

**LUNENBURG COUNTY BOARD OF SUPERVISORS
GENERAL DISTRICT COURTROOM
LUNENBURG COURTS BUILDING
LUNENBURG, VIRGINIA**

Minutes of September 12, 2019 Meeting

The regularly scheduled meeting of the Lunenburg County Board of Supervisors was held on Thursday, September 12, 2019 at 6:00 pm in the General District Courtroom, Lunenburg Courts Building, Lunenburg, Virginia. The following members were present: Supervisors Edward Pennington, Frank Bacon, Charles R. Slayton, Alvester Edmonds, Mike Hankins, T. Wayne Hoover, Robert Zava, County Administrator Tracy M. Gee, Deputy County Administrator Nicole Clark, and County Attorney Frank Rennie.

Chairman Slayton called the meeting to order.

Supervisor Pennington provided the invocation and led the pledge of allegiance.

Chairman Slayton requested additions to the agenda from the Board and the public. Supervisor Hoover requested that the current county dispatch program be added as 10A. Administrator Gee requested that Commissioner of the Revenue be added as 9D.

The Resolution of Achievement for Eagle Scout Brandon Allard, approved at the July 11, 2019 meeting, was presented to Mr. Allard.

Supervisor Edmonds made motion, seconded by Supervisor Bacon and unanimously approved, to accept the Consent Agenda to include the revised Minutes of the June 13, 2019 meeting, the Minutes of the August 8, 2019 and the following Warrants for Approval:

Additions for June 2019 printed in August 2019:
(for inclusion in FY19 expenses)

Accounts Payable: #58065-58083	\$ 124,400.08
August 2019: Payroll Direct Deposit:	\$ 131,522.81
Payroll Taxes Federal:	\$ 41,561.83
Payroll Taxes State:	\$ 7,567.49
Payroll VRS payment:	\$ 27,700.69
Payroll ICMA-RC payment:	\$ 351.82
Payroll Health Savings Deposits:	\$ 5,926.42
Accounts Payable: #58010-58064, 58084-58135	<u>\$ 177,675.40</u>
August Total:	\$ 392,306.46

Administrator Gee noted that the Treasurer's Reports for July 2019 would be available at the next meeting once closing of FY2018-19 was completed in the BAI software system.

Mr. Tommy Johnson of VDOT presented the monthly report. He advised that the second mowing cycle along VDOT right of ways would begin on September 16th. He noted that the construction projects on Battes Road and St. Johns Road had been completed. Supervisor Hoover questioned if mowing would be performed by state forces or contractors. Mr. Johnson replied that state forces would be mowing along the primary roads and contractors would be mowing along secondary roads. He added that state forces will inspect the mowing along the secondary roads and will cut any areas overlooked by the contractors. Mr. Johnson explained that VDOT had been working on the Route 675, Hardy Road Horizontal Curve Realignment Project. He stated that three curve alternatives were developed for the horizontal curve with the focus of optimizing safety and operations for all transportation modes. Mr. Johnson advised

that after reviewing the analysis for all three alternatives, VDOT recommended alternative 2 which proposed the below improvements.

- Widen the lane widths to 12-foot lanes
- Include 2-foot wide paved shoulders on both sides
- Remove or relocate fixed objects outside of the clear zone
- Include edge-line rumble strips
- Install curve warning pavement marking on both approaches
- Change the advisory speed to 30 MPH
- Install necessary signage improvements.

Mr. Johnson continued that the proposed alignment is very close to the existing alignment and will have a more limited impact on surrounding property owners. He commented that it also provides for the greatest Benefit to Cost ratio with a rates of 1.5. Also, based on the safety analysis, 73% total crash reduction percentages are expected with Alternative 2. Mr. Johnson advised that funding of the project would be available in 2021. Although the project is in the preliminary stages, construction wouldn't begin until the funds are available. Mr. Johnson requested the Boards approval to move forward with alternative 2 for the Route 675, Hardy Road Horizontal Curve Realignment Project as recommended by VDOT's Traffic Study.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to move forward with alternative 2 for the Route 675, Hardy Road Horizontal Curve Realignment Project as recommended by VDOT's Traffic Study.

Assistant School Superintendent James Abernathy provided the monthly school report. Mr. Abernathy stated that the current enrollment for the new school year was 1522; the budget was based on 1476. They are pleased with the increase in enrollment and hope to maintain the enrollment for the remainder of the school year. Mr. Abernathy noted that they have applied for a grant from Dominion Energy that would award the school with an electric school bus and charging station. Supervisor Edmonds questioned the size of the electric bus. Mr. Abernathy replied that he assumed it would be a regular size school bus. He added that if awarded, the school system will probably use it for a town route so that it will be close to the charging station housed at the bus shop. Mr. Abernathy shared the financial report. He informed the Board that they had received an additional \$9,510 in state sales tax revenue as well as some federal funding they were not expecting. He advised that they would like to move any remaining balance to the textbook fund for the purpose of purchasing English text books. Once he has the final figure, he will request approval from the Board to move the funds. Mr. Abernathy noted that there was no change to the School Food Fund from the previous month.

Administrator Gee explained that Animal Control Officer Ray Elliott made arrangements with the work study program at the high school to employ two students with alternating hours to complete the kennel attendant duties. The Deputy Animal Control Officer position remains open until the right person for the job is identified. The work study program will allow Officer Elliott time to focus on calls and paperwork, while the students ensure the kennel is cleaned daily. Administrator Gee advised that the Animal Control truck was totaled when a gust of wind knocked over a tree during an August storm. The insurance company totaled the vehicle and valued it at \$14,195. The County will receive \$13,945 (value of the vehicle minus \$250 deductible). Supervisor Hoover commented that he worked with Major DJ Penland to obtain pricing from State contract and VA Sheriff's Association purchasing contracts. Supervisor Hoover advised that the total replacement cost of the ACO vehicle would be \$30,782 which is less than the original vehicle cost in 2014. Once the insurance payment of \$13,945 was applied, the County would be responsible for the remaining \$16,837. Supervisor Hoover noted that the truck would be a Dodge Ram and would have a sliding rear window to allow for heating and cooling in the bed and camper shell as required by regulations. He added that upon approval, a 2019 model will be ordered and will arrive in approximately 10 weeks.

Supervisor Hoover made a motion, seconded by Supervisor Bacon and unanimously approved, to use funds in the amount of \$16,837 out of reserves, along with the insurance funds of \$13,945, for the purchase of a 2019 Dodge Ram Truck as a replacement for the Animal Control Truck totaled by a fallen tree.

Major DJ Penland requested the use of emergency services capital expense funds to pay two invoices. The first invoice is to Axon Enterprise, Inc. in the amount of \$2,800 for the 2nd year payment on a lease to own agreement for updated tasers that Deputies carry. The second invoice is to Town Police Supply in the amount of \$2,198.96 for their yearly ammunition expense. In previous years, the Byrne Justice Grant paid for ammunition, however, ammunition and firearms are no longer allowable expenses due to changes in the grant program.

Supervisor Pennington made a motion, seconded by Supervisor Bacon and unanimously approved, to use allow the use of the Sheriff's Office emergency services capital expense funds in the amount of \$2,800 for the 2nd year payment on a lease to own agreement for updated tasers payable to Axon Enterprise, Inc. and in the amount of \$2198.96 for the Sheriff's Office yearly ammunition expense payable to Town Police Supply.

Commissioner of the Revenue Liz Hamlett notified the Board that 2019 marked the 100th anniversary of the Commissioners of the Revenue Association of Virginia, an organization that provides counseling on tax policy and its application. Commissioner Hamlett also advised that her office was one of the first in the state to receive accreditation certification through the Association's Career Development Program. She added that she also recently received the President's Award from the Association at the annual conference.

Administrator Gee shared the County office reports with the Board. She noted that the landfill reports showed an increase in County trash due to the beginning construction phase of the Gary Road Convenience Center site. She advised that the Transportation Committee recently met with VDOT. Representatives of VDOT recommended posting "No Truck Parking" signs along the highway in front of the Courthouse to discourage staging of vehicles as drivers wait for the landfill to open.

Major DJ Penland approached the Board regarding the Next Generation 911 Migration Proposal. He reminded the Board about the presentation by Stephanie McGuffin with VITA at the December 13, 2018 meeting. At that meeting, the Board decided to wait for the Virginia Beach area's RFP to ensure a better option was not available from another provider. During the time of Ms. McGuffin's presentation, AT&T provided the best option for the Next Generation 911 migration and deployment. Major Penland confirmed that Virginia Beach selected AT&T as the best option for service providers from their RFP. He requested approval to move forward with the AT&T migration proposal. Supervisor Hoover commented that if a large city like Virginia Beach chose AT&T, a small locality could also trust that AT&T would be the best option. He reminded the Board that the state would be paying for the majority of the migration process.

completed by this date, migration can still occur on schedule, but it will require the deployment of an interim solution instead of full i3.

Cost Estimates for NG9-1-1 Funding

The 9-1-1 Services Board has committed to funding the transitional costs for NG9-1-1 deployment so it is important that all such costs are identified and made part of the overall budget. It is also important that the funding be provided on a fair basis across all PSAPs in Virginia. While most costs will be fully funded, others like replacement of non-vendor supported CHE will continue to be funded at the same levels as has been provided through the PSAP grant program in prior years. Based on all of the information provided in this migration proposal, the following budget is for your deployment of NG9-1-1:

Category	Amount	Notes
NG9-1-1 non-recurring cost	\$4,000	Flat rate from AT&T
CHE upgrade	\$150,000	Need a replacement
Text-to-911	\$30,000	Firewalls and professional services
CAD upgrade	\$0	Currently have grant funds
Mapping upgrade	\$0	Not required
Voice logging upgrade	\$0	Not required
ECaTS Data analytics expansion	\$1,000	i3 logging and text to 9-1-1
Other system upgrades	\$0	Not required
Rack space	\$0	Rack space is available
Diverse connectivity costs	\$571,000	107K feet of new fiber
Disaster recovery upgrade	\$0	Not required
Secondary PSAPs	\$0	None
GIS data preparation	\$0	Currently using grant funds
Legacy 9-1-1 transition costs	\$5,000	Verizon costs
Project management assistance	\$0	None requested
Total	\$761,000.00	

The monthly recurring cost for the AT&T solution is \$3,990.61 which is set for the ten-year term of the Fairfax County contract. The current monthly recurring cost for the legacy E9-1-1 solution is approximately \$2,164.83. The estimated monthly increase to the PSAP after deployment is approximately \$1,825.78. This increase will be covered by the Board for a period of 24 months after deployment is complete. At the end of this period, the entire cost will be the responsibility of the PSAP. Copies of invoices from the current 9-1-1 service provider must be provided to substantiate the current monthly cost. This will be the basis for determining whether monthly funding is provided and in what amount.

The monthly recurring cost is impacted by the bandwidth into the PSAP. Bandwidth is primarily impacted by the number of concurrent calls each PSAP wants to be able to process. As the PSAP grows and adds bandwidth to handle more concurrent calls, the increased monthly cost will be the obligation of the PSAP even if during the 24 months following transition. Additionally, the recurring maintenance costs for PSAP equipment and GIS data will remain the responsibility of the PSAP.

Projected Board Funding

The Board will begin awarding funding for NG9-1-1 in late 2018. Until the Board approves the funding request from the PSAP, all funding levels shown are just projected. Based on the funding guidelines approved by the Board (or will be approved by the Board), the following funding would be awarded to the PSAP:

Type of Funding	Amount
Non-recurring	\$761,000.00
Recurring (over 24 months)	\$43,818.72
Data Analytics (monthly)	\$415.12

The funding amount shown is based on estimates at this point. As binding quotes are received, the budget will be adjusted. The approval from the Board will be for the specific equipment or services and contingency funding will be available should the final cost be slightly higher so long as the original scope of the effort does not change. Similarly, if the final cost is lower, the budget will be adjusted lower. That additional funding cannot be shifted to another part of the project.

Supervisor Hoover made a motion, seconded by Supervisor Hankins and unanimously approved, to approve the AT&T Next Generation 911 Migration Proposal.

Supervisor Zava directed the Board to a letter from the Virginia War Memorial Foundation. The letter requested participation in the Speak their Names Campaign, asking each Virginia municipality to recognize its veteran's whose names are among those inscribed on the walls of the Shrine of Memory by allocating an amount for each name. The funds help underwrite the educational and patriotic programs that are available free of charge to students and teachers. Lunenburg County has 57 names inscribed on the walls. Supervisor Zava requested the Board consider a \$10 contribution per name. Administrator Gee requested which line item to pay the expense and Supervisor Zava asked her to find a line item to utilize additional funds.

Supervisor Zava made a motion, seconded by Supervisor Bacon and unanimously approved, to contribute, to the Virginia War Memorial Foundation, \$10 for each of the 57 veterans from Lunenburg County listed on the wall of the Virginia War Memorial.

Supervisor Hoover stated that while teaching a local fire safety class in the County, he was asked about dispatch protocol for fire companies. He continued that most localities dispatch at least two fire companies for every structure fire. Currently, Lunenburg dispatches only one. He shared a map showing the majority of localities in central and southern Virginia highlighted, representing those that dispatch more than one fire company. He made the recommendation that Lunenburg follow suit and also begin dispatching at least two fire companies for any structure fire. Supervisor Edmonds questioned if the fire chiefs had been consulted. Supervisor Hoover replied that he had spoken with the majority and they agreed. He added that ultimately it is the Board's responsibility for emergency services coverage to Lunenburg County residents.

Supervisor Hoover made a motion, seconded by Supervisor Bacon and unanimously approved, to update the dispatch protocol and begin automatically dispatching the 2nd due fire department in addition to the primary fire department for all structure fires in Lunenburg County.

Mr. Glenn Millican provided his monthly report. He advised that he expects several Conditional Use Permit applications in the coming months. He explained that multiple County boundary signs are fading and difficult to read. He plans to discuss possible replacement with VDOT. Supervisor Hankins noted that the chamber of commerce has recently discussed the same and would potentially be willing to help financially.

Supervisor Hoover made a motion, seconded by Supervisor Bacon and unanimously approved, to appoint Donna R. Pulliam of 2002 6th Street, Victoria, to the Social Services Advisory Board for District 1-Plymouth fill and unexpired term for Plymouth District #1 that expires 12-31-19 and for a new term of three years, commencing 1-1-20.

Administrator Gee provided her monthly report. She advised that Airport Manager Leroy Baker had recently broken bones and Mr. Bobby McGee agreed to assist Mr. Baker with maintenance at the airport. Administrator Gee noted that Lewis Welding & Fabrication finished the façade and awnings at the tax building. She reminded the Board that the sidewalks needed replacing as well as grading around the building to allow rain water to move away from the building. She received a price of \$5,680 from Precision Pipes and obtained Chairman Slayton's approval to move forward with the work. Administrator Gee reminded the Board of their discussion from the previous month involving the roof damage at the Cooperative Extension building. The insurance company provided coverage for only the damaged portion of the roof and not full replacement. The Board suggested the insurance should provide coverage for the entire roof replacement. After further discussion between Administration staff and the insurance company, they explained that the role of insurance was to repair/replace only what it damaged. They provide coverage to "make you whole" again or back to the status you were before the incident. Administrator Gee explained that the full roof does need replacing and requested approval to use capital funds to pay the difference. The insurance company provided \$450 to repair the damaged shingles. The lowest quote to replace the entire roof was \$5,900 from Mr. Mike Bishop.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to replace the entire roof at the Cooperative Extension building and approve the quote from Mr. Mike Bishop in the amount of \$5,900.

Administrator Gee shared a letter requesting VDOT close out the obligation of bonds for the Virginia’s Retreat Civil Rights in Education Heritage Trail grant, originally obligated with VDOT Enhancement Grant funds. She stated that Lunenburg serves as the grant administrator and fiscal agent for the grant. Virginia’s Crossroads was informed that due to the FAST Act Rescission, certain benchmarks and requirement deadlines would not enable them to request an extension of funds. Virginia’s Crossroads does not have an executive director or any staff to complete the work and compile the necessary information. Therefore, they have decided to complete the Civil Rights in Education Heritage Trail without the funding from VDOT.

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to enter Closed Session citing Virginia Code Section §2.2-3711A4 Protection of an Individual for a Personal Matter and §2.2-3711A7 Legal Consult.

CERTIFICATION OF CLOSED SESSION MEETING

WHEREAS, the Board of Supervisors of Lunenburg County, Virginia (“Board”) convened a Closed Session Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the 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.

VOTING YES

Supervisor Bacon
Supervisor Edmonds
Supervisor Hankins
Supervisor Hoover
Supervisor Pennington
Supervisor Slayton
Supervisor Zava

VOTING NO

ABSENT

Supervisor Bacon made a motion, seconded by Supervisor Edmonds and unanimously approved, to return to Open Session.

Supervisor Hoover made a motion, seconded by Supervisor Bacon and unanimously approved, to adjourn.

Tracy M. Gee, Clerk
County Administrator

Charles R. Slayton, Chairman
Board of Supervisors