

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD ON WEDNESDAY, AUGUST 17, 2011, IN THE AUDITORIUM OF THE COUNTY GOVERNMENT BUILDING

PRESENT: BERNARD L. JONES, SR., CHAIRMAN; MARC L. FINNEY, VICE-CHAIRMAN; ROBERT H. CONNER, BARBARA JARRETT DRUMMOND, WELTON TYLER, BOARD OF SUPERVISOR MEMBERS; CHARLETTE T. WOOLRIDGE, COUNTY ADMINISTRATOR; TAMMY W. NEWCOMB, DEPUTY CLERK

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**RE: CLOSED MEETING – 5:00 p.m.**

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

2.2-3711.A.5

Discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating in the community.

2.2-3711.A.7

Discussion regarding a specific legal matter requiring the provision of legal advice by such counsel, to-wit:

- Contract

#### **MOTION TO RECONVENE IN OPEN MEETING**

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

## **CERTIFICATION OF CLOSED MEETING DISCUSSION**

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.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None

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**Re: Regular Meeting at 7:00 p.m.**

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

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**Re: Invocation and Pledge of Allegiance**

Supervisor Drummond gave the Invocation and led the Pledge of Allegiance.

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**Re: Approval of Agenda**

Upon motion of Ms. Drummond, seconded by Mr. Finney, and unanimously carried, the Board approved the agenda with the following changes:

- Move Funding of the Historic Courthouse and Mecklenburg Regional Jail - Mecklenburg Site from County Administrator's Report to Department/Agency Presentations

Add under old Business

- Industrial Development Authority Report

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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**Re: Approval of Minutes**

Upon motion of Mr. Finney, seconded by Ms. Drummond, and unanimously carried, the Board approved the minutes of the July 20, 2011, Regular Meeting as recorded.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None

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**Re: Virginia Department of Transportation**

The monthly report is as follows:

Maintenance

- Mowing primary and secondary routes.
- Patching pot holes on various primary and secondary routes.
- Machining non-hard surface roadways and adding stone.
- Cleaning out pipes to correct drainage problems.
- Repairing shoulders on various primary and secondary routes.
- Performing ditch repairs in problem areas.

Land Development & Permits

- Meherrin River Regional Jail Off-site Utilities Phase 4 – Plans approved July 19, 2011.

Construction

I-85 Concrete Patching

- Contractor continues to patch in the south bound lane.
- Fixed completion date of October 26, 2012.

Paving on Route 611

- Contractor has completed paving operations and is awaiting final acceptance from VDOT.
- Fixed completion date of August 3, 2011.

Trench Widening in Brunswick County

- Contractor continues trench widening in Brunswick County.

- Fixed completion December 1, 2011.

#### Traffic Studies/Special Requests

- Reviewing corridor and previous studies for additional recommendations regarding Route 670. The results will be available by August 31.

#### Project Status

- Fall Transportation Meeting – Meetings are being scheduled throughout the state for each district. For Richmond District, the meeting will be held on November 30, 2011. The meetings will be open to the public and are intended to provide an opportunity for the public and localities to share their priorities and desires for the development of the next Six Year Plan.

#### **Town of Lawrenceville Concerns – Update**

Ms. Woolridge, County Administrator, provided an overview of concerns raised by Supervisor Drummond on behalf of the Town of Lawrenceville.

- Second Avenue Drainage/Flooding – A drainage study is being performed by the Virginia Department of Transportation Richmond District and is expected to be completed around the first of August. The results and recommended corrective action will be forwarded to the Town of Lawrenceville and Brunswick County.
- Drainage Catch Basin on North Main Street across from Outten and Whitby, PC. - Repairs are scheduled to be completed within 45 days by the contractor.
- Application of salt treatment on Weaver Road to alleviate dry and dusty conditions – Virginia Department of Transportation applied liquid chloride to Weaver Road in mid-June for dust control and will monitor the conditions and make additional applications if needed.
- Construction barrels on Alvis Road, Tillman Road and Dry Bread Road – The construction barrels will be removed once the pipe lines are replaced and pavement repairs have been completed at each of these locations.

Supervisor Conner stated that the grass is dangerously high at the intersection of Tillman Road and Alvis Road and may potentially cause an accident due to sight distance problems. He directed county staff to contact Virginia Department of Transportation and request that the matter be addressed immediately.

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#### **FY13 Revenue Sharing Program**

The Virginia Department of Transportation is soliciting interest for participation in the FY13 Revenue Sharing Program. In order to participate in the FY13 Revenue Sharing Program, the Board is required to adopt a Resolution approving participation and the submittal of an application for allocation of funds for an identified road project.

Upon motion of Mr. Tyler, seconded by Mr. Finney, and unanimously carried, the Board approved participation in the FY13 Revenue Sharing Program with a project to be identified at the September 21, 2011, meeting.

Ayes: Conner, Drummond, Finney, Tyler, Jones: Nays: None.

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**Re: Special Presentations**

**Brunswick Babe Ruth 13-15 Age Division – District Champion**

The Board of Supervisors recognized the Brunswick Babe Ruth 13-15 Age Division as the 2011 District Champions. The following individuals were recognized:

Manager	Chris Crutchfield
Coach	James Jones
Coach	Brent Bowen

Players

Ryan Baird	Parker Finch
Tony Barnes	Quantrel Hardy
Tyler Cheely	Dominick Jenkins
Joseph Conner	Deandre Jones
Jordan Crutchfield	Ronceese Mays
Lucas Curtis	Ethan Warwick
Layne Dail	Trevon Wilkins

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**Margaret H. Neblett – Southside Community Services Board**

The Board of Supervisor recognized Margaret H. Neblett for her nine (9) years of service as a member of the Southside Community Services Board. She was presented

with a plaque in appreciation of her dedicated service to the citizens of Brunswick County and her service as Chair of the Southside Community Services Board.

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**Re: Department/Agency Presentations**

**Brunswick County/Lake Gaston Tourism Association – 2011 Visitors and Newcomers Guide – Bobby Conner**

Bobby Conner, Brunswick County/Lake Gaston Tourism Association, presented the Board of Supervisors and County Administrator with a copy of the 2011 Newcomers and Visitor's Guide. He thanked Womack Publishing, Brunswick Times-Gazette employees, and County and Town representatives for their assistance in completing the Newcomer and Visitor's Guide.

The Board of Supervisors thanked everyone for their hard work and support of this project.

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**Brunswick Volunteer Rescue Squad, Inc. – Application for Exemption – Connie Moore**

Connie Moore, Administrator, Brunswick Volunteer Rescue Squad, Inc., presented a request for an exemption in relation to staffing and crew management for the Office of Emergency Medical Services (EMS). The regulations of the Office of EMS require that an ambulance providing Advanced Life Support (ALS) is staffed with a minimum of one ALS provider and an Emergency Medical Technician (EMT). Currently, Brunswick Rescue Squad staffs ambulances with one ALS provide and a driver. As a result, Brunswick Rescue Squad is in violation of the regulation.

Ms. Moore explained that the exemption will bring Brunswick Rescue Squad into

compliance with the Office of the EMS regulations. Supervisor Conner requested a letter of approval from the Brunswick County Emergency Services Advisory Board supporting the exemption request.

Upon motion of Mr. Conner, seconded by Mr. Jones, and unanimously carried, the Board approved the submittal of an exemption to the Office of the Emergency Medical Services as requested by Brunswick Rescue Squad subject to approval by the Brunswick County Emergency Services Advisory Board.

**WHEREAS**, Section 15.2-955 of the Code of Virginia, 1950, as amended, requires local governing approval of any emergency medical service organization operating within that locality; and

**WHEREAS**, Brunswick Volunteer Rescue Squad, Inc. appeared before the Brunswick County Board of Supervisors to request approval to modify their agency license to provide Advanced Life Support services; and

**WHEREAS**, the Brunswick County Board of Supervisors has determined that it is in the best interest of the citizens of Brunswick County for Brunswick Volunteer Rescue Squad, Inc. to provide these services;

**NOW THEREFORE, BE IT RESOLVED**, the Brunswick County Board of Supervisors grants approval to Brunswick Volunteer Rescue Squad, Inc. to modify their agency license per approval of the Office of Emergency Medical Services of Virginia.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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**Re: Presentations**

**Funding of Analysis of Historic Courthouse, Mecklenburg Jail Satellite Facility and Brunswick School Board Qualified Zone Academy Bond (QZAB) Projects – Ted Cole, Davenport & Company**

Mr. Ted Cole, Davenport & Company, provided an overview of the funding analysis of the Historic Courthouse, Mecklenburg Jail Satellite Facility and Brunswick County School Board QZAB Projects as follows:

	<b>School Improvements</b>	<b>Historic Courthouse improvements</b>	<b>MRRJA Mecklenburg Site Only</b>	<b>All Projects</b>
Borrowing Amounts – Nov 2011	\$1,500,000	\$3,000,000	\$1,100,000	\$5,600,000
Total Debt Service	\$1,610,625	\$4,771,750	\$1,713,300	\$8,095,675
Borrowing Assumptions - Term Per issue	15 yrs	15 yrs	15 yrs	15 yrs
Annual Tax Impact:				
2013	0.880¢	1.511¢	0.552¢	2.950¢
2016	0.001¢	-----	-----	-----
2017	0.002¢	-----	-----	-----
2027	-----	-----	-----	1.223¢
<b>TOTAL</b>	0.883¢	1.511¢	0.552¢	4.173¢

Mr. Cole explained that it may be more cost effective to utilize funds from the fund balance to finance the Meherrin River Regional Jail-Mecklenburg Satellite Facility versus borrowing the funds and incurring interest.

Upon motion of Mr. Conner, seconded by Mr. Tyler, and unanimously carried, the Board accepted the recommendation from Davenport & Company, Inc. as outlined regarding school improvements in the amount of \$1.5M and the historic courthouse in the amount of \$3M. Further, to utilize \$1.1M from fund balance to fund the Meherrin River Regional Jail –Mecklenburg Satellite Facility.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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**Re: Citizen Comments**

The Chairman opened the citizen comment period and advised that each citizen will be allotted three (3) minutes to speak. No citizens spoke.

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

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**Re: Consent Calendar of Reports**

Upon motion of Mr. Finney, seconded by Ms. Drummond, and unanimously carried, the Board approved the Consent Calendar of Reports as presented for the following organizations:

- A. Lawrenceville-Brunswick Airport Monthly Report – July 2011
- B. Sheriff's Office Monthly Report – July 2011
- C. Roanoke River Service Authority Minutes
- D. Industrial Development Authority Minutes – July 2011

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None

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

There was no report.

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**Re: Finance Director's Report**

**Approval of Disbursements**

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

- System checks dated July 22, 2011, (FY11) in the amount of \$55,729.65
- System checks dated July 29, 2011, (FY11) in the amount of \$6,032.04
- System checks dated August 16, 2011, (FY11) in the amount of \$231,563.86
- System checks dated August 11, 2011, (FY12) in the amount of \$55,281.91

- System checks dated August 17, 2011, (FY12) in the amount of \$401,691.41
- System checks dated August 18, 2011, (FY12) in the amount of \$11,484.26

Upon motion of Mr. Finney, seconded by Ms. Drummond, and unanimously carried, the Board approved disbursements for FY11 in the amount of \$293,325.55, and FY12 in the amount of \$468,457.58 for a total disbursement amount of \$761,783.13 as presented.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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### **Emergency Services Advisory Board - FY11 Unexpended Funds**

Keli Reekes, Director of Finance, presented a letter dated July 26, 2011, from Charles Jones, Chairman, Emergency Services Advisory Board, requesting that FY11 unexpended funds in both operating and capital budgets are appropriated in FY12 as additional funding. As of June 30, 2011, the Emergency Services Advisory Board had \$3,428 remaining in operating budget and \$8,349 remaining in their capital budget.

Upon motion of Mr. Conner, seconded by Ms. Drummond, and unanimously carried, the Board approved the appropriation of FY11 unexpended operating funds in the amount of \$3,428, and the appropriation of FY11 unexpended capital project funds in the amount of \$8,349 to the FY12 operating and capital budgets of Emergency Services as requested.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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### **FY11 Supplemental Appropriations**

Keli Reekes, Director of Finance, presented an overview of the departments that require supplemental appropriations and budget transfers in FY11 in order to reconcile

year-end expenditures as follows:

- *Sheriff – Correction & Detention* – Additional appropriation needed due to costs of housing inmates, professional health services for inmates, and increased costs for food supplies.  
Supplemental funding needed: \$76,736
- *Maintenance of Buildings & Grounds* – Electricity and water/sewer expenditures are higher than budgeted amounts.  
Supplemental funding needed: \$ 319
- *Courthouse Maintenance* – Expenses have exceeded the current appropriation and funds are available in the Courthouse Maintenance fund.  
Supplemental appropriation needed: \$ 1,429

As a result, staff recommends the following actions:

- Appropriate \$77,055 from the FY11 undesignated general fund balance to the above-referenced departments in order to reconcile expenditures with FY11 appropriated departmental totals.
- Appropriate an additional \$1,429 from the Courthouse Maintenance fund balance to both revenue and expenditure line items of the Courthouse Maintenance Fund.

Upon motion of Mr. Conner, seconded by Mr. Finney, and unanimously carried, the Board approved the appropriations as recommended.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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### **FY12 Additional Appropriations**

Keli Reekes, Director of Finance, stated that the following additional appropriations and reappropriations need to be made to FY12:

- *Board of Supervisors – Professional Services Other* – Appropriation needed to fund the Website Update Project. This project was not completed as of June 30, 2011.  
Reappropriation of unexpended funds: \$3,000

- *General Reassessment – Professional Services-Assessor* - Appropriation of unexpended funds needed to fulfill the contract amount associated with the General Reassessment.  
Reappropriation of unexpended funds: \$39,631

As a result, staff recommends the following actions:

- Appropriate \$3,000 from the undesignated general fund balance (unexpended FY11 funds) to the FY12 Board of Supervisors – Professional Services Other expenditure line item.
- Appropriate \$39,631 from the undesignated general fund balance (unexpended FY11 funds) to the FY12 General Reassessment – Professional Services Assessor expenditure line item.

Upon motion of Mr. Conner, seconded by Mr. Finney, and unanimously carried, the Board approved the appropriations as presented.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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### **FY12 State Reductions in Aid to Localities**

Ms. Reekes, Director of Finance, stated that Brunswick County received a letter from the Department of Planning and Budget to notify the County of its finalized reduction amounts for FY12 required as part of the 2012 Appropriation Act. The Appropriation Act requires that the Department of Planning and Budget provide localities with the basis of each locality's share of the \$60 million reduction. Brunswick County's share is \$141,024 (including \$3,906 for the Meherrin Regional Library and \$652 for Juvenile Justice). An appropriation of \$141,500 is included in the FY12 budget to fund the mandated reimbursement to the Commonwealth. No additional funding is required. However, in recent years the county has elected not to reimburse the state for reductions in aid to the Meherrin Regional Library and Juvenile Justice; with the exception of FY11, when

the county did opt to reimburse for the library. As a result, staff is requesting direction as to whether to include the Meherrin Regional Library and Juvenile Justice.

Upon motion of Ms. Drummond, seconded by Mr. Finney, and unanimously carried, the Board approved the reimbursement to the Commonwealth in the amount of \$140,372, to include the Meherrin Regional Library.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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**Re: Planning Director's Report**

**Request to Schedule Public Hearing – Rezoning Case #11-008**

Leslie Sullivan, Director of Planning, stated that the subject property is located on the south side of Governor Harrison Parkway (Highway 58), approximately 1.2 miles of the intersection of Vulcan Quarry Road (State Route 756) and Governor Harrison Parkway.

The Brunswick County Industrial Development Authority is requesting to rezone the subject property from Agricultural (A-1) to Industrial (I-1) in order to prepare the subject property to attract industry to promote economic development in Brunswick County.

The Brunswick County Planning Commission is scheduled to conduct a public hearing on September 13, 2011. The Brunswick County Industrial Development Authority is requesting that the Board of Supervisors conduct a public hearing at the regularly scheduled meeting on September 21, 2011.

Upon motion of Mr. Tyler, seconded by Ms. Drummond, and unanimously carried,

the Board authorized the advertisement of a public hearing on Rezoning Case #11-008 for its September 21, 2011, meeting.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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**Re: County Administrator's Report**

**County Administrator's Monthly Report**

Ms. Woolridge, County Administrator, provided an overview of the July monthly report.

Upon motion of Ms. Drummond, seconded by Mr. Tyler, and unanimously carried, the Board approved the County Administrator's monthly report as presented.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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**Proposed Ordinance establishing date by which applications must be made from property owners for relief from county reassessment of real estate and date by which all applications must be disposed of by the Board of Equalization – Authorization to Advertise the Board of Supervisors' Intent to Adopt**

Ms. Woolridge, County Administrator, stated that in accordance with Virginia State Code § 58.1-3378, the governing body may provide by ordinance the date by which applications must be submitted by property owners for relief. The proposed date for all applications to be submitted is February 1, 2012. The governing body may also provide the deadline by which all applications must be disposed of by the Board of Equalization. The proposed date for final disposition by the Board of Equalization is April 30, 2012.

Upon motion of Mr. Tyler, seconded by Mr. Finney, and unanimously carried, the Board authorized the advertisement of the ordinance as follows:

**ORDINANCE ESTABLISHING DATE BY WHICH APPLICATIONS MUST BE MADE BY PROPERTY OWNERS FOR RELIEF FROM COUNTY REASSESSMENT OF REAL**

ESTATE AND DATE BY WHICH ALL APPLICATIONS MUST BE DISPOSED OF BY  
THE BOARD OF EQUALIZATION

**ORDAINED:** Applications for relief from Brunswick County reassessment of real estate must be made by property owners or lessees no later than February 1, 2012.

**FURTHER ORDAINED:** No later than April 30, 2012, the Brunswick County Board of Equalization shall dispose of all such applications received by it.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None

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**Industrial Development Authority – Resolution for Economic Development Grant Application**

Ms. Woolridge, County Administrator, stated that the Brunswick County Industrial Development Authority is applying for a Virginia Tobacco Indemnification and Community Revitalization Economic Development Grant. The funds would be utilized to assist in the acquisition of 205.68 acres of land to be used as an industrial site for a prospective industry.

Upon motion of Mr. Tyler, seconded by Ms. Drummond, and unanimously carried, the Board adopted the resolution in support of the Economic Development Grant Application submitted by the Brunswick County Industrial Development Authority.

WHEREAS, the Brunswick County Industrial Development Authority wishes to apply for a Tobacco Indemnification and Community Revitalization Economic Development Grant, and;

WHEREAS, Tobacco Commission funds will be used to assist in the acquisition of 205.68 acres of land to be used as an industrial site for a prospective industry, and;

WHEREAS, community and local government support has been demonstrated for this project, and;

NOW, THEREFORE, BE IT RESOLVED that the Brunswick County Board of Supervisors fully supports this application submitted by the Brunswick County Industrial Development Authority.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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**Virginia Municipal League 2011 Annual Conference**

Ms. Woolridge, County Administrator, stated that the Virginia Municipal League Annual Conference will be held October 2-4, 2011, in Richmond, Virginia.

The County Administrator is requesting to attend. Expenses related to the conference registration in the amount of \$320.00 are included in the FY12 County Administrator budget.

Upon motion of Mr. Tyler, seconded by Mr. Finney, and unanimously carried, the Board approved the County's Administrator's attendance at the Virginia Municipal League Annual Conference including all related expenses.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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**Re: Old Business**

**Industrial Development Authority - Report on Activities**

Supervisor Conner thanked Ms. Joan Moore, Executive Director, Brunswick County Industrial Development Authority for providing the report. He expressed concern that the report did not identify any business activities or employment opportunities during the period of 2002 through 2010.

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**Re: Appointments**

**Brunswick County Litter Control Council**

This item was continued.

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### **Southside Community Services Board**

This item was continued.

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### **Board of Equalization**

Upon motion of Mr. Conner, seconded by Mr. Finney, and unanimously carried, the Board nominated Mr. James Lynch representing Meherrin Election District and Mr. Frederick Harrison representing Sturgeon Election District to serve on the Brunswick County Board of Equalization.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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### **Lake Country Development Corporation**

Upon motion of Ms. Drummond, seconded by Mr. Tyler, and unanimously carried, reaffirmed the Lake Country Development Corporation membership and nominated Robert Conner and Charlette T. Woolridge to serve as Board of Directors.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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### **Economic Development Visioning Committee**

Ms. Woolridge, County Administrator, requested that each Board member contact their respective member to determine their interest in continuing to serve on the Economic Development Visioning Committee.

This was continued.

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### **Industrial Development Authority**

Upon motion of Mr. Tyler, seconded by Ms. Drummond, and unanimously carried, appointed Morris Taylor to serve a four (4) year term on the Industrial Development Authority representing Red Oak Election District.

Ayes: Conner, Drummond, Finney, Tyler, Jones; Nays: None.

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**Re: Adjourn**

Upon motion of Ms. Drummond, seconded by Mr. Finney, and unanimously carried, the Board adjourned.

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Bernard L. Jones, Sr., Chairman

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Charlette T. Woolridge, Clerk