

AT A MEETING OF THE MIDDLESEX COUNTY BOARD OF SUPERVISORS HELD
ELECTRONICALLY ON TUESDAY, JANUARY 5, 2021:

Present: Wayne H. Jessie, Sr., Jamaica District
Peter W. Mansfield, Saluda District
John B. Koontz, Jr., Hartfield District
Reginald A. Williams, Sr., Harmony Village District
Lud H. Kimbrough, III, Pinetop District

Matthew L. Walker, County Administrator
Betty S. Muncy, Assistant County Administrator
Heather W. Lewis, County Attorney
Susan C. Traner, Deputy Clerk

CALL TO ORDER

County Administrator Matt Walker called the meeting to order electronically at 3:00 p.m.

DECLARATION OF EMERGENCY

Ms. Muncy read the Electronic Meeting Provisions allowing the Board of Supervisors to conduct county business by electronic means, pursuant to the Board of Supervisors' Government Continuity Ordinance, #81, adopted on May 5, 2020, and re-adopted on November 4, 2020, extending the ordinance for up to an additional six months.

ROLL CALL

Attendance was taken by Ms. Muncy with the following roll call: Supervisor Koontz – Present; Supervisor Mansfield – Present; Supervisor Williams – Present; Supervisor Kimbrough – Present; and Chairman Jessie – Present. All five Board members were present; there was a quorum. Supervisor Williams led the group in prayer; Supervisor Jessie led in the Pledge of Allegiance.

ELECTION OF OFFICERS

Mr. Walker called for nominations for Chairman. Supervisor Kimbrough nominated Wayne Jessie for Chairman. No other nominations were made.

A motion was made for Wayne Jessie to serve as Chairman for the current year by Supervisor Kimbrough, seconded by Supervisor Williams, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Abstain; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Supervisor Jessie – Aye.

Chairman Jessie called for nominations for Vice Chairman. Supervisor Kimbrough nominated John Koontz for Vice Chairman. No other nominations were made.

A motion was made for John Koontz to serve as Vice Chairman for the current year by Supervisor Kimbrough, seconded by Supervisor Williams, and carried by the following roll call: Supervisor Koontz – Abstain; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

APPROVAL OF REGULAR MEETING SCHEDULE

A motion to approve the regular meeting schedule, as presented, was made by Supervisor Williams, seconded by Supervisor Kimbrough, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

Meetings will be held the first Tuesday of every month, at 3:00 p.m., with the exception of the November meeting, which will be held the first Wednesday of the month. Pursuant to the Government Continuity Ordinance #81, adopted November 4, 2020, meetings will be held electronically. If the Ordinance is rescinded, meetings will resume in person in the Board Room of the Historic Courthouse.

CONSENT AGENDA

Chairman Jessie asked to amend the Agenda to include a Closed Session at the end of the regular meeting, after Matters Presented by the Board and before the Recess. A motion to approve the Consent Agenda, as amended, was made by Supervisor Williams, seconded by Supervisor Kimbrough, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

The Consent Agenda included approval of minutes from the December 1, 2020 Regular Meeting; disbursements dated December 2, 2020 – January 5, 2021, numbered 95681 – 95827, totaling \$1,126,685.58; and payroll dated December 15, 2020, numbered 95627 – 95680 totaling \$451,734.75.

PUBLIC COMMENT

Chairman Jessie opened the public comment period at 3:11 p.m.

Penny Reed asked the Board what process would be required to be able to put mailboxes out by the road in her subdivision. She said she was having many problems with the Urbanna Post Office, including mail not being delivered and mail being sent back. She said that several credit cards were returned because she does not have a mailbox at her house. She was required to use her physical address on the applications, and rather than the Postmaster putting the cards in her Post Office box since there was no mailbox at her physical address, she returned them, even though

Christmas cards with her physical address were put in her Post Office box. She said that many people had complained about the Postmaster's rudeness and she felt that her lack of customer service was unacceptable.

Dan Downs submitted public comment in writing regarding Route 708, Fairfield Landing, and it was read by Ms. Muncy. Mr. Downs said that the planned repairs were very important, and this was a valuable public water access for many reasons, some of which date back to the 1700s. It is 700 feet of prime waterfront that is worth a great deal of money and should not be traded for anything other than to improve an existing public access location, such as Wake Beach or the landing in Harmony Village in Locust Hill. The County could use funds from an outright sale to help offset the costs of repair and improvement of these two spots and use less county funds. He said that this valuable waterfront property is now owned by the public.

Chairman Jessie closed the public comment period at 3:18 p.m.

CONSTITUTIONAL OFFICERS

Kathy Thrift, Treasurer, addressed the Board, saying that tax collections were going fairly well. She said that she had only received a couple of complaints about the outside method that had been established for collecting payments.

Mae Burke, Commissioner of the Revenue, said that her office was getting ready to send out tax relief packets as well as business license applications for renewals for this year. Supervisor Koontz asked Ms. Burke if she had updated the tax reduction for the elderly and impoverished to reflect inflation to the extent possible by law. Ms. Burke said that those records were being kept up to date, but she does not generally get that information until the second or third week of January. The records will be updated at that time.

AGENCY AND STAFF REPORTS

VDOT:

Joyce McGowan, Saluda Residency Administrator, said that VDOT had been busy with boom axing and fixing potholes. She said that the detour route for the Route 625 bridge had been included in the Board Packet and the bridge work would start in February. She said that curb and gutter sweeping was also being done. Supervisor Kimbrough said that last year's rainfall placed third in the most rainfall ever recorded in Virginia which had created a burden on the drainage systems. He asked Ms. McGowan what was being done by VDOT on ditch clearing. She said that they try to take care of complaints as they come in, but VDOT will not clean or maintain ditches and outfalls that they do not have easements for that fall outside of its jurisdiction. She said they have a systematic way to address shoulders to make sure the water drains into the ditches and that the ditches are flowing.

Ms. McGowan said she had contacted Johnny Fleet regarding a letter that he had written to the Board. She said that VDOT contacted multiple GPS/map companies to tell them that there was a road in the system that no longer went through; those companies have now updated their sites to reflect that. Mr. Fleet already has signs out from an outdoor advertising company and he will be working with them to see if they should be moved for better visibility. She is checking to see if additional signage could be done since the current VDOT signs are 14 years old, in place since 2006. If she finds that new signs are available, she will present them to the Board for review.

Johnny Fleet said that he pays for blue signs with arrows on them, but they are nondescript, and people pay very little attention to them. He said that being the only golf course in the county draws people in from much farther away than one would think. He said that they host a lot of events, and people coming in from outside the county have a hard time finding their way to the golf course. He stated that not everyone has GPS, so signage is also valuable. Ms. McGowan clarified that the signs that Mr. Fleet pays for would be his responsibility to follow up on with the company that he has a contract with. They should be able to help him with any issues.

Schools:

Dr. Gretz addressed the Board, reviewing several Budget Supplement Requests. Budget Supplement Request 2021-42 in the amount of \$12,080 is to appropriate additional Vison Grant funds from the federal government that went to the state and was awarded to the school. The plan is to use the additional grant monies to purchase more Chromebooks for remote learning. Budget Supplement Request 2021-44 in the amount of \$2,500 is to appropriate funds received from the National Board Certification Incentive Award to pay to a teacher who completed the certification. Budget Supplement Request 2021-40 is to appropriate funds received from a School Security Equipment Grant Program Award in the amount of \$24,920 to purchase and install additional cameras and hand-held radios at Middlesex High School. This request also includes an adjustment to the CARES Act State Set-Aside Award in the amount of \$204. Budget Supplement Request 2021-41, in the amount of \$8,629.20, is CARES Act grant funding received in support of Measurement of Academic Progress (MAP) testing that is done every fall and spring. Budget Transfer Request 2021-5, in the amount of \$2,483.13, is to transfer CARES Act funds within the FY21 budget to help cover the costs of unemployment claims.

A motion to approve Budget Supplement Requests FY2021- 42, 44, 40 and 41 and Budget Transfer Request 2021-5 was made by Supervisor Mansfield, seconded by Supervisor Kimbrough, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

From:	To:	Amount:
3-071-038439-6000	4-071-068200-6000-900	\$12,080.00
3-071-024039-9000	4-071-061100-1620-310-101	\$2,500.00

3-071-024030-7001	4-071-068200-6000-900	\$24,920.00
3-071-038439-6000	4-071-064200-6007-900	\$204.00
3-071-038439-6000	4-071-068200-6000-900	\$8,629.20
4-071-068200-5200-900	4-071-061310-2600-900-100	\$2,155.32
4-071-064200-6007-900	4-071-061310-2600-900-100	\$327.81

Supervisor Koontz asked Dr. Gretz if there were any plans to keep CANVAS, and what the annual cost would be, post-COVID. Dr. Gretz responded that CANVAS was a learning management system that the school system joined, along with Virtual Virginia, when the pandemic started. He said that, at this point, the school system is planning on keeping this program in place. He said it has proven to be a very positive tool. However, superintendents have not been given any information as to whether the state will continue supporting it or not, so he is unable to answer the cost question at this time.

Health Insurance Benefits:

David Rowe, Banker's Insurance and Benefits Consultant, addressed the Board regarding an early retirement option for employer-sponsored health benefits. Mr. Rowe said that Middlesex County had opted to move from Anthem on a direct basis to the Local Choice Anthem program through the Commonwealth of Virginia in December 2019. He said that the County school division and most surrounding local governments and school divisions are in that program. When the County moved to Local Choice, it continued the practice of not offering early-retiree medical benefits to employees that retire but who are not yet Medicare eligible, which is generally age 65. Employees that retire that are not Medicare eligible are offered COBRA for 18 months. If the Board wished to make a change to the current plan in July 2021 when the insurance plan renews, early retirees could have access to the medical plan. They would be permitted to stay on the group medical plan, paying 100% of the cost themselves, until they become Medicare eligible. Mr. Rowe said that the county insurance is pool-rated in the state and Anthem does not look at the county experience, so allowing early retirees access to the medical group plan would have no direct impact on the county's rating structure. Since the early retirees would be paying all of the costs themselves, there would be no cost to the county at all. He said he would not make this offer retroactive, but it could be offered to early retirees on July 1, 2021.

Supervisor Koontz asked if a full-time employee that was considering retiring, but staying on with the county part-time, would still be eligible to stay on the insurance, at their expense, as an early retiree. Mr. Rowe said that a full-time employee can retire early, be eligible for the benefits, and continue to work part-time for the county. Mr. Rowe said that county employees that retire early and access the benefits would also be able to be hired as a 1099 contract employee on a consultant basis.

A motion to move forward with the program, allowing early retirees to have access to the medical benefits at their own expense, until they are Medicare eligible, with the program starting July 1, 2021 and not being offered retroactively, was made by

Supervisor Koontz, seconded by Supervisor Mansfield, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

Health Department, Pandemic Update:

Dr. Richard Williams, Director, Three Rivers Health District, gave an update on the pandemic situation, saying there was a surge of cases across the country. Virginia is seeing cases continue to rise, with a positivity testing rate currently at 16.2% for all jurisdictions. He said across the state, there is an 80% ICU occupancy and 35% of the state's ventilators are in use. He stated that the Moderna vaccine is actively being administered. He said that Riverside Hospital was vaccinating their own staff and they would also be helping with community vaccination using a combination of the Moderna and Pfizer vaccines. Dr. Williams said that the vaccine would be administered in three phases. Phase One-A would include health care workers and long-term facility residents and staff. Also included are non-hospital-based health care workers, EMS, and some law enforcement personnel. Phase One-B will begin in the next several weeks which will include people age 75 years and older and non-healthcare frontline essential workers, such as other law enforcement personnel, firefighters, educators, and grocery store workers. Later, Phase One-C will include persons aged 65-74 years of age, and anyone aged 16-64 years with high-risk medical conditions as well as other essential workers not included in Phase One-B. He said it would be essential to continue masking and practicing social distancing and good sanitation measures, even with the vaccination campaign. Dr. Williams said that the Three Rivers Health District website has information regarding the vaccination campaign, as well as other links to important COVID-19 and vaccine information. Supervisor Koontz suggested putting that information, or links to the information, on the county website. Supervisor Koontz asked if someone who had received their first injection elsewhere should return to Middlesex County to receive their second injection. Dr. Williams advised against that, saying it was much better to stay with the same provider for both injections.

Robinson, Farmer, Cox Audit Presentation:

Paul Lee, Managing Director, Robinson, Farmer, Cox Richmond Office, reviewed the audit results of FY2020 with the Board. He said that the audit found no material weaknesses or significant deficiencies. Mr. Lee said that the major programs audited this year, the school food program as well as the school's Title One program, resulted in no issues and no corrective action would have to be taken. He stated that the ending fund balance represents about 29% of the operating budget. He said that it does not include any CARES Act money as it was all deferred to FY21. He said that next year's audit would include a lot of work on the CARES Act expenditures in FY21. He stated that even though the Board expected the sales tax to decrease due to the pandemic, it had actually increased. He said that the tax collection percentage for 2020 was right at 99%.

A motion to receive the audit of FY2020 was made by Supervisor Koontz, seconded by Supervisor Kimbrough, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

Reassessment Update:

Steve Wampler, Wampler-Eanes Appraisal Group, Ltd., said his group started working on reassessments around the end of July, and said that about 40% of the fieldwork had been visited, which equates to approximately 6,000 parcels. The work was started in Jamaica, the northern end, and they have worked their way down to south of Urbanna, heading south towards Deltaville. He said that marinas were being reassessed throughout the project. He said that no data had been updated on the computer yet. It will probably be late spring to early summer before enough sales data is collected to do that. In other projects for Wampler-Eanes, four out of five counties saw increases anywhere from 5% to 20%. However, he said it is way too early to tell how Middlesex County will fare. Mr. Wampler said there was trending evidence that lots that had been vacant for years were now being sold and people were starting to build more. He said reassessment notices would be sent sometime in November 2021.

Supervisor Koontz asked if all Board of Equalization (BOE) members were already in place. Mr. Wampler said that he does not think the members can be appointed until January 2022. Mr. Walker said that the Board would be given the requirements for each BOE member before that time. He said that the members have to represent certain industry clusters as well as geographic locations.

Supervisor Kimbrough asked when the work would be completed. Mr. Wampler said the contract called for the work to be completed by October 2021.

Mr. Wampler reviewed the process for reassessment reviews and appeals. Appeals would go before the BOE. If the property owner is still dissatisfied, they could appeal the BOE's findings to the Circuit Court.

Airport Project:

Jeff Gore, Project Manager, reviewed the draft Interim Agreement, saying that the state code requirement of posting the agreement and exhibits on the website for 30 days for public comment had been met. He said that a procurement committee had also been appointed to help evaluate the proposal, an interim agreement, and the comprehensive agreement. The committee was provided with the interim agreement and the committee had provided only positive comments, with no suggested amendments or opposition to the agreement. To be eligible for state grants, the preliminary planning work needs to be conducted and approved by the State Department of Aviation. Per the interim agreement, DelCorp has agreed to be responsible for the costs and performance of the preliminary planning work, the Airport Layout Plan (ALP) and the Environmental Impact Review (EIR). The work will be done

by Parrish and Partners who will provide the ALP and EIR to the county. The county will then submit the ALP and EIR to the Department of Aviation for their approval. DelCorp has been able to refine some of the work and scope of the project to get the costs significantly down. If the ALP or EIR is not approved by a state or federal agency, then DelCorp agrees to go back and make whatever changes are necessary to get the plans in compliance. If the county ultimately decides not to go forward with the project, then the county would be responsible for paying DelCorp back the approximately \$85,000 for the ALP and the EIR. The ALP grant and EIR grant will not be considered until the Board of Aviation's March meeting. If the grants are approved, the county agrees to pass that money through to the private partner.

A motion to move forward with the project and to execute the interim agreement with DelCorp to include the ALP and the EIR was made by Supervisor Williams, seconded by Supervisor Koontz, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

Heritage Committee:

Patricia Satterfield, Project Manager, thanked the Board for the opportunity to review the Heritage Committee's purpose and mission. She said that all but one of the committee members were attendees or graduates of St. Clare Walker High School. She said that, in the past, the committee had met with the Department of Historic Resources; the County Administrator; Gordon White, Chairman of the Economic Development Authority; Bruce DeSimone, Chairman of the Middlesex County Foundation; and Michelle Brown, Coordinator of Economic Development and Tourism. She said that the Heritage Committee is committed to and passionate about discovering and preserving the history of the ancestral roots of Middlesex County. The committee was formed in 2017 to envision the Cooks Corner Revitalization Plan. Initially, the committee focused on the restaurant complex featuring St. Clare Walker High School. The committee realized it was critical to focus on the history of Cooks Corner that, for decades, was such a vital economic and cultural force in the African American community. After the developers withdrew from the microbrewery, the committee's focus changed to the Heritage Trail to display the history of African American life at Cooks Corner, including St. Clare Walker High School. Ms. Satterfield said that engaging a professional historian researcher is critical to the success of the project. The committee has been in communication with several professional historians and is in the process of developing a Request for Proposal for a historian that will be widely distributed. The stage of the project that the committee is working on now is the history of African American life in Cooks Corner from reconstruction in 1865 to desegregation in 1969. The committee expects to have a continuing relationship with the Board of Supervisors during this process.

At 5:03, the Board took a five-minute break. After returning from break, since the two-hour time limit had been reached, attendance was taken by Ms. Muncy with the following roll call: Supervisor Koontz – Present; Supervisor Mansfield – Present;

Supervisor Williams – Present; Supervisor Kimbrough – Present; and Chairman Jessie – Present. All five Board members were present; there was a quorum.

Open Road Renewables - Drake Power Facility Project:

Chip Dicks, Gentry Locke Attorneys, reviewed a proposed battery storage energy system project. He had applied for a by right use because he felt that it met with the utility provisions of the Zoning Ordinance, but county staff did not and felt it should go through a Special Exception process. He said he had originally appealed that decision, but later asked that an appeal hearing not be held by the Board of Zoning Appeals because he would rather pursue a collaborative approach with the Board of Supervisors, Planning Commission, county residents, and staff. He believes that a County text amendment to expressly recognize energy storage would be beneficial for the county. Energy storage is a new part of the Clean Economy Act that was passed by the 2020 General Assembly that allows modernization of the electric grid. The project would be located on a 12-acre parcel at the intersection of Route 33 and Route 3 across from Dominion's existing Harmony Village electric substation. Electricity would be pulled off the grid through the substation and then stored at the battery facility. When the energy is needed, it would be reconnected to the substation and re-energized into the grid. There is no generation in the battery storage system unlike a solar project. The storage system would be located on a five-acre parcel within a 12-acre property that is already owned by Open Road Renewables, unlike a solar project that could sit on a 1,000-acre property. A battery storage system is completely different from a solar facility. Mature vegetation would be added to existing vegetation to screen the project. There would be 100-foot setbacks from all adjacent parcel lines and rights-of-way and there would be 25-foot-wide vegetative buffers.

Supervisor Koontz asked several technical questions regarding the project. The Board had a lengthy discussion with Mr. Dicks regarding the battery storage project. Mr. Dicks said his intent was to work with Mr. Kretz, Ms. Lewis and Mr. Walker in January to come up with a draft text amendment for the Board to consider. In February, he would like to file a Special Exception application.

REGULAR AGENDA ITEMS

Budget Supplement Requests:

Ms. Muncy reviewed two Budget Supplement Requests. Budget Supplement Request FY2021-43, in the amount of \$150,000, is for a grant from the Port Authority with no match required. The Planning District Commission will administer the grant for the county. An agreement was accepted and signed in July 2020. The county will fund the expenses and then request reimbursement from the Port Authority. The supplement request would take \$150,000 from the General Fund dredging set-aside fund for dredging projects and put it into a capital improvement line. The reimbursement from the Port Authority will go back into the dredging fund. Budget Supplement Request FY2021-45, in the amount of \$25,741, is for appropriation of

CARES Act funds received for the broadband Fast-Track program. The Broadband Authority used a consultant to apply for this funding.

A motion to approve Budget Supplement Requests FY2021 – 43 and 45 in the amounts of \$150,000 and \$25,741 was made by Supervisor Koontz, seconded by Supervisor Williams, and carried by the following roll call: Supervisor Mansfield – Aye; Supervisor Koontz – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

From:	To:	Amount:
3-001-041060-0001	4-1-099010-0041	\$150,000.00
3-049-041050-0045	4-049-010010-7015	\$150,000.00
3-1-24040-1090	4-1-99010-0030	\$25,741.00
3-058-041050-0045	4-058-010010-7055	\$25,741.00

Citizen Appointments:

Ms. Muncy said that an application had been received from Celane Roden for reappointment to the Economic Development Authority (EDA).

A motion to reappoint Celane Roden to serve on the Economic Development Authority was made by Supervisor Koontz, seconded by Supervisor Mansfield, and carried by the following roll call: Supervisor Mansfield – Aye; Supervisor Koontz – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

Appointee:	Board:	Term Expiration:
Celane Roden	Economic Development Authority	1/31/2025

COUNTY ADMINISTRATOR REPORT

Mr. Walker advised the Board that interviews had been conducted for the Building Inspector position and there were several solid candidates. He would give the Board another update on that situation at the next meeting. He said that there were several very qualified applicants that had applied for the Assistant County Administrator position and he was hoping to conduct interviews in early January. He said that applications for the Maintenance Worker position were currently being reviewed. He hopes to conduct interviews for that position soon as well.

Mr. Walker said that a pre-bid meeting is planned for January 19, 2021, with bids being due on January 29, 2021, for the Cooks Corner Office Complex project. He stated that all phases of the Water Authority project were currently underway. Contractors have multiple crews working in multiple portions and sites concurrently on the project. He is planning on meeting with the Rosegill property owner tomorrow to discuss the screening and aesthetics of the pump storage and well facility at Rosegill. He informed the Board that the Topping PER is currently underway with Timmons on the county’s sewer collection system project and is nearing completion. He urged the

Board members to accept the calendar invites that had been sent to them for the budget processes so the meetings would be added to the calendar on their device. He advised the Board that Kevin Gentry and Glenn Nix had been working diligently to upgrade the county's board rooms and meeting facilities with more modern electronics and audio-visual equipment to enable hybrid meetings for any Board members that wished to attend meetings in those rooms.

COUNTY ATTORNEY UPDATE

Ms. Lewis advised the Board that she was working on the Electronic Summons Systems Ordinance as she was instructed to at the last meeting. The Sheriff's Office had received a grant to implement that system. The draft ordinance had been prepared and circulated to the Sheriff's Office for them to review. She is hoping to have that ready for the Board's review at the next meeting. Ms. Lewis said she is continuing to work on the Water Authority project.

UNFINISHED/NEW BUSINESS

Unfinished Business:

Supervisor Kimbrough reported that Atlantic Broadband had told him that they had made significant progress by getting the call-back feature fully implemented, which has been very effective. They plan to hire 40 new customer service agents; 20 of those agents have already been hired and are undergoing training. They understand they have more work to do, but they do feel that they have made progress.

New Business:

Supervisor Mansfield informed the Board that he would like to introduce a proposal that would allow citizens of residential subdivisions to request that no gunfire be permitted in their residential communities. Supervisor Mansfield read his proposal to the rest of the Board. He said the proposal was for residential subdivisions with lot sizes less than five acres that were not in an Agricultural Zone. It supported the prohibition of outdoor shooting of firearms in the neighborhood for safety reasons. The property owners in the community could take a vote, and if two-thirds or more supported the prohibition of outdoor shooting of firearms, they could submit a list of names and contact numbers to the County Administrator. County staff would verify the names and property ownership. After verification, the Supervisor representing that community would present the list of names to the rest of the Board. The Board would vote on the request. If the majority vote supports the request, an ordinance would be drafted based on Virginia Code Section 15.2-1209.

Supervisor Kimbrough said he had some concerns with some of the language. He said he would share his alternative language with the Board for them to consider and then the Board could revisit the proposal. Supervisor Koontz said he would like to see the language suggestions before he made any consideration of the proposal.

Supervisor Mansfield agreed to review Supervisor Kimbrough's suggestions and revisit the proposal next month.

MATTERS PRESENTED BY THE BOARD

Supervisor Koontz asked Mr. Walker to keep Mills Creek Landing in Wake on the list of various funding that the county might pursue for dredging.

Supervisor Kimbrough advised the Board that the Deltaville Tap and Raw Bar had relocated to the Deltaville Marina and had a successful and safe opening on New Year's Eve. He said that a new pizza restaurant will be opening in Deltaville.

Chairman Jessie said he had attended a Planning District Commission meeting where battery storage was discussed, saying that they needed to be placed close to the electric grid.

CLOSED SESSION

A motion to convene in a closed session pursuant to the Code of Virginia, Section 2.2-3711(A)(1), for the specific discussion of personnel matters regarding the County Administrator, was made by Supervisor Koontz, seconded by Supervisor Williams, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

RETURN TO OPEN SESSION

Upon returning from Closed Session, attendance was taken by Ms. Muncy with the following roll call: Supervisor Koontz – Present; Supervisor Mansfield – Present; Supervisor Williams – Present; Supervisor Kimbrough – Present; and Chairman Jessie – Present. All five Board members were present; there was a quorum.

A motion to return from closed session with the following statement was made by Supervisor Mansfield, seconded by Supervisor Koontz, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

To the best of the members' knowledge, only public business matters lawfully exempted in the motion by which the closed session was called were considered or discussed in the closed session.

Ms. Lewis reviewed the negotiations between Mr. Walker and the Board regarding Mr. Walker's contract. The agreement that was reached was that Mr. Walker's car allowance of \$9,600 per year would be removed from his contract and incorporated into his salary. Mr. Walker agreed to pay for the increased costs of the FICA and VRS of \$1,307.52 resulting from incorporating the car allowance into his

base salary. This would be a cost-neutral move; therefore, there is no cost difference to the county.

A motion to approve the addendum, as presented, to Mr. Walker's contract was made by Supervisor Koontz, seconded by Supervisor Mansfield, and carried 4-1-0 by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Nay; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

RECESS

The Board agreed, by consensus, to recess until the public hearing at 7:00 p.m.

RECONVENE

The meeting reconvened at 7:00 p.m.

ROLL CALL

Attendance was taken by Ms. Muncy with the following roll call: Supervisor Koontz – Present; Supervisor Mansfield – Present; Supervisor Williams – Present; Supervisor Kimbrough – Present; and Chairman Jessie – Present. All five Board members were present; there was a quorum.

PUBLIC HEARING

Ordinance Amendment 2020-02:

Dave Kretz, Planning Director, said that Ordinance Amendment 2020-02, initiated by B. G. Development, was for the purpose of amending Article 11, Section 11-4, General Business of the Middlesex County Zoning Ordinance to allow Animal Crematoriums as a Special Exception use and add Animal Crematoriums to Article 22, Definitions. The applicant is requesting authorization to add an animal crematorium to the current Bristow-Faulkner Funeral Home. Staff noted that crematoriums were allowed in the General Business district with a Special Exception. However, because the definition of crematoriums only references incineration of human remains, the request for an animal crematorium could not be processed. If approved, animal crematoriums would be added to the Zoning Ordinance as a Special Exception use, 11-4.13. Staff recommends approval of ordinance amendment 2020-02 as submitted. The Planning Commission voted 8-0 with two absent to recommend approval with the recommendation that the definition be indexed under crematoriums.

Chairman Jessie opened the public hearing at 7:04 p.m.

Greg Faulkner addressed the Board regarding the Ordinance Amendment, thanking the Board for taking the amendment under consideration.

Chairman Jessie closed the public hearing at 7:06 p.m.

A motion to approve Ordinance Amendment 2020-02 was made by Supervisor Mansfield, seconded by Supervisor Koontz, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

Special Exception 2020-05:

Mr. Kretz said that the Special Exception 2020-05 application was submitted by B. G. Development, requesting approval of a Special Exception to allow an animal crematorium to be installed in the same structure as an existing crematorium in accordance with the proposed article that was just passed, Section 11-4.13, General Business, of the Middlesex County Zoning Ordinance. The property for which the Special Exception was requested is 15 C. F. Edwards Lane, further identified as Tax Map Parcel 26B-1-73 in the Saluda District. Staff recommends approval of Special Exception 2020-05, with conditions, which include that the use shall meet the criteria of Article 11, Section 11-4.13 and Article 20, Section 20-5B and any other site plans or building code requirements, or any other approval required by any interested federal, state, or local agency. A site plan was submitted for where funeral services for pets will be conducted. The site plan was approved by staff. Staff recommends approval and the Planning Commission voted 7-0, with two absent and one abstention to recommend approval.

Chairman Jessie opened the public hearing at 7:13 p.m.

No speakers addressed the Board with any comments.

Chairman Jessie closed the public hearing at 7:14 p.m.

A motion to approve Special Exception 2020-05 was made by Supervisor Koontz, seconded by Supervisor Mansfield, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

2021-2025 Capital Improvement Plan:

Mr. Kretz said the Capital Improvement Plan (CIP) is strictly advisory. The plan is intended for use as a capital facility planning document and is not a request for funding allocations. It is a planning tool to assist the Board of Supervisors in the development of the county budget. In accordance with the Code of Virginia, the CIP must be updated on an annual basis, with individual projects removed from the plan as they are completed. The Planning Commission's Capital Improvement Committee met December 2, 2020 to prioritize departmental requests. The CIP presented to the Board has the committee's recommended prioritizations. The CIP contains some new projects. Mr. Kretz reviewed some of the existing projects on the CIP and explained

some of the new projects. Staff recommends approval of the FY2021-2025 Capital Improvement Plan update. The Planning Commission, after conducting a public hearing on December 10, 2020, voted unanimously, 7-0 with one abstention and two absent, to recommend approval of the CIP for FY 2021-2025 to the Board of Supervisors.

Chairman Jessie opened the public hearing at 7:25 p.m.

No speakers addressed the Board with any comments.

Chairman Jessie closed the public hearing at 7:26 p.m.

A motion to approve the FY2021-2025 Capital Improvement Plan, as presented, was made by Supervisor Kimbrough, seconded by Supervisor Williams, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

PUBLIC COMMENT

Chairman Jessie opened the public comment period at 7:32 p.m.

Penny Reed addressed the Board again regarding her issues with the Urbanna Postmaster, saying that the service was unacceptable, and that crucial mail had been returned because she was forced to use her physical address on her applications rather than her Post Office Box address and the Postmaster refused to put the crucial mail in her Post Office box and returned it to sender instead. She inquired as to what needed to be done to get mailboxes in the yards in her subdivision.

Chairman Jessie closed the public comment period at 7:36 p.m.

ADJOURN

A motion to adjourn until the next Work Session meeting scheduled for Friday, January 8, 2021 at 9:30 a.m. was made by Supervisor Koontz, seconded by Supervisor Mansfield, and carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

Wayne H. Jessie, Sr., Chairman
Board of Supervisors