

County Office and Department Reports

A. TOWNSEND, JR.
SHERIFF



DJ PENLAND
MAJOR

Lunenburg County Sheriff's Office

160 Courthouse Square
Lunenburg, VA 23952
Ph: (434) 696-4452
Fax: (434) 696-2531

June 6, 2018

Office of the County Administrator
Attn: Tracy Gee
11413 Courthouse Road
Lunenburg VA 23952

RE: Comp Board Savings

Dear Tracy:

The compensation board approved a transfer in the amount of \$16,432.36. \$13,000.00 has already been transferred from the temp fund to the county and the remaining \$3,432.36 will be transferred June 13, 2018 from the temp fund to the county. Below is a list of items the Lunenburg Sheriff's Office will be purchasing with this money.

Recordable DVDs (approximately \$200)
Latex Gloves - \$195.70
Axon Tasers For Deputies - \$1,800.00
Flashlights For Deputies - \$297.97
Evidence Bag, Marijuana Test Kits (approximately \$300)
Drone (Phentorn 4 Pro) - \$2,799.00
Docking Station (approximately \$1,200)
Parking Lot Camera (approximately \$1,000)

The remaining balance can be used by the county to offset the salary of the administrative assistant position which is county funded.

Sincerely;

A handwritten signature in blue ink, appearing to read "Arthur Townsend Jr.", with a stylized flourish at the end.

Arthur Townsend Jr, Sheriff

Landfill Liaison Report - Carl Ashworth

June 7, 2018

May 2018 Report

CFS Landfill:

1. The contractor is readying to mobilize his equipment this month in preparation for the new cell construction.
2. A significant rain event brought back muddy conditions. They were able to contain the problem quickly.
3. Collin Moore left for a week or so before they came to terms and he was reinstated. He has provided stability during his tenure. They need his positive influence going forward.

Citizen Complaints:

1. n/a

Comments:

1. They continue to prepare for the landfill expansion project.

Convenience Sites:

1. Trash traffic continues to be heavy throughout the county.
2. Tires in dumpsters are becoming a daily problem. We are planning to put up some new signs to replace ones that are missing.
3. CFS has contacted me expressing a concern about the increase in tires in the dumpsters. The concern stems from the expense of disposing of them.

Citizen Complaints:

1. We have received several requests for clarification of the county's dumping policy. We have been able to work out these issues with our citizens.

Comments:

1. n/a

Landfill Report May 31, 2018

New Fiscal Year-

July 2017 County Trash 383.4 tons- average 19.45 tons daily
Non-county Trash 5988.84 tons- average 299.44 tons daily
Non-deplete Trash 17.07 tons
Recycling 0 tons
Number of trucks average per day -28

August 2017 County Trash 459.91 tons- average 19.16 tons daily
Non-county Trash 5898.83 tons- average 245.78 tons daily
Non-deplete Trash 0 tons
Recycling 3.5 tons
Number of trucks average per day - 27

September 2017 County Trash 399.97 tons- average 19.99 tons daily
Non-county Trash 4339.82 tons- average 216.99 tons daily
Non-deplete Trash 0 tons
Recycling 4.22 tons
Number of trucks average per day - 26

October 2017 County Trash 407.94 tons- average 18.54 tons daily
Non-county Trash 3983.85 tons- average 181.08 tons daily
Non-deplete Trash 0 tons
Recycling 0 tons
Number of trucks average per day - 26

November 2017 County Trash 495.49 tons- average 23.59 tons daily
Non-county Trash 5800.30 tons- average 276.20 tons daily
Non-deplete Trash 0 tons
Recycling 1.34 tons
Number of trucks average per day - 26

December 2017 County Trash 397 tons- average 19.85 tons daily
Non-county Trash 5854.44 tons- average 292.72 tons daily
Non-deplete Trash 0 tons
Recycling 3.27 tons
Number of trucks average per day - 29

PAYMENTS

July 2017 Payment	\$ 5,948.09	\$ 4,583.33	\$ 10,531.42
Received August 31, 2017			
August 2017 Payment	\$ 5,782.46	\$ 4,583.33	\$ 10,365.79
Received October 3, 2017			
September 2017 Payment	\$ 4,314.28	\$ 4,583.33	\$ 8,897.61
Received October 31, 2017			
October 2017 Payment	\$ 3,983.85	\$ 4,583.33	\$ 8,567.18
Received December 8, 2017			
November 2017 Payment	\$ 5,800.43	\$ 4,583.33	\$ 10,383.76
Received January 8, 2018			
December 2017 Payment	\$ 5,741.20	\$ 4,583.33	\$ 10,324.53
Received February 7, 2018			

New Host Fee Year

January 2018 County Trash 409.74 tons- average 20.48 tons daily
Non-county Trash 4801.9 tons- average 240.09.75 tons daily
Non-deplete Trash 3.59 tons
Recycling 0 tons
Number of trucks 30 average per day

February 2018 County Trash 456.54 tons- average 22.83 tons daily
Non-county Trash 5181.31 tons- average 259.07 tons daily
Non-deplete Trash 0 tons
Recycling 0 tons
Number of trucks 24.5 average per day

March 2018 County Trash 494.81 tons- average 22.49 tons daily
Non-county Trash 4683.84 tons- average 212.90 tons daily
Non-deplete Trash 0 tons
Recycling 0.25 tons
Number of trucks 23 average per day

April 2018 County Trash 510.47 tons- average 24.31 tons daily
Non-county Trash 4205.14 tons- average 200.24 tons daily
Non-deplete Trash 0 tons
Recycling 14.75 tons
Number of trucks 23 average per day

May 2018 County Trash 469.79 tons- average 21.35 tons daily
Non-county Trash 4437.14 tons- average 201.69 tons daily
Non-deplete Trash 0 tons
Recycling 0 tons
Number of trucks 23 average per day

PAYMENTS

January 2018 Payment	\$ 4,748.54	\$ 4,583.33	\$ 9,331.87
Received March 8, 2018			

February 2018 Payment	\$ 5,215.85	\$ 4,583.33	\$ 9,799.18
Received April 11, 2018			

March 2018 Payment	\$	\$	\$
Received			

April 2018 Payment	\$	\$	\$
Received			

REGULATIONS FOR THE USE, MAINTENANCE AND OPERATION OF COUNTY VEHICLES



County of Lunenburg, Virginia

Adopted _____ 2018

REGULATIONS FOR THE USE, MAINTENANCE AND OPERATION OF COUNTY VEHICLES

I. INTRODUCTION AND PURPOSE

The Board of Supervisors of the County of Lunenburg hereby establishes a policy for the use, maintenance and operation of County-owned vehicles through a Resolution adopted _____, 2018. Said resolution of the Board of Supervisors has guiding principles as follows:

- 1) It shall be the policy of the Board of Supervisors of the County of Lunenburg that use of County-owned vehicles by County employees for personal reasons shall not occur either within or outside the County limits, unless such personal use has been specifically authorized. For purposes of this policy, commuting to and from work outside the County limits shall be considered a personal use.
- 2) The County Administrator is authorized to enforce a County vehicle use, maintenance and operation policy consistent with Board's policy as stated herein.
- 3) The County of Lunenburg provides employees with vehicles in order to assist them in performing the essential functions of their jobs both effectively and efficiently.

The following regulations are established by the Board of Supervisors to provide each office and employee with a guide as to the conditions under which such vehicles shall be operated and procedures for the operation of such vehicles.

II. REQUIRED DRIVER QUALIFICATIONS

- A. Prior to operating any County vehicle, an employee must have in his possession a valid Virginia Driver's License (DL). In some positions, a valid Commercial Driver's License (CDL) and a valid DL are conditions of employment. Failure to maintain a valid DL and/or CDL will be grounds for dismissal in those designated positions. Any employee that operates a County vehicle must notify the supervisor within workday of the invalidation, revocation, or suspension of a DL and/or CDL.
- B. Each employee using a County vehicle shall have sufficient knowledge of the proper methods of operation of the vehicle he/she uses.
- C. The County may initiate disciplinary action against employees resulting from unauthorized use or negligent operation of a County vehicle. Such employee disciplinary action will be in accordance with established policies and in consideration of the employee's driving record.

III. MAINTENANCE OF COUNTY-OWNED VEHICLES

- A. It is the responsibility of the County Administrator or his/her designee, the Director of Social Services or the County Sheriff, when assigning a vehicle to an employee, to explain to the employee exactly what his/her maintenance responsibilities include. Once a vehicle is assigned to an employee, it shall be the employee's responsibility to daily ensure that the vehicle is in proper mechanical condition and is kept and maintained in a clean and presentable appearance at all times.
- B. No County employee shall take, or cause to be taken to any private garage, shop or service station, any vehicle for repairs of damage, damage estimates or maintenance other than regulation of air pressure and radiator water, without having made previous arrangements with supervisory authority. This restriction does not apply to the purchase of fuel, gasoline, oil, etc. in the daily operation of the vehicles. County employees shall report any mechanical or other problem to their direct supervisor immediately by providing a description of the problem.
- C. All fuel must be procured at a designated County fuel pump, unless outside of the County at time of re-fueling, and accounted for in the appropriate manner.
 - 1. It is the responsibility of each employee to see that there is adequate oil and fuel for his/her assigned vehicle.
 - 2. In the event that an employee should run out of fuel within the County limits, prior to requesting a commercial service station to make a road call, he should phone his/her direct supervisor for assistance.
 - 3. If a vehicle is running low on fuel while on an approved trip outside of the limits of the County, the employee is authorized to purchase sufficient fuel in order to return to the County. Receipts must be obtained in order to be reimbursed.

IV. GENERAL RULES FOR THE USE OF COUNTY VEHICLES

Section IV applies to all County employees who operate County-owned vehicles:

- A. County vehicles are provided to County employees for expediting County business. They are not to be used for personal reasons. The granting of this convenience does not provide County employees with any special consideration in relation to the law. When operating a County-owned vehicle, each employee must obey all State and County laws and ordinances pertaining to traffic regulations at all times. Law enforcement vehicles, when the situation so demands, are exempted from routine compliance, but must remain within restrictions set by the County Sheriff and the County's insurance carrier.

Employees should always be sensitive to the public's perception about the use of County property.

B. County vehicles are authorized for use as follows:

1. For legitimate County business purposes for which the employee is responsible.
2. For transportation to and from home and worksites, when such has been authorized by the County Administrator, the County Sheriff, or the Director of Social Services after having been determined that the performance of County business is substantially improved by such arrangement. This transportation to and from home and worksites shall be limited to residences located within the County, unless emergency conditions exist that require the use of a specialized County vehicle to make said transportation possible.
3. For transportation to dining establishments located within the County when the job to which vehicle is assigned is field-related requiring the individual to be on the road a substantial amount of the time. This authorization does not permit an employee to travel beyond the limits of his/her driving duties to and from said dining establishment(s). Administrative employees performing most of their duties at the administrative offices may not use County vehicles to travel to and from dining establishments in the County, unless specifically authorized to do so by the County Administrator, County Sheriff, or Director of Social Services.
4. For transportation to and from work when the employee resides outside the County limits and his/her job responsibilities regularly occur outside the County limits, such as drug task force officers or specific training sessions.

C. County vehicles are not authorized for the following uses:

1. To conduct personal business during working hours, i.e. shopping, banking and transportation to and from places to conduct personal business. For example, an employee is not authorized to use a County vehicle for personal errands because his/her personal vehicle is in the repair shop. However, a vehicle assigned to an employee residing in the County may be used to conduct limited personal business during their travel to and from work only at the beginning and end of their designated work shifts. For example, stopping to eat on a designated break while already out on County business is permitted since it is impractical to return to work first.

2. To commute to and from work when the employee resides outside the County limits, unless emergency conditions exist that require the use of a specialized County vehicle to make said transportation possible.
3. Transportation to and from dining facilities located outside the County.
4. Transporting non-County employees unless:
 - a) Said non-County employees are in the care, custody or control of the County for the specific purpose of community service or approved volunteer work;
 - b) Said non-County employees are professional colleagues or fellow local government employees being transported to a professional function or meeting in which both are involved;
 - c) In no case shall any employee's family members, friends or acquaintances be transported in County vehicles.
5. For the purpose of pulling or pushing other County vehicles or private vehicles which are disabled. Only vehicles properly equipped will be used for this purpose.
6. Use of County vehicles at night and over weekends shall adhere to the following:
 - a) All persons who are authorized to take County vehicles home shall make arrangements to secure vehicles from damage and/or theft and leave vehicles in a secure location.
 - b) On or before March 1st of every year, the County Sheriff and Director of Social Services shall submit to the County Administrator an updated list of vehicles and employees who reside within the County and whose duties require that they have a County vehicle accessible to them after working hours. The County Administrator shall also perform this function on his employees and maintain a master list of locations where County vehicles are housed throughout the County after working hours.
7. Use of County vehicles for out-of-County travel shall adhere to the following:
 - a) Out-of-County travel, for the purpose of this regulation, is defined as any point outside the County of Lunenburg.
 - b) It may become necessary for County employees to conduct County business outside the County of Lunenburg. Upon approval of the County Administrator, Director of Social Services or County Sheriff, an employee is authorized to take a County vehicle out of the County of Lunenburg.

- c) When an employee uses a County vehicle for out-of-County travel, he/she shall be required to keep and maintain a report of such trips including fuel, oil and other related expenses incurred on the trip. The County may issue a cash advance to the employee for long distance trips.
- d) The County Administrator, Director of Social Services or County Sheriff may permit an employee to take a vehicle home the night before out-of-County travel if the business purpose requires said travel.

V. USE OF PRIVATE VEHICLES FOR COUNTY BUSINESS

Employees of the County of Lunenburg may find it necessary or be required to use their personal vehicles for the conduct of County business. When such an occasion arises, the following rules shall apply:

- A. The County Administrator must approve the use of a private vehicle for County business, as herein provided.
- B. The County of Lunenburg assumes no liability for third parties or for any damages to the vehicle arising out of an accident or mishap while the private vehicle is in operation on County business.
- C. Employees authorized to operate private vehicles for County business shall be reimbursed at the current mileage reimbursement rate.

VI. MANDATORY USE OF SEAT BELTS

It shall be mandatory for all employees of the County of Lunenburg, as well as any passenger, such as a client, colleague or citizen who may be riding with the employee, to use seat belts while operating or riding in any County vehicle equipped with a seat belt.

The only exception to this regulation will be in Sheriff's Office employees during emergency or law enforcement situations in which the situation itself precludes the wearing of seat belts. Appropriate disciplinary action may be taken when this safety practice is disregarded.

VII. GUIDELINES FOR CONSERVATION OF FUEL

- A. Service and Maintenance
 - 1. All engines should be properly tuned at all times.
 - 2. Any malfunction or increase in fuel consumption should be immediately reported to the employee's direct supervisor.
 - 3. Tires should be inflated to the correct air pressure.

B. Driving Practices

1. Avoid extended idling – when not in traffic, turn off engine if vehicle is sitting idle for more than ten (10) minutes, unless operations or weather conditions necessitate otherwise.
2. Operate vehicle within the stated speed limit at all times, except as provided by response policy under emergency conditions.
3. County employees should utilize fuel-saving practices, i.e. slow and steady acceleration, smooth lane changing, avoiding unnecessary stops, gradual deceleration and maintaining an even speed.
4. Employees individually will be responsible for doing all things necessary to reduce the amount of fuel needed for the deliverance of County services.

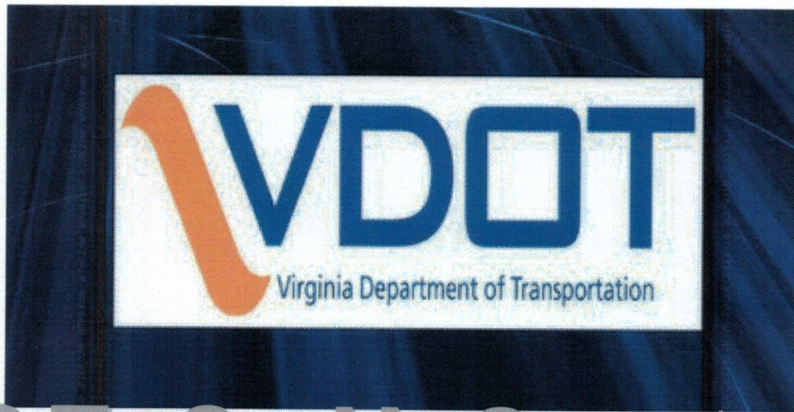
VIII. OTHER POLICIES AND PROGRAMS

This policy is not all-inclusive, and temporary deviation from it is permitted with the specific authorization of the County Administrator. Other programs affecting County vehicle usage can be adopted by Board of Supervisors, or instituted as part of an office policy with the approval of the County Administrator. It shall become addenda to this policy, so long as, in the opinion of the County Administrator, it meets the intent of this policy.

APPROVED: _____

Charles R. Slayton, Chairman
Lunenburg County Board of Supervisors

Date



VDOT Call Center -

South Hill Residency – Richmond District

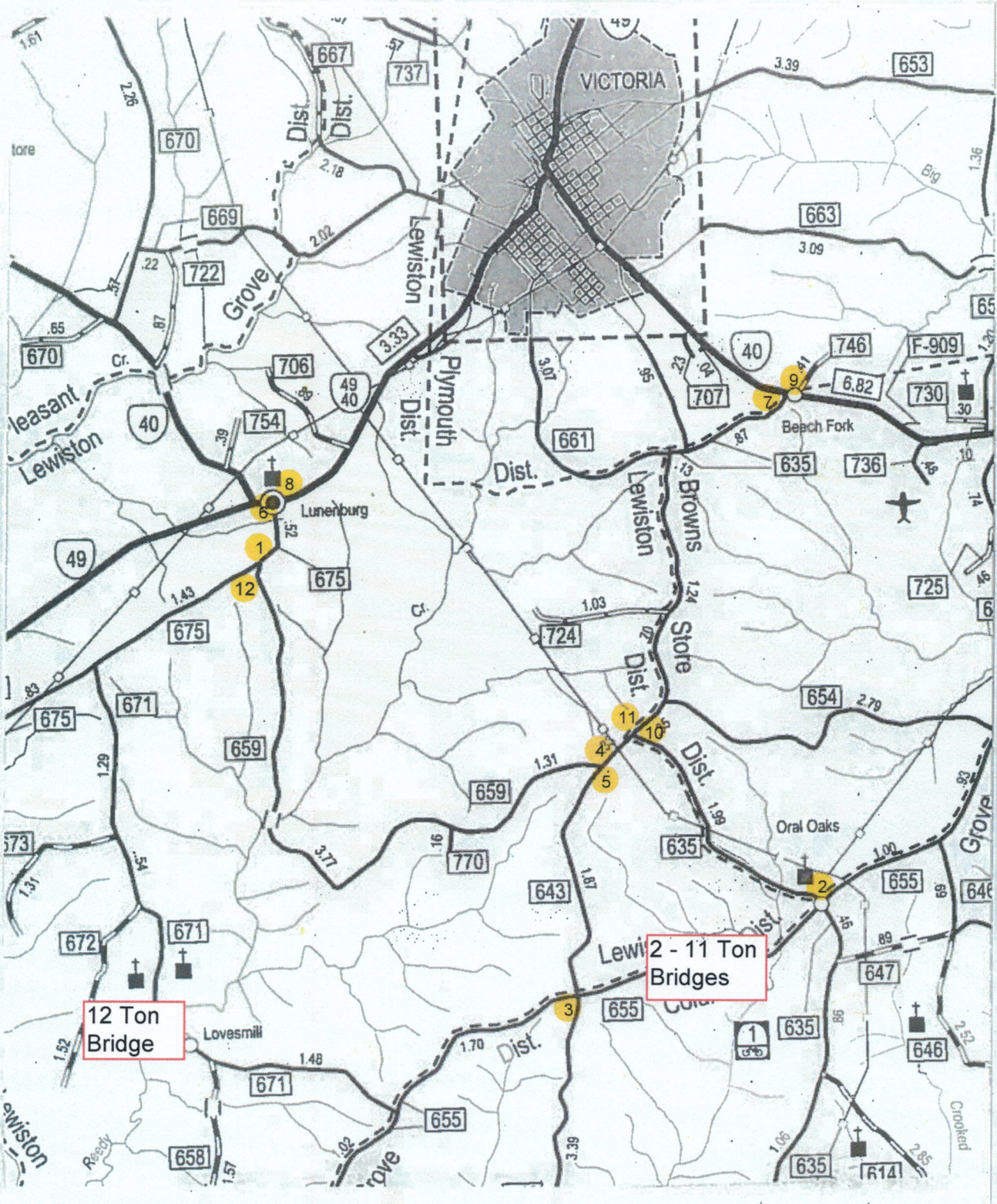
LUNENBURG COUNTY

BOS Meeting – June 14, 2018

Maintenance Forces

- Mowing primary and secondary routes.
- Repaired shoulders on various routes.
- Patching with kettle on various routes.
- Replaced cross pipe on Route 689.
- Cleaned up downed trees on various secondary routes.
- Repaired washed places on various routes.
- Cleaned leaves from entrances and cross pipes on various routes.
- Machined NHS roadways and hauled stone as needed.
- Performed litter patrol and routine on various routes.

Locations For Proposed Landfill Signs In Lunenburg County

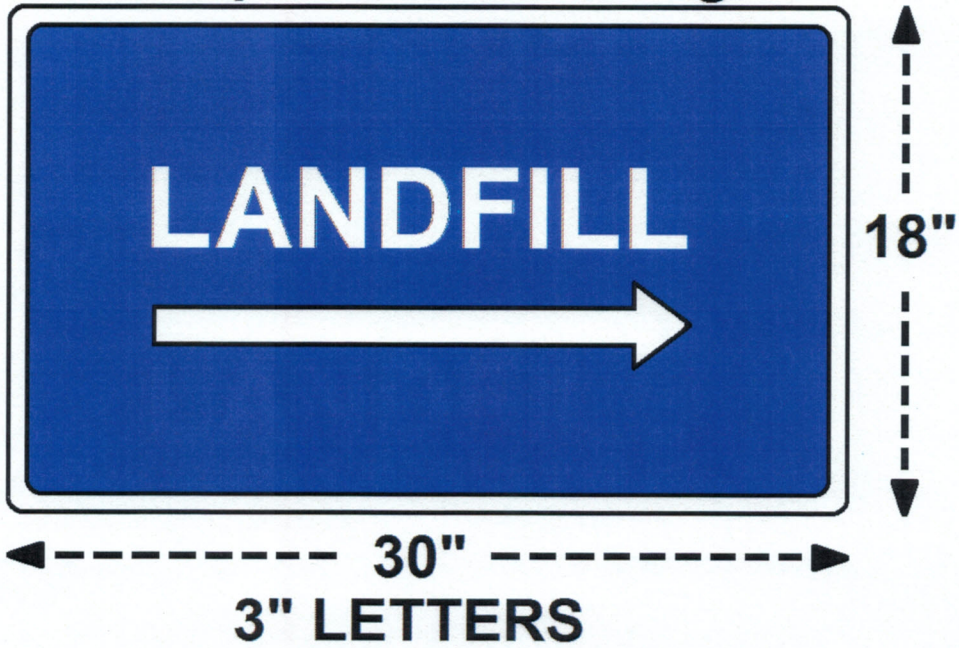


Estimate For Landfill Signs In Lunenburg County

Sign Type	Location	Estimated Cost	Priority
30" x 18" Landfill with Left Arrow	Rt 675, North of Rt 659	\$48	1
30" x 18" Landfill with Right Arrow	Rt 655, East of Rt 635	\$48	2
30" x 18" Landfill with Left Arrow	Rt 655, West of Rt 643	\$48	3
30" x 18" Landfill with Right Arrow	Rt 643, North of Rt 659	\$48	4
30" x 18" Landfill with Left Arrow	Rt 643, South of Rt 659	\$48	5
30" x 18" Landfill with Right Arrow	Rt 49/40, South of Rt 675	\$48	6
30" x 18" Landfill with Right Arrow	Rt 40, West of Rt 635	\$48	7
30" x 18" Landfill with Left Arrow	Rt 49/40, North of Rt 675	\$48	8
30" x 18" Landfill with Left Arrow	Rt 40, East of Rt 635	\$48	9
30" x 18" Landfill with Straight Arrow	Rt 643, at Rt 635	\$48	10
30" x 18" Landfill with Left Arrow	Rt 635, South of Rt 643	\$48	11
30" x 18" Landfill with Right Arrow	Rt 675, South of Rt 659	\$48	12

Totals: 12 Signs \$576

Example of Landfill Sign



Example of Landfill Sign





VIRGINIA DEPARTMENT
OF AGRICULTURE AND
CONSUMER SERVICES

DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES
OFFICE OF ANIMAL CARE & EMERGENCY RESPONSE
P.O. BOX 1163
RICHMOND, VA 23218
804-692-4001

ANIMAL SHELTER INSPECTION FORM

Facility Name/ID:

Luxemburg County Public Animal Shelter

Inspection Date: 5/30/18

Unannounced Scheduled

Facility Physical Address:

1320 Old Mansion Pl.
Luxemburg VA 23952

Facility Mailing Address:

11409 Courthouse Rd.
Luxemburg VA 23952

Facility Telephone Number:

434-696-5529

Facility Fax Number:

434-696-5529

Facility Email Address:

Type of Facility: Private Animal Shelter Public Animal Shelter Other:

Owned By: Luxemburg County

City/County Incorporated Humane Society
 Other:

Operated By: Luxemburg County

City/County Incorporated Humane Society
 Other:

Facility Designation:

Building Designated Portion of Building – schematic attached

Weekly Hours of Public Access:

Mon - Fri
10:00 - 1:00 p

Contractual Agreements:

Facility Supervisor: Ray Elliott, ACO

Facility Supervisor Email Address: elliothr@luxemburgva.net

Number of Dogs on Site: 18

Number of Cats on Site: 6

Number of Other Companion Animals on Site: 0

Number of Indoor Enclosures: 20

Number of Outdoor Enclosures: 10 pens w/ outdoor see top

Facility Staff/Caregivers: 1 FT 1 PT

Responsible Party:

Executive – Local Governing Body
 President – Organization Board of Directors
 Other:

Responsible Party Name and Address:

Tracy Goo, County Administrator
Luxemburg County
11409 Courthouse Rd.
Luxemburg VA 23952

Inspected By State Veterinarian's Representative

Name: Sherry Helsel LVT

Signature:

Title: Animal Shelter Inspector

Sherry Helsel



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ANIMAL SHELTER INSPECTION FORM – Page 2

Facility Name/ID:

Luxemburg County Public Animal Shelter

Date: 5/30/18 Time: 3:45p

Inspector Initials: SKH

ANIMAL SHELTER REGULATIONS

NSF NCV CV

2 VAC 5-111-20 General Provisions—Suitability

Animals are maintained in a manner that protects them from theft, injury, escape, and exposure to harmful substances. Enclosures safely house animals and allow for adequate separation of animals according to species, sex, age, and temperament.

✓

2 VAC 5-111-20 General Provisions—Temperature/Ventilation

All enclosures maintained at a temperature comfortable for each animal. Each enclosure provides adequate ventilation for each animal.

✓

2 VAC 5-111-20 General Provisions—Maintenance and Sanitation

Facility and enclosures are clean, dry, and sanitary. All animals removed from enclosure before cleaning; or confined in enclosure in a way that keeps animal dry and free from exposure to cleaning agents. All enclosures are thoroughly dry before animal placed within. All enclosures cleaned with disinfectant or germicidal agent.

✓

2 VAC 5-111-20 General Provisions—Drinking Water

Drinking water is available to all animals at all times, unless otherwise ordered by a licensed veterinarian. Water receptacles kept in a sanitary condition, and are secured in a fixed position or are of a non-tip design.

✓

2 VAC 5-111-20 General Provisions—Appropriate Feeding and Food Storage

All animals adequately and appropriately fed according to species and age. Feed stored in a manner that prevents spoilage, infestation, and contamination. All food utensils and receptacles properly cleaned between uses.

✓

2 VAC 5-111-20 General Provisions—Cage Specific Requirements

Each animal provided access to resting platform, bedding, or perch as appropriate to its species, age, and condition. All enclosures have solid floors.

✓

2 VAC 5-111-30 Provision of Veterinary Treatment—Protocols and Provisions

Facility follows licensed veterinarian's protocols for determining need for veterinary treatment, control of infectious or contagious diseases, and management of neonates and medically compromised animals. Facility has a marked isolation room and maintains enclosures to properly and safely house neonates and medically compromised animals.

✓

2 VAC 5-111-40 Housing of Animals Subject to a Holding Period

Enclosure or any portion thereof used to house an animal during the holding period is entirely constructed of materials that are durable, non-porous, impervious to moisture, and able to be thoroughly cleaned and disinfected.

✓

2 VAC 5-111-40 Housing of Animals Subject to a Holding Period

Enclosure or any portion thereof used to house an animal during the holding period that is part of the structural integrity of the building has a surface material that is durable, non-porous, impervious to moisture, and able to be thoroughly cleaned and disinfected.

✓

2 VAC 5-111-40 Housing of Animals Subject to a Holding Period

All structures contained within an enclosure or portion thereof shall be constructed of materials that are durable, non-porous, impervious to moisture, and able to be cleaned and disinfected, or are discarded or laundered daily.

✓

2 VAC 5-111-40 Housing of Animals Subject to a Holding Period

Enclosure and all structures therein used to house an animal subject to a holding period are thoroughly cleaned and disinfected before use by a different animal.

✓

NSF = No Significant Findings NCV = Non-critical Violation

CV = Critical Violation (noncompliance which causes animal death, serious injury, or egregious suffering)

Details for each finding of violation will be provided in the "Summary of Findings" included with the Inspection Report.

REVIEWED WITH: Signature R. Scott

Date 5/30/18

Name Roy E. Hoff

Title Animal Control Officer



VIRGINIA DEPARTMENT
OF AGRICULTURE AND
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DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES
OFFICE OF ANIMAL CARE AND EMERGENCY RESPONSE
P.O. BOX 1163
RICHMOND, VA 23218
804-692-4001

ANIMAL SHELTER INSPECTION FORM – Page 3

Facility Name/ID:

Luxemburg County Public Animal Shelter

Date: 5/30/18 Time: 3:45p

Inspector Initials: SAU

ANIMAL CARE LAWS

NSF NCV CV

§3.2-6503 Adequate Care

Each animal is provided (as defined in §3.2-6500) adequate feed, water, shelter that is properly cleaned, space, exercise, care, treatment, transportation, and veterinary care.

✓

§3.2-6546 (B) Establishment

Facility is accessible to the public at reasonable hours during the week. Directors, operators, staff, and caregivers have each signed a statement specifying that he/she has never been convicted of animal cruelty, neglect, or abandonment.

✓

§3.2-6546 (C) Holding Period

A reasonable effort is made to determine whether each animal has a collar, tag, license, tattoo, or other identification. A reasonable effort is made to identify and notify the owner. Each animal is held for the required holding period.

✓

§3.2-6546 (D) Animal Disposition

Each animal is disposed by humane euthanasia, adoption, or transferred to an animal shelter or lawfully operating releasing agency. Each adopter has signed a statement specifying that he/she has never been convicted of animal cruelty, neglect, or abandonment.

✓

§3.2-6546 (D) Euthanasia Method

Euthanasia is conducted using only methods prescribed by the State Veterinarian. (State Veterinarian – Division Administrative Directive 79-1 Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements)

✓

§3.2-6557 Custody Record

A custody record is made immediately for each animal. Custody record includes: date of custody, date of the making of the record, species, color, breed, sex, age, weight, reason for custody, location where custody was taken, owner if known, license/tag/tattoo/collar or other identification, and disposition.

✓

§3.2-6574 Animal Sterilization

Before release, adopter of each dog or cat signs an agreement to have the animal sterilized within 30 days (unless already sterilized).

✓

§3.2-6575 Sterilization Agreement

Agreement contains: the date of agreement; names, addresses, and signatures of both the releasing agency and the new owner; description of the animal; the date by which sterilization is required; and a bold statement detailing the requirements of this law.

✓

NSF = No Significant Findings NCV = Non-critical Violation

CV = Critical Violation (noncompliance which causes animal death, serious injury, or egregious suffering)

Details for each finding of violation will be provided in the "Summary of Findings" included with the Inspection Report.

REVIEWED WITH: Signature [Signature]

Date 5/30/18

Name Roy Elliott

Title Animal Control Officer



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RICHMOND, VA 23218
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ANIMAL FACILITY INSPECTION FORM – Page 4

Facility Name/ID: Luxemburg County Public Animal Shelter Date: 5/30/18 Time: 3:45p
Inspector Initials: RKH

Animal transport vehicle on site and in active-use status No active-use animal transport vehicle on site

Vehicle Used By: City/County Animal Control Officer Pound Humane Society
Jurisdiction/Affiliation: Luxemburg County

Vehicle License Plate #: 133-032L Vehicle ID: 1F7FX1E77EKES8431

REGULATIONS GOVERNING TRANSPORTATION OF COMPANION ANIMALS	NSF	NCV	CV
2 VAC 150-120 Primary Enclosure Companion animals are transported in a primary enclosure. The primary enclosure is used to contain only companion animals.	✓		
2 VAC 150-120 Enclosure Strength The structural strength of the enclosures is sufficient to contain the animals and to withstand the normal rigors of transporting, and the interior of the enclosure is free from any protrusions that can be injurious to the animal, and have solid bottoms.	✓		
2 VAC 150-120 Enclosure Size The primary enclosure is large enough to ensure that each animal has sufficient space. The openings of such enclosures are easily accessible at all times for emergency removal of the animal.	✓		
2 VAC 150-120 Enclosure Ventilation Apertures are sufficient to provide proper ventilation and normal breathing. Projecting rims prevent obstruction of ventilation openings and provide minimum air circulation space of 3/4" OR the front surface is at least 90% open and covered with bars/mesh.	✓		
2 VAC 150-120 Enclosure Sanitation Enclosures are cleaned to remove all organic debris after each use.	✓		
2 VAC 150-130 Conveyance Environment Conveyance cargo space is constructed to ensure safety and comfort, protect health, and prevent ingress of fumes and gases. The cargo space is clean, free of injurious materials or substances, and has a supply of air sufficient for normal breathing.	✓		
2 VAC 150-130 Conveyance Cover and Ventilation Vehicle is enclosed so that all sides and top are covered, screens or ventilation systems assure adequate ventilation, and protection from weather extremes is provided by insulation or automatic heating/cooling.	✓		
2 VAC 150-130 Conveyance Identification Vehicle jurisdiction is identified on the outside.	✓		
2 VAC 150-130 Conveyance Equipment Vehicle is equipped with a working flashlight, a pair of safety gloves, proper restraint equipment, a first aid kit, at least one gallon of potable water, and a blanket. Suitable bedding material is available for puppies and kittens.	✓		

NSF = No Significant Findings NCV = Non-critical Violation
CV = Critical Violation (noncompliance which causes animal death, serious injury, or egregious suffering)

Details for each finding of violation will be provided in the "Summary of Findings" included with the Inspection Report.

REVIEWED WITH: Signature R. [Signature] Date 5/30/18
Name Royce H. [Signature] Title Animal Control Officer

BOARD OF SUPERVISORS

Charles R. Slayton, CHAIRMAN
Election District 4

Frank W. Bacon, VICE-CHAIRMAN
Election District 3

T. Wayne Hoover
Election District 1

Mike Hankins
Election District 2

Edward Pennington
Election District 5

Alvester L. Edmonds
Election District 6

Robert G. Zava
Election District 7



Lunenburg County Administration
11413 Courthouse Road
Lunenburg, VA 23952

Tracy M. Gee
County Administrator

Telephone: (434) 696-2142
Facsimile: (434) 696-1798

Animal Control Report to the Board of Supervisors

Date: 6-1-18

The following activities were conducted by Animal Control during the month of May 2018 :

<u>8</u> Stray Cat(s) Picked Up	\$ <u>1505.⁰⁰</u>	Surrender Fees
<u>20</u> Stray Dog(s) Picked Up	\$ <u>120.⁰⁰</u>	Impoundment Fees
<u>1</u> Injured or Ill Cat(s)	\$ <u>45.⁰⁰</u>	Adoption Fees
<u>14</u> Cat Calls Dispatched	\$ <u>1670.⁰⁰</u>	Total Fees Collected
<u>42</u> Dog Calls Dispatched		
<u>13</u> Cats, Surrendered by Owner		
<u>89</u> Dogs, Surrendered by Owner		
<u>2</u> Dog Bite		
<u>1</u> Cat(s) Euthanized	<u>25</u> Dog(s) Transferred to SPCA	
<u>2</u> Dog(s) Euthanized	<u>1</u> Cat(s) Transferred to SPCA	
<u>4</u> Cat Trap(s) Set	<u>6</u> Wildlife Calls	
<u>2</u> Dog Trap(s) Set	<u>52</u> Dogs Transferred to Fredericksburg SPCA	
<u>2</u> Summons Issued	<u>6</u> Dogs Transferred to Richmond SPCA	
<u>1</u> Animal(s) Released to ACO	<u>4</u> Cats Transferred to Richmond SPCA	
<u>1</u> Expired at Shelter and/or DOA	<u>8</u> cats Transferred to Prince Edward A/C	
<u>137</u> Telephone Calls for Animal Issues		
<u>12</u> Check License		
<u>2</u> Lost Cat(s) - Incoming Calls		
<u>8</u> Lost Dog(s) - Incoming Calls		
<u>6</u> Cat(s) Returned to Owner		
<u>6</u> Dog(s) Returned to Owner		
<u>2</u> Quarantine		
<u>2</u> Adoption - Dogs		
<u>1</u> Adoption - Cats		
	<u>131</u> Total Number of Animals Handled	

D. Ray Elliott ACO
D. Ray Elliott
Animal Control Officer



Lunenburg County Sheriff's Office
 Report To The Board Of Supervisors
 May 2018

RECEIVED
 JUN 06 2018
 BY: _____



Jury Summons Served	9
Subpoenas Served	85
Criminal Warrants & Summons Served	21
Levies Executed	1
Other Civil Process	154
Accident Investigations	0
Traffic Summons	32
Protective Orders	25
DUI Arrests	1
Inmates Transported	17
Mental Patients	0
Extraditions	0
Circuit Court Days	4
General Court Days	5
J&DR Court Days	4

Expense Report

Dues	\$0.00
Postage	\$0.00
Office Supplies	\$215.22
Telephone	\$501.13
Contracts (Maintenance & Repairs)	\$122.48
Police Supplies	\$0.00
Vehicle Maintenance & Repairs	\$2,257.40
Fuel (April)	\$1,884.91
Gallons of Fuel Use	895

A. Marshall / A. Townsend Jr.
 Arthur Townsend, Jr.
 Sheriff, Lunenburg County

6/5/18
 Date

FY2019 County Budget Adjustments and Appropriation

Adjustments to be made:

- A decrease in the school fund for a reduction estimate of federal revenue/grants and expenditures of -\$66,512.
- An increase of \$85,000 to debt service fund balance transfer and debt service expenditures for the school's principal payment for FY19.
- These two modifications make a net total budget increase of \$18,488.
- Administrator Gee budgeted for the additional principal payment to come from the debt service fund balance, rather than the general fund balance transfer. Therefore, the fund balance for the debt service fund for FY19 will be reduced by \$170,000 (\$85,000 for school capital transfer and \$85,000 for use of fund balance for the school's additional principal) down to \$110,000.

Motion for consideration:

- Approve the revisions listed above and APPROPRIATE the funds for FY19.

LUNENBURG COUNTY, VIRGINIA
PROPOSED BUDGET FOR THE YEAR ENDING JUNE 30, 2019

Tax Levies are based on a Calendar Year and the Proposed Budget is based on a Fiscal Year (July 1-June 30). The Fiscal Year budget potentially sets rates for two different calendar years of tax collection. Tax levies are based on a per \$100 assessed value.

TAX LEVIES - PROPOSED BUDGET

TAX LEVY Category

Real Estate	\$0.38
Personal Property 2018 Calendar Year	\$3.60
Merchant's Capital	\$1.20
Aircraft	\$2.10
Machinery & Tools	\$1.80
Mobile Homes/Barns	\$0.38

PROPOSED

2018 Calendar Year

PROPOSED CHANGE

2019 Calendar Year

TAX LEVY Category

Personal Property Rate 2019 Calendar Year	\$3.80
---	---------------

GENERAL FUND REVENUE	FY 2019 PROPOSED	GENERAL FUND Expenditures	FY 2019 PROPOSED
Real Estate Taxes	-3,360,000	Board of Supervisors	49,320
Personal Property Taxes	-1,805,000	County Administration	234,030
Mobile Home	-21,000	Professional Services	98,000
Registration Fees	-210,000	Commissioner of the Revenue	212,200
Machinery & Tools	-280,000	Treasurer	232,560
Merchant's Capital	-74,000	Data Processing	90,000
Public Service Corporations	-210,000	Electoral Board	39,940
Delinquent Tax Collections	-105,000	Registrar	79,715
Interest/Penalty on Taxes	-100,000	Circuit Court	11,400
Local Sales & Use Taxes	-390,000	General District Court	6,000
Consumer Utility Consumption Tax	-22,000	Magistrate	1,325
Taxes on Recordation & Wills	-55,000	Juvenile/Domestic Relations Co	81,900
Interest/Penalties-Clerk	-1,000	Clerk, Circuit Court	272,570
Animal Licenses	-8,000	Courthouse Security	16,400
Animal Fines/Kennel Fees	-3,000	Victim Witness	71,115
Transfer Fees	-400	Commonwealth Attorney	293,140
Building Permits	-20,000	Sheriff's Department	1,241,520
Septic Permits	-1,000	Volunteer Fire & Rescue/Grants	244,240
Conditional Use Permits	-1,000	Piedmont Regional Jail	430,000
Landfill Host Fees	-150,000	Building Inspector	90,863
Landfill Liaison Fee	-55,000	Animal Control	88,475
County Fines & Fees	-18,500	Maintenance/Buildings	219,570
Courthouse Renovation Fees	-4,100	Health Dept	110,000
Clerk -Misc Fees	-6,000	Medical Examiner	100
Courthouse Security Fees	-17,000	Crossroads	53,000
e-Summons Fees	-7,000	STEPS	5,000
Prisoner Processing Fees	-1,500	Madeline's House	2,000
Interest/Bank Deposits	-23,000	Planning/Zoning Permits	31,200
Rental/General Property	-31,500	Lunenburg Public Library System	150,274
Sheriff/Comm. Atty. Fees	-5,046	Commonwealth Reg Council	19,000
DMV Stops	-25,000	Soil & Water Conservation	7,000
Town Contributions/Grants	-6,333	Lunenburg Literacy	8,000
DMV Mobile Home Tax	-18,000	SVCC	4,823
State Recordation Tax	-9,000	Longwood Small Business	1,940
Railroad Rolling Stock	-4,000	SPCA	1,000
DMV Animal Plates	-100	VA's Retreat	4,500
PPTRA-State Reimbursement	-1,048,232	Town & County Bus	5,000
Constitutional Offices-State Reimbu	-1,319,972	Piedmont Sr. Resources	2,000
Grants	-196,115	Forestry Service	22,000
Transfer from Solid Waste Fund Bal	-180,000	Rec Sports Leagues	7,000
Transfer from County Surplus	-267368	People's Comm Center	500
		Victoria Community Ctr	500
		Kenbridge Comm Center	500
		VA Legal Aid Society	4,713
		VA's Growth Alliance	12,914
		Community Action Agency	16,474
		Community/Econ Dev. (Office)	68,575
TOTAL GENERAL FUND REVENUES	-10,059,166	COLUMN TOTAL:	4,642,296

GENERAL FUND EXPENDITURES

IDA Tax Incentives	55,000
Cooperative Extension	43,370
Refunds / DMV Stops	25,000
Prop/Liability/LODA/WC Coverage	78,500
Reserve for contingency	0
<u>Capital Improvements</u>	<u>100,000</u>
Total General Fund Operations	4,944,166

GENERAL FUND TRANSFER TO:

Airport Fund	3,000
School Fund	3,740,000
School(Carryover)	0
Social Services	152,000
C.S.A./At-Risk Fund	240,000
Voting Machine Fund	5,000
Debt Service	975,000
Total Transfers to other Funds	\$5,115,000
TOTAL GENERAL FUND EXPENDITURES	\$10,059,166

SPECIAL FUNDS:

Solid Waste Operations Fund

Revenue	-182,000
Expenditures	182,000

Solid Waste Convenience Sites

Revenue/Fund Balance Transfer	-387,000
Transfer to General Fund	180,000
Sites Expense & Construction	207,000
Total	387,000

Law Library

Revenue	-1,000
Expenditures	1,000

E-911 Fund

Revenue	-414,650
Operations	299,650
Transfer to Public Safety Capital Fur	115,000
Total	414,650

Airport Fund

Revenue: Lease, Grants & Transfer f	-27,000
Expenditures	27,000

Economic Development Fund

Revenue: Grants and Fund Balance	-34,830
Expenditures	34,830

Economic Development Grants Fund

Revenue: Grants and Fund Balance	-579,490
Expenditures	579,490

SPECIAL FUNDS:

School Fund

State Sales Tax	-1,758,214
State Funds	-9,391,474
Federal Funds	-1,842,609
County Funds	-3,740,000
Other Funds	-468,724
Total Revenue	-17,201,021
Total Expenditures	17,201,021

Social Services Fund

Revenue State	-1,000,000
Local Funds	-152,000
Total Revenue	-1,152,000
Expenditures	1,152,000

Comprehensive Services Act

Revenue State/Local	-705,000
General Fund Transfer In	-240,000
Total Revenue	-945,000
Expenditures	945,000

Emergency Services Capital Equipment

Revenue/Use of 911 Fund Balan	-115,000
Expenditures	115,000

Project Lifesaver

Revenue/Transfer IN	-800
To Escrow	800

Voting Machine Fund

Transfer from General Fund	-5,000
To Escrow	5,000

Capital Outlay Fund

Transfer in from Debt Service	-85,000
Reserve for Capital Needs	85,000

Debt Service

School Payment	-380,000
Refunding Interest QSCB	-140,000
Transfer in from Debt Fund Bala	-170,000
General Fund Transfer In	-975,000
Total Revenue	-1,665,000
Debt Service School	1,065,000
Debt Service Courthouse	515,000
Transfer to Capital Outlay Fund	85,000
Total Expenditures Debt Servi	1,665,000
TOTAL BUDGET SPECIAL FUNDS	\$22,794,791
TOTAL COUNTY BUDGET:	\$32,853,957

NOMINATIONS AND APPOINTMENTS

LUNENBURG PUBLIC LIBRARY SYSTEM BOARD OF TRUSTEES - Karen Scales resigns effective June 30, 2018. Supervisor Hankins nominates Phyllis A. Palmore of 217 East 5th Avenue, Kenbridge, VA for District #2.

LUNENBURG COUNTY PLANNING COMMISSION - Wanda Rich-Morrison is newly-elected to the Kenbridge Town Council which meets on the same night an time as the Planning Commission, so she must resign. Supervisor Hankins nominates Claudia Daniel of 124 West Street, Kenbridge, VA for District #2.

Also requesting Glenn Millican, Jr. be appointed as the Clerk to the Planning Commission. Their next meeting is July 17, 2018.

HEARTLAND REGIONAL INDUSTRIAL FACILITY AUTHORITY BOARD - Randy Slayton serves as the Board of Supervisors representative on the HRIFA and his two-year term expires June 30th. There are no term limits, requesting reappointment of Chairman Slayton.

COMMONWEALTH REGIONAL COUNCIL - Requesting appointment of Mr. Glenn Millican, Jr. to the CRC as Alternate for Supervisor Hankins.

BOARD OF ZONING APPEALS - two members are up for reappointment, see attached.

LUNENBURG COUNTY BOARD OF ZONING APPEALS

Terms: Five years, no term limits, appointed by Board and Circuit Court Judge

* Kevin J. Hodges
PO Box 535
Victoria, VA 23974
696-3006
Term: 07/01/14 – 6/30/2018
District# 5

Paul Perusse
327 E. 5th Avenue
Kenbridge, VA 23944
Term: 7/1/2017 to 6/30/2022
District # 2
appointed 2017

Robin B. Neal
P. O. Box 218
Blackstone, VA 23824
434-774-8381
Term: 7/1/2017 to 6/30/2022
District # 3
appointed 2015

* Anthony Ehman
202 Meadows Drive
Meherrin, VA 23954
696-3689
Term: 7/01/13 – 6/30/2018
District # 7
appointed 2014

Dennis C. Hudson
1271 Starlight Lane
Kenbridge, VA 23944
434-955-1410
Term: 7/1/2017 to 6/30/2022
District #6

* Tony Trent
11138 Lunenburg County Road
Keysville VA 23947
Term: 01/01/17 – 12/31/2020
District #4

* Representative from Planning Commission

Tracy Gee

From: Mike Hankins [mike.hankins0060@gmail.com]
Sent: Thursday, May 10, 2018 7:53 PM
To: Tracy Gee
Subject: zone 2 Library Trustee

Tracy,
Phyllis Palmore has agreed to serve as the Public Library Trustee for zone 2. I stop at her house on my way home. I don't have her phone number handy.
Thanks,
Mike H

Tracy Gee

From: Wanda Morrison [wmorrison28@embarqmail.com]
Sent: Thursday, May 10, 2018 9:59 PM
To: tgee@lunenburgva.net; 'James Tharpe'; mike.hankins0060@gmail.com
Subject: Lunenburg County Planning Commission

Good evening.

Mr. Hankins reminded me tonight that I have not formally requested to be removed from the Lunenburg County Planning Commission.

It is with great regret that I request to be removed from the Lunenburg County Planning Commission. As you know, I was recently elected to a seat on Kenbridge Town Council, and they meet on the same day and time as the Lunenburg County Planning Commission. I did ask if the planning commission would consider changing their meeting time. However, I was told it would not be possible. Therefore, I am left with no other option expect to request to be removed.

I have provided Mr. Hankins with two names to consider for the position. I am hoping one of them will be selected. I thank you for the opportunity and am very sad it did not work out. My hope for the future in this county is that the organizations established to help and assist our county will learn to work more as a team instead of separate entities. I think we all want to and should strive for the same goals in the county.

Again, thank you and Godspeed.

Wanda G. Morrison

Tracy Gee

From: Mike Hankins [mike.hankins0060@gmail.com]
Sent: Saturday, May 12, 2018 5:00 PM
To: Tracy Gee
Subject: Replacement for Wanda

Tracy,
Claudia Daniel has agreed to replace Wanda Morrison. Claudia's phone number is 434-321-3165. I believe she lives on West St in Kenbridge but I am not sure of the address. If you run into any problems with Claudia or Phyllis let me know ASAP so we can fix I before you go on leave.

Thanks,
Mike H

Planning Update

A) IDA Enterprise Zone Tax Incentives

*Will be e-mailed to you to review before the meeting

ADMINISTRATOR'S UPDATE

-- As necessary

Board of Supervisors June Meeting – 6/14/18

County Administrator's Monthly Report

Events in May:

- May 1 – Tracy 8hrs STO - Dr. appointment
- May 3 – meeting with Mary Earhart re: financial consulting
- May 3 – BOS Budget Public Hearing
- May 4 – VA's Crossroads - Appomattox
- May 7 – phone conf. with Chris Higgs of CodeRED to negotiate service fees
- May 9 – Piedmont Regional Juvenile Detention and Jail Board Authority meetings
- May 10 - TechSpark - meeting with Microsoft in South Boston
- May 10 – Board of Supervisors monthly meeting
- May 11 – Tracy out - field trip with daughter
- May 14 - Glenn Millican's first day
- May 15 - introduce Glenn to Rotary and met with Rodney Newton re: Town of Victoria
- May 15 - Planning Commission meeting
- May 17- meet w/ Dotty Newcomb re: DSS Compensation Plan and local office
- May 21-23 – Audit Fieldwork with RFCA
- May 22 - Tracy 5hrs STO
- May 23 - CPMT meeting
- May 24 - FOIA training in Farmville
- May 24 - Regional County Administrator's meeting - Blackstone
- May 28 - Memorial Day - Office Closed
- May 29 - Tracy 8hrs STO - two Dr. Appointments
- May 30 – Tracy – start extended leave
- May 31 - conference call re: Archive Social for County social media monitoring
- May 31 – made phone calls and exchanged emails in preparation of extended leave

Administration

- Nicole attended the second Work-Ready certificate training with Hope Scott from CHS to help the County become a recognized Work-Ready certified community.
- Nicole and I attended FOIA training in Farmville. It was very informative.
- Attended the regional County Administrator's meeting in Blackstone to collaborate with other administrators on regional issues and bid farewell to R.B. Clark of Charlotte County, who retires June 30th.
- Participated in conference call with Archive Social to set up our social media monitoring.

Airport

- Hard Times Tree Service should complete tree removal by June 15th.

Animal Control –

- Officer Elliott and Officer King handled a large-scale surrender of canines with assistance from Fredericksburg Rescue and Southside SPCA.

Budget & Finance –

- Met with Mary Earhart and representatives from Social Services, Schools, and Treasurer's Office to go over year-end procedures.

Building Inspection/Zoning –

- Nothing new to report

Building & Grounds –

- Utilizing inmate labor for mulch and weeding at the Courthouse and maintenance at Solid Waste sites

- Jamie arranged work on the leaking Sheriff's Office roof.

Community/Economic Development/Planning -

- Attended VA's Crossroads Board meeting with Glenn
- Served as Clerk to the Planning Commission, and introduced Glenn Millican as the new staff member to serve as Clerk. Two C.U.P.'s are on the agenda for Public Hearing.
- Attended a meeting with Glenn in South Hill with Microsoft representatives to discuss their initiatives and IT needs.
- Held a meeting with Glenn and Rodney Newton to discuss Town of Victoria, will set up a meeting with Robyn Fowler of Kenbridge ASAP.

Emergency Management/Fire & Rescue -

- Held conference call w/ Rodney and our current weather/warning notification system provider, Code RED to discuss our contract. They agreed to reduce their fees to be closer in-line with the other provider we consulted with for rate reduction. We are locked-in for a three-year term at the new reduced rate.

Piedmont Regional Jail Authority -

- Interim Superintendent Jim Davis has been appointed as Superintendent for a term of two years with a requirement to provide succession planning.

Social Services and/or CSA-

- We will be filing an appeal to the Office of Children's Services (CSA program) on the results of our audit, which will start with an informal conference with the Executive Director. The deadline for notice of appeal is June 14th, but I called the Director and he granted an extension due to me being out on leave unexpectedly.
- Submitted annual Compensation Plan to the State, researching budget possibilities for internal alignment salary increases.

Solid Waste -

- I made multiple requests and correspondence with CFS regarding unpaid annual payments, monthly host fees for the last two months, and taxes. Interest continues to accrue.
- Waiting on an updated site plan with requirements from VDOT from the engineer for the potential Gary Road site.

UPCOMING dates of interest:

June 5 - Matt Becker w/ Congressman Garrett's office at Admin 12:30-1:30

June 6 - Bobby Zava's Birthday

June 8 - Randy Slayton's Birthday

June 14 - Board of Supervisors meeting 6pm

June 25-29 - Glenn on vacation

ROTARY Four-Way Test:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it BUILD GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

"Do not boast about tomorrow, for you do not know what a day may bring forth." (Proverbs 27:1)

CRC May Items of Interest

New Ventures

- CRC Comprehensive Economic Development Strategy (CEDS) Consultant Selection Committee reviews 9 proposals, conducts interviews with 2 Consultants and selects Berkley Group to be recommended to the CRC for approval.
- CRC Hosts Regional FOIA Training conducted by Mr. Alan Gernhardt, Executive Director, Senior Attorney with the Virginia Freedom of Information Council - May 24, 2018 at The Woodland Community Center, Farmville, VA. Two sessions were held; one for local government & members of the boards of supervisors and the other for law enforcement staff. Fifty people attended the training.
- DEQ requests CRC assistance with the development of the Virginia Chesapeake Bay Phase III, Watershed Implementation Plan for PD14 (contract pending).
- CRC submitting 2018 State Homeland Security Program Grant Application for funding of additional Emergency Planning activities (application due June 15th).
- CRC Assisting Charlotte County with Tobacco Region Opportunity Fund (TROF) Grant to provide assistance to Cardinal Homes.
- CRC provides proposal to Town of Keysville to provide assistance in Updating the Keysville Comprehensive Plan.
- Governor's Announcement indicates all of the Proposed Census Tracts for Opportunity Zones in Virginia were approved by the U.S. Treasury. This includes 2 Opportunity Zones in the CRC Region; 1 in Charlotte County and the other in Prince Edward County. (CRC assisted in providing regional comments for establishing Opportunity Zones in the CRC Region).
- Next CRC Meeting date--**Wednesday, June 20, 2018** at 9:30 a.m. CRC will be meeting in the Mill Room (basement of CRC office building). The meetings are joint meetings with the County Administrators.

Activity

- CRC staff continue to provide funding source information and assistance to County School systems.
- Update - Town of Charlotte Court House Evergreen Road Sidewalk Project, 90% Design presented by AMT to Town on May 21, 2018. Designs will be forwarded to VDOT for approval.
- Update -Drakes Branch DCR Flood Protection Study, AMT fast tracking study to assist Town in being prepared to apply for VDEM Mitigation Assistance Grant funds in July 2018. AMT provides update to Town/CRC on May 18, 2018.
- Update - Lunenburg/Kenbridge/Victoria Comprehensive Plan Update, Working Committee met on April 26th to review Summary Draft Report of Community Meetings and to begin discussing Land Use Phase of Plan.
- Update - Dillwyn CDBG Housing Project, Community Kick-Off Meeting held on May 12th for project area residents.
- Update - Phenix Water System Project, CRC/Town officials working with VA Dept. of Health to resolve new issue related to water test results. Once issue has been resolved, town can proceed with bond issue.
- Update - Farmville Administration of VDOT Projects, CRC staff assisting Town to submit reimbursement requests for Buffalo Shook TAP Project and Milnwood Road Smart Scale Intersection Project.
- Regional Emergency Planning Activities. Staff is developing FEMA-approved Debris Management Plan for all 5 localities. Plans would be utilized if a natural disaster were to occur. Also developing MOUs with local agencies to assist localities during a disaster response. Staff will be receiving Web Emergency



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Lunenburg | Prince Edward

MEMORANDUM

TO: Mike Hankins, Lunenburg County Representative, CRC
Tracy Gee, Lunenburg County Administrator (County Alternate, CRC)

FROM: Todd Fortune *Todd Fortune*
Community Development Planner

DATE: June 4, 2018

SUBJECT: CRC Staff Update – Providing Grant Writing Services to Lunenburg County School System

As part of the CRC's ongoing efforts to provide grant writing services for Lunenburg County Public Schools, the following activities have taken place since April 18, 2018:

- I corresponded with the contractor who provided the cost estimate for the new ball fields, per the pending application to the Baseball Tomorrow Fund (BTF), to get some additional information. The additional information will be needed for the application. The school system had previously advised that they want to wait until after July 1 to apply.
- I followed up with Mr. Charles Berkley, Superintendent, about grant funding for a new football/soccer field. The school system is waiting until next Spring to apply for funding through USA Football, and there are currently no plans to apply to the NFL Foundation. Mr. Berkley advised that they do not want to pursue a grant from the U.S. Soccer Foundation at this time (the next round of applications would be due in September). Funds from the U.S. Soccer Foundation could be used for the field as long as the majority of the field's use is for soccer.
- I passed on information to Mr. Berkley about a fundraising program through Tractor Supply Company that could be used to fund 4-H programs.

As always, please do not hesitate to contact me if you have any questions.

cc: Melody Foster, Executive Director, CRC
Charles Berkley, Superintendent

COMMONWEALTH REGIONAL COUNCIL
One Mill Street, Suite 101 | P.O. Box P
Farmville, VA 23901 | 434.392.6104 PHONE
www.virginiasheartland.org



SHIP WITH

of Amelia | Buckingham | Charlotte | Lunenburg | Prince Edward

Memorandum

To: Lunenburg County/Town of Kenbridge/Town of Victoria

From: André V. Gilliam, Community Development Planner

Subject: Lunenburg/Kenbridge/Victoria Comprehensive Plan (Update)
Monthly Progress Report

Date: June 7, 2018

The CRC, as per the Working Committee's recommendations, has amended the Summary Report for the three Community Meetings held at the beginning of the year.

We also began working on the Land Use phase of the Comprehensive Plan and have requested a copy of the County's current Zoning Map in a digital format. This information will be helpful in creating Land Use Maps for the Plan.

The CRC has been continuing to update key items in the Plan, as well as adding some new information from the Working Committee meetings.

The next Working Committee meeting is scheduled for the end of June at Victoria Town Hall, where the Working Committee will focus on the Land Use Phase of the Plan, Discussions per Phase IV, Joint meeting with Board of Supervisors/Planning Commission, and Joint Meeting Town Council/ Planning Commission.

COMMONWEALTH

REGIONAL COUNCIL

One Mill Street, suite 202 | P.O. Box P

Phone: 434.392.6104 | FAX: 434.392.6101

www.virginiashheartland.org