

AT A HYBRID MEETING OF THE MIDDLESEX COUNTY BOARD OF SUPERVISORS  
HELD ON TUESDAY, FEBRUARY 2, 2021, BOTH ELECTRONICALLY AND IN-  
PERSON IN THE BOARD ROOM OF THE HISTORIC COURTHOUSE, SALUDA,  
VIRGINIA:

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**

Chairman Jessie called the meeting to order 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 – Not Present; Supervisor Mansfield – Present; Supervisor Williams – Present; Supervisor Kimbrough – Present; and Chairman Jessie – Present. Four Board members were present; there was a quorum. Chairman Jessie led the group in prayer; Mr. Walker led in the Pledge of Allegiance. Chairman Jessie announced that the meeting would be a limited hybrid meeting, with Board members and staff choosing to meet either electronically or in person. If meeting in person, CDC guidelines of wearing a mask and keeping socially distant would be adhered to. He said the public would continue to participate electronically by Zoom, either by phone or computer video.

Supervisor Koontz joined the meeting at 3:08 p.m. All five Board members were present; there was a quorum.

## **CONSENT AGENDA**

A motion to approve the Consent Agenda, as presented, 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.

The Consent Agenda included approval of minutes from the January 5, 2021 Regular Meeting; January 8, 2021 Budget Work Session; disbursements dated January 6, 2021 – February 2, 2021, numbered 95860 – 96939, totaling \$740,944.86 (95932 – 95974 and 95979 – 96900 were voided); and payroll dated January 15, 2021, numbered 95828 – 95859 totaling \$436,202.69.

## **PUBLIC COMMENT**

Chairman Jessie opened the public comment period at 3:09 p.m.

Jim Knupp informed the Board that he is in support of the skateboard park at Cooks Corner. The park would provide children access to a safe, designated place to pursue their activity.

Lauren Wood voiced her support of the skateboard park and basketball court at Cooks Corner. She said she is a volunteer with the Christian Skaters Club of Middlesex. She has witnessed so many positive benefits for the children participating in this activity. She suggested that the park be named in memory of the School Resource Officer, Deputy Melinda Hart. She also informed the Board that she is in full support of raises in the police salaries in this year's budget.

Aaron Wells said he started the Christian Skaters Club in 2019 at St. Clare Walker Middle School. Due to the pandemic and the school shutting down, he hosted the Club at his home which is located close to the school and has a large, paved driveway. Skateboarding can be done with social distancing and everyone wears a mask. It has been a great way for students to interact. He is in full support of a skateboarding park and a basketball court being installed centrally at Cooks Corner. He said that many people are willing to contribute finances, resources, equipment and materials for the skate park.

Zeke Koontz expressed his support for the skate park at Cooks Corner.

Christopher Vuyovich spoke of his support for the skate park at Cooks Corner.

Adam Weston submitted a written comment, which was read by Ms. Muncy. Mr. Weston stated that he was in support of the proposal to build a skate park and basketball court at Cooks Corner. His children have participated in the Christian Skaters Club for six months and have thrived in the environment. He believes that the central location for the park at Cooks Corner would be a great addition to the County. It would provide exercise while maintaining social distancing.

Chairman Jessie closed the public comment period at 3:21 p.m.

### **CONSTITUTIONAL OFFICERS**

Kathy Thrift, Treasurer, informed the Board that her office recently had a scare, which, thankfully, ended up being nothing, that caused her to move forward with implementing fraud protection for the county's bank accounts. She is working closely with the bank to facilitate the fraud protection.

Mae Burke, Commissioner of the Revenue, said that her office did not have all of the updated figures for Meals Tax and Transient Occupancy Tax when she prepared the report that was provided to the Board members. She said the updated numbers for the Meals Tax is \$349,145.69 and the Transient Occupancy Tax is \$125,424.20.

Mickey Sampson, Sheriff's Office, addressed the Board regarding salaries in the Sheriff's Office. He said that several deputies had left the department within the last year, typically due to either pay or the rising cost of health insurance. He said it had been difficult to replace those deputies because of the starting salary. He said that the starting salaries in neighboring counties are much higher than Middlesex. He said that Middlesex has 10 deputies, including a Sergeant, that make less than the starting salary of a deputy in Mathews, where there is less call volume. Middlesex is currently down two deputies, and by the summertime, it could possibly be down four. It will be extremely difficult to replace those deputies with the current starting salary. The 10 deputies making less than the Mathews starting pay are essentially making anywhere from \$368 to \$7,819 less. He would like to see those deputies' salaries brought up to \$41,850 to at least match Mathews' starting salary.

Chairman Jessie asked if new hires were asked to sign any kind of contract stating that they would stay with Middlesex County after they are trained. Mr. Sampson said that there is no contract that anyone is asked to sign.

Supervisor Williams asked if an operational cost comparison to other counties had been done. He said, for example, that if another county has a \$1 million budget and Middlesex has a \$1 million budget, but the other county has higher salaries, he wondered what the other county was doing to lower its operational cost to allow for higher salaries. He would like to determine what is being done differently in other counties that allows for higher salaries before moving ahead with any pay increases.

A motion to raise Middlesex Sheriff's Office starting salaries to \$150 more than Mathews' starting salary of \$41,850, in recognition of the urgent nature to retain employees, was made by Supervisor Koontz and seconded by Supervisor Mansfield. During discussion, Supervisor Kimbrough stated that he believed there should be a cap, not to exceed \$50,000. Supervisor Koontz amended his motion to approve raising all deputies' salaries to \$42,000, with a cost cap of \$50,000 for the county. The motion was again seconded by Supervisor Mansfield. The motion carried 4-1 by the following

roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Nay; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

Mr. Sampson asked if the salary changes could be made effective for the February payroll. Mr. Walker and Ms. Muncy both said they thought it could be done in time for the February payroll, but they would check with the Payroll Coordinator to make sure.

**AGENCY AND STAFF REPORTS**

***Schools:***

Dr. Gretz addressed the Board, reviewing Budget Supplement Request 2021-47 in the amount of \$50,021.67. This supplement request would appropriate funds to pay additional interest charges for old debt that was refinanced in 2020. Ms. Muncy added that 2015 and 2017 bonds were refinanced which resulted in a net savings of over \$600,000.

A motion to approve Budget Supplement Request FY2021- 47 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.

From:	To:	Amount:
3-1-041060-0001	4-1-099010-0080	\$50,021.67
3-071-051050-2000	4-071-067100-9220-900	\$50,021.67

***Department of Social Services:***

Rebecca Morgan, Director of Social Services, addressed the Board regarding Budget Supplement Request FY2021-48 in the amount of \$3,000. She said that Family Partnership Meetings are held to bring together families, counselors, pastors, the school system and the Community Services Board. The state gives Social Services \$300 for each meeting held to help with the expenses. She said that last quarter, 10 meetings were held, and the state sent the county \$3,000 for those meetings. She asked that the money be appropriated into the staff and compensation line for the FY21 budget for Social Services.

A motion to approve Budget Supplement Request FY2021-48 in the amount of \$3,000 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.

From:	To:	Amount:
3-1-24010-0002	4-1-53010-1001	\$3,000.00

***Parks and Recreation Project:***

Karen Reed, Parks and Recreation Director, discussed a possible public park in the Cooks Corner area for the community to improve the physical and mental health of citizens of all ages. It would provide a place for children and families to connect with recreational activities outdoors. Bay Design has prepared a proposal to draft a park plan for this area and also possibly using some area between the Health Department and the Puller Center, that could be completed in phases. There is approximately 2.5 acres of unoccupied space between the Kidd Building and the Animal Shelter and pet exercise facility. A concrete slab, 50x125, is already there that could be used by skaters; the Skaters Club has equipment that they can set up for use. She stated that the County would need some type of agreement with the skaters for them to use the slab. She stated that she would also like to have a basketball court concrete slab, 60x100, four inches thick, with a smooth surface and lines on the court. She said that a public park in that area would be a plus for the housing units that will be located in Cooks Corner. The County's insurer has indicated that there would be no additional cost to add a skate park to the County's insurance coverage. However, if a lease arrangement is made for the skater group to use the property, they would be required to have their own insurance.

A motion to allow the Skaters Club to use the existing concrete slab as a skate park was made by Supervisor Williams, seconded by Supervisor Koontz. During discussion, Ms. Lewis, County Attorney, said that she believes the motion needs a caveat that it is subject to an agreement. She said the motion needs to be contingent upon finalizing a written agreement before the area can be used as a skate park.

Mr. Walker recommended that an agreement be drawn up so everyone knows what type of equipment the Skaters Club is going to install and what type of improvements will be made. He said a liability waiver agreement needs to be drawn up clarifying the terms of the arrangement, or the motion could be approved contingent upon getting an agreement drawn up acceptable to the County Attorney.

Supervisor Williams amended his motion, saying that the Skaters Club could use the existing concrete slab immediately as a skate park under the Parks and Recreation Program umbrella of Middlesex County, contingent upon a written agreement approved by the County Attorney between the County and the Skate Club. The amended motion was seconded by Supervisor Koontz. The motion carried by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

Ms. Reed reviewed the list of gymnastics equipment that was included in the Board's packet, saying that some of the equipment was purchased through grants or her budget, and some was purchased by the gymnastics instructor. She said that since the gymnasium was being renovated, the equipment needed to be removed from the gym. The instructor is moving to a new location and would like to purchase some of the equipment that belongs to the county. Ms. Reed said she was not sure how the

purchase would work. She did not know if it needed to go out to bid first or not. Ms. Muncy said that, typically, property that is purchased with county funds has to be declared as surplus and then put out to bid. Mr. Walker said that it is believed that some of the parents of the gymnasts took it upon themselves to raise some money for some of the equipment. He said legal ramifications would need to be studied before selling the equipment. However, he stated that if Ms. Reed was certain that she was not going to operate a gymnastics program in the future, the Board could vote to surplus the equipment now, and a decision could be made later as to how to dispose of the equipment properly.

A motion to legally get rid of the gym equipment was made by Supervisor Koontz and seconded by Supervisor Williams. After discussion, Supervisor Koontz amended the motion, saying to legally get rid of any gym equipment that was no longer wanted or needed by the Parks and Recreation Department for other uses. The amended motion was again 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.

A motion to engage Bay Design to draft a master park plan at Cooks Corner, with the funds not to exceed \$6,300, was made by Supervisor Koontz. There was no second, so the motion died.

***Multi-Purpose Path Project:***

Marc Longest, Environmental and Codes Compliance Officer, addressed the Board regarding a resolution for VDOT that reflects the percentage of the project that the County would be responsible for. The resolution reaffirms the County's commitment to fund the locality share of the project. The original cost in the VDOT resolution provided in the Board's packet said \$200,000 but it had been updated to \$200,235 after the Board packet went out. An additional agreement from VDOT also states that the county would be responsible for anything above \$800,940 if the projected cost goes above a certain amount. Changes can be made to the design as the project progresses to try to reduce and control costs which affect the amount that the County would be responsible for. VDOT will be doing the engineering studies and design. If the budget numbers change, discussions can be had giving the County an opportunity to either fully fund the project or to discuss changes to the design. Supervisor Kimbrough said he was concerned that the County could be on the hook for a lot more money, and he wanted some assurances that discussions could take place and changes could be made to lower the costs before any groundbreaking happened. Mr. Longest said he would contact VDOT the next day and ask if the county could be given estimate totals, before any groundbreaking, to cut back on costs to keep the total cost in the range that had originally been agreed upon. Supervisor Kimbrough asked about the payment schedule of two payments of \$24,000 in FY2021 and \$176,000 in FY2024 and wanted to know if those payments would be made separately during those fiscal years or if the whole \$200,000 would be paid at one time. Ms. Lewis said the agreement was asking for assurances that the County would be able to appropriate the

full \$200,000 for the local match. Mr. Longest said he would clarify with VDOT the next day how the payment schedule would work and if the full \$200,000 would be needed immediately.

A motion to approve the VDOT Resolution to commit to fund the local share in the amount of \$200,235 for the multi-purpose path project in Deltaville was made by Supervisor Kimbrough, 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.

## RESOLUTION

**At an electronic meeting of the Middlesex County Board of Supervisors held on February 2, 2021 at 3:00 p.m.: On a motion duly made by Supervisor Kimbrough, and seconded by Supervisor Koontz, the following Resolution was adopted by the following vote:**

Wayne H. Jessie, Sr.	Aye
Peter W. Mansfield	Aye
John B. Koontz, Jr.	Aye
Lud H. Kimbrough, III	Aye
Reginald A. Williams, Sr.	Aye

**A Resolution affirming the County's commitment to fund the locality share of projects under agreement with the Virginia Department of Transportation and provide signature authority.**

**WHEREAS**, Middlesex County is a recipient of Virginia Department of Transportation (VDOT) funds under various grant programs for transportation-related projects; and

**WHEREAS**, VDOT requires a resolution to provide assurance of the County's commitment to funding its local share for the Deltaville Multimodal Path ("Project"); and

**WHEREAS**, VDOT has determined that the County's local share of this Project is 20% of the requested funding, which is \$200,235.00; and

**WHEREAS**, the Middlesex County Board of Supervisors has determined that this Project will enhance the County and be of benefit to its citizens for safer access along the public highways to marinas and commercial businesses within Deltaville, VA.

**NOW THEREFORE BE IT RESOLVED**, by the COUNTY of MIDDLESEX on this day, the 2<sup>nd</sup> of February 2021, that it hereby commits to fund its local share, in the amount of \$200,235, for the preliminary engineering, right-of-way, and construction of the Project pursuant to the agreement with the Virginia Department of Transportation (VDOT) in accordance with the project financial document(s); and

**BE IT FURTHER RESOLVED**, that the County Administrator, or his designee, is authorized to execute all agreements and/or addendums for this Project as required by VDOT.

A Copy, teste:

By: \_\_\_\_\_  
Honorable Wayne H. Jessie, Sr.  
Chairman, Board of Supervisors

Attest: \_\_\_\_\_  
Mr. Matthew L. Walker  
County Administrator

***Airport Update:***

Jamie Barnhardt, Airport Committee Chairman, said that at the January 25, 2021 Airport Committee meeting, the committee voted unanimously to accept the Airport Layout Plan (ALP), as presented by Parrish and Partners, and voted to move forward with the project by bringing the ALP before the Board of Supervisors for an approval so it can be sent to the Board of Aviation for review and approval.

Jon McCalmont, Parrish and Partners, informed the Board that the goal of the Airport Project is to increase safety and accessibility of the airport by improving the runway. He said that several steps had to be completed to get to this point, including completing an airport development feasibility study and performing a role change justification which has already been approved by the Virginia Aviation Board. The goal is to realign and extend the runway at Hummel Field. The next step is to prepare an ALP update. An Environmental Impact Review (EIR) also needs to be done after the ALP is approved. Before any design and construction begins, approval is needed from the Virginia Department of Aviation and the Department of Environmental Quality.

Ms. Muncy said that recently, an agreement with DelCorp (Oscar Barber) had been approved by the Board, stating that DelCorp would fund the Airport Layout Plan and the Environmental Impact Review. The County agreed to submit for grant funding with the state which has already been done. If the County does not get the funding, no reimbursement is required to DelCorp.

A motion to approve the Airport Layout Plan 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.

***Discussion of Possible Sale of County Land at Airport:***

Oscar Barber, owner of DelCorp, said he would like to purchase 1.5 acres of land within the Hummel Field parcel to build six hangars, 50x50, which would be sold as six shares. If a land sale is approved, he already has two of the six shares pre-sold to people outside of Middlesex County. Mr. Barber offered to buy the land for \$15,000 and stated that in addition to the hangar building, he would repave and widen the taxiway coming into the gas pumps at an improvement cost of approximately \$25,000, resulting in a \$40,000 benefit to the county. He said the deal would result in an approximate \$750,000 real estate tax base and approximately \$1.5-\$2 million worth of airplanes that could be taxed.

Ms. Lewis said that for county-owned land to be sold, a public hearing would need to be held after a notice of the proposal was advertised. Ms. Lewis said she would review Mr. Barber's proposal for the Board.

Supervisor Koontz asked if \$15,000 was a fair market value for the land or if it had been discounted to address the additional \$25,000 investment. Mr. Barber said that when Mr. Hummel deeded the land to the county, it had a proffer that the land could only be used for aviation and recreational-related purposes, restricting the land. He said that whatever the cost of the land ends up being, it would be passed on to his customers that would be buying the units.

A motion to move forward with a public hearing to sell the land, contingent on review by the County Attorney, was made by Supervisor Mansfield and seconded by Supervisor Kimbrough. Discussion was held by the Board concerning the matter.

Ms. Lewis stated she was happy to review things from a legal standpoint, but she was not aware of the terms that the Board wished to negotiate with Mr. Barber, and asked that either someone from the Administration office or a Board member be designated to assist in the endeavor.

Mr. Walker asked if it was the Board's intention to accept the \$15,000 offer or if the Board wanted to research it to see if that is a fair market value. Chairman Jessie said it could probably be determined by the Commissioner of the Revenue's records. Mr. Walker said he could also ask the assessor that is currently doing some work in the county. Supervisor Mansfield said it was his understanding that the Board was accepting Mr. Barber's offer based on a public hearing. Supervisor Koontz added that it was his understanding as well, also adding that it was to be contingent on legal review. Mr. Walker asked whether the Board wanted him to research fair market value. Chairman Jessie replied that no research was needed.

An amended motion to move forward with a public hearing to sell the land and accept Mr. Barber's \$15,000 offer, contingent on review by the County Attorney, 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.

## **REGULAR AGENDA ITEMS**

### ***Budget Supplement Requests:***

Ms. Muncy reviewed several Budget Supplement Requests and a Budget Transfer Request. Budget Supplement Request FY2021-46, in the amount of \$22,076.90 was for the interest for a 2020 refinance of a 2017 bond (originally a 2007 bond). Budget Supplement Request FY2021-49, in the amount of \$56,286, was for appropriation of additional funds to cover two new positions in the Building and Administration Departments through June 30, 2021. The amount is based on the assumption that the two new positions would be filled by mid-February. Budget Transfer Request FY2021-06, in the amount of \$689,335, moves money within the CARES fund. It covers transferring money toward broadband that the Board approved last month, and also several other expenditures within CARES funding.

A motion to approve Budget Supplement Requests FY2021 – 46 in the amount of \$22,076.90 and Budget Transfer Request FY2021-06 in the amount of \$689,335 was made by Supervisor Kimbrough, 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.

From:	To:	Amount:
3-1-041060-0001	4-1-010010-7003	\$22,076.90
Various Expense Accounts	Various Expense Accounts	\$689,335.00

Supervisor Kimbrough discussed Budget Supplement Request FY2021-49, in the amount of \$56,286, which would increase personnel. He said that there used to be two Building Inspectors and now there is only one, and the workload appears to be too much for just one inspector. He said it was his understanding that the hiring of a second inspector was to ease and balance the workload to allow for more timely inspections. Supervisors Koontz and Mansfield said their understanding of hiring an additional inspector at this time was to supplement and transfer knowledge since the eventual retirement of the current Building Inspector is on the horizon. This would allow for a transitional period.

Supervisor Kimbrough asked if the additional position in the Administrator’s office would also be a transitional position for the Assistant County Administrator’s eventual retirement. Mr. Walker confirmed that was true, but also said that it would give an additional person to monitor and assist with the many projects currently underway in the county.

A motion to approve Budget Supplement Request FY2021-49 in the amount of \$56,286 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.

From:	To:	Amount:
3-1-41060-0001	Various Expense Accounts	\$56,286.00

Supervisor Mansfield asked if a Building Inspector could be brought in on a consulting basis after the existing Building Inspector retires to help with the workload. Mr. Walker said he would like to retain the retiring inspector on a contract basis to help handle the workload. He would basically become a 1099 employee that could be a consultant on an on-call basis when needed.

Supervisor Koontz asked Mr. Walker and Ms. Muncy to monitor the issue of delayed inspections. He would like to have some comparison data on delays when there is one Building Inspector as opposed to having two inspectors during the transition period after the second inspector is brought on board. He said the data could help determine if the county should go back to having two full-time inspectors rather than one. He asked that they report their findings back to the Board in June.

**Citizen Appointments:**

Ms. Muncy said that two applications had been received for the Keep Middlesex Beautiful Committee, and one application had been received for the Recreation Committee. Joan Armstrong and Mitch Johnson had applied for the Keep Middlesex Beautiful Committee and Jacqueline Wake had applied for the Recreation Committee. Neither of these committees have district requirements or term expirations.

A motion to appoint Joan Armstrong and Mitch Johnson to serve on the Keep Middlesex Beautiful Committee and Jacqueline Wake to serve on the Recreation Committee 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.

Appointee:	Committee:	Term Expiration:
Joan Armstrong	Keep Middlesex Beautiful (Litter Committee)	N/A
Mitch Johnson	Keep Middlesex Beautiful (Litter Committee)	N/A
Jacqueline Wake	Recreation Committee	N/A

**CCOC Renovation Project:**

Ms. Muncy reviewed the details of the Cooks Corner Office Complex renovation project. She said that bids were received on Friday, January 29, 2021. Ben Burton, Bay Design, reviewed the bid tabulations. He said that three bids were received from very experienced contractors. They were Trinity USA Contracting in White Stone, RMT Construction in Richmond, and Athena Construction Group in Triangle, Virginia. Trinity was the low bidder at \$958,098.04, RMT Construction was the second low bidder at \$997,232.04, and in third was Athena at \$1,033,048. The bids were broken into three categories. The Base Bid included the entire HVAC system renovation, the electrical system, and all the gym renovations. Bid Addition A was the gym roof repair. Bid Addition B was the Social Services board room windows. The bid totals given included all three categories. The plans have been approved by the Building Official and are ready to be permitted. Mr. Burton recommended that the Board approve enabling the County Administrator to proceed with the authorization to establish a contract with Trinity USA Contracting for all three elements, the Bid, Bid Addition A, and Bid Addition B, for a total of \$958,098.04. If approved today, it is expected that the contract will be developed over the next month, and a pre-construction meeting could happen in early March and the expected completion would be in early December 2021.

Chairman Jessie said he had a problem with putting windows in the Social Services board room at a cost of \$22,627. He said he was not keen on putting windows in when taxpayer money paid to cover them up. He said he also believes that the building is more secure and insulated the way it is. He said he believes that Bid Addition B should be removed. Supervisor Mansfield asked if Bid Addition B could be done on a “not to exceed” basis. Mr. Burton said that the window project had been

broken down into four subcategories, mobilization, removal of the façade, installing new windows, and demobilization. If, after removal of the façade, it is determined that decent windows are still in place, they would not have to replace those, and that cost could be saved. He said that it is possible that Bid Addition B could cost less, depending on what they find. Mr. Burton reviewed all of the gym renovations at Supervisor Williams' request.

A motion to award the project, via Bay Design, to Trinity USA Contracting for the total Base Bid, Bid Addition A, and Bid Addition B in the amount of \$958,098.04 was made by Supervisor Koontz, seconded by Supervisor Mansfield, and carried 3-2 by the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Nay; Supervisor Kimbrough – Aye; and Chairman Jessie – Nay.

A motion to waive all Building Department permitting fees for Trinity USA Contracting for the CCOC renovation project was made by Supervisor Kimbrough, seconded by Supervisor Koontz, and carried with the following roll call: Supervisor Koontz – Aye; Supervisor Mansfield – Aye; Supervisor Williams – Aye; Supervisor Kimbrough – Aye; and Chairman Jessie – Aye.

***Removal of Unsafe Structure:***

Ms. Lewis reviewed an unsafe structure at 1884 Old Virginia Street in Urbanna. She said that pursuant to the County building code and the Uniform Statewide Building Code, the Building Official is asking for approval to remove it by demolishing the structure and having it cleaned up. There are certain procedures that must be followed to do this. The Building Official is asking for authorization to advertise the notice in the paper for two consecutive weeks. Funds will need to be appropriated for the advertisement, demolition and site cleanup. After that, Ms. Lewis would place a lien on the property, pursuant to Virginia Code, to recover the county's cost. If the property is sold, whether by auction through the Treasurer's Office or by the property owner outright, the lien will have to be paid off. Ms. Lewis said that the appropriation should be for \$5,000. She said that the Building Official had gotten three estimates for the cleanup, with the two lowest being \$4,500. The remaining \$500 should cover the cost of advertising, mailings, and legal costs.

A motion to appropriate \$5,000 for the removal of an unsafe structure 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.

Supervisor Koontz asked Ms. Lewis if the cleanup process was being done because it involved a mobile home. He said that a year and a half ago, a house was demolished on Twiggs Ferry Road which left a huge pile of rubble that was never cleaned up. He asked if there was a different ordinance regarding demolition and cleanup of mobile homes versus single family homes. Ms. Lewis said she was not aware of a different ordinance. She suggested that he ask Mr. Selph, Building Official,

why this demolition required cleanup and the one on Twiggs Ferry Road did not. Supervisor Koontz asked Mr. Walker to follow up with Mr. Selph on the inconsistency between the two properties.

At 5:33, with the two-hour time limit having passed, 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.

Mr. Walker asked if the Emergency Services Coordinator could address the Board before he gave his Administrator Report.

***Emergency Services Vaccination Update:***

David Layman, Emergency Services Coordinator, said that Virginia's daily COVID case rate is improving, averaging approximately 4,600 cases per day. The Three Rivers Health District (TRHD) is averaging 65-70 new cases per day, which is a small improvement. Hospital systems remain fully capable and are not overwhelmed. As of today, Middlesex has 416 cases on file. TRHD expects it will be many weeks before anyone currently eligible and signed up can get an appointment for the vaccine. The vaccine distribution has been divided into specific phases. TRHD has already completed Phase 1A, giving the first dose to EMS responders, firefighters, Social Services, and Sheriff's Office personnel. The second dose for those persons will start soon. TRHD has moved into Phase 1B now which includes frontline essential workers, people over the age of 65, people 16-64 with underlying medical conditions, people living in correctional facilities, homeless shelters and migrant labor camps. Unfortunately, it will be many weeks or longer before vaccination appointments become available for those who are registered. The vaccine is complex and fragile, and there is a mandatory observation period of at least 15 minutes to watch for severe allergic reaction. There is a shortage of the vaccine, and TRHD is only getting about 25% of the vaccines that they are capable of administering. TRHD is beginning to vaccinate school faculty and staff. People eligible for the vaccination in Phase 1B can contact their health care provider for initial consultation. The TRHD COVID-19 Resource Center can be contacted with questions. You can call them or visit their website for more information. He said that this is a massive and complex process that will take six to eight months to complete.

**COUNTY ADMINISTRATOR REPORT**

Mr. Walker advised the Board that the water project is underway, and the Water Authority is very pleased with the progress that the contractors are demonstrating. On the sewer project, the supplemental Preliminary Engineering Report (PER) that the Board commissioned with Timmons Group is almost complete. In February, the Sewer Committee will meet to review the PER and hopefully bring it before the Board of

Supervisors at the March meeting. He reminded the Board that they have a budget meeting with department heads on Friday for them to discuss their budgetary needs.

### **COUNTY ATTORNEY UPDATE**

Ms. Lewis reviewed the Electronic Summons Systems Ordinance with the Board, saying the Sheriff's Office was able to purchase electronic summons system software through a grant program. Virginia Code allows, by adopting an ordinance, to add an additional \$5.00 charge as part of criminal traffic cases in the county that can go toward maintenance and repair of the system. She asked that the ordinance be sent to public hearing and considered for adoption at the March meeting.

A motion to send the Electronic Summons Systems Ordinance to public hearing at the March meeting 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.

Ms. Lewis reminded the Board that they had adopted an addendum to the County Administrator's contract last month in which he would pay the increase in his VRS and FICA for transferring his car allowance and incorporating it into his salary. However, a mathematical error was made in calculating the amount Mr. Walker would need to pay. She said she was asking for authorization for a revised addendum to be signed that says Mr. Walker will be responsible for paying \$1,436.16 instead of the \$1,307.00 as stated in the original addendum.

A motion to approve the contract addendum correction and to authorize the revised contract addendum to be signed 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.

### **UNFINISHED/NEW BUSINESS**

#### ***Unfinished Business:***

Supervisor Kimbrough reported that Atlantic Broadband was pursuing the VATI grant, in which Atlantic Broadband (ABB) is contributing \$170,000 and the county is contributing a \$170,000 match. The grant would allow ABB to build out 15 miles of new infrastructure that would cover 142 potential customers. He said that the customer service experience had improved tremendously. The call center operations continue to improve with the addition of the new hires. He said that local service centers, like the one in Saluda, remain closed, and everyone is working from home. Those centers will remain closed until most of the population has been vaccinated. ABB is working to expand their network of partners, such as grocery stores and pharmacies, to give customers an opportunity to make in-person payments. They are also looking at

potential partnerships that would allow customers to return equipment. He said that ABB would be offering some new service packages to help people through the difficult times. One of the new packages they have introduced is a low-cost, entry-level, internet-only service for \$9.99 a month.

***New Business:***

Supervisor Koontz encouraged the Board to support the Keep Middlesex Beautiful Committee and the two new appointees, saying that any support given to them would be appreciated.

**MATTERS PRESENTED BY THE BOARD**

Supervisor Williams said he had been talking to Rivermont School to try to get them to bring one of their Special Education schools to Middlesex County. He said he had provided them with numerous locations throughout Middlesex County, including Cooks Corner. If it works out where they could find a suitable location in Middlesex, it could mean revenue for the county as well as better paying jobs.

**CLOSED SESSION**

A motion to convene in a closed session pursuant to the Code of Virginia, Section 2.2-3711(A)(3) and (A)(8), for the specific discussion of the acquisition of real property for a public purpose, where the discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the public body, and consultation with legal counsel regarding that negotiation and acquisition, and pursuant to the Code of Virginia, Section 2.2-3711(A)(1), for the specific discussion of personnel matters regarding the County Attorney, 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.

**RETURN TO OPEN SESSION**

A motion to return from closed session with the following statement 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.

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.

No action was taken by the Board on any items discussed in the closed session.

**PUBLIC COMMENT**

Chairman Jessie opened the public comment period at 6:49 p.m.

No speakers made any public comments to the Board.

Chairman Jessie closed the public comment period at 6:50 p.m.

**ADJOURN**

A motion to adjourn until the next Budget Work Session meeting scheduled for Friday, February 5, 2021 at 9:30 a.m. was made by Supervisor Kimbrough, 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.

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