

VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT CENTER ON THURSDAY, MARCH 2, 2017 AT 7:00P.M.

PRESENT: SUPERVISOR JUDY S. LYTTLE, CHAIR  
SUPERVISOR MICHAEL H. DREWRY, VICE-CHAIR  
SUPERVISOR JOHN M. SEWARD  
SUPERVISOR GIRON R. WOODEN, SR.  
SUPERVISOR KENNETH R. HOLMES

ALSO

PRESENT: MR. TYRONE W. FRANKLIN, COUNTY ADMINISTRATOR  
MR. BRENDAN HEFTY, COUNTY ATTORNEY  
MS. DANIELLE POWELL, COUNTY ATTORNEY  
MRS. CAROL SWINDELL, INTERIM FINANCE DIRECTOR  
MS. RHONDA RUSSELL, DIRECTOR OF PLANNING  
SHERIFF CARLOS TURNER  
MRS. FAYE WARREN, TREASURER  
MR. RAY PHELPS, EMERGENCY SERVICES COORDINATOR  
MR. RUSSELL SAVEDGE, CHIEF ANIMAL CONTROL OFFICER  
MR. RICKEY WOODARD, MAINTENANCE SUPERVISOR  
MR. CLIFF REDSTONE, NETWORK ADMINISTRATOR

### **CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

The meeting was called to order by Chairperson Lyttle who then asked for a moment of silence. Following the moment of silence, she asked those present to stand and say the pledge of allegiance.

### **CONSENT ITEMS**

1. Approval of February 2, 2017 Minutes, Board of Supervisors
2. Approval of March, 2017 Accounts Payable:

	Accounts Payable	Additional	Total
General Fund	\$141,740.90		\$141,740.90
Debt Service	\$0.00		\$0.00
Capital	\$59,071.54		\$59,071.54
Water & Sewer	\$32,593.63		\$32,593.63
CSA	\$0.00		\$0.00
Indoor Plumbing	\$0.00		\$0.00
Juror Payments	\$0.00		\$0.00
<b>Totals</b>	<b>\$233,406.07</b>		<b>\$233,406.07</b>

### 3. Appropriation Requests March, 2017:

<b>School System - March 2017</b>	Instruction	\$1,123,225.14
	Admin./Health	\$75,753.71
	Pupil Transp.	\$70,701.71
	Operation/Maint.	\$227,078.36
	Food Serv.	\$56,721.14
	Debt Service	\$0.00
	Capital Projects	\$0.00
	Technology	\$91,596.25
	<b>Total</b>	<b>\$1,645,076.31</b>
<b>Dept. of Social Serv. - March 2017</b>		<b>\$150,000.00</b>

Supervisor Seward made a motion that the Board approve the Consent Items as enumerated. Supervisor Holmes seconded the motion. Supervisors Lyttle, Wooden, Holmes, Drewry and Seward voted affirmatively to approve the motion.

## PROGRESS REPORTS

### 1. VDOT

#### A. Quarterly Report

No representative from VDOT was present to provide a report.

### 2. Treasurer

#### A. Investment Letter

Mrs. Faye Warren, Treasurer, reported the following: as of the February 2, 2017 meeting, it was reported that the balance in the LGIP Fund was \$25,773,464.30. Since that report, accrued interest for January, 2017 in the amount of \$18,103.15 had increased that balance to \$25,791,567.45. Since the last report, \$500,000 was transferred from the LGIP to the General Fund leaving a balance in the LGIP of \$25,291,567.45. As of March 2, 2017 the County had \$25,791,567.45 in total investments, including one CD valued at \$500,000.00 which will mature on January 28, 2018.

### 3. County Administration

#### A. Presentation: Projects Update

Mr. Brian Camden, Project Coordinator, addressed the Board to present an update regarding ongoing projects in the County. He reported that a construction permit for the marina project had been issued the previous week from the Virginia Marine Resource Commission. The County's plans for the project were approved with no requested changes or comments. The marina will have a 200 foot ADA accessible ramp and gangway leading to a main 420 foot floating pier with 7 finger piers. The marina is designed to provide 44 permanent boat slips and to accommodate an additional 22 boats tied along the back side of the main pier for access to the restaurant.

With regard to the \$1.3 million Boating Infrastructure Grant (BIG), Mr. Camden reported that staff had received correspondence from Mr. Preston Smith, Marine Program Manager, indicating that the County could expect a notice of grant award within the next couple of weeks.

Mr. Camden further informed, with regard to the Town of Dendron Water System Upgrade, that engineers are in the process of evaluating potential alternatives to placing the proposed new water main along Route 31 under the existing sidewalk. Bowman Construction is wrapping up the final cost analysis for these proposed water main options and Mr. Camden stated that he hoped to present that information to Board members at their scheduled April, 2017 meeting.

Mr. Camden reported that staff had met with representatives of Dominion Virginia Power to discuss cost sharing of the proposed Surry County Rescue Squad facility. Dominion representatives had responded favorably to the proposal. The building had been redesigned to accommodate a new Emergency Operations Center resulting in an increase in square footage from 8,530 to 12,150.

Finally, Mr. Camden informed that a meeting had taken place with the architectural and marketing consultants who would be responsible for the proposed study relative to a new Community Recreational Center. He introduced Mr. Howard Collins of Waller, Todd and Sadler Architects who informed that his firm would provide the Board with and architectural and marketing study, schematic design and study of the existing facility, evaluation of future space needs, and proposed site evaluations. He stated that community outreach and involvement would be an integral component of their work.

Mr. Franklin requested an update from Mr. Ricky Woodard, Maintenance Supervisor, on the progress of work on the old Dendron Post Office building. Mr. Woodard informed that the County had contracted with Rickmond Construction to renovate and expand the existing building to include bathrooms, office space, storage space, and a commercial kitchen. The HVAC system will also be upgraded to service the building with the planned addition. The facility will be expected to provide maximum occupancy for 85 people. Mr. Woodard reported that staff anticipates the project to be completed within the next two months. He further expressed concern regarding the lack of parking at the site and discussed whether the exterior of the addition would be covered with brick or siding.

#### B. Presentation: Technology Update

Ms. Pat Bernshausen, Special Assistant to the County Administrator, and Mr. Cliff Redstone, Network Administrator, addressed the Board

to provide an update relative to recent technology projects. Ms. Bernshausen informed that the full agenda package for Board of Supervisors meetings would now be available on the County Government website. Documents can be accessed by navigating to the Board of Supervisors page, sub-page “Full Agenda Materials for BOS Meetings” where the link to the dropbox can be found.

Additionally, she reported that staff had solicited quotes from several vendors for the development of a new government website which would be more user-friendly and more interactive. Four quotes have been obtained and staff will make a decision within the next two weeks and move forward on the development of a new website. Lastly, Ms. Bernshausen informed Board members that a new telephone system was scheduled for install within the next couple of months.

#### C. Resolution 2017-02: Authorization for Refund Requests

Mr. Brendan Hefty advised that, in response to the Board’s request to revise the ceiling amount for refund requests from the Treasurer’s Office and the Commissioner of the Revenue, staff had drafted Resolution 2017-02 authorizing the Treasurer to issue refunds up to \$2,500 as the result of an erroneous assessment or overpayment without seeking approval from the Board of Supervisors.

Supervisor Wooden made a motion to approve Resolution 2017-02 as presented which would authorize the Treasurer to issue refunds up to \$2,500 as the result of an erroneous assessment or overpayment without seeking approval from the Board of Supervisors. Supervisor Drewry seconded the motion which passed with unanimous approval.

#### D. Request for Public Hearings: Planning Commission Agenda Items

Ms. Rhonda Russell, Director of Planning and Community Development addressed the Board to request that they advertise and schedule public hearings at their April, 2017 meeting to consider the following items which have been approved by the Planning Commission and require subsequent approval by the Board of Supervisors:

- **CUP-2017-01**-Application by Colonial Trail W Solar, LLC for a Conditional Use to permit a Utility Service/Major, as permitted by Article III, Section 3-302 Permitted Uses, (c) of the Surry County Zoning Ordinance. The subject property is irregularly shaped, zoned Agriculture Rural District (A-R), and consists of 1,241± acres. The property fronts on the North side of Colonial Trail West/SR 10 for 2,600’± and the West side of Hollybush Road/SR 618 for 3,350’± and has an average depth of 10,700’±. The subject property is identified by Tax Parcel No. 26-4.

- **CUP-2017-02**-Application by Tidewater Dirt Riders for a Conditional Use to permit a multi-year Commercial Outdoor Recreational event, as permitted by Article III, Section 3-302, Permitted Uses(c) of the Surry County Zoning Ordinance. The subject property is zoned, Agriculture Rural District (A-R), and consists of 225± acres. The property is located on the North side of Swanns Point Road/SR 610, beginning 2,500'± west of the intersection of Driftwood Shores Drive, with 75'± of frontage along Swanns Point Road/SR 610 with an average depth of 3,800'± and bounded to the north by the James River. The subject property is commonly known as the Eastover property, and identified by Tax Parcel No.13-14 and 13-15C and addressed as 601 Eastover Drive.
- **CUP-2017-03**-Application by Tidewater Dirt Riders for a Conditional Use to permit a multi-year Commercial Outdoor Recreational event, as permitted by Article III Section 3-302, Permitted Uses(c) of the Surry County Zoning Ordinance. The subject property is zoned Agricultural Rural District (A-R), consists of 916± acres, located on the north side of Pipsico Road, beginning 6,000'± feet west of the intersection of Pipsico Road/SR 610 and Southwark Road/ SR 618 with an average depth of 6,800'± and commonly known as 79 Pipsico Road, the Pipsico Scout Reservation . The Tax Parcel Identification Number is 13-6.
- **CUP-2017-04**-Application by A. Seward for a Conditional Use to permit a multi-year Commercial Outdoor Recreational event, as permitted by Article III Section 3-302, Permitted Uses(c) of the Surry County Zoning Ordinance. The subject property is zoned Agricultural Rural District (A-R), consists of 200± acres, located on the south side of Colonial Trail W/SR10, beginning 500'± East of the intersection of Rolfe Hwy/SR 10 and Goodson Path/SR 660, with 600'± of frontage along Colonial Trail W/SR 10 and average depth of 4,000'±. The Tax Parcel Identification No. is 40-5.

Supervisor Seward made a motion that the Board authorize the advertisement and scheduling of Public Hearings at their April 6, 2017 meeting at 7:00pm in the Surry County General District Courtroom for CUP 2017-01, CUP 2017-02, CUP 2017-03, and CUP 20117-04. The motion was seconded by Supervisor Wooden and unanimously approved by all present.

Mr. Franklin asked Ms. Russell to provide Board members with a brief update relative to the County's Broadband initiatives. Ms. Russell

informed that staff was still waiting to receive notification of a grant award from the Virginia Department of Housing and Community Development which had been a joint application between the County and SCS Broadband, Inc. Although the announcement had been expected in January of 2017, no announcement has been made to date. Mr. Russell further informed that although SCS Broadband had also applied for grants with Dinwiddie County and Charles City County their project in Surry was not dependent on the outcome for the other two localities. She also shared information from a recent news article with regard to incentives being offered in Elizabeth City, NC to attract internet service providers and suggested that the Board may want to consider partnering with SCS Broadband with the use of local funds to accomplish the same outcome rather than wait on state grant funding.

Following Mr. Russell's presentation, Board members discussed the outcome of HB 2108. Chairperson Lyttle informed that the Virginia Association of Counties (VACo) had lobbied against the bill. Mr. Brendan Hefty stated that he would provide the Board with information relative to the changes and passage of the bill and its potential affect on the County's broadband initiatives.

Mr. Franklin introduced Mr. Ray Phelps, Emergency Services Coordinator, who began in that position on Monday, February 27, 2017. Mr. Phelps is a County resident and is very highly qualified for the position with experience in law enforcement and volunteer fire and rescue.

## **UNFINISHED BUSINESS**

### **1. Appointments: Surry County Economic Development Authority**

No action. Supervisor Holmes requested that staff contact the current member to determine if they were available for re-appointment.

### **2. Appointment: Highway Transportation Safety Commission**

Supervisor Drewry made a motion that the Board appoint Sheriff Carlos Turner to serve as the Claremont representative on the Surry County Highway Transportation Safety Commission for a term beginning April 1, 2017 and ending March 31, 2021. Supervisor Wooden seconded the motion which passed with unanimous approval.

### **3. Appointments: Planning Commission**

Supervisor Wooden made a motion that the Board re-appoint Mr. William E. Seward, IV (Claremont District) to the Surry County Planning Commission for a term beginning July 1, 2016 and ending June 30, 2020. The motion was seconded by Supervisor Drewry and unanimously approved.

Supervisor Drewry made a motion that the Board appoint Mr. Earl Newby (Dendron District) to the Surry County Planning Commission for a term

beginning July 1, 2016 and ending June 30, 2020. Supervisor Wooden seconded the motion; all present voted affirmatively.

4. Appointments: Board of Zoning Appeals

Supervisor Wooden made a motion that the Board recommend Mr. Roger Clayton, Jr. (Claremont District) for re-appointment to the Surry County Board of Zoning Appeals for a term beginning October 1, 2015 and ending September 30, 2020. Supervisor Drewry seconded the motion which passed with unanimous approval.

Supervisor Drewry made a motion that the Board recommend Mr. Eddie Curl (Dendron District) for appointment to the Surry County Board of Zoning Appeals for a term beginning October 1, 2015 and ending September 30, 2020. The motion was seconded by Supervisor Seward and unanimously approved.

5. Appointments: Board of Historic and Architectural Review

Following some discussion, Board members requested that staff make recommendations for appointees based on requirements of service at the Board's April, 2017 meeting.

**NEW BUSINESS**

Supervisor Drewry thanked staff for providing the Board's agenda materials online for citizens to view. With regard to Accounts Payable Supervisor Drewry asked that he be provided with account codes so that he could more easily determine where funds are coming from. He also requested that staff provide information regarding the balance remaining in budget lines when appropriations or expenditures are made.

**CITIZEN COMMENTS**

Mrs. Helen Eggleston (Dendron District) appeared before the Board to address concerns regarding broadband.

Mr. Mike Eggleston (Dendron District) also addressed the Board to share information and concerns relative to broadband.

**CLOSED SESSION**

Supervisor Wooden made a motion that the Board convene in Closed Session as permitted by Virginia Code §2.2-3711(A)(1) to discuss a personnel matter involving specific vacant positions: Director of Finance and Director of Parks and Recreation. The motion was seconded by Supervisor Holmes and unanimously approved.

Supervisor Drewry made a motion, seconded by Supervisor Holmes, that the Board return to open session and certify, by roll call vote, that only those public business matters exempted from the open meeting requirements of

the Freedom of Information Act and identified in the motion to go into closed session were heard, discussed or considered in the closed session.

**PRESENT**

Chairman Lyttle  
Vice-Chair Drewry  
Supervisor Seward  
Supervisor Wooden  
Supervisor Holmes

**VOTE**

Aye  
Aye  
Aye  
Aye  
Aye

**ADJOURNMENT**

There being no further business before the Board, Supervisor Seward made a motion to continue their meeting to Thursday, March 23, 2017 at 5:00pm in the County Administrator’s Conference Room for the purpose of conducting a budget planning work session. The motion was seconded by Supervisor Drewry and unanimously approved.