

VIRGINIA: AT A REGULAR MEETING OF THE BRUNSWICK COUNTY BOARD OF SUPERVISORS HELD WEDNESDAY, SEPTEMBER 21, 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; PAUL JACOBSON, COUNTY ATTORNEY; LESLIE R. WEDDINGTON, DEPUTY CLERK/RECORDER OF MINUTES

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Mr. Welton Tyler, Board of Supervisors member, was absent for the closed session.

Mr. Paul Jacobson, County Attorney was present for the closed meeting.

**Re: Closed Meeting – 6:30 p.m.**

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, 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.3: Discussion regarding the disposition of publicly held real property.

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

**Reconvene in Open Meeting**

Upon a motion by Mrs. Harris, 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:**

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 Harris gave the Invocation and 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 Department/Agency Presentations  
Department of Social Services – Additional Appropriation

Add Under County Administrator's Report  
Shared PSAP Grant Program Application FY18

Add Under County Attorney's Report  
Authorize the Advertisement of a Public Hearing for the Proposed Sell of Property

Add Under Old Business  
Communication Towers

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

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**Re: Approval of Minutes**

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried, the Board approved the meeting minutes of the August 17, 2016, regular 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

- Second round of primary mowing completed. Second round of secondary mowing is ongoing.
- Removing dead animals and performing litter patrol on various routes.
- Machining National Highway System (NHS) roadways and hauling stone as needed.
- Cutting limbs/brush on various secondary routes.
- Machining shoulders on various primary routes.
- Patching potholes on various routes.
- Route 1005 (Fifth Avenue) Rehabilitation Project ongoing.
- Performing routine maintenance on various routes.

Mr. Johnson further reported on the following:

- Route 712 Bridge Replacement over Waqua Creek and Roadway Alignment—Work has been completed and open to traffic with no restrictions.
- Route 712 Bridge Replacement over Sturgeon Creek—Final deck pours have been completed. The project is anticipated to be completed by the end of October 2016.
- Route 659, Doctor Purdy Road Revenue Sharing/Rural Rustic project has been completed.

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**FY18 Revenue Sharing Program**

Mr. Johnson stated that the application deadline for the FY18 Revenue Sharing Program is November 1, 2016. Mr. Johnson stated that he will be working with Supervisor Harrison to identify a project in the Sturgeon District.

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**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.

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**Re: Presentations**

**Recognition of Past Elected Officials**

Delegate Roslyn Tyler recognized the following past elected officials and members of the Brunswick /Lake Gaston Tourism Association:

- John Cataldo, former Board of Supervisors member
- Alice Carol Maitland, former Treasurer
- Bobby Conner, Brunswick/Lake Gaston Tourism Association
- Carla Martindale, Brunswick/Lake Gaston Tourism Association
- Nancy Watson, Brunswick/Lake Gaston Tourism Association
- Clare Williams, Brunswick/Lake Gaston Tourism Association

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**Re: Department/Agency Presentations**

**Take Pride in Brunswick**

Ms. Ella Ridley, Director of Solid Waste Management, gave an overview of Take Pride in Brunswick Highway Litter Cleanup Campaign. The campaign will run from October 1, 2016 thru October 7, 2016 in preparation for the Taste of Brunswick Festival on October 8, 2016.

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**Department of Social Services – Additional Appropriation**

Per the recommendation of Debbie Burkett, Director of Social Services, and upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board approved the appropriation of \$21,108 in state and federal revenues to the applicable line items of the FY16 Department of Social Services budget and the transfer and appropriation of \$3,005 from unexpended funds in the FY16 Comprehensive Services Act departmental budget to the FY16 Department of Social Services fund.

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:

- Kimberly Lowe – Stated she is working with various entities to bring additional revenue to the county.
- Arlene Harris – Stated she has an organization in the county that provides support services to children and families.
- Bill Herrington – Thanked the Board of Supervisors for the professional and prompt response to his FOIA request and gave recommendations for a jobs action plan.
- Sheriff Brian Roberts – Thanked the Board of Supervisors for their partnership and support.

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**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:

- Industrial Development Authority August 9, 2016, minutes
- Executive Director’s Report, September 13, 2016
- Roanoke River Service Authority June 28, 2016, minutes
- Economic Development Coordinating Council June 8, 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 August 31, 2016, FY17, in the amount of \$3,928.32
- System checks dated September 14, 2016, FY16, in the amount of \$2,069.85
- System checks dated September 15, 2016, FY17, in the amount of \$62,724.28
- System checks dated September 21, 2016, FY17, in the amount of \$460,798.32
- System checks dated September, 2016, FY17, in the amount of \$1,620.00

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved disbursements in the amount of \$531,140.77, as presented.

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

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### **FY17 Additional Appropriations**

Per the recommendation of Keli Reekes, Director of Finance, and upon a motion by Mrs. Harris, seconded by Mr. Tyler, and unanimously carried, the Board approved the following actions:

- Reappropriate \$3,929 in unexpended funds from the FY16 Fire & Rescue departmental budget to the FY17 Fire & Rescue departmental budget for Central Lifesaving and Rescue Squad, Inc.
- Transfer \$11,000 from the FY17 Department of Emergency Services fund to the applicable line items in the FY17 Fire and EMS Services departmental budget for Alberta Volunteer Fire Department.

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

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### **2016 Personal Property Tax Relief Act Resolution**

Mrs. Reekes stated that in December 2005, the Board of Supervisors adopted an ordinance to implement 2004-2005 changes to the Personal Property Tax Relief Act (PPTRA) of 1998. Effective March 2006, the Auditor of Public Accounts advised the Treasurer that Brunswick County's allocation of the \$950 million PPTRA allotment was

\$1,355,735.87.

Mrs. Reekes stated that the Board of Supervisors is required annually to set the rate of tax relief for distribution of this dollar amount to qualifying vehicles. Mrs. Reekes presented the draft resolution to set the rate for the 2016 tax year at fifty-four percent (54%) based on the effective tax rate of \$3.40.

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

WHEREAS, the Personal Property Tax Relief Act of 1998, Va. Code §58.1-3523 et seq. ("PPTRA"), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 5005), and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions of the 2004-06 Appropriations Act).

WHEREAS, by its enactment of an ordinance on December 21, 2005, ("Ordinance"), the Board of Supervisors of Brunswick County, Virginia (the Board of Supervisors) has previously implemented such modifications of the PPTRA.

WHEREAS, the Board of Supervisors now desires to set the rate of tax relief for tax year 2016, for purposes of the Ordinance.

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF BRUNSWICK COUNTY, VIRGINIA:

1. For purposes of §3 (c) of the Ordinance, the rate of tax relief with respect to qualifying vehicles with assessed values of more than \$1,000, and applied to the first \$20,000 in value of each such qualifying vehicle, shall be fifty-four percent (54%).
2. All other provisions of the Ordinance shall be implemented by the Commissioner of the Revenue or the County Treasurer, as applicable, including, without limitation, those set forth in §3 (b) of the Ordinance, pertaining to the elimination of personal property taxation of each qualifying vehicle with an assessed value of \$1,000 or less, and in §4, pertaining to liability of taxpayers whose taxes with respect to a qualifying vehicle for tax year 2005 or any prior tax year remain unpaid.
3. This Resolution shall take effect immediately upon its adoption.

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

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**Re: County Administrator's Report**

**Request for Proposals – Engineering Services**

Dr. Charlette T. Woolridge, County Administrator, stated the county solicited proposals for qualified engineers to develop plans and specifications associated with the demolition and disposal of county buildings (Old Primary School and three additional properties on site, and the Old South Brunswick School). Proposals were received from the following:

- Hurt & Proffitt
- Timmons Group

The Facilities Committee interviewed firms and recommends Hurt & Proffitt.

Upon a motion by Mrs. Harris, seconded by Mr. Zubrod, and unanimously carried the Board approved the acceptance of the proposal from Hurt & Proffitt to provide engineering services in the amount of \$49,285 and grant writing administration in the amount of \$4,875 to develop plans and specifications associated with the demolition and disposal of county buildings (Old Primary School and three additional properties on site, and the Old South Brunswick School) and authorized the County Administrator to sign all relative documents.

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

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**Request for Proposals – Real Property Assessment**

Dr. Woolridge stated the county solicited proposals to provide real property assessments. Proposals were received from the following:

- Blue Ridge Mass Appraisal Company
- Pearson's Appraisal Services, Inc.
- Wampler-Eanes Appraisal Group Ltd.

The Finance Committee, including the Commissioner of the Revenue interviewed the firms and recommends Pearson's Appraisal Services, Inc.

Upon a motion by Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved the acceptance of the proposal from Pearson's Appraisal Services, Inc., at a rate of \$13.80 per parcel for real property assessments and authorized the County Administrator to sign all relative documents.

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

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### **Community Development Block Grant Funding – Flat Rock Road Project**

Dr. Woolridge stated that Brunswick County had been awarded a Community Development Block Grant (CDBG) from the Virginia Department of Housing and Community Development (VDHCD) in the amount of \$956,088 for the Flat Rock Road Housing Project. The grants funds will be utilized to improve the Flat Rock Road community as follows:

- Twenty-three (23) low-to-moderate (LMI) households totaling 54 low-to-moderate persons will benefit from the project.
  - Rehabilitation of seventeen (17) owner-occupied units.
  - Substantial rehabilitation of three (3) owner-occupied units.
  - Rehabilitation of three (3) investor-owned units.
- Demolition and clearance of six (6) dilapidated vacant units.

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### **Virginia Association of Counties (VACO) – Request for County Tree Ornaments**

Dr. Woolridge stated that the Executive Mansion is requesting tree ornaments from counties to be displayed in the Executive Mansion. Dr. Woolridge invited local artists to submit an ornament for consideration by October 12, 2016.

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### **Shared PSAP Grant Program Application FY18**

Dr. Woolridge stated that the counties of Brunswick, Halifax and Mecklenburg

wishes to participate in a multijurisdictional PSAP Shared Services Grant to improve the accuracy of the region's 9-1-1 GIS data and make it ready for Next Generation 9-1-1.

Upon a motion by Mr. Tyler, seconded by Mr. Zubrod, and unanimously carried, the Board approved applying for the multijurisdictional PSAP Shared Services Grant and authorized the County Administrator to sign all documents.

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

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**Re: County Attorney's Report**

**Authorize the Advertisement of Public Hearing for Proposed Sell of Property**

Upon a motion by Mr. Tyler, seconded by Mrs. Harris, and unanimously carried, the Board authorized staff to advertise for a public hearing for the disposition of property for the Board's October 19, 2016, regularly scheduled meeting.

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

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**Re: Old Business**

**Southside Community Services Board Funding Request**

Upon a motion Mr. Tyler, seconded by Mr. Harrison, and unanimously carried, the Board approved to increase the Southside Community Services Board's FY17 budget in the amount of \$4,626 to meet the State's requirement..

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

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**Emergency Communication System**

Supervisor Harris requested the Board to revisit funding for a county-wide emergency communication system to enhance emergency services and to save lives.

She further requested that the committee provide monthly updates regarding this matter.

Upon a motion by Mrs. Harris, seconded by Mr. Tyler, and unanimously carried, the Board established a committee consisting of Charlette T. Woolridge, Ph.D., County Administrator, Supervisor Bernard L. Jones, Sr., Supervisor John W. Zubrod, Sheriff Brian Roberts, Buddy Hyde, Emergency Management Coordinator, and Keith King, Emergency Services Advisory Board, to explore a county-wide emergency communication system and to provide updates to the Board of Supervisors.

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

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**Re: New Business**

**Salary Increase Analysis for County and Constitutional Office Employees**

Upon a motion by Mrs. Harris, seconded by Mr. Zubrod, and unanimously carried, the Board approved to fund the Inmate Workforce budget and the Sheriff's Salary Proposal over 3 years, beginning October 1, 2016 as follows and to increase FY17 anticipated Court Fine revenues to offset the expenditures.

<b>Salary Increase Cost Analysis</b>				
<b><i>Cost estimate to include Sheriff's proposal only</i></b>				
<b><i>Effective 10/1/2016</i></b>				
<i>Prepared 9/21/2016</i>				
	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Total</b>
	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>Cost</b>
Sheriff - Salary Proposal	\$ 67,485	\$ 89,962	\$ 89,952	\$ 247,400
Sheriff - Inmate Workforce	47,809	14,183	2,225	64,217
<b>Total</b>	<b>\$ 115,294</b>	<b>\$ 104,145</b>	<b>\$ 92,177</b>	<b>\$ 311,617</b>
<b>NOTE: This cost estimate does not include part-time employees.</b>				

Supervisor Harrison abstained from voting on this matter citing that he was a part-time employee of the Brunswick County Sheriff's Office

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

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**Request for Proposals – DMV Select – Construction of Counter and Secure Closet, and Installing Commercial Vinyl Flooring**

Dr. Woolridge stated the county solicited proposals from qualified contractors for the construction of a counter and secure closet, and the installation of commercial vinyl flooring for DMV Select. One proposal was received as follows:

Ernest Brown, Sr. and James Powell  
Counter Top and Secure Closet - \$5,600  
Installation of Vinyl Flooring - \$920

Upon a motion by Mrs. Harris, seconded by Mr. Harrison, and unanimously carried, the Board approved the acceptance of the proposal from Ernest Brown, Sr., in the amount of \$5,600 for the construction of a counter and secure closet and the installation of vinyl flooring in the amount of \$920 and authorized the County Administrator to sign all relative documents.

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

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**Re: Appointments**

**Brunswick County Litter Control Council**

This matter was continued.

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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.

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