

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD WEDNESDAY, FEBRUARY 15, 2017, IN THE BOARD ROOM OF THE BRUNSWICK COUNTY GOVERNMENT BUILDING

PRESENT: HON. BARBARA JARRETT-HARRIS, CHAIR, HON. JOHN W. ZUBROD, VICE-CHAIR, HON. BERNARD L. JONES, SR., HON. FREDERICK A. HARRISON, SR., HON. WELTON TYLER, 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

Re: Closed Meeting – 6:30 p.m.

Upon a motion by Mr. Zubrod, seconded by Mr. Jones, 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.7: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advise by such counsel.

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

Reconvene in Open Meeting

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, 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. Jones: Aye
Mr. Harrison: Aye
Mr. Tyler: Aye
Mrs. Zubrod: Aye
Mrs. Harris: Aye

Re: Call to Order – 7:30 p.m.

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

Re: Invocation and Pledge of Allegiance

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

Re: Approval of Agenda

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved the agenda as presented.

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

Re: Public Hearings

Conditional Use Permit Case #16-023 – Submitted by Mailque A. Seward, Adult Day Support Center in the Agricultural (A-1) Zoning District

Mr. George E. Morrison, III stated that the applicant is requesting approval of a conditional use permit for an adult day center in the Agricultural (A-1) Zoning District. The subject property is located on the south side of Boydton Plank Road (State Highway 1), approximately 0.3 of a mile southeast of the intersection of Millville Road (State Route

763) and Boydton Plank Road, in the Red Oak Magisterial District and the Totaro Election District.

The Planning Commission conducted a public hearing on this request at their January 10, 2017. 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 Chair opened the public hearing. The following citizen spoke:

- Ethel Rainey Easter – Questioned the hours of operation, supervision of clients, impact of facility on property values as well as to her property.
- Rita Seward, Applicant – Stated that the hours of operation would be 8:00 a.m. to 4:00 p.m., Monday through Friday. She also stated that the operation would be positive for the neighborhood, they have professional staff to supervise clients, and there was plenty of room on their property to conduct their business. Therefore, they will not impact her property.

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

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board approved Conditional Use Permit Case #16-023, subject to the following conditions recommended by the Planning Commission:

1. The facility must meet all applicable Unified Statewide Building Codes for occupancy in this facility.
2. The permittee must provide approval documentation from the Virginia Department of Health for the existing well and septic system's capacity to serve a community day support center. This system must be approved by the Virginia Department of Health and the county zoning administrator.
3. All staff assisting any of the adult day support clients must be certified by the Virginia Department of Health Professionals.
4. The permittee is required to conform to all terms and conditions of this permit, any all rules and regulations of the Brunswick County Zoning Ordinance. The permittee's failure to do so will constitute a violation of the Brunswick County Zoning Ordinance, which in turn may result in the revocation of this conditional use permit.

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

Conditional Use Permit Case #16-027, Amendment to Conditional Use Permit Case #14-009 – Submitted by Rebecca Evans and Bernard Scruggs, Campground in the Agricultural (A-1) Zoning District

Mr. Morrison stated that the applicant is requesting approval of an amendment to their original conditional use permit to extend the expiration date for their temporary campground park. The subject property is located off of Salem Road (a private drive), approximately 0.2 of a mile southeast of the intersection of County Pond (State Route 638) and Salem Road, in the Totaro Magisterial District and the Sturgeon Election District.

The Planning Commission conducted a public hearing on this request at their January 10, 2017. 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 Chair opened the public hearing. No citizens spoke. After providing all citizens with an opportunity to express their views, the Chair closed the public hearing.

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried, the Board approved Conditional Use Permit Case #16-027, Amendment to Conditional Use Permit Case #14-009 subject to the following conditions recommended by the Planning Commission:

1. Prior to the commencement of any type of construction work pertaining to the campground, the permittee shall meet the requirements of Article 27. Site Plan Requirements.
2. The campground shall be served by public water and sewer systems or central systems where public systems are not available. These systems must be approved by the Virginia Department of Health and the county zoning administrator.
3. The storage of refuse in the campground shall be so conducted as to create no health hazard, rodent harborage, insect breeding areas, accident or fire hazards or air pollution. All refuse shall be stored in containers, which shall be located in

- reasonable proximity to the campground lot they serve. Containers shall be provided in sufficient number and capacity to properly store all refuse.
4. Each camper/travel trailer must have a minimum of 5,000 square feet.
 5. All ancillary structures, steps, landings, patios, and decks shall be constructed in compliance with the Uniform Statewide Building Code.
 6. The permittee is required to conform with all terms and conditions of this permit, and all rules and regulations of the Brunswick County Zoning Ordinance. The permittee's failure to do so will constitute a violation of the Brunswick County Zoning Ordinance, which in turn may result in the revocation of this conditional use permit.
 7. No more than two (2) camper/travel trailers shall be permitted on the subject property. Camper/travel trailers shall be permitted to locate on the subject property from the date of approval of this conditional use permit by the Board of Supervisors and shall be removed by December 31, 2020.

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

Re: Approval of Minutes

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

- January 4, 2017, Organizational Meeting
- January 17, 2017, Joint School Board Meeting
- January 18, 2017, Regular Monthly Meeting

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

Re: Virginia Department of Transportation

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

Maintenance Forces

- Mowing brush on secondary routes.
- Patching potholes as needed on various routes.
- Machining National Highway System (NHS) roadways and hauling stone as needed.
- Replaced/repaired cross pipe on Route 631.
- Repaired washed shoulders and installed erosion control on Route 659.
- Performing litter patrol on various routes.

- Performing snow removal operations and routine maintenance on various routes.

Mr. Johnson reported on the following projects:

- I-85 North Bound Lane (NBL) and South Bound Lane (SBL) Preventative Bridge Maintenance Project over CSX Railroad:
There is a planned traffic switch for the NBL lane scheduled for the week of February 21, 2017. The SBL switch will occur in a couple of weeks. The recent Schedule Impact Analysis that VDOT received indicates a summer 2017 completion date.
- Route 58 East Bound Lane Bridge over Great Creek:
There will be structural steel repairs due to the aging steel on the bridge. The work will be performed using alternating lane closures. The work will take up to 4 months to complete.
- Route 58 EBL Bridge over Norfolk and Southern Rail Road (NSRR):
There will be concrete repairs to the bridge. The work will be performed using alternating lane closures. The project is anticipated to be completed by March 3, 2017.
- Additional Funds:
County Safety and Operations Improvements in the amount of \$120,284.00 is available through June 30, 2017 and can be used to improve safety countywide. VDOT will work with the Board to identify projects. Examples of projects include turn lanes, safety studies, signage and sidewalks in towns.
- Secondary Six Year Plan (SSYP) FY 17/18
The following roads are fully funded:
 - Great Creek Road (Route 648) - \$155,000.00
 - Lewis Drive (Route 605) - \$182,500.00
 - Bright Road (Route 730) - \$152,500.00
- Work session:
VDOT is requesting a work session for the Board's March meeting to consider additions to the SSYP. A public hearing is required and the adoption of a resolution to approve the plan by May 2017.

Zero Road (State Route 642) Rural Rustic Resolution

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

Whereas, Section 33.1-70.1 of the Code of Virginia, permits the improvement and hard surfacing of certain unpaved roads deemed to qualify for designation as a Rural Rustic Road; and

Whereas, any such road must be located in a low-key development area and have no more than 1500 vehicles per day (vpd); and

Whereas, the Brunswick County Board of Supervisors request that Zero Road (State Route 642) from .4 mile north of Flat Rock Road (State Route 643) to .8 mile north of Flat Rock Road be designated a Rural Rustic Road; and

Whereas, this Board is unaware of pending development that will significantly affect the existing traffic on this road; and

Whereas, this road is in the Board's six-year plan for improvements to the secondary system of state highways; and

Whereas, the general public and particularly those citizens who own land abutting this road have been made aware that this road may be paved with minimal improvements as is consistent with the development of a rural rustic road project; and

Whereas, the Board believes that this road should be so designated due to its qualifying characteristics; and

Now, Therefore, Be It Resolved, that the Brunswick County Board of Supervisors hereby designates this road a Rural Rustic and requests that the Residency Administrator for the Virginia Department of Transportation concur in this designation.

Now, Therefore, Be It Resolved, that the Brunswick County Board of Supervisors requests that this road be hard surfaced and, to the fullest extent prudent, be improved within the existing right of way and ditch-lines to preserve as much as possible the adjacent trees, vegetation, side slopes, and rural rustic character along the road in their current state.

Be It Further Resolved that a certified copy of this resolution is forwarded to the Residency Administrator for the Virginia Department of Transportation.

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

Re: Brunswick County Public Schools Monthly 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.

Re: Presentations

Polly J. Duffey – Director, Meherrin Regional Library

Ms. Polly J. Duffey was recognized by the Board of Supervisors and citizens for her years of dedicated service as the Director of the Meherrin Regional Library for Brunswick County.

James Solomon Russell/Saint Paul's College Museum and Archives

Mr. James Grimstead, chair of the James Solomon Russell/Saint Paul's College Museum and Archives, gave the board an overview of the organization and provided an update of activities.

Re: Citizens Comments

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

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 report:

- Roanoke River Service Authority, November 22, 2016, meeting minutes.

Re: Finance Director's Report

Approval of Disbursements

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

- System checks dated January 24, 2017, FY17, in the amount of \$79.20
- System checks dated January 31, 2017, FY17, in the amount of \$2,280.00
- System checks dated February 3, 2017, FY17, in the amount of \$100.00

- System checks dated February 9, 2017, FY17, in the amount of \$60,281.63
- System checks dated February 15, 2017, FY17, in the amount of \$150,185.48
- System checks dated February 16, 2017, FY17, in the amount of \$177,588.39

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board approved disbursements in the amount of \$390,514.70, as presented.

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

DMV Select – FY17 Additional Appropriations

Mrs. Reekes stated that an appropriation in the amount of \$33,627 is needed to cover salary and office expenses for DMV Select through June 2017. DMV Select commissions received will offset the total expenses.

Upon a motion by Mr. Harrison, seconded by Mr. Jones, and unanimously carried, the Board appropriated \$33,627 from the FY17 Undesignated General Fund Balance to the FY17 DMV Select departmental budget.

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

Registrar's Office – FY17 Additional Appropriation

Mrs. Reekes stated that upon the recommendation of the Registrar, the Brunswick County Electoral Board took action at its January 2017 regular meeting to make its current part-time Assistant Registrar's position a full-time position. The Code of Virginia, Section 24.2-112, provides legislation for Assistants to general registrars; employees. The electoral board shall determine the number and set the term for assistant registrars...The compensation of any assistant registrar, other than those who agree to serve without pay, or any other employee of the general registrar shall be fixed and paid by the local governing body and shall be the equivalent of or exceed the minimum hourly wage established by federal law in 29 U.S.C. § 206 (a) (1), as amended.

The General Registrar has recommended that the Assistant Registrar's current hourly rate be converted to a full-time salary, to include fringe benefits. An additional \$12,100 is needed to cover salary and benefit expenses through June 2017, and in FY18, an additional \$22,480 will need to be appropriated.

Upon a motion by Mr. Jones, seconded by Mr. Zubrod, and unanimously carried, the Board approved to appropriate \$12,100 from the FY17 Undesignated General Fund Balance to the FY17 Registrar's Office departmental budget.

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

Re: Old Business

Ebony Convenience Center

Dr. Woolridge stated that during the January 18, 2017, Board of Supervisor's Meeting, Supervisor Zubrod made a motion to establish a six (6) month pilot project to place an 8-yd. dumpster outside the Ebony Convenience Center to determine if this results in the reduction of illegal dumping of trash. The motion failed to receive a second. Subsequently, the Board approved for this matter to be reviewed by the Solid Waste Committee for recommendation to the Board of Supervisors.

The Solid Waste Committee met on Tuesday, February 7, 2017 and discussed three options as follows:

- Option 1: Adding one additional hour per day on Monday, Wednesday, and Friday, closing at 8:00 p.m., Saturday and Sunday hours will remain the same, and remaining closed on Tuesday and Thursday. Option 1 results in a cost of \$13,800.
- Option 2: Adding one additional hour per day on Monday, Wednesday, Friday, Saturday and Sunday, closing at 8:00 a.m.; and remaining closed on Tuesday and Thursday. Option 2 results in a cost of \$22,998
- Option 3: Opening all 11 centers daily, except on Sunday, 7:00 a.m. -7:00 p.m. Option 3 results in a cost of \$110,394.

The Solid Waste Committee recommends Option 1 at a cost of \$13,800.

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved adding one (1) additional hour per day Monday, Wednesday, and Friday, closing at 8:00 p.m. MWF only. Saturday and Sunday hours remain the same.

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

Emergency Communication System Update

No report.

Board of Supervisors Vision 2015

Upon a motion by Mr. Harrison, seconded by Mr. Zubrod, and unanimously carried, the Board adopted the Brunswick County Board of Supervisors Vision for 2035. Areas of focus include:

- Premier Location for Economic Growth and Development
- Revitalized Neighborhoods and Rural Beauty
- Unlimited Tourism/Recreational Opportunities
- Diverse Education in a Global Society
- Inclusiveness through Arts and Culture
- Healthy and Secure Community Environment
- Efficient and Effective Government

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

Brunswick Stew Day at the Capitol

Supervisor Jones provided an update of Brunswick Stew Day at the Capitol that occurred on Wednesday, January 25, 2017. It was a huge success.

VACo Legislative Day Update

Dr. Woolridge stated that County Legislative Day/Government Day was held on February 2, 2017, hosted by the Virginia Association of Counties (VACo). VACo supports county official and they represent, promote and protect the interests of counties to better serve citizens during the General Assembly.

Dr. Woolridge stated that Legislative Day began with Governor McAuliffe addressing county officials. He encouraged leaders to “get into the game” when it comes to education, emphasized growth in cyber security and stated that there are 36,000 cyber security jobs open today with an average starting salary of \$88,000, and highlighted his administration’s economic development efforts.

Dr. Woolridge further stated that VACo staff provided Legislative Updates in the areas of:

- Economic Development and Planning
- Education
- Environment and Agriculture
- Finance
- General Government
- Health and Human Resources
- Transportation
- Budget

Virginia County Board Chairperson’s Institute

Supervisors Harris and Zubrod gave an over view of the Virginia County Board Chairperson’s Institute. They were awarded a certificate for completing the program.

Re: New Business

Mecklenburg-Brunswick Regional Airport

Mr. Ken Currin stated that the Mecklenburg-Brunswick Regional Airport Commission is planning to (1) strengthen and overlay the runway, (2) address obstructions to the taxiways and design the taxiways to support larger aircraft, and (3) double the size of their ramp to support larger aircraft. The estimated cost of this project is \$6.5 million.

Mr. Currin stated that the Airport Commission was awarded grants from the Federal Aviation Administration (FAA) and Virginia Department of Aviation (VDOA) for the runway strengthening and overlay; and grants for the taxiways, obstruction removal and ramp size from FAA and VDOA are expected to be awarded later this year to cover the expenses associated with this project. These grants will cover the costs of the project, with the exception of \$150,000.

The Airport Commission members have met with the Tobacco Region Revitalization Commission staff to request the remaining \$150,000 for this project. Therefore, the Airport Commission is requesting that the Board of Supervisors send a letter of support for their project to the Tobacco Regional Revitalization Commission and support an amount not to exceed \$75,000 from Brunswick County's Tobacco Commission allocation for the project. The remaining \$75,000 will be requested from Mecklenburg County Board of Supervisors Tobacco Regional Revitalization Commission allocation.

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board approved sending a letter of support to the Tobacco Region Revitalization Commission to request an amount not to exceed \$75,000 for the project.

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

Jones Electric Contractor, Inc. – Brunswick County Conference Center

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board approved the recommendation of the Facilities Committee for Jones Electric Contractor, Inc. to furnish materials and labor to install a new control system at a cost of \$34,000, to be shared between Brunswick County and the Industrial Development Authority.

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

Re: Appointments

Brunswick County Board of Zoning Appeals

Upon a motion by Mr. Jones, seconded by Mr. Harrison, and unanimously carried, the Board approved the recommendation of Alice Pritchett to the Circuit Court for a five (5) year term on the Brunswick County Board of Zoning Appeals representing the Red Oak Election District.

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

Local Board of Public Welfare

Upon a motion by Mrs. Harris, seconded by Mr. Zubrod, and unanimously carried, the Board appointed Audrey Nelson to the Local Board of Public Welfare representing the Totaro Election District.

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

Southside Virginia Community College Board

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried, the Board appointed Bishop Ronald Thornhill to the Southside Virginia Community College Board.

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

Southside Workforce Development Board

This matter was continued.

Virginia WWI and WWII Commemoration Commission

Upon a motion by Mrs. Harris, seconded by Mr. Zubrod, and unanimously carried, the Board appointed Donald Seward to the Virginia WWI and WWII Commemoration Commission representing the Totaro Election District.

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

Upon a motion by Mr. Tyler, seconded by Mr. Zubrod, and unanimously carried, the Board appointed Clinton McMillan to the Virginia WWI and WWII Commemoration Commission representing the Powellton Election District.

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

Upon a motion by Mr. Harrison, seconded by Mr. Zubrod, and unanimously carried, the Board appointed Gloria Wesson Menyweather-Woods to the Virginia WWI and WWII Commemoration Commission representing the Sturgeon Election District.

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

Infrastructure Committee

Upon a motion by Mr. Tyler, seconded by Mr. Zubrod, and unanimously carried, the Board appointed Supervisor Bernard Jones to the Infrastructure Committee.

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

Upon a motion by Mr. Harrison, seconded by Mr. Jones, and unanimously carried, the Board appointed Supervisor John Zubrod to the Infrastructure Committee.

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

Re: Adjourn

Upon a motion by Mr. Harrison, seconded by Mr. Zubrod, and unanimously carried, the Board adjourned to Tuesday, February 22, 2017, at 6:30 p.m., in the Board Room of the Brunswick County Government Building for Budget Presentations.

Hon. Barbara Jarrett-Harris, Chair

Charlette T. Woolridge, Ph.D., Clerk