

VIRGINIA: AT A SPECIAL MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD ON WEDNESDAY, APRIL 29, 2015, IN THE BOARD ROOM OF THE BRUNSWICK COUNTY GOVERNMENT BUILDING

PRESENT: HON. BARBARA J. DRUMMOND, CHAIR; HON. BERNARD L. JONES, SR., VICE-CHAIRMAN; HON. JOHN CATALDO, HON. WELTON TYLER, HON. DENISE C. WILLIAMS, BOARD OF SUPERVISOR MEMBERS; DR. CHARLETTE T. WOOLRIDGE, COUNTY ADMINISTRATOR/CLERK; PAUL JACOBSON, COUNTY ATTORNEY; TAMMY W. NEWCOMB, DEPUTY CLERK/RECORDER OF MINUTES

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**Re: Closed Meeting – 6:30 p.m.**

Upon motion of Mr. Cataldo, seconded by Mr. Jones, and unanimously carried, the Board of Supervisors of Brunswick County, Virginia convened in Closed Meeting to discuss the following matters:

- 2.2-3711.A.1: Discussion regarding perspective candidate for employment.
- 2.2-3711.A.5: Discussion or consideration of the acquisition of real property for public purpose where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Ayes: Cataldo, Jones, Williams, Drummond; Nays: None.

The County Attorney attended the closed meeting.

**Reconvene in Open Meeting**

Upon motion of Mr. Cataldo, seconded by Mrs. Williams, and unanimously carried, the Board of Supervisors of Brunswick County, Virginia, reconvened in Open Meeting.

**WHEREAS**, the Board of Supervisors of Brunswick County, Virginia (“Board”), convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia 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.

**WILL EACH MEMBER NOW SO CERTIFY:**

Mr. Cataldo: Aye  
Mr. Jones: Aye  
Mrs. Williams  
Ms. Drummond: Aye

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**Re: Call to Order - 7:30 p.m.**

Chair Drummond called the meeting to order and welcomed all citizens in attendance. She further stated that the April 15, 2015, regular meeting was rescheduled due to a lack of quorum and a special meeting was called for this evening to conduct the business of the regular meeting.

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**Re: Invocation and Pledge of Allegiance**

Chair Drummond invited anyone in the audience who would like to participate in the Invocation with the Board members to please stand and join them. Supervisor Williams gave the Invocation and led the Pledge of Allegiance.

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**Re: Approval of Agenda**

Upon motion of Mr. Cataldo, seconded by Mrs. Williams, and unanimously carried, the Board approved the agenda with the following additions:

Under Old Business:

- Add State Board of Elections Update

Under New Business:

- Add Personnel Committee Recommendation – Planning and Building Services Technician Position

- Add Realistic Military Training

Ayes: Cataldo, Jones, Williams, Drummond; Nays: None.

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**Re: Public Hearings**

**Conditional Use Permit Case #15-001 – Submitted by Candace L. Mayer, Country General Store in the Agricultural (A-1) Zoning District**

Ms. Leslie Weddington, Director of Planning, stated that the public hearing for Conditional Use Permit Case #15-001 has been rescheduled for the Board of Supervisors’ May 20, 2015 meeting. The public hearing will not be conducted this evening as there was not enough time to advertise and meet the requirements of the Code of Virginia. Public hearing notices for zoning issues are required to be advertised in a newspaper having general circulation for two (2) consecutive weeks, no more than twenty-one (21) days, and no less than seven (7) days from the date of the scheduled meeting.

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**FY16 Brunswick County Public School Operating Budget**

The proposed FY16 Brunswick County Public School Budget was presented as follows:

	<b>APPROPRIATED</b>	<b>PROPOSED</b>	<b>INCREASE/ (DECREASE)</b>
<b>REVENUES</b>	<b>FY 2014-2015</b>	<b>FY 2015-2016</b>	
Special	\$ 282,000	\$ 187,000	\$ (95,000)
Food Service	1,217,640	1,217,640	-
State	13,594,012	13,226,248	(367,764)
Federal	1,480,217	1,904,335	424,118
Local	5,003,531	4,987,393	(16,138)
<b>Totals</b>	<b>\$ 21,577,400</b>	<b>\$ 21,522,616</b>	<b>\$ (54,784)</b>

<b>EXPENDITURES</b>			
Instruction	\$ 14,079,052	\$ 14,126,037	\$ 46,985
Admin/Attend/Health	724,977	740,025	15,048
Transportation	1,945,450	1,942,018	(3,432)
Operations/Maintenance	2,346,168	2,327,835	(18,333)
Food Service	1,217,640	1,217,640	-
Technology	829,214	847,736	18,522
Debt Service	434,899	321,325	(113,574)
<b>Totals</b>	<b>\$ 21,577,400</b>	<b>\$ 21,522,616</b>	<b>\$ (54,784)</b>

The Chair opened the public hearing. The following citizen spoke:

- Dora Wynn, Superintendent of Brunswick County Public Schools, thanked the Board of Supervisors for their continued support of the school system.

After providing all citizens with an opportunity to express their views, the Chairman closed the public hearing.

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**Re: Approval of Minutes**

Upon motion of Mrs. Williams, seconded by Mr. Cataldo, and unanimously carried, the Board approved the minutes of the March 11, 2015, adjourned meeting, March 17, 2015, adjourned meeting, March 18, 2015, regular meeting, and March 25, 2015, adjourned meeting as presented.

Ayes: Cataldo, Jones, Williams, Drummond; Nays: None.

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**Re: Virginia Department of Transportation (VDOT) Monthly Report**

Mr. Billy Smith, Residency Administrator, presented the monthly report as follows:

## Maintenance Forces

- Machined non-hard surfaced roadways and applying stone as needed.
- Patched potholes on various primary and secondary routes.
- Performed routine maintenance on various routes.
- Repaired shoulders on primary routes.
- Repaired drainage issues on various secondary routes.
- Route 46 bridge replacement project is in the final stage. Final asphalt and guard rail is scheduled to be installed with the project completed in approximately 2 to 3 weeks.
- Route 712, Waqua Creek bridge replacement is ongoing.
- Route 712, Sturgeon Creek bridge replacement is ongoing.
- Route 628 pipe replacement project is ongoing.

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### **Proposed Secondary Six Year Road Plan – Request to Schedule Public Hearing**

Upon motion of Mr. Jones, seconded by Mr. Cataldo, and unanimously carried, the Board authorized the advertisement of a public hearing on the proposed Secondary Six Year Road Plan for the May 2015 regular meeting.

Ayes: Cataldo, Jones, Williams, Drummond; Nays: None.

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### **Re: Brunswick County Public Schools Monthly Report**

Mr. Richard Rush, Director of Business Operations, presented an overview of the schools monthly financial report. See report attached.

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### **Re: Presentations**

#### **2015 Lake Gaston Clean-up Day – Resolution**

Upon motion of Mr. Cataldo, seconded by Mr. Jones, and unanimously carried, the Board adopted a resolution in support of Lake Gaston Clean-up Day 2015.

**WHEREAS**, there is a need to improve the appearance of Lake Gaston by removing litter and debris that create eyesores and harm the environment; and

**WHEREAS**, a clean Lake Gaston environment positively impacts water safety, economic development, travel, tourism and quality of life; and

**WHEREAS**, the Lake Gaston Association is sponsoring Take Pride in Lake Gaston Clean-up of the Lake on May 30, 2015, in an effort to educate citizens on the harmful effects of litter; and

**WHEREAS**, there is a need for citizen participation in maintaining the beauty of our county; and

**WHEREAS**, it is in the interest of Brunswick County to support our volunteers in efforts to improve the appearance of the county;

**NOW, THEREFORE BE IT RESOLVED** by the Brunswick County Board of Supervisors that it endorses and supports the Take Pride in Lake Gaston Clean-up Day 2015 initiative.

Ayes: Cataldo, Jones, Williams, Drummond; Nays: None.

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**Re: Department/Agency Presentations**

**Brunswick County Enterprise Zone Ordinance – Request to Schedule Public Hearing – Joan Moore**

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the Board authorized the advertisement of a public hearing on the Brunswick County Enterprise Zone Ordinance for the May 2015 regular meeting.

Ayes: Cataldo, Jones, Williams, Drummond; Nays: None.

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**Re: Citizen Comments**

The Chair opened the citizen comment period and advised that each citizen will be allotted three (3) minutes to speak. The following citizen spoke:

- Robert Hayes, 237 Second Avenue, Alberta, Virginia requested that the Board of Supervisors consider allocating additional funding in the FY16 Fire and Rescue Services budget to purchase equipment and fire apparatus.

After providing all citizens an opportunity to express their views, the Chair closed the Citizen Comment period.

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**Re: Consent Calendar of Reports**

Upon motion of Mr. Jones, seconded by Mr. Cataldo, and unanimously carried, the Board acknowledged receipt of the following reports:

- Lawrenceville-Brunswick Airport Monthly Report
- Roanoke River Service Authority Meeting Minutes

Ayes: Cataldo, Jones, Williams, Drummond; Nays: None.

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**Re: Finance Director’s Report**

**Approval of Disbursements**

Mrs. Keli Reekes, Director of Finance, presented disbursements as follows:

- System checks dated March 25, 2015, in the amount of \$6,558.67.
- System checks dated April 8, 2015, in the amount of \$37,516.28.
- System checks dated April 15, 2015, in the amount of \$822,947.28.
- System checks dated April 16, 2015, in the amount of \$18,333.79.
- System checks dated April 24, 2015, in the amount of \$1,650.00.

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the Board approved disbursements in the amount of \$887,006.02 as presented.

Ayes: Cataldo, Jones, Williams, Drummond; Nays: None.

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**FY15 Quarterly Fiscal Report**

Mrs. Reekes stated that the following departments require additional appropriations at this time:

- Treasurer’s Office – Representatives from First Citizens Bank informed the Treasurer that their bank policy had recently changed to reflect that they can no longer waive banking fees. As a result, the estimated bank fees incurred from First Citizens Bank is \$3,000. After meeting with representatives from other banks, Benchmark Community Bank agreed to waive all bank fees for 18 months. Staff recommends that the Board transfers funds from First Citizens Bank to Benchmark Community Bank and transfers an amount not to exceed \$3,000 from the FY15 Board of Supervisor’s Contingency line item to the Treasurer’s departmental budget to account for the banking fees.

- Department of Emergency Services – Transfer existing funding in the amount of \$51,083 to the newly established Department of Emergency Services to account for anticipated rescue squad expenditures only through June 2015. (Note: No local funds necessary and this does not impact Fire Services allocation).
- Lawrenceville-Brunswick Municipal Airport – The following appropriations need to be made relative to the airport:
  - Grants totaling \$11,020.75 were received from the Virginia Department of Aviation and need to be appropriated.
  - An additional appropriation totaling \$13,791 is needed to account for the purchase of fuel and hangar repairs.
    - Fuel expenditure: \$5,000
    - Hangar repair: \$8,691 (Note: The total cost to repair and hangar is \$13,791. Of the \$13,791, Dominion Virginia Power is donating \$5,100 for paint, supplies, and replacement of one door. Inmate labor will be used to perform repairs. Also, the Town of Lawrenceville will pay its 1/3 share of the \$8,691).

Upon motion of Mr. Jones, seconded by Mr. Cataldo, and unanimously carried, the

Board approved the following:

- Transferred an amount not to exceed \$3,000 from the FY15 Board of Supervisors' contingency fund to the applicable line items in the FY15 Treasurer's Office departmental budget.
- Transferred \$51,083 from the applicable line items in the FY15 Fire and Rescue departmental budgets to the applicable line items in the FY15 Department of Emergency Services fund.
- Appropriated \$11,020.75 to the applicable revenue and expenditure line items of the FY15 Lawrenceville-Brunswick Municipal Airport departmental budget.
- Appropriated and transferred \$8,691 from the FY15 Undesignated General Fund Balance to the applicable line items of the FY15 Lawrenceville-Brunswick Municipal Airport fund.
- Appropriated \$5,382 from the FY15 Undesignated General Fund Balance to the applicable line items of the FY15 Inmate Work Force departmental budget.
- Accepted the donation from Dominion Virginia Power in the amount of \$5,100 to assist with the Lawrenceville-Brunswick Municipal Airport hangar repairs.

Ayes: Cataldo, Jones, Williams, Drummond; Nays: None.

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Supervisor Tyler entered the meeting.

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**Bright Municipal Software – Hardware/Software Upgrade**

Mrs. Reekes stated that Brunswick County is currently utilizing the Bright Municipal

Software package that is no longer supported or maintained by IBM. This software program serves the following: Departments of Finance, Building Inspection, Social Services, Offices of the Treasurer and Commissioner of the Revenue, and the Brunswick County Public Schools. CAS Severn, the county's current vendor, has submitted a proposal to upgrade the system in the amount of \$27,895. This service was procured utilizing the Federal Government contract website - U.S. General Services Administration. Staff recommends that the Board approves funding in the amount of \$26,700 from the FY15 Department of Information Technology budget, and \$1,195 from the FY15 Department of Finance budget to cover the cost to upgrade the system.

Upon motion of Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board approved to upgrade the operating system in the amount of \$27,895; and to transfer \$1,195 from the FY15 Finance Department's budget to the applicable line item in the FY15 Department of Information Technology budget to cover associated expenses.

Ayes: Cataldo, Jones, Tyler, Williams, Drummond; Nays: None.

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**Re: Planning Director's Report**

**Request to Schedule Public Hearing: Conditional Use Permit Case #15-008 – Submitted by Virginia Electric and Power Company (VEPCO) d/b/a Dominion Virginia Power), Public Utilities in the Agricultural (A-1) Zoning District**

Ms. Leslie Weddington, Director of Planning, stated that the applicant is requesting approval of a conditional use permit for public utilities in the Agricultural (A-1) Zoning District. The subject property is identified as Tax Map 67-16, located on the north and south side of Lewis Drive (State Route 605), a portion of Tax Map 18-6 (as identified on the Greenville County tax records) containing approximately 10.758 acres within Brunswick County, located off of Grassy Pond Road (State Route 606), and a portion of Tax Map 18-

30 (as identified on the Greenville County tax records) containing approximately 121.891 acres within Brunswick County, located off of Grassy Pond Road (State Route 606). Greenville County has approved the conditional use planned development permit. Dominion Virginia Power is requesting that the Brunswick County Planning Commission schedule its public hearing on May 12, 2015, and the Brunswick County Board of Supervisors conduct a public hearing at their regularly scheduled meeting on May 20, 2015.

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board authorized the advertisement of a public hearing on Conditional Use Permit Case #15-008 for its regular May 2015 meeting.

Ayes: Cataldo, Jones, Tyler, Williams, Drummond; Nays: None.

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**Re: County Administrator's Report**

**Brunswick Emergency Medical Services**

Dr. Woolridge stated that the newly created Brunswick Emergency Medical Services (Brunswick EMS) began operation on April 19, 2015. Brunswick EMS providers began serving the public with emergency medical services in the geographic area previously served by Brunswick Volunteer Rescue Squad, Inc. Brunswick EMS is operating out of the former Brunswick Volunteer Rescue Squad building. Dr. Woolridge stated that a ribbon cutting ceremony will be held this summer to recognize the Brunswick Volunteer Rescue Squad founders, life members, and other members, and to introduce the new EMS staff to the community. All citizens will be invited.

Dr. Woolridge further stated that she had received several calls from citizens expressing concern about the most recent letter to the editor in the Brunswick Times Gazette. Specifically, the letter states "...In a matter of a week, the county EMS system has allowed one person in a cardiac arrest lie in an agency's parking lot for 25 minutes waiting for an

ambulance to assist them, and a staff in service unit flatly refused to answer a call...” She stated that Brunswick EMS was not in operation at the time of this alleged incident.

Additionally, she advised that since Brunswick EMS has been in operation, they were dispatched to a total of 26 calls follows:

- Twenty-three calls within Brunswick EMS response area.
- One call within Central Lifesaving and Rescue Squad’s response area.
- Two calls within Alberta Volunteer Fire Department’s response area.
- Note: While Brunswick EMS was responding to a call in Central Lifesaving and Rescue’s response area, Alberta Volunteer Rescue Squad was dispatched to a call received in Brunswick EMS’ response area.

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**Brunswick Emergency Medical Services – Revenue Recovery Rates**

Dr. Woolridge stated that the Board of Supervisors must establish the rates for revenue recovery for Brunswick Emergency Medical Services. According to Chapter 26 of the Code of Brunswick County, “Reasonable fees shall be charged by the Brunswick EMS to cover the costs of providing for the emergency medical and transport services provided by Brunswick EMS including but not limited to, capital, facility, vehicles, equipment, supplies, utilities, administrative support, billing services, staffing and professional services”. The Facilities Committee recommends the following rates below:

- |                            |               |
|----------------------------|---------------|
| • Basic Life Support       | \$400.00      |
| • Advanced Life Support    | \$500.00      |
| • Advanced Life Support II | \$650.00      |
| • Loaded Patient Mileage   | \$14/per mile |
| • Non-transport            | \$100.00      |

(Note: All proposed rates are the same as the former Brunswick Volunteer Rescue Squad rates, except non-transport rate).

Upon motion of Mr. Jones, seconded by Mr. Cataldo, and unanimously carried, the Board accepted the Facilities Committee’s recommendation to set the revenue recovery rates as stated above.

Ayes: Cataldo, Jones, Tyler, Williams, Drummond; Nays: None.

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**Re: Old Business**

**State Board of Elections Update**

Dr. Woolridge stated that she attended the public hearing held by the Virginia Department of Elections on April 14, 2015 wherein the State Board of Elections voted unanimously to decertify the WINvote voting equipment. The reasons for the decertification are: voting machines crashing during use, recording a vote for the wrong candidate, wireless capability makes the machines susceptible to security breaches. Brunswick County is currently one of the many counties in Virginia that utilizes the WINvote machines. It is anticipated to cost nearly \$150,000 to replace the machines.

Mr. Wally Sayko, Chairman of the Brunswick Electoral Board, stated that the Electoral Board is meeting with vendors to select new voting machines and will provide a recommendation to the Board on the purchase of replacement equipment.

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**Re: New Business**

**Personnel Committee Recommendation – Planning and Building Services Technician Position**

Upon motion of Mr. Jones, seconded by Mr. Tyler, and unanimously carried, the Board appointed Stefani Bruce to the Planning and Building Services Technician position effective June 1, 2015.

Ayes: Cataldo, Jones, Tyler, Williams, Drummond; Nays: None.

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**Realistic Military Training**

Dr. Woolridge stated that the United States Marine Corps base at Camp Lejeune, North Carolina conducted training at the former Brunswick Correctional Center facility on Monday,

April 27, 2015. They simulate environments to respond to crisis situations and make them as realistic as possible. Dr. Woolridge, along with Emergency Services Coordinator, Sheriff's Office personnel, Brunswick Emergency Medical Services, and the Lawrenceville Volunteer Fire Department were present during the event and witnessed the exercise from the tower. According to the military personnel, the exercise was a huge success.

This was provided for the Board's information.

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**Re: Appointments**

**Brunswick County Litter Control Council**

This matter was continued.

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**Economic Development Coordinating Council**

This matter was continued.

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**Workforce Investment Board**

Upon motion of Mr. Tyler, seconded by Mr. Jones, and unanimously carried, the Board nominated Mr. Darren Talbert, Scotts Company, and Mr. Leon Williams, Redline Brick, Inc., to serve two year terms on the Workforce Investment Board as business representatives.

Ayes: Cataldo, Jones, Tyler, Williams, Drummond; Nays: None.

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**Brunswick County Board of Zoning Appeals**

Upon motion of Mr. Cataldo, seconded by Mr. Jones, and unanimously carried, the Board nominated Mr. Michael Dotti to fill the unexpired term of Michael Cestero on the Board of Zoning Appeals representing the Meherrin Election District.

Ayes: Cataldo, Jones, Tyler, Williams, Drummond; Nays: None.

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**Local Board of Public Welfare**

Upon motion of Mr. Cataldo, seconded by Mr. Jones, and unanimously carried, the Board reappointed Mrs. Jean Moody to serve a four year term on the Local Board of Public Welfare representing the Meherrin Election District.

Ayes: Cataldo, Jones, Tyler, Williams, Drummond; Nays: None.

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**Lawrenceville-Brunswick Airport Commission**

This matter was continued.

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**Re: Adjourn**

Upon motion of Mr. Jones, seconded by Mrs. Williams, and unanimously carried, the Board adjourned.

Ayes: Cataldo, Jones, Tyler, Williams, Drummond; Nays: None.

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Hon. Barbara J. Drummond, Chair

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Charlette T. Woolridge, Ph.D., Clerk