

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD ON WEDNESDAY, JUNE 15, 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

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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 Harris gave the Invocation and led the Pledge of Allegiance.

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**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:

Add Under Finance Director's Report  
FY 17 Additional Budget Considerations

Add Under New Business  
Personnel

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

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**Re: Public Hearings**

**Conditional Use Planned Development 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 planned development to operate and maintain an assembly retreat center. The subject property is located off 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 Magisterial District and the Powellton Election District, also identified as Tax Map 102 Parcel 29G.

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 Planned Development Case #16-007 was approved, subject to the following conditions recommended by the Planning Commission:

1. The assembly/retreat center 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 assembly/retreat center 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 an assembly/retreat center in accordance with the approved conditional use planned development is permitted on the subject property.
6. This conditional use permit shall expire if the use of the site as an assembly and retreat center 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 assembly/retreat center situated on the subject property.
8. Permittee shall allow designated County representatives or employees access to the assembly/retreat center 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.

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

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**Re: Approval of Minutes**

Upon a motion by Mr. Harrison, seconded by Mr. Tyler, and unanimously carried, the Board approved the May 18, 2016, regular meeting minutes.

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

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

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

Maintenance Forces

- Route 670, Western Mill Road, Pipe Replacement Project completed.
- Route 630, Sturgeon Road, Pipe Replacement Project completed.
- Machining shoulders on various routes.
- Patching potholes on various secondary routes.
- Machining National Highway System (NHS) roadways and hauling stone as needed.
- Primary mowing completed.
- Secondary mowing ongoing.
- Removing dead animals and performing litter patrol on various routes.
- Performing routine maintenance on various routes.

Mr. Johnson reported on the following projects:

- The bridge replacement project on Route 658, Hill Creek Road, has been completed and the roadway was opened to traffic on June 9<sup>th</sup>. The new bridge will carry legal load limits and the field posted weight capacity restriction has been removed.
- VDOT is in the preliminary stages of removing and replacing the deficient bridge on Route 630, Waqua Creek Road, which is situated over Waqua Creek. The bridge is located in the Red Oak District and is .69 miles from Route 629, Rawlings Road, and .01 miles from Route 764, Wynn Creek Road.

This one lane, one-span steel pony truss bridge was designed in 1918 and constructed on stacked stone abutments. The posting of the bridge was revised downward to 9 tons. It is not eligible for the National Register.

VDOT requests the Board's approval to replace the bridge with one lane.

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board approved the replacement of the bridge with one lane.

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

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**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.

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**FY2016 Project/Grant Additional Appropriations and Re-Appropriations**

Mr. Rush stated that Brunswick County Public Schools is requesting approval of additional appropriation and reappropriations of the following grant:

**NEW PROJECT/GRANT INFORMATION**

INDUSTRY CERTIFICATION EXAMINATIONS, LICENSURES, ETC.	#380 - #385	\$70,960.00
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Upon a motion by Mrs. Harris, seconded by Mr. Tyler, and unanimously carried, the Board the approved the appropriation of \$70,960.00 in new grants funds.

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

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**Re: Citizen Comments**

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

- Nathaniel Neblett – Thanked Supervisor Jones for his help after a recent storm.
- James Hicks – Inquired about the status of paving Zero Road.
- Joyce Bland – Inquired if there are plans for the Old Primary School located off of Park Street. She thanked the Board for keeping the grass cut and keeping the property litter free.

- Michael Dotti, Planning Commission – Provided an overview of his attendance at the Certified Planning Commissioner’s Program meeting. He discussed the need to improve the school system and its infrastructure, develop plans for the next twenty years, and the need to use revenues responsibly.

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**Re: Consent Calendar of Reports**

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

- Roanoke River Service Authority April 26, 2016, minutes

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

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**Re: Finance Director’s Report**

**Approval of Disbursements**

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

- System checks dated June 8, 2016, in the amount of \$49,597.62
- System checks dated June 15, 2016, in the amount of \$230,993.72
- System checks dated June 16, 2016, in the amount of \$49,089.15

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried, the Board approved disbursements in the amount of \$329,680.49, as presented.

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

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**FY16 Audit Contract and Engagement Letter**

Mrs. Reekes stated that Robinson, Farmer, Cox Associates has provided the contract and engagement letter to audit the financial statements of Brunswick County for the year ending June 30, 2016. The audit fee is \$35,000, which reflects an increase of \$5,500 from the prior year.

Upon a motion by Mr. Tyler, seconded by Mrs. Harris, and unanimously carried, the Board approved the contract submitted by Robinson, Farmer, Cox Associates for auditing services for the year ending June 30, 2016, in the amount of \$35,000.

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

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### **FY17 Additional Budget Considerations**

Mrs. Reekes stated that adjustments to the general fund budget are needed prior to the adoption of the FY17 consolidated budget, which include the following:

- Board of Supervisors – A total of \$13,560 is needed to account for health insurance for the new Board members.
- County Administration – An additional \$1,953 is needed to account for the adjustments to the Assistant County Administrator position.
- Auditor – The FY16 audit contract has increased by \$5,500.
- Circuit Court (Judges) – An increase of \$341 is needed to account for adjustments presented by Greenville County for Brunswick's share of administrative salaries. *Note: The figure doesn't include Prince George County's share.*
- VACORP Insurance Renewal – The renewal results in an increase of \$18,442. The breakdown is as follows:
  - Worker's Compensation: \$8,715
  - Property and Vehicle Insurance: \$9,171
  - Line of Duty: \$556
- Department of Motor Vehicles (DMV) Select – Brunswick County's share of total expenses, including salaries, fringes, and operating costs, are anticipated to be \$47,368.

Overall, these adjustments result in an increase of \$87,164 to the FY17

Consolidated Budget.

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board approved the adjustments to the Board of Supervisors-Health Insurance, County Administration, Auditor, Circuit Court (Judges) and VACORP Insurance Renewal totaling \$39,796. The Board will address DMV Select at a later date.

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

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**Re: Old Business**

**FY17 Brunswick County Consolidated Budget Adoption and Appropriation**

Dr. Charlette T. Woolridge, County Administrator, stated that an appropriation in the amount of \$48,396,475 is required to fund the FY17 Brunswick County Consolidated Budget. This includes General Fund, Capital Improvement Projects, and Public Schools.

Upon a motion by Mr. Tyler, seconded by Mr. Jones, and carried, the Board voted not to adopt and appropriate the FY17 Consolidated Budget as presented, and instead to level-fund all agencies, remove emergency communication tower funding in the amount of \$200,000, include a 3% pay increase to all full-time employees (to include Social Services, School System, County Employees, and all Constitutional Officers and staff), eliminate tax increase on real estate and personal property, and to adopt and appropriate the FY17 Brunswick County Consolidated Budget in the amount of \$47,364,999.

Roll Call Vote - Ayes: Harris, Tyler, Jones; Nays: Harrison, Zubrod

**BE IT RESOLVED:** That the Brunswick County Board of Supervisors does appropriate the total amount of \$47,364,999 (inclusive of interfund transfers in the amount of \$6,830,058) for the consolidated Brunswick County budget for the year beginning July 1, 2016, and ending June 30, 2017, as budgeted by fund and function for general governmental activities, and as budgeted by fund and category for public school activities. Further, this total appropriation includes \$5,264,250 in local funding for school operations. Additional local funding for schools includes \$322,023 for the School Construction Debt Service Fund; and \$304,683 for School Debt Service Fund.

Further, the Board set the tax rates per \$100 assessed value for 2016 – 2017 as follows:

Real Estate	\$0.47
Personal Property	\$3.60
Special Classification of Personal Property – Fire & Rescue	\$2.64
Mobile Homes	\$0.47
Machinery & Tools	\$3.40
Merchant's Capital	\$1.20
Public Service Corporation Real Estate	\$0.47
Public Service Corporation Personal Property	\$3.60

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**Re: New Business**

**Election to Fill Vacancy in Constitutional Office**

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried, the adopted the following resolution:

**WHEREAS**, Wanda J. Beville was the successful candidate for the Commissioner of the Revenue (**the "Commissioner"**) of Brunswick County, Virginia (**the "County"**) at the general election on November 3, 2015, and was elected to take office for the term January 1, 2016 through December 31, 2019;

**WHEREAS**, the Board of Supervisors of the County (**the "Board of Supervisors"**) has received written notification by Wanda J. Beville of her resignation as Commissioner, effective as of July 1, 2016, leaving a vacancy in the office of Commissioner;

**WHEREAS**, the Board of Supervisors, pursuant to Virginia Code § 24.2-228.1 upon receipt of such written notification may immediately petition the Circuit Court of the County to issue a Writ of Election ordering a special election to fill such vacancy; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors does hereby request the Circuit Court of the County to order that a special election to fill the above-described vacancy in the office of Commissioner be held on November 8, 2016 pursuant to Virginia Code § 24.2-228.1 and § 24.2-682;

**BE IT FURTHER RESOLVED** that the County Attorney is authorized to file with the Circuit Court of the County a Petition for Writ of Election in substantially the same form as the Petition for Writ of Election presented at this meeting and that this Resolution shall be effective immediately upon its adoption.

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

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**Personnel – Emergency Medical Services Provider – Central Volunteer Rescue Squad**

Upon a motion by Mrs. Harris, seconded by Mr. Tyler, and unanimously carried the Board appointed John Olson to the position of Emergency Medical Services Provider for Central Volunteer Rescue Squad subject to a successful criminal background check and physical.

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

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**Personnel – Litter Control Council Coordinator**

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried the Board authorized Ella Ridley to receive a \$125 monthly stipend from the Litter Control Grant funds for serving as the Litter Control Council Coordinator

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**Re: Appointments**

**Brunswick County Litter Control Council**

This matter was continued.

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**Local Board of 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 Tuesday, June 21, 2016, at 6:00 p.m., at the Industrial Development Authority office located at 116 West Hicks Street, Lawrenceville, Virginia, joint meeting with the IDA

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

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Hon. Bernard L. Jones, Sr., Chair

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Charlette T. Woolridge, Ph.D., Clerk