

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

Minutes of March 11, 2021 Meeting

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, March 11, 2021 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors Frank Bacon, T. Wayne Hoover, Alvester Edmonds, Mike Hankins, Charles R. Slayton, Robert Zava, County Administrator Tracy M. Gee, Deputy Administrator Nicole A. Clark and County Attorney Frank Rennie. Supervisor Edward Pennington was absent.

Due to the COVID-19 pandemic, guests, Supervisors and staff adhered to social distancing and wearing masks in the courtroom.

Chairman Slayton called the meeting to order.

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

Chairman Slayton requested additions to the agenda from the Board and the public. Supervisor Hoover requested that an update on Crossroads Community Services Board be added as 9A.

Chairman Slayton requested any discussion for the Citizen Comment Period. There were no requests to speak.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to accept the Consent Agenda to include the Minutes of the February 11, 2021 meeting, the Treasurer's January reports and the following Warrants for Approval:

February 2021:	Payroll: Direct Deposit	\$ 131,921.54
	Payroll Check #17227	\$ 669.72
	Payroll Taxes Federal:	\$ 41,572.33
	Payroll Taxes State:	\$ 7,326.53
	Payroll VRS payment:	\$ 29,703.44
	Payroll ICMA-RC payment:	\$ 896.06
	Payroll Health Savings Deposits:	\$ 4,495.63
	Accounts Payable: #60540-60681	<u>\$ 372,410.62</u>
	Total:	\$ 588,995.87

Supervisor Bacon made motion, seconded by Supervisor Edmonds and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to enter into public hearing regarding the Airport Hangar Lease Agreement between Lunenburg County Board of Supervisors and Mr. Daniel Bond.

Administrator Gee commented that Airport Manager Larry Way had been contacted by Mr. Daniel Bond. Mr. Bond would like to lease the hanger to operate an aircraft mechanic shop. There was no public comment. County Attorney Rennie advised that he had reviewed the lease agreement and felt it was satisfactory.

Supervisor Hoover made motion, seconded by Supervisor Edmonds and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to exit public hearing regarding the Airport Hangar Lease Agreement between Lunenburg County Board of Supervisors and Mr. Daniel Bond.

Supervisor Bacon made motion, seconded by Supervisor Edmonds and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to approve and sign the Airport Hangar Lease Agreement between Lunenburg County Board of Supervisors and Mr. Daniel Bond.

LEASE – LUNENBURG AIRPORT HANGAR

THIS LEASE is made and entered into this 11th day of March, 2021, by and between LUNENBURG COUNTY, VIRGINIA (hereinafter referred to as "Lessor"), and Daniel E. Bond, Inc. (hereinafter referred to as "Lessee").

WITNESSETH: That for and in consideration of the benefits inuring the parties hereunder, and in further consideration of the duties imposed upon the parties hereby, Lessor hereby lets, leases and demises unto Lessee, and Lessee hereby leases from Lessor, the property described below, upon the following terms and conditions:

1. PROPERTY DESCRIPTION: The property hereby leased from Lessor to Lessee consists of *two (2) acres more or less* ("Property") The property is governed by the Lunenburg County Airport Minimum Standards and Rules and Regulations (copy attached). The Lunenburg County Airport Commission will improve the Property pursuant to the regulations set forth by the Virginia Department of Aviation.

2. LEASE TERM/TERMINATION: The initial term of this lease shall be two (2) years, commencing on March 1, 2021, and extending to and through February 28, 2023. After March 1, 2023 this lease will automatically renew for an additional term of two (2) years. To initiate a termination hereof, the non-terminating party must receive written notice from the terminating party at least one hundred eighty (180) calendar days prior to the effective date of the termination. If Lessor receives such notice after the last day on which such notice would be effective, then such notice shall serve to effect a termination on the first day of the month following that identified in the notice of termination.

3. RENT: The rent due from Lessee to Lessor during the initial two-year term hereof shall be \$650.00 per month. If the terms and conditions hereof automatically renew for an additional term of two (2) years, the increase in rent due from Lessee to Lessor shall be based on the most current published Consumer Price Index. Either party has the right to request renegotiation of the rental rate with a 60-day notice prior to the date that the new rate should take effect.

The first of Lessee's monthly lease installments hereunder shall be due and payable on March 15, 2021, with a monthly lease installment being due and payable on the fifteenth day of each month thereafter throughout the initial term hereof, and the renewal term hereof, if applicable.

4. LATE PAYMENT PENALTY; INTEREST; COLLECTION COSTS: If any monthly installment due hereunder is not received by Lessor on or before the twenty-fifth (25th) day of the month when due, then effective on said twenty-fifth (25th) day there shall automatically be added a late charge equal to five percent (5%) of that month's lease. If any monthly installment due hereunder is not received by Lessor on or before the last day of the month when due, then effective on the first day of the next-following month, interest shall begin to accrue at the rate of twelve percent (12%) per annum. If Lessor initiates a collection effort, it shall be entitled to recover from Lessee all collection costs incurred by it, including reasonable attorney's fees.

5. ADDRESSES FOR NOTICES: All notices and communication under the terms of this lease shall be given only by Certified or Registered Mail, postage prepaid, addressed to the party for whom intended at the following addresses:

To Lessor: Lunenburg County, Virginia
ATTN: Tracy M. Gee, County Administrator
11413 Courthouse Road
Lunenburg, Virginia 23592

To Lessee: Daniel E. Bond, Inc.
14001 Lyndhurst Drive
Chester, VA 23831

Either party may provide the other with written notice of a new address to which notices should be mailed, and the effective date thereof to be effective; such written notice must be received by the other party, and the notifying party must secure written evidence of such receipt.

6. TAXES: If any local real estate tax is imposed on the Property during the term hereof, payment thereof shall be made by Lessee. Lessee will be responsible for all personal property and business taxes assessed on personal property based on the Property.

7. UTILITIES: Lessee shall pay all utility costs incurred in the provision of necessary utilities to serve the Property, including any connection fees and deposits required. The utility costs paid by Lessee shall include, although not exclusively, costs incurred for heating, cooling, electricity, water service, sewer service and telephone service.

8. LESSEE'S DUTY TO PROCURE PROPERTY INSURANCE AND GENERAL LIABILITY INSURANCE: At their own cost, Lessee shall procure general liability insurance affording coverage in an amount of at least ONE MILLION (\$1,000,000.00) DOLLARS, which shall insure against injury to person or property on the demised premises, and which shall designate both Lessee and Lessor as insured parties. Upon execution hereof Lessee shall provide Lessor with proof that such insurance is in full force and effect on an annual basis. If such insurance coverage lapses, or if Lessee fails to provide Lessor with proof of such coverage, then Lessor shall be entitled to procure such insurance coverage, and Lessee shall be indebted to Lessor for the amount of any premium paid by Lessor to secure such coverage. Lessee shall procure such insurance as it deems appropriate to insure against damage to any personal property of Lessee situated on the premises, and Lessee indemnifies and saves harmless Lessor from any loss, liability or responsibility arising from damage to, or destruction

of, the personal property of Lessee.

9. SUBSTANTIAL DAMAGE AND ABATEMENT OF RENT: In the event of damage to the Property, whether occasioned by act of God or otherwise, to such extent that the Property cannot be occupied by Lessee, for so long as such condition exists the rent otherwise due from Lessee to Lessor shall be abated. In such event, Lessor shall have the right and privilege, but neither the duty nor obligation, to effect such repairs as are necessary to restore the Property to a functional condition. If Lessor elects not to effect such repairs, then it shall forthwith notify Lessee in writing, whereupon this lease shall be terminated, without penalty to either party. If Lessor elects to effect such repairs, then all terms and conditions of this lease shall remain in full force and effect, and once use of the Property is fully restored to Lessee, Lessee's duty to pay rent shall likewise be fully restored.

10. OUTSIDE STORAGE: Lessee shall be allowed to locate an enclosed trailer/flatbed trailer, a truck for hauling, and a personal vehicle for transit on the premises, as long as these items are for use in Lessee's business operations, or otherwise. If this personal property is garaged/parked in Lunenburg County for an extended length of time, it may be considered by the Commissioner of the Revenue to be subject to Lunenburg County personal property taxes.

11. RIGHT OF INSPECTION: Lessor or Lessor's agents may enter the Property at reasonable times to inspect same.

12. SUBLEASE: Lessee shall not have the right to sublease the Property, or any portion thereof.

13. SURRENDER OF POSSESSION: Upon the expiration of the initial term hereof or renewal term hereof Lessee shall surrender the Property to Lessor in as good a state and condition as existed upon commencement hereof, reasonable wear and tear excepted.

14. CONTROLLING LAW: The parties acknowledge that the terms and conditions hereof shall be interpreted, construed and enforced under the laws of the Commonwealth of Virginia. The parties further acknowledge that in the event of litigation under any of the terms and conditions hereof, the Circuit Court/General District Court for Lunenburg County, Virginia, shall have exclusive jurisdiction.

15. MODIFICATIONS OR AMENDMENTS: The parties agree that any modification or amendment of this lease shall be in writing signed by all parties before such modification or amendment shall have force or effect.

16. BINDING AGREEMENT: The terms and conditions of this lease shall be binding on the parties hereto, their heirs, assigns and other successors in title.

17. ENTIRE AGREEMENT: The parties acknowledge that the terms and conditions hereof constitute the entire agreement between the parties, and that no modification or amendment hereof shall be binding upon the parties unless reduced to writing and signed by all parties hereto.

IN WITNESS WHEREOF, this lease is executed on behalf of Lunenburg County, Virginia, by the Chairman/Vice-Chairman of its Board of Supervisors, whose signature is duly attested by the Clerk to said Board; and by Danny Bond who shall be personally liable hereunder.

The monthly VDOT report was provided. Administrator Gee directed attention to their update on VDOT's plan for debris clean-up throughout the County. VDOT has contracted with out of state contractors to cut trees and branches as well as clean up along the right of ways. The clean-up project will take sixty to ninety days. Supervisor Hankins commended VDOT for their efforts in removing debris and opening roads quickly during the recent ice storms.

Assistant Superintendent James Abernathy presented the monthly school report. He advised that students at the elementary level would begin attending school four days per week the following week. If successful, they will do the same with secondary schools. Mr. Abernathy advised that the 2021-2022 budget figures were calculated based on 1550 students and would be provided to the Board for review towards the end of March. He noted that the school system would be receiving a third allocation of CARES Act funding. He is expecting over one million dollars in funds, primarily to be used for aid in learning loss, maintenance, sanitation and cleaning. Mr. Abernathy advised that they are planning for a more normal, pre-pandemic school setup this fall.

Administrator Gee reviewed the County Office reports. She advised that the unmanned dump site at the courthouse complex was continuously being abused with illegal and excess dumping. She requested a Landfill Committee meeting for March 18th at 3:00 p.m. to discuss several outstanding issues. Administrator Gee advised that Animal Control Officer Ray Elliott had received donations to install a sidewalk in front of the kennels at the animal shelter. The Sheriff provided a request to transfer \$10,000 from the Compensation Board vacancy savings to the Sheriff's Office Supplies line item.

Supervisor Hoover made motion, seconded by Supervisor Edmonds and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to transfer \$10,000 from the Compensation Board vacancy savings to the Sheriff's Office Supplies line item.

Supervisor Hoover provided an update on the Crossroads Community Services Board. He advised that the annual audit had just been completed and it was satisfactory. He noted that staff would be returning to the office on a full time basis beginning March 15th and they would begin seeing patients on April 1st.

County Planner Glenn Millican provided his monthly report. He advised that this would be his last meeting in his official capacity as County Planner. He stated that the old middle school demolition project was progressing and asbestos removal should begin the following week. He commented that two solar farm projects would be presented before the Planning Commission in the coming months. He thanked the Board for their cooperation during his time with Lunenburg County and stated he would be available for consult as the County searches and guides his replacement.

Administrator Gee provided her monthly report. She shared that the two ice storms in mid-February required a great deal of county resources. She requested an official local declaration of emergency from February 14th until March 1st. She thanked all the local staff and volunteers for all their assistance with the emergency shelter. Administrator Gee advised that she updated the committee book and provided the newest version to each board member. She requested the Finance Committee hold a meeting just prior to the scheduled April 8th Board of Supervisors meeting. Administrator Gee reported that the first community mass COVID-19 vaccine event would be held the following day at Central High School. The health department is preparing to vaccinate 500 people in the local area.

Supervisor Hoover made motion, seconded by Supervisor Hankins and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to formally declare a local declaration of emergency for the ice storm from February 14, 2021 to March 1, 2021.

County Attorney Rennie presented a draft document containing rules of procedures and code of ethics as requested by the Board of Supervisors, which should be accepted on an annual basis at the reorganizational meeting:

RULES OF PROCEDURE
ARTICLE I
OFFICERS AND THEIR SELECTION

- A. The Officers of the Board of Supervisors shall consist of a Chairman and Vice Chairman, each of whom shall serve for a term of one (1) year, or at any other terms as provided in accordance with Va. Code § 15.2-1422.
- B. Nomination of Officers shall be made from the Board at the first meeting of each calendar year. Election of Officers shall follow immediately.

ARTICLE II
DUTIES OF OFFICERS

- A. The Chairman shall:
 - (1) Preside at all meetings;
 - (2) Work closely with the County Administrator on day to day matters, approve appropriate financial documents, and approve the agenda for all meetings;
 - (3) Serve on all standing committees of the Board;
 - (4) Carry out such other duties as assigned by the Board.
- B. The Vice-Chairman shall act in the absence or inability of the Chairman to act.

ARTICLE III
AGENDA PREPARATION POLICY

- A. The County Administrator shall prepare an agenda for each regular meeting of the Board of Supervisors. Supervisors, staff, and others may submit to the County Administrator items for the agenda at any time prior to close of business Wednesday preceding the regular meeting to which such item relates. Emergency Items will be added as an amendment to the agenda.
- B. Copies of the agenda shall be made available at the office of the County Administrator for each Supervisor and for members of the News Media serving the County and the public not later than close of business on Friday preceding the meeting to which it relates.

ARTICLE IV
MEETINGS

- A. The time and place of Board Meetings shall be set from time to time by resolution of the Board in conformance with State Law. The regular meeting

schedule shall be set at the organizational meeting held in January each year.

- B. Minutes from the previous meeting shall be delivered to the Board members with the agenda prior to the next meeting. Unless requested by a Board member, the minutes will not be read and will be approved upon motion and vote of the Board.

C. Order of Business

- (1) Commencement of Meetings:

At the time established in accordance with Article IV (A) of these Rules for the commencement of regular meetings or at the hour specified for continued or special meetings, the Chairman shall call the meeting to order and shall direct the clerk to note the absence of any Board members by roll call. A quorum shall be required for commencement of any meeting.

- (2) Agenda:

An agenda shall be prepared by the County Administrator in accordance with Article III under these Rules. The proposed agenda shall be adopted by the Board at each meeting. Should the chairman or any member of the Board have a matter which he or she feels needs to be brought to the attention of the Board but which is not on the agenda, or if there is an amendment to the order of the agenda, he or she may make a motion that an addition or amendment be made to the agenda. Such amended agenda must be approved by a majority of the Board members present.

D. Quorum and Method of Voting

A majority of the members of the Board of Supervisors shall constitute a quorum of the Board. All questions submitted to the Board for decision shall be determined via voice vote of a majority of the supervisors voting on any such questions, unless otherwise provided by law. The name of each member voting and how he or she voted may be recorded.

E. Procedure for Roll Call Vote of Board Members

- (1) The Chairman of the Board of Supervisors shall cast the last vote.
(2) The Members of the Board of Supervisors shall cast votes in district order on a rotating basis per meeting.
(3) The Chairman/Clerk shall restate all motions before a vote is taken and the result of the vote shall be announced following each vote.

F. General Rules of Procedure

The Board's Parliamentary Procedures shall be Robert's Rules of Order, Newly Revised, 10th edition, specifically to include Section 49, Conduct of Business in Boards, pages 469 - 471, in all matters not covered by the Board's procedure, to the extent compatible with law and the historical practices of the Board. The County Attorney, or his or her designee, shall act as Parliamentarian to the Board. Any questions involving the interpretation or application of Robert's Rules shall be addressed to the County Attorney. The Board may amend, by Resolution, the rules as it deems appropriate. The following rules shall apply:

- (1) Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
(2) Motions need not be seconded. If a motion is not seconded, the Chairman shall decide if a vote is taken on the motion or if a motion is dead.
(3) There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
(4) Informal discussion of a subject is permitted while no motion is pending.
(5) The Chairman can speak in discussion and can vote on all questions, but cannot make motions unless by consent of a majority of Board members present.
(6) No Board member is required to vote on any issue.

If any Board member determines, prior to the calling of any issue before the Board, that he, because of conflict or otherwise, will abstain from voting on such issue, he shall announce such intention at the time the issue comes before the Board and shall not participate in the discussion on such issue or question.

An abstention shall be counted for the purpose of determining a quorum. An abstention defeats a motion requiring a unanimous vote.

- (7) In the incidence of a tie vote, the issue voted upon by the Board is dead and therefore voted down.
(8) Only Board members and the Parliamentarian shall have standing to raise noncompliance with these Rules of Procedure, and only during the current meeting at the time of violation. Failure of the Board to comply with these General Rules of Procedure shall not invalidate any action taken by the Board.

G. Member Absenting Himself from Meeting Prior to Adjournment

After the name of any member of the Board has been recorded as present at any meeting of the Board, he shall not absent himself from the remainder of the meeting prior to adjournment unless by consent of the Board.

H. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors and all persons conducting themselves in an orderly manner may attend the meetings; however, the Board may hold closed sessions as permitted by law and when deemed necessary by a majority vote of the Board.

The consent agenda shall be introduced by a motion "to approve", and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the consent agenda. The Clerk or his/her designee may provide a brief written summary or memo on each item included in the consent agenda. Upon request of any Board member who wishes to question or discuss an item, that item shall be removed from the Consent Agenda. This item shall be transferred onto the agenda for consideration.

I. Citizen Comment Period

Rules for Citizen Comment Period:

To ensure that the affairs of the Board and its committees may be conducted in an orderly manner, to ensure that all persons desiring to address the Board on matters pertinent to it are afforded an opportunity to do so, to permit persons in attendance to observe and hear the proceedings of the Board without distraction, and to permit to the fullest extent the Board to conduct County business with minimal disruption, the following rules are established.

- (1) Each person desiring to speak must sign up in advance of the opening of the Citizens' Comment period on the agenda.
(2) Each speaker shall be limited to a period of three minutes per comment period; when two minutes have passed the speaker will be reminded that there is one minute remaining.
(3) Speakers who have signed up may use their allotted time only for themselves and may not donate their time to other speakers.
(4) Speakers will not be permitted to use audiovisual materials or other visual displays, but may present written and photographic materials to the Board members.
(5) Comments must be confined to matters germane to the business of the Board of Supervisors and shall not be cumulative or repetitive.
(6) Speakers should address the Board with decorum - loud, boisterous, and disruptive behavior, obscenity, and vulgarity should be avoided as well as other words or acts tending to evoke violence or deemed to be a breach of the peace.
(7) The Citizens' Comment period is not intended to be a question and answer period for dialogue with County officials. Questions which are raised during a comment period may at the discretion of the Board be responded to by County officials after sufficient time for

- appropriate investigation.
- (8) Speakers shall remain at the podium while addressing the Board.
- (9) Speakers shall not be interrupted by audience comments, calls/whistles, laughter, or other gestures. Individuals in the audience who do not abide by this policy after a warning will be asked to leave the meeting.
- (10) Expressive activities including, but not limited to, petitioning, picketing, displaying signs and posters, solicitation, demonstrating, pamphlet distribution, and conducting polls shall not be permitted within the Courthouse or in any other building that the Board is meeting.

These rules do not preclude persons from delivering to the Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions or to prohibit persons from presenting oral or written comments on any subject germane to the business of the Board, to individual Board members or to the Board through its Clerk outside the context of the public meeting.

J. **Agenda Item Procedure**

The following guidelines shall be followed for comment addressed to specific agenda items:

- (1) In order to prevent obvious questions from consuming Board Meeting time, the Chairman and/or designated person(s) may give a brief explanation of each agenda item prior to opening the floor for citizens' comments.

ARTICLE V **SPECIAL MEETINGS**

- A. The Board of Supervisors is authorized to hold such special meetings as it may deem necessary. Special meetings need not be held at the courthouse, county office building, or other place used for regular meetings. A special meeting must be held whenever it is requested by the Chairman or two (2) or more Board members, who must make a request to the Clerk of the Board specifying the time and the matters to be considered. The Clerk, after consulting with the Chairman, then must notify each member of the Board of Supervisors and the County Attorney of the time, place and matters to be considered.
- B. In order for a special meeting to be held without such notice, each member of the Board must attend the meeting or sign a waiver of notice. Only matters specified in the notice may be considered in a special meeting unless all members of the Board are present, in which case, other issues may be discussed, subject to approval by a majority of the Board and the requirements of the Virginia Freedom of Information Act.

ARTICLE VI **PROCEDURE FOR DEALING WITH ITEMS NOT ON THE AGENDA**

- A. All matters not on the agenda must be raised during citizens comment period. Any matter not on the agenda shall not be considered unless approved for consideration by the majority of the Board present in accordance with Article IV, C (2).

ARTICLE VII **PUBLIC HEARINGS**

- A. All public hearings will be advertised in accordance with the Virginia Code. Public hearings may be postponed, continued or canceled at the discretion of the Board.
- B. In addition to those required by law, the Board at its discretion may hold public hearings when it decides that a hearing will be in the public interest.
- C. The case before the Board shall be summarized by the Chairman or designated person(s). Interested parties wishing to speak must sign the register at the rear of the room prior to the start of the hearing. Each person wishing to speak will be called to the podium by the Chairman or designated person(s) in the order such person signed the register and must state his or her name and address for the record. Each speaker shall be limited to five (5) minutes, unless waived by the Board.
- D. Board Members should limit their comments during the course of public hearing comments to ensure participation by the public without Board interference.
- E. Speakers should direct their comments or questions to the Board collectively and not to individual Board members.

ARTICLE VIII **APPOINTMENT OF COMMITTEES**

Appointments to committees of the Board and to authorities, boards, and commissions, shall be made only by Resolution adopted by a majority of the full Board. Prior to consideration of the nomination, the nominee shall be notified to determine his or her willingness to serve and to determine if he or she meets the qualifications for such appointment.

ARTICLE IX **DUTIES OF THE COUNTY ADMINISTRATOR**

The County Administrator shall:

- A. Prepare the agenda for each meeting for approval in conformance with the agenda preparation procedure outlined herein, and act as the Clerk of the Board of Supervisors at each Board meeting.
- B. Keep a written record of all business transacted by the Board.
- C. Administer the financial control procedures of the County as instructed by the Board.
- D. Advise and inform the Board on all matters affecting County government.
- E. Execute all formal documents authorized by the Board of Supervisors.
- F. Provide and supervise all staff services directly under the control of the Board of Supervisors.
- G. The County Administrator shall be responsible for all personnel management of the County. Department Directors will be hired and dismissed with the consent of the Board of Supervisors.
- H. Prepare an annual operating budget for the County government in accordance with guidelines established by the State auditor's office for approval by the Board of Supervisors. The County Administrator shall be responsible for maintaining adequate financial and accounting records on all County business under their control.
- I. Serve as the Board's representative in all circumstances where the Chairman, Vice Chairman, or a majority of the Board Members are not available.

- J. Perform all other duties delegated by the Board as required by law.

ARTICLE X **AMENDMENTS**

- A. The Rules of Procedure may be amended by a recorded majority vote of the entire membership of the Board provided that written notice has been given to all members of the Board and a copy of the proposed amendment is sent with the notice, prior to said meeting.
- B. The Rules of Procedure may be suspended in whole or in part only upon the unanimous vote of Board members present, relating to any matter before it.

CODE OF ETHICS AND STANDARDS OF CONDUCT FOR MEMBERS OF THE LUNENBURG COUNTY BOARD OF SUPERVISORS

CODE OF ETHICS

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Lunenburg County Board of Supervisors should adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a part to their evasion.
2. Put loyalty to the highest moral principles and to the County as a whole above loyalty to individuals, districts, or particular groups.
3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
5. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or handicapping condition. Avoid adopting policies, supporting programs or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, and country of origin or handicapping condition.
6. Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances, which might be construed by reasonable persons as influencing the performance of Board of Supervisors duties.
7. Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word, which can be binding on public duty.
8. Engage in no business with the county government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of Board of Supervisors duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.
9. Never use any information gained confidentially in the performance of Board of Supervisors duties as a means of making private profit.
10. Expose, through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with sensitive matters as provided by the Code of Virginia.
12. Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues or citizens, impugning their integrity or vilifying their personal beliefs.
13. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
14. Review orally and in public session, at the annual organizational meeting, each of these principles.
15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

Supervisor Bacon made motion, seconded by Supervisor Hankins and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to approve and adopt the rules of procedure as presented.

Supervisor Bacon made motion, seconded by Supervisor Hoover and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to approve and adopt the code of ethics as presented.

County Attorney Rennie advised that the Board should consider developing an employment contract with the County Administrator. He noted that most counties have a contract in place to provide protections for both the county and the administrator. He provided a draft contract to each Board member for discussion at the next meeting in closed session.

Supervisor Bacon made motion, seconded by Supervisor Hoover and approved by roll call vote, with six Supervisors voting yes, one absent, and none voting no, to adjourn.

Tracy M. Gee, Clerk
County Administrator

Charles R. Slayton, Chairman
Board of Supervisors