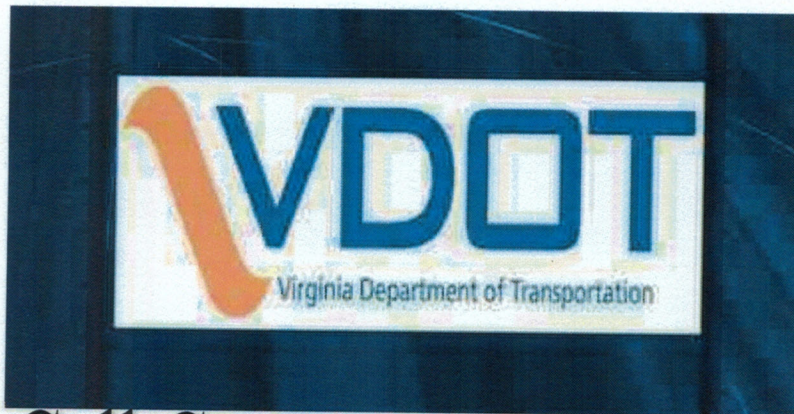


VIRGINIA DEPARTMENT OF TRANSPORTATION



VDOT Call Center - 1-800-367-ROAD

South Hill Residency – Richmond District

LUNENBURG COUNTY

BOS Meeting – March 11, 2021

Maintenance Forces

- Performed snow and ice removal operations.
- Repaired shoulders on various routes.
- Cut limbs and brush on various routes.
- Machined NHS roadways and hauled stone as needed.
- Performed litter patrol on various routes.
- Checked various routes for maintenance and safety issues.

LUNENBURG COUNTY SCHOOL BOARD

Lunenburg County Public Schools

FISCAL YEAR 2020-21 Revenue - Expenditure Report

2/28/2021

	Revenue			Balance	Percent Received
	Budgeted	Current Month	Fiscal Year-to-Date		
State Sales Tax	1,877,448	199,099.64	1,081,894.50	795,553.50	57.63%
State Funds	11,509,324	1,067,904.33	7,061,334.18	4,447,989.82	61.35%
Federal Funds	1,961,213	124,973.56	805,111.02	1,156,101.98	41.05%
Cares Act Funds	465,285	51,642.29	170,767.47	294,517.53	36.70%
*CRF Funds	266,980	0.00	266,980.00	0.00	100.00%
Cares Set-Aside GEER	400,748	12,376.03	132,834.65	267,913.35	
**County Funds	3,810,700	0.00	0.00	3,810,700.00	0.00%
***Other Funds	469,238	8,406.23	30,496.86	438,741.14	6.50%
Total Revenue	20,760,936	1,464,402.08	9,549,418.68	11,211,517.32	46.00%

* CRF - Coronavirus Relief Funds

** County Funds are used each month as needed to cover the difference between revenue and expenditures.

*** School food checking interest was added to Current Month for Other Funds on 3/4/21. The total amount added was \$11.25

	Expenditures			Balance	Percent Used	CODE
	Budgeted*	Current Month	Fiscal Year-to-Date			
Instruction	13,721,380	1,001,808.92	6,692,169.41	7,029,210.59	48.77%	
**Textbooks	130,000	325.99	8,182.10	121,817.90	6.29%	
Total Instruction	13,851,380	1,002,134.91	6,700,351.51	7,151,028.49	48.37%	61000
Adm, Att & Health	864,858	60,252.48	606,304.94	258,553.06	70.10%	62000
Transportation	1,502,759	88,817.50	684,934.67	817,824.33	45.58%	63000
Maintenance	1,958,249	163,356.66	1,063,500.30	894,748.70	54.31%	64000
School Food	980,041	98,779.62	604,803.81	375,237.19	61.71%	65000
Debt/Transfers	131,035	-	-	131,035.00	0.00%	67000
Technology	1,472,614	37,698.77	942,651.11	529,962.89	64.01%	68000
Total Expenditures	20,760,936	1,451,039.94	10,602,546.34	10,158,389.66	51.07%	

* NOTE: Subject to revision

** Adopted Middle School English to be purchased

County Office and Department Reports

Landfill Liaison Report

March 3, 2021

February Report

Meridian Waste Landfill:

1. The constant wet weather continues to make for problems around the landfill. The search for the driest cover dirt is an everyday task. They continue to be successful in controlling and keeping the muddy conditions out of Old Mansion Road and off their asphalt roads.
2. These inclement weather conditions have contributed to occasional odor problems around the landfill. Mr. Burgess called on 2/6/2021 and complained about an odor problem that he said had been around his yard earlier in the day but had dissipated by the time of his complaint. The wet trash and wet cover dirt along with standing water in the ditches around the perimeter of the landfill probably contributed to the problem. The ditches are to be drained and relocated with the beginning of the next phase of cell construction.
3. They currently have two drums of deodorizer being introduced into the air. They have ordered four more drums to encompass the area from the entrance gate toward the working face. The implementation of these two projects could have a positive effect going forward.

Convenience Sites:

1. The two freezing rain storms caused a temporary interruption of trash service at the landfill and our sites.
2. We began on Monday with power only at one site. Later that day we were able to get an extra 20 yard can at the Bus Shop site and began operating on a limited basis. We also opened and manned the Courthouse site to give citizens somewhere to get rid of their trash. We repeated this scenario on Tuesday to assist the citizens. Power started to return on Wednesday to all but two sites. It was decided to have two sites remain open on normal days off to give citizens somewhere to take their trash until all sites reopened.

Complaints:

1. There were citizens who were concerned about where and when they could get rid of the trash that they had to hold on to over the weekend storm.
2. Overall most citizens were grateful that we were able to give them some locations to dump their trash.

Comments:

1. The Owl Creek site had mechanical problems after the power returned. Neither compactor would operate. We called for help but struggled to get anybody to find time to give us the help we needed. We eventually tried Bill Gary and asked him to give us a diagnosis of the issue even if it were outside his expertise. He was able to figure out what was wrong and proceeded to fix the problem.

Landfill Report February 28, 2021

Host Fee Year

January 2021 County Trash 682.99 tons- average 28.46 tons daily
Non-county Trash 22,154.33 tons- average 886.17 tons daily
Non-deplete Trash 0 tons
Recycling 16.53 tons
Number of trucks 64.32 average per day

February 2021 County Trash 320.40 tons- average 14.56 tons daily
Non-county Trash 19,307.95 tons- average 877.63 tons daily
Non-deplete Trash 0 tons
Recycling 9.73 tons
Number of trucks 55.32 average per day

PAYMENTS

Non-county Host fee

Liaison fee

Total

Landfill Report February 28, 2021

New Fiscal Year-

July 2020 County Trash 840.79 tons- average 32.33 tons daily
Non-county Trash 26,092.82 tons- average 1,003.57 tons daily
Non-deplete Trash 0 tons
Recycling 1.15 tons
Number of trucks 63 average per day

August 2020 County Trash 609.40 tons- average 27.7 tons daily
Non-county Trash 25,484.36 tons- average 1,158.38 tons daily
Non-deplete Trash 0 tons
Recycling 4.66 tons
Number of trucks 67.8 average per day

September 2020 County Trash 585.15 tons- average 27.8 tons daily
Non-county Trash 23,033.82 tons- average 1,046.99 tons daily
Non-deplete Trash 0 tons
Recycling 2.35 tons and 20.75 tons of concrete
Number of trucks 67.7 average per day

October 2020 County Trash 427.32 tons- average 19.42 tons daily
Non-county Trash 25,486.18 tons- average 1,108.09 tons daily
Non-deplete Trash 8.67 tons
Recycling 29.74 tons
Number of trucks 73.1 average per day

November 2020 County Trash 514.65 tons- average 21.4 tons daily
Non-county Trash 23,080.48 tons- average 961.69 tons daily
Non-deplete Trash 0 tons
Recycling 2.46 tons
Number of trucks 60.7 average per day

December 2020 County Trash 594.63 tons- average 24.7 tons daily
Non-county Trash 23,654.49 tons- average 909.78 tons daily
Non-deplete Trash 0 tons
Recycling 14.73 tons
Number of trucks 68 average per day

PAYMENTS

	Non-county Host fee	Liaison fee	Total
2 nd Quarter payment 2020 Received July 29, 2020	\$ 89,497.13	\$ 16,249.98	\$ 105,747.11
3 rd Quarter payment 2020 Received October 28, 2020	\$149,196.82	\$ 16,249.98	\$ 165,446.80
	*Also received additional \$12,500.01 (1/4 of the Annual Donation amount)		
4 th Quarter payment 2020 Received January 28, 2021	\$143,441.23	\$ 17,614.98**	\$ 161,056.21
	*Also received additional \$12,500.01 (1/4 of the Annual Donation amount)		
	**Received outstanding amounts due to increase in liaison fee		

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: March 1, 2021

The following activities were conducted by Animal Control during the month of February 2021:

<u>3</u> Stray Cat(s) Picked Up	\$ <u>15.00</u>	Surrender Fees
<u>18</u> Stray Dog(s) Picked Up	\$ <u>180.00</u>	Impoundment Fees
<u>1</u> Injured or Ill Cat(s)	\$	Adoption Fees
<u>16</u> Cat Calls Dispatched	\$ <u>195.00</u>	Total Fees Collected
<u>43</u> Dog Calls Dispatched		
<u>7</u> Cats, Surrendered by Owner		
<u>8</u> Dogs, Surrendered by Owner		
<u>1</u> Cat Bite		
<u>1</u> Dog Bite		
<u>1</u> Cat(s) Euthanized	<u>18</u> Dog(s) Transferred to SPCA	
<u>6</u> Cat Trap(s) Set	<u>5</u> Cat(s) Transferred to SPCA	
<u>2</u> Dog Trap(s) Set	Wildlife Calls	
<u>1</u> Summons Issued	<u>5</u> Dogs Transferred to Richmond SPCA	
<u>1</u> Animal(s) Released to ACO	<u>4</u> Cats Transferred to Richmond SPCA	
<u>134</u> Expired at Shelter and/or DOA	<u>1</u> Chinchilla Transferred to S. SPCA	
<u>28</u> Telephone Calls for Animal Issues		
<u>8</u> Check License		
<u>8</u> Lost Cat(s) – Incoming Calls		
<u>4</u> Lost Dog(s) – Incoming Calls		
<u>4</u> Cat(s) Returned to Owner		
<u>4</u> Dog(s) Returned to Owner		
<u>39</u> Quarantine		
<u>39</u> Adoption—Dogs		
<u>39</u> Adoption—Cats		

39 Total Number of Animals Handled

D. Ray Elliott

D. Ray Elliott
Animal Control Officer



Lunenburg County Sheriff's Office
Report To The Board Of Supervisors
February 2021

RECEIVED
MAR 03 2021
BY: _____



Jury Summons Served	47
Subpoenas Served	89
Summons Served	65
Levies Executed	0
Other Civil Process	95
Traffic Citations	1
Protective Orders	8
Arrests	5
Inmates Transported	1
Mental Patients	1
Extraditions	1
Circuit Court Days	1
General Court Days	3
J&DR Court Days	4

Expense Report

Dues	\$0.00
Postage	\$242.00
Office Supplies	\$370.31
Telephone	\$358.49
Police Supplies	\$187.38
Vehicle Maintenance & Repairs	\$1,723.12
Fuel (January)	\$1,708.58
Gallons of Fuel Use	981

Arthur Townsend, Jr.
Arthur Townsend, Jr.
Sheriff, Lunenburg County

3-3-21
Date

Piedmont Area Veterans Council

Sarah Maddox

Piedmont Area Veterans Council

820 Longwood Avenue

P. O. Box 872

Farmville, VA 23901

<https://pavc23901.weebly.com/>

pavc23901@aol.com

(434) 392-4142

RECEIVED
JAN 06 2021

BY: _____

December 30, 2020

Ms. Tracy Gee
Lunenburg County Administrator
11413 Courthouse Rd.
Lunenburg, VA. 23952

Dear Ms. Gee:

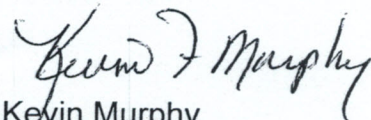
This letter is to request funding and support from Lunenburg County for the Piedmont Area Veterans Council (PAVC).

PAVC is a 501(c)(3) organization based in Farmville, VA which assists and advocates for Veterans, their families, and for the survivors of Veterans who live in our coverage area which consists of Amelia, Appomattox, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward Counties.

We assist our clients in many ways by finding resources and advocating on their behalf with entities such as the U. S. Dept. of Veterans Affairs. All of our services are provided at no charge and all of our staff are non-paid volunteers.

We would appreciate support from Lunenburg County for our operations and ask to appear before the Board of Supervisors when funding requests are considered.

Sincerely,



Kevin Murphy
President, PAVC



We Support Our Veterans
and Families!

Planning Update

BOARD OF SUPERVISORS

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Election District 4

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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

MEMO

TO: Lunenburg County Board of Supervisors

CC: Tracy Gee, County Administrator

FROM: Glenn Millican

DATE: March 4, 2021

SUBJECT: February – March 2021 Activity report

- Rescheduled hearings, meetings, advertisements, etc. for Planning Commission meetings. **Our public information meeting is scheduled for March 9 with the 2232 hearing to be held on March 16.**
- Initial review of Poorhouse Road Solar project.
- Initial data collection for Fort Mitchell solar project.
- Reviewed information provided by Robert Crockett, RSCD regarding 2021 acts of the General Assembly.
- Meetings and calls with various surveyors and clients regarding land subdivision.
- Discussions with owners regarding CUP application for reopening Starlight Arena.
- Investigation of zoning complaints and contact with VA State Police.
- Participated in virtual CRC meeting.
- Local Enterprise Zone Administrator webinar.

- Compiling reimbursement request for middle school project.
- Research records for information regarding POD for Project 3035 Old Middle School.
- Begin outline for development of Proffer/Capital Improvement Plan.
- Administrative organization to transition to new county planner.

ADMINISTRATOR'S UPDATE

-- As necessary

Board of Supervisors February Meeting - 3/11/21

County Administrator's Monthly Report

Events in February:

- February 1 - Tracy - 3hrs STO - orthodontist
- February 3 - Piedmont Health District weekly COVID-19 update call
- February 4 - Community Impact Housing Grant Public Meeting
- February 5 - Tracy 8hrs PTO
- February 8 - meet with Gordon re: payroll for Circuit Court
- February 9 - Team meeting
- February 9 - Virginia's Growth Alliance Board meeting virtual
- February 10 - virtual meeting w/ Jeff Robinson for CH dumpsite
- February 11 - Board of Supervisors meeting
- February 12 - Weather call with National Weather Service
- February 12 - Vaccine call with VDH
- February 13 - Winter Storm Tabitha
- February 14 - opened Emergency Shelter and Declaration of Local State of Emergency
- February 15 - George Washington Day (office closed)
- February 16 - power out at Courthouse (office closed)
- February 17 - Piedmont Juvenile Detention Board virtual meeting
- February 17 - Piedmont Regional Jail Authority Board meeting
- February 17 - opened overnight sheltering
- February 18 - Southside Electric Cooperative storm update
- February 23 - Department of Aviation virtual Capital Improvement Plan meeting
- February 23-25 - served hot meals at Lunenburg Middle School
- February 24 - Piedmont Health District weekly COVID-19 update call
- February 25 - Radio System Pre-proposal planning meeting
- February 26 - Cost Allocation Plan review with Robinson Farmer Cox

Administration

- Much of the month was occupied with recovery from the winter storm. Separate reports attached.

Airport

- New tenant will sign lease agreement as soon as it is approved; he already sent first payment.
- 2-18-21 meeting with DOAV to review the Capital Improvement Plan was productive and Larry Way has been a huge help and has the knowledge to improve operations.
- Will be purchasing an underground propane tank for the Airport to allow us to procure propane gas at the best local rate; Amerigas will not let us purchase their tank.

Budget & Finance-

- Will talk to the Finance Committee to set a date for a meeting to discuss FY22 Budget. I am delayed due to the storm.

Building Official and Building & Grounds -

- The generators are now fully functional.
- The elevator required additional repairs and we are holding the final check until it is fixed.

Community/Economic Development/Planning -

- Received a request to meet in-person with the previous agricultural prospect interested in locating in our area.
- I was elected to serve as a member on the VA Association of Counties' Statewide Energy Committee and will have to attend one meeting in August and be at the Annual Conference one day early to attend the committee meetings.
- Attended the VA's Crossroads meeting online to discuss work on the Civil Rights in Education Heritage Trail.
- Submitted and received approval on first Last Mile Broadband Grant reimbursement.

COVID-19 Updates -

- Lunenburg County is hosting the second mass vaccination point of distribution (POD) with VDH and local partners on Friday, March 12, 2021 at Central High School. This POD is ONLY for people ALREADY on the wait list at the local Health Department.
- First Lunenburg COVID-19 case was April 6th, the cumulative VDH count as of 3//21 is six hundred sixty-one (661). We have had 17 hospitalizations and 6 deaths.
- Lunenburg Public Schools started hybrid in-person learning on 2/24 with 2 days in school and 3 days virtual.

Elections -

- Approved a contract for assistance from Assura to assist with compliance for Election Security Standards.

Emergency Management & Public Safety -

- Winter Ice Storm Tabitha wreaked havoc on Southside VA. I have a separate report attached.
- We will schedule an after-action meeting to discuss what we learned during the storm response.
- We must update the County's Emergency Operations Plan by April; that is in process.

Piedmont Regional Jail Authority and Juvenile Detention Center Board -

- The Jail budget will be up for discussion in March.

Schools

- The School has not yet proposed a budget.

Social Services and Children's Services -

- Social Services still has three vacancies in their office. Interviews are forthcoming.
- The CSA Coordinator is still vacant, but Dotty has enlisted a neighboring locality CSA Coordinator to assist until one can be hired.

Solid Waste -

- We are still seeking land to build another site in Beaver Creek District.
- Jeff Robinson sent over a draft plan for Courthouse site. We discussed it and he should have a final document for the committee to review soon.
- Sites were closed during storm recovery. This information is in the storm report.

UPCOMING dates of interest:

March 9 – Red Brick Solar informational meeting

March 11 – Board of Supervisors meeting

March 16 – Planning Commission Hearing for Red Brick Solar application

March 24 – Mike Hankins' Birthday

March 31 – Nicole Clark's Birthday

April 8 – Board of Supervisors meeting

April 4 – Easter Sunday

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?

"Be completely humble and gentle; be patient, bearing with one another in love."

1 Corinthians 16:14

Winter Storm Tabitha

Offices closed on 2/12/21 for the beginning of icy accumulation. Our area received from 0.5" to 1.00" of ice accumulation over the next 24 hours.

Almost 98% of Lunenburg was without power on Sunday, February 14th. Our largest provider of service, Southside Electric, had over 48,000 customers out in their coverage area.

Here are the stats on Lunenburg electric providers:

Lunenburg Elec Providers	Area (Acres)	Area (Sq Mi)	% of County
Mecklenburg	28,750	45	10
Southside	215,921	337	78
Dominion	32,132	50	12
Total	276,803	433	100

The Chairman declared a local state of emergency on Sunday, February 14th.

With the help of Rodney and Stacey Newton, Dotty Newcomb, and School partners, we opened a daytime emergency shelter at Lunenburg Middle School on Sunday, February 14th, from 1:30-5PM.

We then opened: 2/15-2/16 from 10AM-4PM for warming, charging, and water filling. We also received two pallets of bottled water from VA Dept. of Emergency Management (VDEM).

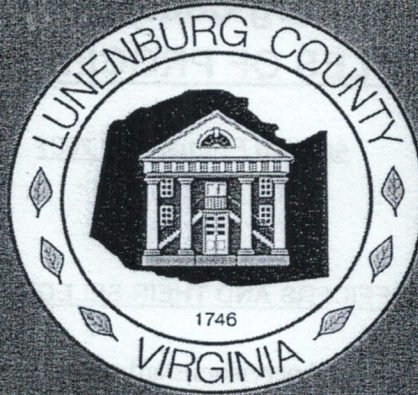
On Wednesday, 2/17, we opened from 10AM-2PM for warming, charging, and water filling. We also received 50 cots and 200 shelf-ready meals from the Red Cross. That night, we opened the overnight shelter starting at 7PM. We had two overnight guests (they had power, but were afraid it would go out with impending weather). Stacey Newton and Dotty Newcomb stayed overnight. On 2/18, we had someone plan to stay, but he never showed up, and would not return our phone calls. Staff stayed from 7PM – 12:30AM to make sure nobody showed up. That was the only night we had guests. We offered the overnight sheltering from 2/17 through 2/22, but had no more overnight guests. We distributed over 100 shelf-ready meals, two pallets of water to local churches, residents, and for pick-up at EMS agencies. We sent one pallet of water to the Peoples Community Center and 50 blankets, per request.

On Saturday, February 20th, Congressman Bob Good and Delegate Tommy Wright visited the shelter and checked in on us.

We changed the daytime sheltering to 4PM-7PM on 2/23 to accommodate for students returning to the classroom and so we could offer hot meals from 2/23-2/25, 4-7PM. We also had a hot shower pod delivered to the Middle School through VDEM. The Red Cross lined up the hot food and we served it into clamshell takeout plates. We made over 150 on Tuesday and Wednesday, and just under 100 on Thursday. The majority were delivered to households in areas without power and shut-ins by our social workers, Medina and Sydney, on Tuesday and Wednesday. Dotty Newcomb delivered on Thursday. By Thursday night, only 5 customers were listed to be without power, so we stayed until 8:30PM and shut down shelter operations.

<u>Date</u>	<u>Daytime Warming, Charging, Water</u>	<u>Meals</u>
2/14/2021	7	
2/15/2021	35	
2/16/2021	6	
2/17/2021	15	
2/18/2021	6 Shelf-ready meals	
2/19/2021	11 distributed to those	
2/20/2021	14 wanting them and	
2/21/2021	13 church/community	
2/22/2021	6 representatives.	
2/23/2021	5	153 Hot meals, either
2/24/2021	15	175 picked up or
2/25/2021	2	80 delivered by DSS.

County
Attorney
Update



RULES OF PROCEDURE

Lunenburg County Board of Supervisors

Adopted:
February 11, 2021

**Board of Supervisors
Lunenburg County, Virginia
RULES OF PROCEDURE**

Adopted February 11, 2021

**ARTICLE I
OFFICERS AND THEIR SELECTION**

- A. The Officers of the Board of Supervisors shall consist of a Chairman and Vice Chairman, each of whom shall serve for a term of one (1) year, or at any other terms as provided in accordance with Va. Code § 15.2-1422.
- B. Nomination of Officers shall be made from the Board at the first meeting of each calendar year. Election of Officers shall follow immediately.

**ARTICLE II
DUTIES OF OFFICERS**

- A. The Chairman shall:
 - (1) Preside at all meetings;
 - (2) Work closely with the County Administrator on day to day matters, approve appropriate financial documents, and approve the agenda for all meetings;
 - (3) Serve on all standing committees of the Board;
 - (4) Carry out such other duties as assigned by the Board.
- B. The Vice-Chairman shall act in the absence or inability of the Chairman to act.

**ARTICLE III
AGENDA PREPARATION POLICY**

- A. The County Administrator shall prepare an agenda for each regular meeting of the Board of Supervisors. Supervisors, staff, and others may submit to the County Administrator items for the agenda at any time prior to close of business Wednesday preceding the regular meeting to which such item relates. Emergency Items will be added as an amendment to the agenda.
- B. Copies of the agenda shall be made available at the office of the County Administrator for each Supervisor and for members of the News Media serving the County and the public not later than close of business on Friday preceding the meeting to which it relates.

ARTICLE IV

MEETINGS

A. The time and place of Board Meetings shall be set from time to time by resolution of the Board in conformance with State Law. The regular meeting schedule shall be set at the organizational meeting held in January each year.

B. Minutes from the previous meeting shall be delivered to the Board members with the agenda prior to the next meeting. Unless requested by a Board member, the minutes will not be read and will be approved upon motion and vote of the Board.

C. Order of Business

(1) Commencement of Meetings:

At the time established in accordance with Article IV (A) of these Rules for the commencement of regular meetings or at the hour specified for continued or special meetings, the Chairman shall call the meeting to order and shall direct the clerk to note the absence of any Board members by roll call. A quorum shall be required for commencement of any meeting.

(2) Agenda:

An agenda shall be prepared by the County Administrator in accordance with Article III under these Rules. The proposed agenda shall be adopted by the Board at each meeting. Should the chairman or any member of the Board have a matter which he or she feels needs to be brought to the attention of the Board but which is not on the agenda, or if there is an amendment to the order of the agenda, he or she may make a motion that an addition or amendment be made to the agenda. Such amended agenda must be approved by a majority of the Board members present.

D. Quorum and Method of Voting

A majority of the members of the Board of Supervisors shall constitute a quorum of the Board. All questions submitted to the Board for decision shall be determined via voice vote of a majority of the supervisors voting on any such questions, unless otherwise provided by law. The name of each member voting and how he or she voted may be recorded.

E. Procedure for Roll Call Vote of Board Members

(1) The Chairman of the Board of Supervisors shall cast the last vote.

(2) The Members of the Board of Supervisors shall cast votes in district order on a rotating basis per meeting.

(3) The Chairman/Clerk shall restate all motions before a vote is taken and the result of the vote shall be announced following each vote.

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G. Member Absenting Himself from Meeting Prior to Adjournment

After the name of any member of the Board has been recorded as present at any meeting of the Board, he shall not absent himself from the remainder of the meeting prior to adjournment unless by consent of the Board.

H. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors and all persons conducting themselves in an orderly manner may attend the meetings; however, the Board may hold closed sessions as permitted by law and when deemed necessary by a majority vote of the Board.

The consent agenda shall be introduced by a motion "to approve", and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the consent agenda. The Clerk or his/her designee may provide a brief written summary or memo on each item included in the consent agenda. Upon request of any Board member who wishes to question or discuss an item, that item shall be removed from the Consent Agenda. This item shall be transferred onto the agenda for consideration.

I. Citizen Comment Period

Rules for Citizen Comment Period:

To ensure that the affairs of the Board and its committees may be conducted in an orderly manner, to ensure that all persons desiring to address the Board on matters pertinent to it are afforded an opportunity to do so, to permit persons in attendance to observe and hear the proceedings of the Board without distraction, and to permit to the fullest extent the Board to conduct County business with minimal disruption, the following rules are established.

- (1) Each person desiring to speak must sign up in advance of the opening of the Citizens' Comment period on the agenda.
- (2) Each speaker shall be limited to a period of three minutes per comment period; when two minutes have passed the speaker will be reminded that there is one minute remaining.
- (3) Speakers who have signed up may use their allotted time only for themselves and may not donate their time to other speakers.
- (4) Speakers will not be permitted to use audiovisual materials or other visual displays, but may present written and photographic materials to the Board members.

- (5) Comments must be confined to matters germane to the business of the Board of Supervisors and shall not be cumulative or repetitive.
- (6) Speakers should address the Board with decorum - loud, boisterous, and disruptive behavior, obscenity, and vulgarity should be avoided as well as other words or acts tending to evoke violence or deemed to be a breach of the peace.
- (7) The Citizens' Comment period is not intended to be a question and answer period for dialogue with County officials. Questions which are raised during a comment period may at the discretion of the Board be responded to by County officials after sufficient time for appropriate investigation.
- (8) Speakers shall remain at the podium while addressing the Board.
- (9) Speakers shall not be interrupted by audience comments, calls/whistles, laughter, or other gestures. Individuals in the audience who do not abide by this policy after a warning will be asked to leave the meeting.
- (10) Expressive activities including, but not limited to, petitioning, picketing, displaying signs and posters, solicitation, demonstrating, pamphlet distribution, and conducting polls shall not be permitted within the Courthouse or in any other building that the Board is meeting.

These rules do not preclude persons from delivering to the Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions or to prohibit persons from presenting oral or written comments on any subject germane to the business of the Board, to individual Board members or to the Board through its Clerk outside the context of the public meeting.

J. Agenda Item Procedure

The following guidelines shall be followed for comment addressed to specific agenda items:

- (1) In order to prevent obvious questions from consuming Board Meeting time, the Chairman and/or designated person(s) may give a brief explanation of each agenda item prior to opening the floor for citizens' comments.

ARTICLE V SPECIAL MEETINGS

- A. The Board of Supervisors is authorized to hold such special meetings as it may deem necessary. Special meetings need not be held at the courthouse, county office building, or other place used for regular meetings. A special meeting must be held whenever it is requested by the Chairman or two (2) or more Board members, who must make a request to the Clerk of the Board specifying the time and the matters to be considered. The Clerk,

after consulting with the Chairman, then must notify each member of the Board of Supervisors and the County Attorney of the time, place and matters to be considered.

- B. In order for a special meeting to be held without such notice, each member of the Board must attend the meeting or sign a waiver of notice. Only matters specified in the notice may be considered in a special meeting unless all members of the Board are present, in which case, other issues may be discussed, subject to approval by a majority of the Board and the requirements of the Virginia Freedom of Information Act.

ARTICLE VI

PROCEDURE FOR DEALING WITH ITEMS NOT ON THE AGENDA

- A. All matters not on the agenda must be raised during citizens comment period. Any matter not on the agenda shall not be considered unless approved for consideration by the majority of the Board present in accordance with Article IV, C (2).

ARTICLE VII

PUBLIC HEARINGS

- A. All public hearings will be advertised in accordance with the Virginia Code. Public hearings may be postponed, continued or canceled at the discretion of the Board.
- B. In addition to those required by law, the Board at its discretion may hold public hearings when it decides that a hearing will be in the public interest.
- C. The case before the Board shall be summarized by the Chairman or designated person(s). Interested parties wishing to speak must sign the register at the rear of the room prior to the start of the hearing. Each person wishing to speak will be called to the podium by the Chairman or designated person(s) in the order such person signed the register and must state his or her name and address for the record. Each speaker shall be limited to five (5) minutes, unless waived by the Board.
- D. Board Members should limit their comments during the course of public hearing comments to ensure participation by the public without Board interference.
- E. Speakers should direct their comments or questions to the Board collectively and not to individual Board members.

ARTICLE VIII

APPOINTMENT OF COMMITTEES

Appointments to committees of the Board and to authorities, boards, and commissions, shall be made only by Resolution adopted by a majority of the full Board. Prior to consideration of the nomination, the nominee shall be notified to determine his or her willingness to serve and to determine if he or she meets the qualifications for such appointment.

ARTICLE IX
DUTIES OF THE COUNTY ADMINISTRATOR

The County Administrator shall:

- A. Prepare the agenda for each meeting for approval in conformance with the agenda preparation procedure outlined herein, and act as the Clerk of the Board of Supervisors at each Board meeting.
- B. Keep a written record of all business transacted by the Board.
- C. Administer the financial control procedures of the County as instructed by the Board.
- D. Advise and inform the Board on all matters affecting County government.
- E. Execute all formal documents authorized by the Board of Supervisors.
- F. Provide and supervise all staff services directly under the control of the Board of Supervisors.
- G. The County Administrator shall be responsible for all personnel management of the County. Department Directors will be hired and dismissed with the consent of the Board of Supervisors.
- H. Prepare an annual operating budget for the County government in accordance with guidelines established by the State auditor's office for approval by the Board of Supervisors. The County Administrator shall be responsible for maintaining adequate financial and accounting records on all County business under their control.
- I. Serve as the Board's representative in all circumstances where the Chairman, Vice Chairman, or a majority of the Board Members are not available.
- J. Perform all other duties delegated by the Board as required by law.

ARTICLE X
AMENDMENTS

- A. The Rules of Procedure may be amended by a recorded majority vote of the entire membership of the Board provided that written notice has been given to all members of the Board and a copy of the proposed amendment is sent with the notice, prior to said meeting.
- B. The Rules of Procedure may be suspended in whole or in part only upon the unanimous vote of Board members present, relating to any matter before it.

CODE OF ETHICS AND STANDARDS OF CONDUCT
FOR MEMBERS OF
THE LUNENBURG COUNTY BOARD OF SUPERVISORS
CODE OF ETHICS

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Lunenburg County Board of Supervisors should adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a part to their evasion.
2. Put loyalty to the highest moral principles and to the County as a whole above loyalty to individuals, districts, or particular groups.
3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
5. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or handicapping condition. Avoid adopting policies, supporting programs or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, and country of origin or handicapping condition.
6. Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances, which might be construed by reasonable persons as influencing the performance of Board of Supervisors duties.
7. Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word, which can be binding on public duty.
8. Engage in no business with the county government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of Board of Supervisors duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.

9. Never use any information gained confidentially in the performance of Board of Supervisors duties as a means of making private profit.
10. Expose, through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with sensitive matters as provided by the Code of Virginia.
12. Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues or citizens, impugning their integrity or vilifying their personal beliefs.
13. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
14. Review orally and in public session, at the annual organizational meeting, each of these principles.
15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.