

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD WEDNESDAY, DECEMBER 14, 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, ASSISTANT COUNTY ADMINISTRATOR/DEPUTY CLERK/RECORDER OF MINUTES

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**Re: Closed Meeting – 6:30 p.m.**

Upon a motion by Mr. Zubrod, seconded by Mrs. Harris, 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 perspective candidate for employment.
- 2.2-3711.A.7: Consultation with legal counsel regarding contractual issues for which legal advice is required.

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

### **Reconvene in Open Meeting**

Upon a motion by Mr. Zubrod, 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  
Mrs. Zubrod: Aye  
Mr. Jones: Aye

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**Re: Call to Order – 7:30 p.m.**

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

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**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 Zubrod gave the Invocation and Pledge of Allegiance.

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**Re: Approval of Agenda**

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

Move after the Approval of Agenda

The Improvement Association – Saint Paul's Headstart

Add under New Business

DMV Select Contracts

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

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**Re: Presentations**

**The Improvement Association Saint Paul's College Head Start**

The Improvement Association Saint Paul's Head Start Program students performed a variety of songs and wished everyone a joyous holiday season.

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**Re: Approval of Minutes**

Upon a motion by Mrs. Harris, seconded by Mr. Zubrod, and unanimously carried, the Board approved the meeting minutes of the November 16, 2016, regular meeting and the November 29, 2016, joint School Board meeting.

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

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**Re: Virginia Department of Transportation**

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

Maintenance Forces

- Route 659 (Doctor Purdy Road) and Route 718 (Hammock Road) pipe replacement projects completed and road opened to traffic.
- Primary mowing is completed and secondary mowing and cleanup is ongoing.
- Machining National Highway System (NHS) roadways and hauling stone as needed.
- Patching potholes on various routes.
- Machining shoulders on various routes.
- Removing dead animals and performing litter patrol on various routes.
- Cutting limbs and brush on various routes.
- Performing routine maintenance on various routes.

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

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

Mrs. Dora Wynn, Superintendent, presented an overview of the schools monthly financial report to include a deficit of \$500,000. This was provided for the Board's information. See attached report.

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board voted to have a joint meeting with the School Board within the next thirty (30) days to address the school's deficit.

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

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**Re: Department/Agency Presentations**

**Brunswick County Sheriff's Office – Electronic Summons System**

Sheriff Brian Roberts gave an overview of the need for new computer equipment and software that the Sheriff wished to purchase in relation to an electronic summons system and courthouse security. He described the County's adoption of an ordinance establishing a fee to provide funds to be used for an electronic summons system for local law enforcement and available funds in the courthouse security fund to be used by the Sheriff in connection with courthouse security. Grant monies will also be available for the computer electronic summons system. He stated that following required procurement procedures he wished to enter into a contract with SunGard Public Sector and that SunGard had been used by many law enforcement officials in Virginia. The Sheriff indicated that the three sources of funds could be spent only for certain purposes including what he was purchasing from SunGard. The Sheriff explained that next year's budget would also reflect this purchase, but emphasized that no local tax money would be involved either this fiscal year or next.

Upon a motion by Mr. Zubrod, seconded by Mrs. Harris, and unanimously carried, the Board appropriated \$130,000 to the FY17 Courthouse Security Fund and \$197,225 to the FY17 E-Summons Fund, and further transferred and appropriated these amounts totaling \$327,225 to the FY17 Sheriff's Law Enforcement and Traffic Control departmental budget to cover costs associated with this project for FY17.

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

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**Re: Citizens 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:

- Will Ford – Expressed concern regarding citizens dumping trash on his property near the Ebony Convenience Center, when the center is closed. He suggested placing a dumpster outside the gate after hours to prevent dumping on his property.

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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 November 23, 2016,, FY17, in the amount of \$350.00
- System checks dated November 28, 2016, FY17, in the amount of \$980.00
- System checks dated December 1, 2016, FY17, in the amount of \$5,887.28
- System checks dated December 8, 2016, FY17, in the amount of \$83,721.45
- System checks dated December 14, 2016, FY17, in the amount of \$277,473.23
- System checks dated December 15, 2016, FY17, in the amount of \$126,406.10

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved disbursements in the amount of \$494,818.06, as presented.

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

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**Re: Planning Director’s Report**

**Request to Schedule Public Hearing: Application for a Use Not Provided For Case #16-022 – Submitted by Mailque A. Seward, Amend the Zoning Ordinance to allow an Adult Day Support Center with the approval of a conditional use permit in the Agricultural (A-1) Zoning District**

Mr. George E. Morrison, III, Director of Planning, stated that the applicant is requesting to amend the Brunswick County Zoning Ordinance to allow an Adult Day

Center with the approval of a conditional use permit in the Agricultural (A-1) Zoning District.

The Planning Commission will conduct their public hearing on January 10, 2017. Due to the local newspaper's omission of the public notice, staff is requesting that the Board of Supervisors schedule their public hearing for the Board's January 2017 regularly scheduled meeting.

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board authorized the advertisement of Amendment Case #16-022 for the January 2017 regularly scheduled meeting.

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

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**Request to Schedule Public Hearing: Conditional Use Permit Case #16-024 – Submitted by Bobby Thompson, Marina in the Business (B-1) Zoning District**

Mr. Morrison stated that the applicant is requesting approval of a conditional use permit to expand the existing marina in the Business (B-1) Zoning District. The subject property is located at the northwest quadrant of the intersection of Hendricks Mill Road (State Route 903) and Marina Road (a private drive) in the Meherrin Magisterial District and the Meherrin Election District, also identified as Tax Map 97 Parcel 7 and 97C-(1) Parcel A.

The Planning Commission will conduct their public hearing on January 10, 2017. Due to the local newspaper's omission of the public notice, staff is requesting that the Board of Supervisors schedule their public hearing for the Board's January 2017 regularly scheduled meeting.

Upon a motion by Mr. Zubrod, seconded by Mrs. Harris, and unanimously carried, the Board authorized the advertisement of Conditional Use Permit Case #16-024 for the January 2017 regularly scheduled meeting.

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

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**Request to Schedule Public Hearing: Conditional Use Permit Case #16-025 – Submitted by William and Sarah Brewer, Public Garage in the Agricultural (A-1) Zoning District**

Mr. Morrison stated that the applicants are requesting approval of a conditional use permit to operate a public garage in the Agricultural (A-1) Zoning District. The applicants are proposing to use their current garage to service and repair vehicles in the area. The subject property is located on the south side of Chalk Level Road (State Route 652), approximately .9 of a mile east of the intersection of Christanna Highway (State Highway 46) and Chalk Level Road, located in the Red Oak Magisterial District and the Red Oak Election District, also known as Tax Map 31 Parcel 6A.

The Planning Commission will conduct their public hearing on January 10, 2017. Due to the local newspaper's omission of the public notice, staff is requesting that the Board of Supervisors schedule their public hearing for the Board's January 2017 regularly scheduled meeting.

Upon a motion by Mr. Tyler, seconded by Mrs. Harris, and unanimously carried, the Board authorized the advertisement of Conditional Use Permit Case #16-025 for the January 2017 regularly scheduled meeting.

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**Re: County Administrator's Report**

**Scheduling of 2017 Board of Supervisors Organizational Meeting**

Dr. Charlette T. Woolridge, County Administrator, stated that each year in January the Board of Supervisors conducts an organizational meeting to establish the time, date and place of its regular meetings for the upcoming year. Additionally, the Board adopts its Rules of Order, makes various committee appointments and elects officers.

Upon a motion by Mr. Tyler, seconded by Mrs. Harris, and unanimously carried, the Board scheduled its 2017 Organizational Meeting to be held on Wednesday, January 4, 2017 at 6:30 p.m. in the Board Room of the Brunswick County Government Building.

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

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**Re: Old Business**

**Emergency Communication System Update**

Supervisor Zubrod provided an update on the emergency communication system efforts and stated that there is a meeting scheduled for Wednesday, January 4, 2017 at 10:30 a.m. in the conference room of the Mecklenburg-Brunswick Airport, to continue work on this project.

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**Re: New Business**

**Personnel**

Upon motion of Mrs. Harris, seconded by Mr. Tyler, and unanimously carried, the Board approved the Personnel Committee's recommendation to hire the following candidates that were interviewed for various positions:



- Sharon Lewis, part-time Convenience Center Supervisor, effective December 19, 2016
- Kristopher Groller, full-time Basic Life Support for Brunswick EMS, effective December 19, 2016
- Troy Potter, full-time Advanced Life Support for Brunswick EMS, effective December 19, 2016
- Marsha Hays, Customer Service Generalist II for DMV Select, effective January 30, 2017, depending successful background check
- Nikita F. Blanks, Customer Service Generalist I for DMV Select, effective January 30, 2017, depending successful background check

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

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### **Virginia Association of Counties Update**

Supervisor Jones gave an update on the Virginia Association of Counties conference that was held in November.

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### **Board Retreat Update**

Supervisor Jones gave an update on the Board Retreat that was held in November. Supervisor Jones stated that the Board's vision document will be available in January 2017.

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### **Charlie Hope Convenience Center (Pleasant Grove Road, State Route 607) Update**

Upon a motion by Mr. Zubrod, seconded by Mrs. Harris, and unanimously carried, the Board approved to move forward with plans to construct a manned convenience center off of Pleasant Grove Road.

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

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**Ebony Convenience Center Update**

Supervisor Zubrod requested to place a dumpster outside of the Ebony Convenience Center when the center is closed for a trial period of one (1) year, to prevent illegal dumping on private properties and at the center's gate.

This matter was tabled until January 2017.

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**DMV Select Contracts**

Upon a motion by Mrs. Harris, seconded by Mr. Zubrod, and unanimously carried, the Board authorized the County Administrator to sign contracts to provide specified DMV Select, Department of Games and Inland Fisheries and Department of Transportation services.

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

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**Re: Appointments**

**Brunswick County Litter Control Council**

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved the appointment of Della Woods as Litter Control Council Coordinator.

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

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**Local Board of Public Welfare**

This matter was continued.

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**Re: Adjourn**

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board adjourned until Wednesday, January 4, 2017, at 6:30 p.m., in the Board Room

of the Brunswick County Government Building for the Board of Supervisors' Organizational Meeting.

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Hon. Bernard L. Jones, Sr., Chair

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Charlette T. Woolridge, Ph.D., Clerk