funds. Counties are expected to share funds with their towns at their own discretion. Funds may only be used for COVID-19 related expenses. Supervisor Hoover shared another stipulation. Any use of FEMA funds cannot be used for the same purpose as CARES Act funds. Supervisor Hoover stated that he fully supported allowing Administrator Gee to sign the CARES Act fund request form. He suggested some of the funds be used to stock up on personal protective equipment (PPE) to have on hand for the future.

Supervisor Zava made motion, seconded by Supervisor Hoover and by roll call vote, with all seven Supervisors voting yes and none voting no, approved, to allow Administrator Gee to sign the CARES Act Federal funds request form and accept the funds on June 1, 2020.

Administrator Gee shared that she had been contacted by Mr. Ollie Wright of the Electoral Board regarding the upcoming elections. Victoria Fire & Rescue contacted the Electoral Board requesting that elections normally held in



their facility, be moved to a different location due to the facility's potential risk of COVID-19 exposure. Mr. Wright advised that moving to another location would incur additional expenses.

Administrator Gee directed the Board to Glenn Millican's monthly report. He has been working remotely during the pandemic. Administrator Gee provided her monthly report. She noted that the Administration Office implemented staggered staffing to minimize transmission of the coronavirus. She advised that the county signed the Audit Engagement Letter from Robinson Farmer Cox. Supervisor Zava commented that the new Gary Road Convenience Center looks nice and seems to be operating well. He added that a Convenience Center site was desperately needed in the Beaver Creek district. Administrator Gee advised that the dumpster sites on Gigg Road and Potts Spring Road had seen a tremendous increase in traffic and trash. The Potts Spring site also has a large hole at the back of the site which is causing trouble for the drivers picking up the cans. She added that the hole would need repairing. Administrator Gee advised that the county had another positive case of COVID-19. The county's total is now up to six, however, three of those have fully recovered. Administrator Gee added that the local manufacturing business, VA Marble had tested twenty-three employees which were potentially exposed and all tests were negative. She advised that she had been contacted by a local resident inquiring about establishing free testing sites within the county. She is unsure if six cases would warrant the Health Department setting up free testing within the county. Currently two medical facilities in the county offer testing. Supervisor Hoover stated that RiteAid and Patient First in the Colonial Heights area are offering free tests to anyone, no symptoms required. Administrator Gee shared a request from Meherrin Volunteer Fire & Rescue to use capital funds in the amount of \$7,133.42 as grant match funds for the purchase of two Zoll X Series monitors. She advised that they have capital funds available for this purchase and will have about \$10,000 to roll over to the next budget year. Administrator Gee noted that the Department of Social Services requested sixty-six three ring binders and on four drawer filing cabinet with a broken drawer be declared as surplus and dispose of the items.

Supervisor Hoover made motion, seconded by Supervisor Edmonds and by roll call vote, with all seven Supervisors voting yes and none voting no, approved, to declare as surplus, for the Department of Social Services, sixty-six three ring binders and on four drawer filing cabinet with a broken drawer.

Administrator Gee notified the board that she has enrolled in a fourteen-week NACO High Performance Leadership course and received a scholarship for part of the tuition. Administrator Gee commented that she had received a letter from Piedmont Court Services announcing the retirement of their director, Ms. Renee Trent-Maxey. She has worked for PCS for thirty years and will be retiring July 31, 2020.

Supervisor Hoover made a motion, seconded by Supervisor Edmonds and unanimously approved, to enter Closed Session citing Virginia Code Section §2.2-3711A4 Protection of Privacy of an Individual for Personal Matters.

#### 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 Bacon

Supervisor Edmonds

Supervisor Hankins

Supervisor Hoover

VOTING NO

ABSENT

Supervisor Pennington  
Supervisor Slayton  
Supervisor Zava

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to return to Open Session and certified as indicated.

Supervisor Hoover made motion, seconded by Supervisor Bacon and by roll call vote, with all seven Supervisors voting yes and none voting no, approved, to hold a Public Hearing on the proposed FY2020-21 budget at the regularly scheduled Board of Supervisors' meeting on June 11, 2020 and hold a meeting on June 18, 2020 to potentially adopt the budget.

Supervisor Hoover made motion, seconded by Supervisor Edmonds and by roll call vote, with all seven Supervisors voting yes and none voting no, approved, to adjourn.

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Tracy M. Gee, Clerk  
County Administrator

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Charles R. Slayton, Chairman  
Board of Supervisors