

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD ON WEDNESDAY, MAY 18, 2016, IN THE BOARD ROOM OF THE BRUNSWICK COUNTY GOVERNMENT BUILDING

PRESENT: HON. BERNARD L. JONES, SR., CHAIR; HON. WELTON TYLER, VICE-CHAIR; HON. BARBARA JARRETT-HARRIS, HON. FREDERICK A. HARRISON, SR., HON. JOHN W. ZUBROD, BOARD OF SUPERVISOR MEMBERS; DR. CHARLETTE T. WOOLRIDGE, COUNTY ADMINISTRATOR; PAUL JACOBSON, COUNTY ATTORNEY; LESLIE R. WEDDINGTON, DEPUTY CLERK/RECORDER OF MINUTES

Re: Closed Meeting – 6:30 p.m.

Upon a motion by Mrs. Harris, seconded by Mr. Tyler, and unanimously carried, the Board of Supervisors of Brunswick County, Virginia convened in Closed Meeting to discuss the following matters under:

- 2.2-3711.A.1: Discussion regarding a personnel issue.
- 2.2-3711.A.3: Discussion regarding a prospective prospect.
- 2.2-3711.A.7: Consultation with legal counsel regarding contractual issues for which legal advice is required.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Reconvene in Open Meeting

Upon a motion by Mr. Harrison, seconded by Mrs. Harris, 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:

Mrs. Harris: Aye
Mr. Harrison: Aye
Mr. Tyler: Aye
Mrs. Zubrod: Aye
Mr. Jones: Aye

Re: Call to Order – 7:30 p.m.

Chair Jones called the meeting to order and welcomed all citizens in attendance.

Re: Invocation and Pledge of Allegiance

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

Re: Approval of Agenda

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried, the Board approved the agenda with the following changes:

Presentations

Move Dual Enrollment Political Science Class- Brunswick High School, after the approval of agenda.

Add Under Old Business

- Assistant County Administrator
- DMV Select

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Re: Presentations

Dual Enrollment Political Science Class – Brunswick High School

Supervisor Harris commended the Dual Enrollment Political Science Class for their political outlook and focus and for being a part of the Comprehensive Plan update. She also congratulated the We the People students on placing first in the southwest competition and sixth in the state competition.

Re: Public Hearings

Conditional Use Permit Case #16-006 Submitted by Christopher A. and Betty Williams Lugo, Country General Store in the Agricultural (A-1) Zoning District

Ms. Leslie R. Weddington, Interim Assistant to the County Administrator/Director of Planning, stated that the applicant is requesting approval of a conditional use permit to operate and maintain a country general store. The subject property is located at the northeast quadrant of the intersection of Christanna Highway (State Route 46) and New Hope Road (State Route 729), located in the Red Oak Magisterial District and the Red Oak Election District, also identified as Tax Map 19 Parcel 74B.

The Planning Commission conducted a public hearing on this request at their May 10, 2016, meeting. No one spoke in opposition to the request. At the conclusion of the public hearing, the Planning Commission voted unanimously to recommend approval of the request.

The Chairman opened the public hearing. No citizens spoke. After providing all citizens an opportunity to express their views, the Chairman closed the public hearing.

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Conditional Use Permit Case #16-006 was approved, subject to the following conditions recommended by the Planning Commission:

1. The country general store shall be constructed, operated, and maintained in accordance with all rules and regulations of the Brunswick County Zoning Ordinance, with any and all terms and conditions of this conditional use permit, and in compliance with all federal, state, and other local laws and regulations for this use.
2. Prior to the issuance of a zoning permit for the proposed country general store the permittee shall submit a site plan for County approval in accordance with the provisions of Article 27 of the Brunswick County Zoning Ordinance.
3. Permittee shall secure and maintain all federal, state, and local licenses and certificates required to do business in the Commonwealth of Virginia and the County of Brunswick.
4. All documents received by the County from the permittee shall be public records subject to the Virginia Freedom of Information Act.
5. Only a country general store is permitted on the subject property.
6. This conditional use permit shall expire if the use of the site as a country general store ceases for two (2) years.
7. These conditions shall be binding on any person, entity, including the permittee, its assigns, successors, and any subsequent assignee (s), successor (s), owner (s), operator (s), or lessee (s), owning operating, or leasing the country general store situated on the subject property.
8. Permittee shall allow designated County representatives or employees access to the country general store at any time for inspection purposes. Reports of such inspections shall be provided to the Director of Planning to determine compliance with permit.
9. All exterior, permanent lights shall be arranged and installed so that the direct or reflected illumination is minimized at the property line.
10. All permanent light sources shall be directional and shielded fixtures that cast light downward.
11. Prior to the issuance of site plan approval, the permittee shall provide a copy of an approved commercial entrance permit for all proposed accesses to the subject property from the Virginia Department of Transportation.
12. Prior to commencing land disturbing activities on the subject property, the permittee shall submit to the County for review and approval an Erosion and Sediment Control Plan in accordance with the provisions of the Brunswick County Erosion Control Ordinance and the Virginia Erosion and Sediment Control Handbook and Regulations.
13. Storm water runoff from the property shall be managed and discharged in accordance with applicable federal and state regulations.
14. Violation of any local, state, or federal law, regulation, or ordinance or violation of any conditions of this permit shall be grounds for revocation of this permit by the County in accordance with law.
15. In the event the permittee is notified of any violations of applicable laws, regulations or permit conditions of the subject property, permittee shall notify the County and shall promptly and diligently cooperate with the applicable regulatory agency and

take other reasonable actions in an attempt to cure the violation. Permittee shall promptly notify the County thereof and shall provide the County with all information pertinent thereto and details of the applicant's action to remedy said violation.

16. All complaints received by the County will be referred directly to the permittee which shall give them prompt and courteous attention and shall advise the County of the disposition of such complaints within thirty (30) days of the complaint referral.
17. The country general store and all accessory structures shall be designed and constructed to meet all requirements of the Virginia Uniform Statewide Building Code.

Virginia Department of Transportation – Proposed Six Year Secondary Road Plan 2017-2022

Mr. Tommy Johnson, Assistant Residency Administrator, provided an overview of the proposed Secondary Six Year Road Plan 2017-2022. The Chair opened the public hearing. The following citizen spoke:

- Elizabeth Burns asked if dirt roads were included in the plan, specifically State Route 711.

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

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried, the Board approved the Secondary Six Year Road Plan 2017-2022 as presented by the Virginia Department of Transportation:

WHEREAS, Sections 33.1-23 and 33.1-23.4 of the 1950 Code of Virginia, as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan,

WHEREAS, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2017 through 2022) as well as the Construction Priority List (2017) on May 18, 2016, after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List,

WHEREAS, Frederick T. Johnson, Assistant Residency Administrator , Virginia Department of Transportation, appeared before the board and recommended approval of the Six-Year Plan for Secondary Roads (2017 through 2022) and the Construction Priority List (2017) for Brunswick County,

NOW, THEREFORE, BE IT RESOLVED that since said Plan appears to be in the best interests of the Secondary Road System in Brunswick County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (2017 through 2022) and Construction Priority List (2017) are hereby approved as presented at the public hearing.

FY17 Brunswick County General Fund and Capital Improvement Projects Budget

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

- Gene Wiley spoke against the proposed tax increase for FY17.
- Bill Hudson spoke against the proposed tax increase and stated that reserved funds should be used to cover the budget deficit for FY17.
- Ray Sawyer spoke against the proposed tax increase and stated that reserved funds should be used to balance the budget for FY17.
- Ann Williams spoke against the proposed tax increase for FY17.
- Eugene Clause spoke against the proposed tax increase for FY17.
- Lezlie Green requested that the Board fund an assistant commonwealth attorney position for FY17.
- Debbie Burkett requested that the Board increase salaries for Social Services employees for FY17 to prevent staff turnover.
- Lynette Williams spoke against the proposed tax increase for FY17.

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

Re: Approval of Minutes

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved the following minutes:

- April 12, 2016 – Board of Supervisors Joint IDA Meeting
- April 20, 2016 – Regular Meeting

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Re: Virginia Department of Transportation (VDOT) Monthly Report

Mr. Tommy Johnson, Assistant Residency Administrator, presented the monthly report as follows:

Maintenance Forces

- Brush cutting on various routes.
- Route 628 Pipe Replacement Project completed.
- Machining shoulders on various routes.
- Patching potholes on primary and secondary routes as needed.
- Machining National Highways System (NHS) roadways and hauling stone as needed.
- Removing dead animals and performing litter patrol on various routes.
- Performing routine maintenance on various routes.

Mr. Johnson reported on the following projects:

- Sturgeon Bridge on Route 712 is behind schedule, anticipated completion in August.
- The signal light for Waqua Creek Bridge on Route 712 will go into effect on May 19th.

Re: Brunswick County Public Schools Monthly Report

FY16 Budget Tracking Report

Mr. Richard Rush, Director of Business Operations, presented an overview of the schools monthly financial report. This was provided for the Board's information. See attached report.

FY17 Brunswick County Public Schools Budget Approval

Upon motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved the FY17 Brunswick County Public School Budget as advertised.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

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 citizens spoke:

- Ann Williams - Expressed concern about the condition of the old primary school, condition of the Brunswick County Public Schools, and the supervision of the IDA Executive Director.
- John Miller – Requested to receive written response to the questions he asked at the April Board of Supervisors meeting.

Re: Consent Calendar of Reports

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried, the Board acknowledged receipt of the following reports:

- Brunswick County Industrial Development Authority April 12, 2016, minutes
- Executive Director’s May 10, 2016, report
- Lawrenceville-Brunswick Municipal Airport May 5, 2016, minutes
- Roanoke River Service Authority Marc 22, 2016, minutes

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Re: Finance Director’s Report

Approval of Disbursements

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

- System checks dated May 11, 2016, in the amount of \$68,272.14
- System checks dated May 18, 2016, in the amount of \$279,404.51
- System checks dated May 19, 2016, in the amount of \$1,650.00
- System checks dated May 20, 2016, in the amount of \$17,258.41

Upon a motion by Mr. Harrison, seconded by Mr. Tyler, and unanimously carried, the Board approved disbursements in the amount of \$366,585.06, as presented.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Re: Planning Director's Report

Schedule a Public Hearing: Conditional Use Permit Case #16-007, Submitted by The Old Brunswick Circuit Foundation, Assembly/Retreat Center in the Agricultural (A-1) Zoning District

Ms. Leslie R. Weddington, Interim Assistant to the County Administrator/Director of Planning, stated that the applicant is requesting approval of a conditional use permit for an assembly/retreat center in the Agricultural (A-1) Zoning District. The subject property is located on the east side of Christanna Highway (State Route 46), approximately .7 of a mile north of the intersection of Christanna Highway and Gasburg Road (State Route 626) located in the Powellton Election District and the Powellton Magisterial District. The Planning Commission conducted a public hearing on this request at their May 10, 2016, meeting. No one spoke in opposition to the request. At the conclusion of the public hearing the Planning Commission voted unanimously to recommend approval of Conditional Use Permit Case #16-007 and request the Board of Supervisors to schedule a public hearing for the June 2016 regular meeting.

Upon a motion by Mrs. Harris, seconded by Mr. Tyler, and unanimously carried, the Board authorized the advertisement of a public hearing on Conditional Use Permit Case #16-007 for the regular May meeting.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Re: County Administrator's Report

Request for Proposals – HVAC Preventative Maintenance and Service , Albertis S. Harrison, Jr. Courthouse

Dr. Charlette T. Woolridge, County Administrator, stated that Brunswick County solicited proposals to provide HVAC preventative maintenance and service for the Albertis S. Harrison, Jr. Courthouse. The following proposals were received:

- Comfort Systems USA MidAtlantic
- Trane U.S., Inc.
- Carrier Corporation
- Jones Electric Contractor, Inc.

Upon a motion by Mrs. Harris, seconded by Mr. Zubrod, and unanimously carried, the Board voted to accept the proposal from Comfort Systems USA MidAtlantic as recommended by the Facilities Committee, to include Sheriff Roberts, with an annual price of \$8,475.00 and service fees and to enter into a contract for HVAC preventative maintenance and service for the Albertis S. Harrison, Jr. Courthouse and authorize the County Administrator to sign all documents on behalf of Brunswick County relative to the project.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Request for Proposals – Compensation and Classification Study

Dr. Woolridge stated that Brunswick County solicited proposals to conduct an employee Compensation and Classification Study for Brunswick County Government, Brunswick County Public School System and the Department of Social Systems. The following proposals were received:

- Management Advisory Group International, Inc.
- Springsted
- Arthur J. Gallagher & Co.

- Evergreen Solutions, Inc.
- Group Del Db Group One Limited
- JJ Fitzgerald Business Consultants
- MGT of America Consulting, LLC
- Point Management Group, LLC
- The Frank & Wheeler Group, LLC
- The Mercer Group, Inc.

The total proposal is \$29,800 + \$65 for each revised or new job specifications/class descriptions as needed. The total cost will be shared by Brunswick County and Brunswick County Public Schools at a 50/50 rate or \$14,900 each. Brunswick County will be responsible for expenses associated with revised or new job specifications/class description for Brunswick County and Social Services employees, and Brunswick County Public Schools will be responsible for expenses associated with School's revised or new job specifications/class descriptions.

Upon a motion by Mr. Harrison, seconded by Mr. Tyler, and unanimously carried, the Board voted to accept the proposal from Management Advisory Group, Inc., as recommended by the Personnel Committee, and enter into a contract to conduct an employee Compensation and Classification Study and authorize the County Administrator to sign all documents on behalf of Brunswick County.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Request for Proposals – Automated Ambulance Billing, Insurance Services and Collection System

Dr. Woolridge stated Brunswick County solicited proposals to provide Automated Ambulance Billing, Insurance and Collection System Services for Brunswick County.

The following proposals were received:

- AMB (Ambulance Medical Billing)
- HSI (Health Services Integration)

- Colleton Software, Inc./Tarheel Medical Billing
- LowCountry Billing Services

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried the Board voted to accept the proposal from AMB (Ambulance Medical Billing) as recommended by the Emergency Services Committee with a comprehensive billing services rate of 5% and enter into a contract for Automated Ambulance Billing, Insurance Services and Collection System and authorize the County Administrator to sign all documents on behalf of Brunswick County relative to this project.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Resolution – Take Pride in Lake Gaston Clean-Up Day 2016

Upon a motion by Mr. Zubrod, seconded by Mr. Tyler, and unanimously carried, the Board adopted the following resolution:

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 supporting Take Pride in Lake Gaston clean-up of the lake on June 4, 2016 in an effort to educate citizens on the harmful effects of litter; 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 Board of Supervisors of Brunswick County, VA that it endorses and supports the Take Pride in Lake Gaston Clean-Up Day 2016 initiative.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Re: Old Business

Landfill Agreement

Mr. Paul Jacobs, County Attorney, stated that Addendum No 7 provides for a twenty year extension for Brunswick Waste Management Facility, LLC, (BWMF) to operate and maintain the existing sanitary landfill in the County. Under the agreement, BWMF will dispose of solid waste including County waste at the landfill, and provide payment to the County from landfill revenues.

Upon a motion by Mr. Tyler, seconded by Mrs. Harris, and unanimously carried, the Board approved the form of Addendum No 7 to the Landfill and Facility Agreement between Brunswick County and Brunswick Waste Management Facility, LLC (BWMF).

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Assistant County Administrator

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board appointed Leslie R. Weddington to the position of Assistant County Administrator effective upon the hiring of a Director of Planning.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

DMV Select

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, the Board approved to enter into an agreement with the Department of Motor Vehicles (DMV) to provide DMV Select services in the County. DMV Select will be located in the former St. Paul's College Thomasson Student Center.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Re: Appointments

Brunswick County Litter Control Council

This matter was continued.

Brunswick County Industrial Development Authority

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board reappointed William A. Brown as an at-large member to the Brunswick County Industrial Development Authority.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Local Board of Welfare

This matter was continued.

Meherrin River Regional Jail Authority

Upon a motion by Mr. Tyler, seconded by Mrs. Harris and unanimously carried, the Board appointed Supervisor Zubrod as an alternate to the Meherrin River Regional Jail Authority.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Roanoke River Service Authority

Upon a motion by Mr. Tyler, seconded by Mrs. Harris and unanimously carried, the Board appointed Supervisor Harrison as an alternate to the Roanoke River Service Authority.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Re: Adjourn

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board adjourned.

Ayes: Harris, Harrison, Tyler, Zubrod, Jones; Nays: None

Hon. Bernard L. Jones, Sr., Chair

Charlette T. Woolridge, Ph.D., Clerk