

August 20, 2020

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF NOTTOWAY COUNTY, VIRGINIA, HELD AT THE COURTHOUSE THEREOF, ON THURSDAY, THE 20TH DAY OF AUGUST IN THE YEAR OF OUR LORD TWO THOUSAND TWENTY AND IN THE 245TH YEAR OF THE COMMONWEALTH:

PRESENT: HELEN M. SIMMONS, CHAIRMAN
SHERMAN C. VAUGHN, VICE CHAIRMAN
LYNN K. SHEKLETON
STEVE W. BOWEN
JOHN A. ROARK
RONALD E. ROARK, COUNTY ADMINISTRATOR
JOHN N. PROSISE, ASSISTANT COUNTY
PRESTON G. WILLIAMS, COUNTY ATTORNEY

Madam Chair Simmons called the meeting to order at 7:00 p.m.

Supervisor Bowen provided the invocation. Madam Chair Simmons led everyone in the pledge of allegiance to our flag.

Madam Chair Simmons announces that she will be amending the agenda; she will be moving the Report of the Courthouse Memorial Statue Study Committee to the beginning of the meeting.

Administrator Roark announces that he has two items that need to be added to his section; responses to the Request for Proposal for the Animal Shelter and a Freedom of Information Act (FOIA) request. Additionally, he informs that Supervisor Roark would like to add two items also; a report from the Personnel Committee with time to discuss procedural questions, and a discussion on a division of the County moving forward.

Madam Chair Simmons takes the time to clarify her actions relating to the appointment of a Courthouse Memorial Study Committee. She explains that during the July regular Board meeting when so many citizens expressed their opinions on the future of the Courthouse Memorial she chose not to appoint a Committee at that time, even though Supervisor Roark made the suggestion to do so. After the meeting, and after rethinking the subject matter, she reconsidered her decision and chose to appoint an existing Committee to study the matter of the Memorial; the Courthouse Complex Committee comprised of Supervisors Bowen and Shekleton. Madam Chair tasked the Committee with obtaining all information possible, to include estimated costs to remove the statue, and bringing it back to the Board at tonight's meeting.

1 – Study Committee Report – Courthouse Memorial Statue: Documents as follows were included with the Committee Report:

- A – Code Section §15.2-1812 Memorials for war veterans
- B – VA SB182 2020 Regular Session; Title – War memorials for veterans; removal, relocation, etc.
- C – Letter – Frank G. Puryear: encouraging the Board to donate annually to the Piedmont Area Veterans Council
- C – Letter – Laura R. Outlaw, W. Courthouse Rd, Crewe, VA: requesting the Board not to remove the Memorial from the Courthouse
- D – Email – suggestion to cover the Statue during the week during Business hours instead of removing it
- E – Email – Celia Orr-Elzay: suggest the monument should be removed from the Courthouse Complex and the Board should entertain all thoughts/ideas on where to relocate it and what shall replace it
- F – Letter – Mary B. Baty: suggests the Memorial stay on the Complex and revisit the placement of a similar memorial for fallen Nottoway Confederate Blacks on the Complex

Supervisor Bowen provides comments related to two different meetings the Committee held. The most recent one was held on Wednesday, August 19, 2020 where they heard a presentation made by Mr. Larry Williamson, a member of the Nottoway Historical Association. Supervisor Bowen acknowledges that he was corrected; the Courthouse Memorial is not that of General George Pickett as he originally thought, it is representative of no particular soldier. Mr. Williamson did provide confirmation that the Courthouse Memorial does not contain any names of African-American soldiers. Supervisor Bowen suggests it is the position of the Historical Association that history shouldn't be torn down; new should be built. He further suggests that the citizens on both sides of the argument feel any action, or lack of, to remove or relocate the Memorial will be an injustice.

Supervisor Bowen reads aloud the Oath of Office he took when he was sworn in for the current term and makes special acknowledgement of the included terms impartially and faithfully. Supervisor Bowen urges the Board cannot impartially correct past injustice but it can petition the Court for a referendum to decide the Memorial's fate, let the people of Nottoway County vote on it and then faithfully follow what the results recommend.

Supervisor Bowen makes a motion to put the issue into a referendum and let the voters decide; he further encourages the Board to faithfully honor what the people say.

Madam Chair Simmons questions whether the Committee was able to obtain cost estimates on the removal, and possible relocation, of the Memorial. Supervisor Bowen reports there was one estimate obtained for close to \$20,000 and not from a local company; no local company has been willing to provide a cost estimate on such services.

Madam Chair Simmons offers comments on the most recent radio dialogue that was broadcast on the local radio stations; she offered those words for pure transparency. She explains that she chose to discuss the comments in the public forum at the meeting, and in front of the other Board members, as opposed to release her words to the public for their own interpretation. Lastly, she states that due to the recent public scrutiny and social media conflicts surrounding her chosen words during her radio broadcasts she will no longer be doing them.

Supervisor Roark states that if the Courthouse Memorial statue matter goes to a referendum he wants it to be on the record that he vows to honor the voice of the District two voters. Supervisor Bowen wants everyone to know he feels the same way as Supervisor Roark and would honor the voters of District One's decision.

Supervisor Roark offers a second to Supervisor's Bowen's motion to petition the Court for a referendum on the Courthouse Memorial. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L. K. Shekleton	Yes
S. C. Vaughn	No
H. M. Simmons	No

Madam Chair Simmons clarifies that this Referendum would not make it on the November 2020 election ballot due to associated deadlines and not being able to submit the petition to the Court in time. Administrator Roark confirms that County Attorney Preston Williams will submit the necessary paperwork to the Court as quickly as he can.

Madam Chair Simmons recalls comments made by former Crewe Mayor Greg Eanes that the County (and Towns) need to seek ways to secure revenue from tourism, specifically related to cultural history, and she suggests that the Board seek assistance from the Commonwealth Regional Council to search for available grant funds to establish a museum that would house all cultures. Additionally she suggests that the Town of Crewe would be a great place for such a tourism venture.

Town of Crewe Councilwoman Susan Yeatts is in the audience and announces that she has been working on something very similar to what Madam Chair Simmons is suggesting.

Supervisor Bowen interjects that he and Assistant Administrator John Prorise attended yesterday's meeting with the Commonwealth Regional Council (CRC) and Town of Crewe Manager Brian Thrower was in attendance also. He states that he will gladly offer the Cultural tourism project at the next meeting and see where they can go with it. Additionally he reports that CRC is in the process of preparing a cost estimate to update the County's Comprehensive Plan.

Vice Chairman Vaughn moves to pursue possible grant opportunities for cultural tourism through the Commonwealth Regional Council. The motion received a second from Supervisor Bowen. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L. K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

Vice Chairman Vaughn makes a motion to approve the agenda, including amendments. The motion received a second from Supervisor Roark. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L. K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

The minutes of the May 07, 2020 special meeting, the May 21, 2020 regular Board meeting, and the July 16, 2020 regular Board meeting were presented. Vice Chairman Vaughn moves to receive and adopt the May 07, 2020, May 21, 2020 and July 16, 2020 minutes as presented. The motion received a second from Supervisor Roark. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

Madam Chair Simmons asks if there are any delegations from the public; reminding everyone that, as the Board adopted at the January 2020 Organizational meeting, each speaker will be given five minutes to speak:

Thomas Crews: Mr. Crews states that it is a cynical move to use voters as a shield and suggests that if they can't do what they were elected to do, such as make tough decisions, without help from voters than they shouldn't be an elected official

Sue Yeatts: Before Mrs. Yeatts begins her comments Madam Chair Simmons congratulates her on her recent election win to the Crewe Town Council. Mrs. Yeatts expresses her continued disconcertment with County Administrator Roark and the Board's lack of assertion of authority to hold him accountable; suggests that Mr. Roark's 47 years of tenure should have been gauged by specific tasks that have been accomplished and those that have not.

Not long into Mrs. Yeatts' remarks she is interrupted by Supervisor Roark; he states that she has been before the Board on many occasions speaking about the same subject matter and asks her what she feels the end result should be; relating to Administrator Roark. Mrs. Yeatts answers that she wants to see Administrator Roark retired out.

Supervisor Roark asks Mrs. Yeatts if she has anything that she would like to present to the Personnel Committee or the entire Board that would help them with such a decision. She replies that yes she does.

Vice Chairman Vaughn informs Supervisor Roark to allow Mrs. Yeatts to finish her comments. Supervisor Roark states that he was simply asking for Mrs. Yeatts to present any supporting information she may have to the Personnel Committee.

Mrs. Yeatts continues with her comments and offers what she views as deficiencies the Board should be considering:

- *the Administration is currently in violation of the Freedom of Information Act (FOIA) (she acknowledges a case three years ago where Administrator Roark had a suit filed against him for a FOIA violation)
- *Recent FOIA requests prove the County's inaccurate recordkeeping (explains that two recent requests resulted in replies with missing pages and states that as a result the County is having to pay legal expenses to Sands Anderson)
- *the County's Emergency Operations Center is not in compliance
- *Madam Chair Simmons refuses to obtain required certifications to serve as the County's Emergency Services Manager
- *Administrator Roark does not have a computer at his desk and is using Assistant County Administrator as an Administrative Assistant/Secretary
- *some Supervisors have complained about having to spend too much time on County issues
- *Municipal buildings and/or sidewalks are not being maintained – there are mold/water problems, pest control issues
- *due to the lack of handicap ramps for each building they are not Americans with Disabilities Act complaint
- *many electrical outlets are outdated and should have been brought up to Code
- *there are Offices that are void of two doors; one for ingress and one for egress (suggests that lives could be lost if ever posed with an active shooter situation)
- *the County's telephones are outdated and don't even have conference call capabilities
- *states that Nottoway is the only County in South Central Virginia to have a County Administrator, an Assistant County Administrator, and a Finance Director; she questions why there is a need for all three positions

Madam Chair Simmons informs Mrs. Yeatts that her time is up and she needs to end her comments. Mrs. Yeatts disagrees and is confident that she still has time left. Supervisor Bowen acknowledges the extensive list of deficiencies presented by Mrs. Yeatts and asks if they have that many in Crewe. Mrs. Yeatts replies that while they do have deficiencies they are working on them. Supervisor Bowen takes exception with an accusation from Mrs. Yeatts that he spoke to her in an angry manner at the July regular meeting. Mrs. Yeatts clarifies her comments.

Mrs. Yeatts then requests a point of personal privilege and is denied this as she is not a member of the elected Body.

Sarah Allen: Ms. Allen tells the Board that not making a decision on the future of the Courthouse memorial is a copout. She states that there are citizens in the community that ask why now is the Statue a problem for people of color; she suggests that it's because they finally have a voice now. Lastly she suggests that the Board members don't want to do their job because they are scared to lose their elected seat.

Gregory Robertson: Mr. Robertson questions what will fill the historical void should the voters choose to remove the statue in a referendum and proposes an idea of erecting a statue of Pedro Francisco; a Revolutionary War legend who was also a man of color

Clarence R. Hawkes, Jr.: Mr. Hawkes begins his comments by commemorating all the woman present who are elected officials or in any form of leadership positions or are participating in some form of democratic activities. Mr. Hawkes declares that the Courthouse statue contradicts any form of democracy and it must leave the grounds. He also questions why the Committee would seek input from the Nottoway Historical Association as they are a biased group promoting unbalanced information.

Richard Hawkins: Mr. Hawkins begins his remarks by acknowledging how privileged we all are to live in a Country where its citizens can freely speak to their leaders/elected officials. Mr. Hawkins says that removing the Courthouse memorial will dishonor those soldiers whose names are listed on it. Mr. Hawkins reminds every one of his comments from the July regular meeting where he compared the Courthouse memorial to similar ones in the County such as the one located in Blackstone's Seay Park; suggests the only difference is the era in which the soldiers served. Mr. Hawkins commends the Board for choosing to have the Committee study the matter.

William Clarke: Mr. Clarke says that the statue is dividing the County and implies that the Board could have prevented what is happening now. He said the Board needs to take control and vote; if they can't then they shouldn't be in Office.

Audrey Brown: Ms. Brown, President of the Nottoway Branch of the NAACP, expresses appreciation to the Courthouse Memorial Committee for their efforts and asks them to be the leaders the County needs when making decisions that will impact and direct both the present and the future. Ms. Browns asks for the memorial to be removed from the Courthouse Complex and relocated to a more appropriate place.

Darrell Garber: Mr. Garber says that the Board failed its citizens when they were denied entrance to the Board meeting last month; suggests that it is the Board's responsibility to make arrangements for a larger venue during this time of required social distancing. Mr. Garber continues to offer his support of the Courthouse memorial remaining on the Complex; suggesting that people that are supporting Statue removal is a group with its own agenda.

Ashley Love Davis: Ms. Davis says that it shouldn't be too much to understand why that statue offends people and that she only seeks equality. She urges that no one wants the Courthouse statue destroyed they just want it relocated.

Valerie Bender-Werth: Mrs. Bender-Werth explains that her descendants originated from Germany so she feels that she has a better understanding of both sides of the statue removal argument. She urges that there is no appropriate passage of time that can change why soldiers fought but that the Courthouse memorial portrays arrogance and it should be removed.

Charles Vaughan: Mr. Vaughn expresses appreciation for the civility of the Board. He shares his beliefs that the Union had their reasons for fighting just as the confederacy but that God has his reasons and that was that slavery was wrong. He urges that many people lost their lives because they didn't listen to God even though they thought they were. He feels that while removing the statue will create vengeance and anger for some, keeping the statue will do the same. He lastly says that what is needed is the transformation of lives versus transportation of stones and encourages all to fear God first.

Allen Queen: Mr. Queen begins his remarks by saying that the first duty of government is to afford protection to its citizens. He says that with such broadly available free online training, even on the Federal Emergency Management Association website, there should be no reason that the County's Emergency Manager and Coordinator aren't sufficiently trained to carry out their duties. Mr. Queen cites a few examples of where the County leadership should strive to do better.

Madam Chair Simmons, in response to Mr. Queen's comments, explains that she is Emergency Services Coordinator by Board of Supervisor Chair rotation. She makes it very clear that if there was training required to serve as the County's Emergency Services Manager she would have absolutely completed such.

Supervisor Shekleton asks Madam Chair Simmons for the opportunity to respond to public comments. She informs that she has received citizen questions/comments concerning the County Administrator salary data that she reported at the July board meeting. She says it was suggested that, in the interest of transparency, she should respond to the questions at a public meeting.

She explains that the information she provided at the July board meeting was based on a report recently published by the Virginia Association of Counties (VACo); it was a report of actual salaries of County Administrators from 95 Virginia counties. She states that she first learned of the VACO salary data during a Personnel Committee meeting that was also attended by the County Administrator, the Assistant County Administrator and the Finance Director; Administrator Roark provided the Committee with the VACo report at this meeting and it was her understanding that the other three Supervisors were also provided a copy.

Supervisor Shekleton continues, explaining that during this same Personnel Committee meeting, there was discussion and general agreement with no voiced dissent, that because the County Administrator's salary had been an ongoing topic of discussion and concern and because salary data from a 2018 Compensation Study had been presented by citizens as a comparison to Mr. Roark's salary, it would be relevant, reasonable, and fair to also present the additional data now available from the VACo report.

Supervisor Shekleton states that she has been asked why she did not use for salary comparison purposes, the same Counties that were used in the 2018 compensation study commissioned by the County, as there is a wide variance between that study data and the counties that she was deemed to have handpicked from the VACo report. To provide some clarification she adds that the 95 counties in the VACO report included a number of larger urban counties that obviously are not relevant salary comparisons for Nottoway County and so to improve relevance she developed and reported average salary and tenure data for County Administrator's using the following three peer group comparisons; all of which were derived from the VACo report and go far beyond her simply handpicking three Counties for comparison purposes:

- 23 counties that comprise central Virginia
- 35 counties with populations less than 20,000
- 3 Central Virginia counties with less than a 2,000 population variance from Nottoway County

Supervisor Shekleton explains that her report of the information provided and her remark that Mr. Roark's salary is in line with the peer group salary data from VACO were simply a presentation of fact. She says that she did not introduce information from the 2018 Compensation Study because she was not attempting to refute that information or to make a comparison to it, nor was she attempting to defend or criticize anyone; only that she simply presented factual data and a factual statement about Mr. Roark's salary in relation to the data.

Supervisor Shekleton says that it was suggested to her that in order to make an apples to apples comparison of the Nottoway County Administrator's salary to that of Administrators of other counties, she must also compare the financial status of the average citizen in Nottoway to that of citizens in the counties used for comparison. She states that she was asked to publicly provide median income and poverty rates for each county used in her report along with the same information for counties used in the 2018 Study. She states that she is not presenting that information because the presentation of only those two economic indicators is meaningless.

Supervisor Shekleton says that if what is wanted is to take an accurate and objective look at the County Administrator's salary in relation to the economic health of the county then we would need a complete Peer Analysis that contains an assessment of a number of economic indicators including, but not limited to, the median income and poverty rates that were requested, the unemployment rates, the tax rates, a stress test that reveals the County's reserves in relation to its ability to service its liabilities.

She explains that reality is that in a peer group analysis, Nottoway County's performance in some of these areas will be higher than peer group and in some areas lower and that a truly objective judgment about whether the County Administrator's salary is at an appropriate level would require more than simply an assessment of the economic health of the county. She says that job performance factors and tenure would need to be considerations, along with job duties. She clarifies that while the top county administration roles in Nottoway are the County Administrator, the Assistant County Administrator and the Finance Director; all but one of our adjoining counties employ more people in county administration than Nottoway. As an example she provides that in Brunswick County they have the positions of County Administrator, Assistant County Administrator, Finance Director, Director of Economic Development, Economic Development Admin Services Coordinator, Financial Services Manager, Human Resources Coordinator, Planning Director, Planner, and Solid Waste Recycling Coordinator. She states that an understanding of comparative job duties calls for further analysis, but is another important aspect of salary considerations.

Supervisor Shekleton continues, saying that though she was asked to provide a response to questions at this public meeting for the sake of transparency, an opposing concern that was communicated to her was that she was choosing to respond in public in order to silence citizens and control the narrative. She takes exception to this comment and says she can't understand how presenting information at a public meeting equates to silencing citizens. Supervisor Shekleton exclaims that she has a great deal of faith in the intelligence of Nottoway County residents and their ability to absorb information and form their own opinions. That she does her best to deal with facts and she doesn't feel the need to create, much less control, a narrative in an attempt to defend anyone, to criticize anyone, or to influence the opinions of others. Lastly she states that she respects the rights of all citizens to question information and to question the motives of Board members and that she appreciates citizen input.

The Board the following presentation:

Dr. Melvin Austin – Dr. Austin provides his prospective on confederate monuments/symbols on public property; he exclaims that he is appalled. He acknowledges that educational textbook history professes that slavery is horrible and he believes that statues belong in museums and that citizens shouldn't be intimidated to come to the Courthouse to handle required business; suggests the Courthouse belongs to all of the County's people

The Board held the following public hearings:

1 – Budget Amendment to increase Landfill Fees – the new fees are proposed as follows:

Proposed fee amendments are as follows:

<u>Items:</u>	<u>Price:</u>
Garbage/Trash	\$42.00
Daily fee after 10 days	\$10.00
Tires	\$200.00
Sludge	\$104.00
Large Container Pickup – Misc. User	\$150.00 per pick up + \$42.00 per ton
Small Container Pickup – Misc. User	\$75.00 per pick up + \$42.00 per ton
Large Container Pickup – Full Time	\$98.00 per pick up + \$42.00 per ton + \$35.00 per month lease fee
Small Container Pickup – Full Time	\$75.00 per pick up + \$42.00 per ton + \$35.00 per month lease fee

Madam Chair Simmons asks if there is anyone present wishing to speak, for or against, the proposed new LF fees;

Citizen Allen Queen, Director of the Recycling Program at Fort Pickett asks if the proposed fees are because the Landfill is currently operating at a loss. Administrator Roark states the Landfill had more expenses during FY20 than revenue.

There being no one else wishing to speak, Madam Chair closes the public hearing.

Vice Chairman Vaughn makes a motion to adopt the new Landfill fees as presented. The motion received a second from Supervisor Bowen. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	No
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

Supervisor Roark, preferring to have discussed the proposed fees before any action was taken by the Board, suggests the County have a waste management study done. He recommends a study that would encompass not only the daily operations of the Landfill but recycling, and the possibility of privatizing the operations. Supervisor Roark suggests that with privatizing the Landfill, the County would still have control over the quantity of waste that is accepted. He asserts that since there is no guarantee that the fee increase will correct the current financial operating loss he did not want to add any additional burden to the taxpayers.

Vice Chairman Vaughn suggests that the County is only aligning its fees with adjoining localities; that the County's fee schedule was behind.

Supervisor Shekleton says that she has had a few of the District 5 constituents approach her concerning recycling and she suggests that at some point in the future the County should consider implementing some form of recycling program.

Supervisor Bowen says he will entertain the conversation of a waste management study at a work session. Administrator Roark asks for confirmation that the new Landfill rate schedule is effective immediately; Madam Chair Simmons answers yes.

2 – Special Exception – made pursuant to Section 2-1-4-3 of the Nottoway County Zoning Ordinance: Request from Constance L. Fitzgerald to establish a family cemetery on property located off Route 630 – Namozine Road in Blendon District; property is zoned C-1, Conservation and is listed to Constance S. Fitzgerald

Madam Chair Simmons asks if there is anyone present wishing to speak, for or against, the Fitzgerald family cemetery request; hearing none she closes the public hearing. Administrator Roark informs the Planning Commission heard the request and recommend approval.

Vice Chairman Vaughn makes a motion to approve the Constance L. Fitzgerald request to establish a family cemetery. The motion received a second from Supervisor Roark. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

3 – Budget Amendment – School Budget Adjustments as follows:

REVENUES:

3-201-33084-0425	CARES Act Revenue	\$691,127.77
		<u>\$691,127.77</u>

EXPENDITURES:

4-201-61310-1620-200-500-590	Tutoring Sup Salary Elem	\$ 65,817.80
4-201-61310-1620-300-500-590	Tutoring Sup Salary Sec	65,817.81
4-201-61310-2100-200-500-590	FICA Elem	6,000.00
4-201-61310-2100-300-500-590	FICA Sec	6,000.00
4-201-61310-3001-200-100-590	Private School Set-a-side	86,720.53
4-201-61310-3000-200-200-590	Pur Services Sped Elem	75,132.00
4-201-61310-3000-300-200-590	Pur Services Sped Sec	75,132.00
4-201-63200-6008-900-000-590	Transportation Fuel	34,802.68
4-201-64200-6006-900-000-590	Custodial Cleaning Supplies	40,000.00
4-201-68100-6000-900-000-590	Inst Technology Supplies	190,000.00
4-201-68100-3000-900-000-590	Inst Tech Pur Services	27,680.95
4-201-63200-1175-900-000-590	Tutor Drivers	16,740.00
4-201-63200-2100-900-000-590	FICA Drivers	1,284.00
		<u>\$691,127.77</u>

REVENUES:

3-201-3020-0270-300	NMS School Improvement Grant (New Award)	\$ 72,356.96
		<u>\$ 72,356.96</u>

EXPENDITURES:

4-201-61310-1620-200-100-540	Supplemental Sal Elem	\$ 13,330.00
4-201-61310-2100-200-100-540	FICA Elem	1,019.75
4-201-61310-3000-200-100-540	Purchased Services Elem	14,573.04
4-201-61310-5500-200-100-540	Travel Elem	750.00
4-201-61310-6000-200-100-540	Materials & Supplies Elem	6,505.69
4-201-61310-1620-300-100-540	Supplemental Sal Sec	13,330.00
4-201-61310-2100-300-100-540	FICA Sec	1,019.76
4-201-61310-3000-300-100-540	Purchased Services Sec	14,573.04
4-201-61310-5500-300-100-540	Travel Sec	750.00
4-201-61310-6000-300-100-540	Materials & Supplies Sec	6,505.68
		<u>\$ 72,356.96</u>

REVENUES:

3-201-41040-0050	VPSA Backpack Initiative (New Award)	\$ 73,600.00
		<u>\$ 73,600.00</u>

EXPENDITURES:

4-201-68100-8300-900-000-100	Instructional Technology Hardware	\$ 73,600.00
		<u>\$ 73,600.00</u>

REVENUES:

3-201-24020-0130	GO TEC (New Grant)	\$137,647.00
		<u>\$137,467.00</u>

EXPENDITURES:

4-201-61310-6000-200-100-520	Materials & Supplies	\$137,467.00
		<u>\$137,467.00</u>

Madam Chair Simmons asks if there is anyone present wishing to speak, for or against, the proposed amendment to the FY2020/2021 budget for the School's new funding; hearing none she closes the public hearing.

Supervisor Bowen makes a motion to approve the amendment to the FY 2021/2021 Budget to approve the three Budget adjustments for the School. The motion received a second from Supervisor Roark. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

4 – Additional Funds – Federal CARES Relief Fund: Administrator Roark explains that a second installment of funding was awarded in the amount of \$1,328,933 – Proposed appropriation as follows:

<u>REVENUES:</u>		
3-100-41040-0020	Federal CARES Coronavirus Relief	<u>\$1,328,933.00</u>
		<u>\$1,328,933.00</u>
<u>EXPENDITURES:</u>		
4-100-92000-9100	Federal CARES Coronavirus Relief	<u>\$1,328,933.00</u>
		<u>\$1,328,933.00</u>

Madam Chair Simmons asks if there is anyone present wishing to speak, for or against, the amendment to the FY2020/2021 budget for the 2nd installment of Federal CARES funds for the County; hearing none she closed the public hearing.

Supervisor Bowen informs that during the recent Commonwealth Regional Council meeting they announced that they were working on a funding project for personal protective equipment for children; specifically masks.

Supervisor Bowen makes a motion to sign the agreement and approve the amendment to the FY20/21 Budget to appropriate the second round of CARES funds. The motion receives a second from Vice Chairman Vaughn. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

Federal CARES Relief Funds Committee Report: Madam Chair Simmons reports that the Committee has received applications from some of the County’s Emergency Services agencies and each of those has been approved. She explains that each of the three Towns received an equitable portion of the County’s original award and the Town of Blackstone has made application for a portion of their respective funds. She continues, reporting that there have been a total of 30 applications received from small businesses in the County; the Committee continues to work through them but a number of them have already been approved and those payments are expected to be distributed next week.

The Board receives the following Department reports:

1 - Highway Department:

A – Letter – Virginia Department of Transportation – Roy Soto: Requesting notice to enter the County’s property located at Pickett Park to begin preliminary engineering studies associated with the roundabout for Darvills Road at Military Road

B – Correspondence – The Traffic Group: notice of plans to install traffic counting equipment throughout the County during the weeks of 8/10/20 through 10/2/20

C - Letter – Virginia Department of Transportation – Roy Soto: Requesting notice to enter the County’s property located at Pickett Park to begin preliminary engineering studies associated with the roundabout for Darvills Road at Military Road

Vice Chairman Vaughn makes a motion to authorize Administrator Roark to sign the authorization for VDOT to enter the County’s property for their engineering work for the roundabout. The motion received a second from Supervisor Roark. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

D – Virginia Department of Transportation – Petersburg Residency/Nottoway Area Headquarters: Maintenance Report for the month of July 2020

Madam Chair Simmons asks Administrator Roark to ask VDOT about a possible traffic study for Melody Lane; she has had a constituent ask about the possibility of this.

2 – School Board - Charlotte D. Wood, Clerk: Actions taken at the regular meeting of the Nottoway County School Board held on August 13, 2020; minutes of a work session of the Nottoway County School Board meeting held on July 07, 2020, minutes of a regular meeting of the Nottoway County School Board held on July 09, 2020, minutes of a work session of the Nottoway County School Board meeting held on August 03, 2020, five Budget adjustments

A – Budget Adjustment – 21st Century Community - \$167,550.00

REVENUES:

3-201-33084-0099	21 st Century Community Learning Ctr (New Award)	<u>\$167,550.00</u> <u>\$167,550.00</u>
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EXPENDITURES:

4-201-61100-1621-900-800-701	Supplemental Salary – CPS	\$ 52,486.00
4-201-61100-1622-900-800-701	Supplemental Salary, Coord. – CPS	14,880.00
4-201-61100-1151-900-800-701	Supplemental Salary, Clerical – CPS	18,607.00
4-201-61100-2100-900-800-701	FICA	6,577.00
4-201-61100-3001-900-800-701	Purchased/Contractual Services	36,600.00
4-201-61100-3002-900-800-701	Professional Development	23,000.00
4-201-61100-5500-900-800-701	Travel	3,000.00
4-201-61100-6031-900-800-701	Materials & Supplies	<u>12,400.00</u>
		<u>\$167,550.00</u>

B – Budget Adjustment – 21st Century - \$167,550.00

REVENUES:

3-201-33084-0099	21 st Century Community Learning Center (New Award)	<u>\$167,550.00</u> <u>\$167,550.00</u>
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EXPENDITURES:

4-201-61100-1621-900-800-703	Supplemental Salary – BPS	\$ 52,486.00
4-201-61100-1622-900-800-703	Supplemental Salary, Coord – BPS	14,880.00
4-201-61100-1151-900-800-703	Supplemental Salary, Clerical – BPS	18,607.00
4-201-61100-2100-900-800-703	FICA	6,577.00
4-201-61100-3001-900-800-703	Purchased/Contractual Services	36,600.00
4-201-61100-3002-900-800-703	Professional Development	23,000.00
4-201-61100-5500-900-800-703	Travel	3,000.00
4-201-61100-6031-900-800-703	Materials & Supplies	<u>12,400.00</u>
		<u>\$167,550.00</u>

C – Budget Adjustment – 21st Century - \$174,550.00

REVENUES:

3-201-33084-0099	21 st Century Community Learning Center	\$174,550.00
	(New Award)	<u>\$174,550.00</u>

EXPENDITURES:

4-201-61100-1621-900-800-705	Supplemental Salary – NIS	\$ 52,486.00
4-201-61100-1622-900-800-705	Supplemental Salary, Coord – NIS	14,880.00
4-201-61100-1151-900-800-705	Supplemental Salary, Clerical – NIS	18,607.00
4-201-61100-2100-900-800-705	FICA	6,577.00
4-201-61100-3001-900-800-705	Purchased/Contractual Services	43,600.00
4-201-61100-3002-900-800-705	Professional Development	23,000.00
4-201-61100-5500-900-800-705	Travel	3,000.00
4-201-61100-6031-900-800-705	Materials & Supplies	12,400.00
		<u>\$174,550.00</u>

A – Letter – Tameshia V. Grimes, PH.D., Division Superintendent: requesting an increase in the maximum amount for which Nottoway County Public Schools can issue a small purchase order from \$500 to \$1,000

Supervisor Bowen asks if this increase is high enough. Administrator Roark informs that he sees no problems with this. Supervisor Bowen makes a motion to allow the maximum amount of a purchase, before a purchase order is required, to be increased from \$500 to \$1000. The motion received a second from Vice Chairman Vaughn. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

Vice Chairman Vaughn makes a motion to approve the three Budget adjustments for the School. The motion received a second from Supervisor Roark. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

3 - Health Department – Howard Nash, MD FCAP: no report provided

4 - Economic Development Committee: Administrator Roark informs the Committee will hold a special call meeting on Wednesday, August 26, 2020 at 7:00 p.m.; it is clarified that the Board will being the meeting in open session and will then immediately enter Closed Session

5 - Regional Jail Authority Report & Juvenile Detention Center: June 2020 Piedmont Regional Juvenile Detention Center Utilization Report, May 2020 Piedmont Regional Juvenile Detention Center Utilization Report, April 2020 Piedmont Regional Juvenile Detention Center Utilization Report, March 2020 Piedmont Regional Juvenile Detention Center Utilization Report, June 2020 Piedmont Regional Jail Authority Transportation Report, April – June 2020 Piedmont Regional Jail Authority Jurisdiction Report, June 2020 Piedmont Regional Jail Authority Revenue Report

6 - Landfill:

A - July 2020 Leachate Disposal Record; 306,000 gallons hauled

B - July 2020 Nottoway County Sanitary Landfill waste report; average of 57.52 tons of waste per day received

C – Letter – Draper Aden Associates – Jeff Norman (PG), Environmental Services Division: Results of the Nottoway County Landfill (active facility) Groundwater Monitoring Program Sampling Event 95 performed on 07-08-20

D - Letter – Draper Aden Associates – Jeffrey C. Norman, Environmental Services Division: Results of the Nottoway County Landfill (active facility) Gas Monitoring Program Monitoring Event performed on 07-08-20; the facility was found to be in compliance with Virginia Solid Waste Management Regulations as they pertain to control of landfill gases at the facility boundary and within facility structures

7 - Fort Pickett Redevelopment Authority: there is nothing to report at this time

8 - Planning Commission Report: The Planning Commission did meet for August and heard the Fitzgerald family cemetery request; a Study Committee was appointed to review the sign section in the Nottoway County Zoning Ordinance. Supervisor Bowen explains the need for the Signs Study Committee; the current Ordinance does not allow for large commercial signage and there is apparent need.

Vice Chairman Vaughn offers comments relating to public concern about recent media reports of privatization of the Nottoway County Landfill. He explains that all past conversations on this subject matter have proven to not be in the best interest of the County. He acknowledges the improved and manned waste convenience sites have been a success and that the ongoing repair and/or replacements costs of equipment are just a cost of doing business. Lastly he states that he would be opposed to any study to prioritize the County's Landfill.

Supervisor Bowen suggests each Supervisor provide each other and the County staff a respective priority list (potentially the top three to accomplish in the next year) so that the Board can make forward progress. Additionally he suggests that a recent influx of Freedom of Information Acts can bog down the Government and the public should be aware of this. It is explained that a FOIA request is not to ask questions it is to seek documents.

The Board held a discussion on having Town Hall meetings like they have done in the past; suggesting that maybe they should consider holding these again. It is the consensus of the Board to hold a strategy planning work session; Administrator Roark will schedule this.

The Board revisits the following old business:

Courthouse Facilities Space Utilization Study – The architect has submitted the final report and a copy has been provided to each Board member

The Board considers the following new business:

1 – Appointment – Piedmont Senior Resources: Supervisor Roark makes a motion to appoint citizen Arlene Robertson, 1121 Lewis-Cole Road, Crewe, to the Piedmont Senior Resources Board. The motion received a second from Supervisor Shekleton. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

Supervisor Shekleton makes a motion to appoint Supervisor John Roark to the Piedmont Senior Resources Board. The motion received a second from Supervisor Bowen. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

Reports, requests, and recommendations of Constitutional Officers:

- 1 – Jane L. Brown, Clerk – not in attendance
- 2 – Robert L. Jones, Sheriff: nothing to report
- 3 – Ellen F. Myatt, Treasurer: not in attendance
- 4 – Christy A. Hudson, Commissioner of the Revenue: not in attendance
- 5 – Leanne Watrouss, Commonwealth’s Attorney: not in attendance

Madam Chair Simmons presents the CONSENT CALENDAR:

- 1 – Budget Adjustment – Sheriff - \$9,440.00

REVENUES:

3-100-18990-0050	Miscellaneous – Undefined	<u>\$9,440.00</u>
	(Ins Proceeds – Sher Vehicle total loss)	<u>\$9,440.00</u>

EXPENDITURES:

4-100-31020-5804	Vehicle Supplies	<u>\$9,440.00</u>
		<u>\$9,440.00</u>

- 2 – Erroneous Assessment: Refund Charles W. Rogers \$1,271.14 for erroneous real estate assessments for tax years 2017, 2018 and 2019

- 3 – Erroneous Assessment: Refund Joel T. Malay \$907.68 for an erroneous assessment for tax year 2019; he did not receive his Veteran’s exemption

- 4 – Budget Adjustment – School - \$2,559.70

REVENUES:

3-201-24020-0999-200	State Unidentified (c/o from FY19/20)	<u>\$2,559.70</u>
	(Praxis for Minority Teachers)	<u>\$2,559.70</u>

EXPENDITURES:

4-201-61310-3000-300-100-100	Purchased Svcs – Secondary	\$1,279.85
4-201-61100-3000-200-100-100	Purchased Svcs – Elementary	<u>1,279.85</u>
		<u>\$2,559.70</u>

- 5 – Erroneous Assessment: Refund Susan M. Santoro \$1,807.31 (credit to 2020 Real Estate taxes of \$1,074.10 and direct payment of \$733.21) for an erroneous real estate assessment for tax year 2019; she didn’t receive her Veteran’s exemption

6 – Budget Adjustment – Library - \$2,879.52

REVENUES:

3-100-18990-0050	Miscellaneous – Undefined (E-Rate funds for Library)	<u>\$2,879.52</u> <u>\$2,879.52</u>
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EXPENDITURES:

4-100-73010-5204	Internet Access	<u>\$2,879.52</u> <u>\$2,879.52</u>
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Vice Chairman Vaughn makes a motion to approve the CONSENT CALENDAR as presented. The motion received a second from Supervisor Roark. With a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L. K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

The following information items are provided:

1 – June 2020 & July 2020 Incident Reports for Blackstone Volunteer Fire Department

2 – Notice: Notice of Virginia Electric and Power Company d/b/a Dominion Energy Virginia of intent to file applications or petitions pursuant to §56-585.1 A 6 of the Code of Virginia – Application of Virginia Electric and Power Company for revision of rate adjustment clause: Rider US-3, Colonial Trail West and Spring Grove 1 Solar Projects, for the rate year commencing June 1, 2121 Case No. PUR-2020-00122

3 – Commonwealth Regional Council’s Letter of Support for the appointment of Thomas Jordan Miles, III to the Virginia Tobacco Regional Revitalization Commission; Senator John Edwards has submitted Mr. Miles’ name to the Governor for consideration

4 – Letter – Virginia Association of Counties – Dean A. Lynch, CAE, Executive Director: Communication relating to the NACo Cybersecurity Collaborative effort, initial Program Rollout

5 – Letter – The Crewe-Burkeville Journal – Rick Gunter, Editor and Publisher: Compliments to Nottoway County Voter Registrar Angela Stewart for her professionalism, efficiency, and cooperation she exhibits in her duties

6 – Notices: Application of Virginia Electric and Power Company for revision of rate adjustment clause: Rider W, Warren County Power Station, for the Rate Year commencing April 1, 2021 Case No. PUR-2020-00103, Application of Virginia Electric and Power Company for revision of a rate adjustment clause: Rider U, new underground distribution facilities, for the Rate Year commencing April 1, 2021 Case No. PUR-2020-00096, Application of Virginia Electric and Power Company for revision of rate adjustment clause: Rider R, Bear Garden Generating Station Case No. PUR-2020-00101

7 – Letter – Virginia Association of Counties – Dean A. Lynch, CAE, Executive Director: Announcement of a new online salary data service available exclusively to members

8 – Virginia Cooperative Extension flyer for their upcoming drinking water tasting clinic; beginning Tuesday, September 22nd, 7:30 AM – 4:00 PM at the Nottoway Extension Office

9 – Letter – Virginia Department of Environmental Quality – Adam C. Eller, Water Permit Writer, Sr.: Notification of Public Notice for VPDES Permit No. VA0025194; Town of Blackstone Wastewater Treatment Plant

10 – Letter – Directional Signing Program – Matt Johnston, General Manager: Company was chosen to be the new administrator of the Integrated Directional Signing Program for the Virginia Department of Transportation starting on July 1, 2020

11 – Minutes: Piedmont Region Juvenile Detention Center Commission meeting held on January 15, 2020, Piedmont Regional Jail Board Authority meeting held on June 17, 2020

Administrator Roark presents the following correspondence:

Administrator Roark states that there were a total of six responses from the Request for Proposal for the Animal shelter; it is the consensus of the Board to discuss the proposals at the August work session.

1 - Building Inspector's Report: report period July 2020

2 - Animal Control Officer's (ACO) Report: report period July 2020

3 - Erosion and Sedimentation Report: no report provided; Administrator Roark says the Inspector was in the area recently handling a complaint

4 – Letter – Commissioner of the Revenue – Christy A. Hudson: Seeking clarification on how her Office should be assessing residential solar panels; she set an assessment of \$800 per panel as has Dinwiddie County

Following a general discussion on Solar panel taxation, to include comments from a citizen about the fairness of such taxation, the Board instructs Administrator Roark to add the subject matter to the agenda for the September work session and to ask Commissioner of the Revenue Christy Hudson to attend.

5 – Commonwealth Regional Council's July 2020 Items of Interest

6 – Letter – Virginia Office of Child Services – Scott Reiner, Executive Director: Nottoway County Children's Services Act Audit findings; one internal control weakness was identified that was not self-reported:

*Child and Adolescent Needs and Strengths (CANS) assessments were not always completed annually and were not closed within 60 days of assessment

7 – Committed funds from Purchase Orders for the Fiscal Year ending June 30, 2020 to be carried over to the 2020-2021 Budget, Committed Funds for Fiscal Year ending June 30, 2020 to be carried over

(SEE PAGE THRU PAGE
FOR LISTING OF
COMMITTED FUNDS FOR
FISCAL YEAR ENDING JUNE 30, 2020)

8 – Budget Adjustment – Health Insurance Refund - \$11,411.13: The appropriation needs to be made for the funds and authorization to distribute it back to the employees covered during the respective policy year

Vice Chairman Vaughn makes a motion to appropriate the \$11,411.13 health insurance refund from Anthem Healthkeepers and distribute accordingly to the employees covered during the policy year. The motion received a second from Supervisor Roark. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L. K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

9 – COVID-19 and Infectious Disease Prevention Plan: Administrator Roark explains that this is now a requirement and is a Policy issue for the Board. Supervisor Shekleton makes a motion to adopt the Plan as a policy and distribute it to each County Department. The motion received a second from Supervisor Roark. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L.K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

(SEE PAGE THRU PAGE
FOR THE
NOTTOWAY COUNTY
COVID-19 AND INFECTION
DISEASE PREVENTION PLAN)

10 – Letter – Virginia Association of Counties – Valerie Russell, Administrative Secretary: The Executive Mansion is requesting holiday tree ornaments representing Virginia Counties

Supervisor Roark explains that the Personnel Committee met and discussed the Request for Proposals that are being accepted for an update to the County Personnel Policy Manual. As a result of this meeting he makes a motion to begin employee evaluations March 2021. Following a discussion, and expressed concerns from Supervisor Bowen, Supervisor Roark withdraws his motion.

Supervisor Roark urges the Board to show the citizens forward progress and makes a motion to move forward with required asbestos testing and demolition of the old Registrar's Office. The motion received a second from Supervisor Bowen. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L. K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

Administrator Roark informs he has two matters that need to be discussed in Closed Session; sale of public property and prospective industry. Supervisor Roark makes a motion to enter Closed Session to discuss the possible sale of public property pursuant to §2.2-3711 A 3 of the Code of Virginia - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and to discuss a prospective industry pursuant to § 2.2-3711-A-5; discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The motion received a second from Supervisor Bowen. Following a voice vote the motion carried as follows:

S.W. Bowen	Yes
J.A. Roark	Yes
L. K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

The Board enters closed session at 9:18 P.M.

The Board returns to open session at 9:56 P.M.

Administrator Roark asks the Board to certify the closed session; an affirmative vote meaning that no other subject was discussed other than that allowed under the above code sections. The motion carried as follows with a roll call vote:

S.W. Bowen	Yes
J.A. Roark	Yes
L. K. Shekleton	Yes
S. C. Vaughn	Yes
H. M. Simmons	Yes

(SEE PAGE THRU PAGE
FOR CERTIFICATION OF
EXECUTIVE MEETING)

There being no further business to come before the Board, Vice Chairman Vaughn makes a motion to adjourn the meeting. The motion received a second from Supervisor Roark. Following a voice vote Madam Chair Simmons adjourns the meeting at 9:57 P.M.

Hele M. Simmons Chair Ronald E Roark Clerk

COMMITTED FUNDS FROM PURCHASE ORDERS FOR THE FISCAL YEAR ENDING
JUNE 30, 2020 TO BE CARRIED OVER TO THE 2020-2021 BUDGET:

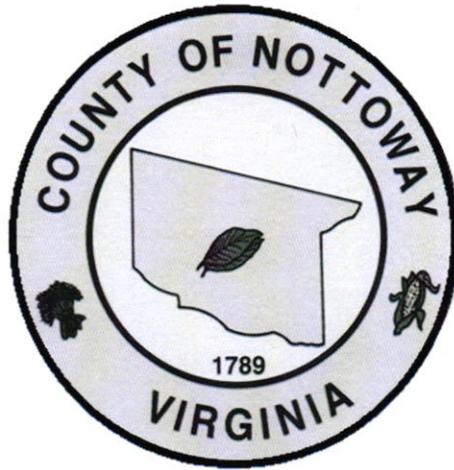
4-100-11010-5804	DISCRETIONARY FUND	6,315.54
4-100-12130-5401	OFFICE SUPPLIES	931.00
4-100-22010-5203	TELEPHONE	1,700.00
4-100-22010-5401	OFFICE SUPPLIES	1,268.95
4-100-31020-3004	REPAIRS & MAINTENANCE	19,119.23
4-100-31020-5408	VEHICLE SUPPLIES	61,065.00
4-100-31020-5409	POLICE SUPPLIES (MISC. & CAMERA)	10,604.34
4-100-31020-7005	MOTOR VEHICLES & EQUIPMENT	69,151.86
4-100-31040-3005	MAINTENANCE SERVICE CONTRACTS	5,804.59
4-100-31040-3005	MAINTENANCE SERVICE CONTRACTS	29,492.69
4-100-32020-7007	EMERGENCY DECLARATION FUNDS	3,125.00
4-100-70000-8012	CAPITAL IMPROVEMENTS	5,700.00
4-100-83110-3004	REPAIRS & MAINTENANCE	2,945.44
	GENERAL FUND SUB-TOTAL	<u>217,223.64</u>
4-201-61100-3000-301-100-100	PURCH. SVCS SECONDARY REGULAR – NHS	6,155.00
4-201-61100-3002-203-200-100	PROF. DEV. – ELEM. SP. ED – NIS	1,655.00
4-201-61100-3002-230-200-100	PROF. DEV. – ELEM. SP. ED – CREWE	1,655.00
4-201-61100-3002-240-200-100	PROF. DEV. – ELEM. SP. ED – BLACKSTONE	1,655.00
4-201-61100-3002-301-200-100	PROFESSIONAL DEV. – SEC. SP. ED. NH	1,655.00
4-201-61100-3002-302-200-100	PROFESSIONAL DEV. – SEC. SP. ED. NM	1,655.00
4-201-61100-6001-301-100-100	MATERIALS – ATHLETICS – NHS	12,101.52
4-201-61100-6030-202-100-100	INSTRUCTIONAL SUPPLIES – NMS	1,868.16
4-201-61100-6030-203-100-100	INSTRUCTIONAL SUPPLIES – NIS	3,736.32
4-201-61100-6030-230-100-100	INSTRUCTIONAL SUPPLIES – CREWE	3,736.32
4-201-61100-6030-240-100-100	INSTRUCTIONAL SUPPLIES – BLACKSTONE	3,736.32
4-201-61100-6030-301-100-100	INSTRUCTIONAL MATERIALS – SEC. REGULAR	3,732.32
4-201-61100-6030-302-100-100	INSTRUCTIONAL MATERIALS – SEC. REGULAR	1,868.16
4-201-61100-6034-302-100-100	SCHOOL INSTRUCTIONAL SUPPLIES – NMS	11,194.39
4-201-61310-3000-200-100-506	PURCHASED SERVICES	3,200.00
4-201-61310-3000-200-100-540	PURCHASED SERVICES ELEM	20,400.00
4-201-61310-3000-200-100-630	PURCHASED SERVICES	9,631.25
4-201-61310-3000-300-100-630	PURCHASED SERVICES	10,193.75
4-201-61310-6000-200-100-100	MATERIALS & SUPPLIES	13,350.00
4-201-62120-3000-900-000-100	PROF. DEV / LEGAL SERV. / PURCH. S	31,600.00
4-201-62140-6000-900-000-100	MATERIALS	10,768.00
4-201-62160-3000-900-000-100	PURCHASED SERVICE – COBRA ADMIN.	5,400.00
4-201-62220-6000-900-000-100	CLINIC SUPPLIES	757.57
4-201-62230-6000-900-000-100	MATERIALS & SUPPLIES	1,082.60
4-201-63200-6008-900-000-100	“FUELS, TUTORING”	43,150.80
4-201-63400-3000-900-000-100	UNIFORM RENTAL & OTHER PURCH. SERV.	6,747.82
4-201-63400-6009-900-000-100	VEHICLE SUPPLIES	72,604.64
4-201-63700-8100-900-000-100	CAPITAL OUTLAY, REPLACEMENT	222,416.00
4-201-64200-3000-900-000-100	PURCHASED SERVICES	264,640.07
4-201-64200-3001-900-000-100	UNIFORM RENTAL	12,392.99
4-201-64200-3002-900-000-100	MAINTENANCE & SERVICE CONTRACTS	112,727.16
4-201-64200-5102-900-000-100	HEATING SERVICES	95,000.00
4-201-64200-6000-900-000-100	MATERIALS & SUPPLIES	21,355.00
4-201-64200-8100-900-000-100	CAPITAL OUTLAY, REPLACEMENT	185,565.00
4-201-64300-3000-900-000-100	CONTRACT SERVICE, GROUNDS	41,200.00
4-201-64300-6000-900-000-100	GROUNDS, MATERIALS & SUPPLIES	3,187.00
4-201-64400-3000-900-000-100	CONTRACT SERVICE, EQUIPMENT	14,712.90
4-201-68100-8300-900-000-100	HARDWARE	59,783.85
4-201-68100-8400-900-000-100	INFRASTRUCTURE	48,910.88
4-201-68200-6000-900-000-100	MATERIALS & SUPPLIES	1,138.60
4-201-68200-6040-900-000-100	SOFTWARE / ON-LINE CONTENT	4,547.40
4-201-68300-6040-900-000-100	SOFTWARE / ON-LINE CONTENT	976.95
	SCHOOL FUND SUB-TOTAL	<u>1,373,847.74</u>
4-203-65100-3003-900-000-150	USDA DELIVERY EXPENSE	2,081.60
4-203-65100-6000-900-000-150	MATERIALS & SUPPLIES	12,584.85
4-203-65100-6002-900-000-150	FOOD SUPPLIES	223,414.23
	CAFETERIA FUND SUB-TOTAL	<u>238,080.68</u>
4-212-31040-8002	TEXT-TO-911 GRANT FY20	3,500.00
	E911 FUND SUB-TOTAL	<u>3,500.00</u>
4-214-42040-3004	REPAIRS & MAINTENANCE	11,058.10
4-214-42040-7012	CAPITAL OUTLAY	63,968.89
	LANDFILL FUND SUB-TOTAL	<u>75,026.99</u>
	ENCUMBERED FUND TOTAL	<u>\$1,907,679.05</u>

COMMITTED FUNDS FOR FISCAL YEAR ENDING JUNE 30, 2020 TO BE CARRIED OVER:

4-100-11010-5804	DISCRETIONARY FUND	100,000.00
4-100-12200-7002	CAPITAL OUTLAY	85,000.00
4-100-21050-1001	VJCCCA – SALARY	10,000.00
4-100-21080-5411	BOOKS & PERIODICALS	6,757.72
4-100-22010-5808	STATE ASSET FORFEITURE	497.34
4-100-31020-1001	SALARIES & WAGES	93,228.97
4-100-31020-1003	SALARIES – PART-TIME	8,000.00
4-100-31020-1009	OVERTIME	7,000.00
4-100-31020-2001	FICA	8,500.00
4-100-31020-2002	VRS – RETIREMENT	5,800.00
4-100-31020-2005	HEALTH INSURANCE PAYMENTS	1,000.00
4-100-31020-2006	VRS – GROUP LIFE INSURANCE	700.00
4-100-31020-5807	DRUG ASSET FORFEITURE	2,957.87
4-100-31020-5808	STATE ASSET FORFEITURE	4,042.90

4-100-31020-7003	CAPITAL OUTLAY – FIRING RANGE	50.00
4-100-33010-5807	REGIONAL JAIL CONSTRUCTION	555,071.97
4-100-35010-7002	CAPITAL OUTLAY	14,477.52
4-100-43020-3004	REPAIRS & MAINTENANCE	25,000.00
4-100-43020-7002	CAPITAL OUTLAY	12,000.00
4-100-70000-8012	CAPITAL IMPROVEMENTS	34,227.54
4-100-70000-8023	SMALL BUSINESS INCUBATOR	2,081.02
4-100-73010-1001	SALARIES	4,599.04
4-100-73010-1003	SALARIES / PART-TIME	3,172.27
4-100-73010-2001	FICA	583.95
4-100-73010-2220	ICMA VOL	133.08
4-100-83090-7003	CAPITAL OUTLAY	50,000.00
4-100-92000-9100	FEDERAL CARES CORONAVIRUS RELIEF	1,328,933.00
	GENERAL FUND SUB-TOTAL	<u>2,363,814.19</u>
4-212-31040-5804	DISCRETIONARY	75,000.00
4-212-31040-8002	TEXT-TO-911 GRANT FY20	38,696.59
	E911 FUND SUB-TOTAL	<u>113,696.59</u>
4-213-31700-5899	DARE EXPENSE	99.14
	DARE PROGRAM FUND SUB-TOTAL	<u>99.14</u>
4-214-42040-7009	ENCLOSED CONTAINERS	4,800.00
4-214-42040-7012	CAPITAL OUTLAY	69,000.00
		<u>73,800.00</u>

FY ENDING JUNE 30, 2019 CARRIED OVER TOTAL \$2,551,409.92



County of Nottoway



COVID-19 and Infectious Disease Prevention Plan

August 20, 2020



Organization Policy

The Virginia Department of Labor and Industry (DOLI) at the direction of Virginia Governor Ralph Northam has developed and implemented the policies set forth in Virginia Code 16 VAC 25-220. This Emergency Temporary Standard for preventing the infectious disease SARS-CoV-2 (otherwise known as COVID-19) is designed to prevent the spread of COVID-19 and protect Virginia's workers. The County of Nottoway is dedicated to ensuring that our employees (full-time, part-time, and temporary) are fully protected and can return to their families at the conclusion of their shifts. This policy sets forth the measures, policies, assessments, and enforcement measures that Nottoway County will utilize to ensure the best possible outcome. Employees failing to abide by the requirements of this policy may receive disciplinary action in conformance with the employee handbook.

Should you have any questions, please contact your supervisor or the County Administrator to address any questions or concerns that you may have.

Thank you,

Nottoway County

Definitions

Administrative Control: Any procedures which significantly limit daily exposure to COVID-19 related to workplace hazards and job tasks by control or manipulation of the work schedule or manner in which the work is performed. Personal Protective Equipment (PPE) is not considered an administrative control.

Asymptomatic: A person who does not have symptoms.

Close Contact: Any individual within six (6) feet of an infected person for at least fifteen (15) minutes starting from two (2) days before the person became sick until the person was isolated.

Engineering Control: The use of substitution, isolation, ventilation, and equipment modification to reduce exposure to COVID-19 related workplace hazards and job tasks.

Exposure Risk Level: Assessment of the possibility that an employee could be exposed to the hazards associated with COVID-19 disease which are based on risk factors present during the course of employment regardless of location. These have been broken down to “very high”, “high”, “medium”, and “lower”.

- **Very High** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of COVID-19 including but not limited to specific medical, postmortem, or laboratory procedures.
- **High** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure with known or suspected sources of COVID-19 that are not otherwise classified as “very high”.
- **Medium** Exposure risk hazards or job tasks are those not otherwise classified as very high or high and require more than minimal occupational contact with other employees or persons who may be infected with but are not known or suspected COVID-19 carriers.
- **Lower** Exposure risk hazards or job tasks are those not otherwise classified as very high, high, or medium that do not require contact with persons known to be, or suspected of being, or who may be infected with, nor contact with other employees, other persons or the general public except as otherwise provided in this definition.

Face Covering: Item normally made of cloth or various other materials with elastic bands or cloth ties to secure over the wearer’s nose and mouth in an effort to contain or reduce the spread of potentially infectious respiratory secretions at the source. A face covering is not subject to testing and approval by a state government agency, so it is not considered a form of personal protective equipment or respiratory protection equipment under VOSH laws, rules, regulations, and standards.

Physical Distancing: Keeping space between yourself and other persons while conducting work-related activities inside and outside of the physical establishment by staying at least six (6) feet from other persons.

Symptomatic: Employee is experiencing symptoms similar to those attributed to COVID-19 including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Symptoms may appear in two (2) to fourteen (14) days after exposure to the virus.

Employer Requirements

Employees are encouraged to self-monitor for signs and symptoms of suspected COVID-19 infection. These signs and symptoms may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Symptoms may appear in 2 to 14 days after exposure to the virus.

Employees who are experiencing symptoms listed above are encouraged to stay home and notify a supervisor of your absence. On a case-by-case basis, you may be authorized to work remotely. Should the need arise to remain away from work for an extended period of time due to COVID-19, the Nottoway County sick leave policy allows for leave with pay granted for personal illness or illness of a spouse or child requiring the employee's presence; bodily injury, or quarantine, medical or dental appointments; medically required confinement or a temporary disability. A physician's certificate may be required as evidence of an illness before compensation for such absence is allowed.

Any organizations conducting contracting work with Nottoway County are required to impress upon the contractor(s) about the importance of suspected COVID-19 contractors or temporary employees staying home. Known or suspected COVID-19 contractors or temporary workers shall not report to work or be allowed to remain on the job site until cleared to return to work.

To reduce the spread of COVID-19, employees, unless infeasible, will be required to practice physical distancing. When physical distancing is infeasible, employees will be required to ensure the use of a face covering. All employees when occupying a vehicle together for work purposes are required to utilize a face covering. If a face covering is contrary to an employee's safety or health, a face covering is not required; however, based on physical distancing, the employee may be required to utilize a face shield or other PPE device to ensure protection.

Employees who are required to interact with customers, contractors, or the general public will be provided with, and must immediately use, supplies to clean and disinfect areas where there is potential for exposure to COVID-19. All common areas (bathrooms and other frequently touched surfaces) must be cleaned at least at the end of each shift or as determined by enhanced cleaning procedures.

Return to Work

If an employee of Nottoway County is suspected or has tested positive for COVID-19, the following guidelines are to be followed.

If an employer (supervisor) is notified of a positive test for one of its own employees, contractors, temporary employees, or other persons who were present at the place of employment within the previous fourteen (14) days, the employer shall notify:

- Its own employees at the same place of employment who may have been exposed within twenty-four (24) hours of discovery while keeping confidential the identity of the COVID-19 person in accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations.
- Other employers whose employees were present at the worksite during the same time period; and the building/facility owner (if different from the employer).

Choose one or both of the strategies below

Employees may return to work based on the time-based strategy implemented by Nottoway County. Employees who are suspected or known COVID-19 employees may return to work when seventy-two (72) hours have passed since recovery (resolution of fever without the use of fever-reducing medications and improvements in respiratory symptoms) AND at least ten (10) days have passed since the symptoms first appeared; or

Employees may return to work based on the test-based strategy implemented by Nottoway County. Employees who are suspected or known COVID-19 employees may return to work when there is a resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms, AND two (2) consecutive negative results from a U.S. Food and Drug Administration Emergency Use COVID-19 test taken at least twenty-four (24) hours apart. An employee has the right to refuse the COVID-19 test; however, the employer will then be required to follow the symptom-based strategy.

Job Safety COVID-19 Analysis

Exposure	Potential Risks	Infection Protection Measures	Department or Work Class Groups
<p>Lower Exposure Risk (Caution)</p>	<p>Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (within six (6) feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.</p>	<ul style="list-style-type: none"> • Promote frequent and thorough hand washing. • Provide alcohol-based hand rubs containing at least 60% alcohol. • Encourage employees to stay home if they are sick. • Encourage respiratory etiquette including covering coughs and sneezes. • Take advantage of policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts) to increase the physical distance among employees. • Discourage employees from using others' phones, desks, offices, or other work tools and equipment when possible. • Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. 	

Job Safety COVID-19 Analysis

Exposure	Potential Risks	Infection Protection Measures	Department or Work Class Groups
Medium Exposure Risk	<p>Medium exposure risk jobs include those that require frequent and/or close contact with (within six (6) feet of) people who may be infected with COVID-19 but who are not known or suspected COVID-19 patients. (Schools, juvenile detention centers, jails, sports, venues, entertainment, airports, bus and transit stations, high population density work environments, and some high-volume service settings.)</p>	<ul style="list-style-type: none"> • Includes recommended safe job procedures from lower exposure risk above. • Install physical barriers, such as clear plastic sneeze guards where feasible. • Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able to leave the workplace (i.e., for medical evaluation/care or to return home). • Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in areas where sick customers may visit. • Where appropriate, limit customers' and public's access to the worksite or restrict access to only certain workplace areas. • Consider strategies to minimize face-to-face contact (e.g., curbside delivery, phone-based communication, telework). • Communicate the availability of medical screening or other employee health resources (e.g., on-site nurse; telemedicine services). • Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE for employees in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job. 	

Job Safety COVID-19 Analysis

Exposure	Potential Risks	Infection Protection Measures	Department or Work Class Groups
<p>High Exposure Risk</p>	<p>High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:</p> <ul style="list-style-type: none"> • Healthcare delivery and Emergency staff (e.g., doctors, nurses, emergency response staff who must enter patients' rooms or homes) exposed to known or suspected COVID-19 patients. (Note: When such workers perform aerosol-generating procedures, their exposure risk level becomes very high. • Medical transport workers (e.g., ambulance vehicle operators) or Law Enforcement moving known or suspected COVID-19 patients in enclosed vehicles. 	<ul style="list-style-type: none"> • Includes recommended safe job procedures from Lower and Medium exposure risks above. • Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at any healthcare facility and use disposable face masks. • Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite. • Encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. • Communicate procedures for employees to report when they are sick or experiencing symptoms of COVID-19. • Where appropriate, develop procedures for immediately isolating people who have signs and/or symptoms of COVID-19 and train workers to implement them. Move potentially infectious people to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite. • Takes steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it if tolerated. Note: A face mask (also 	

		<p>called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).</p> <ul style="list-style-type: none">• Restrict the number of personnel entering isolation areas.• Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.• Provide personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.	
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Job Safety COVID-19 Analysis

Exposure	Potential Risks	Infection Protection Measures	Department or Work Class Groups
<p>Very High Exposure Risk</p>	<p>Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:</p> <ul style="list-style-type: none"> • Healthcare workers (doctors, nurses, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, or invasive specimen collection) on known or suspected COVID-19 patients. • Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients). 	<ul style="list-style-type: none"> • Includes recommended safe job procedures from Lower, Medium, and High exposure risks above. • Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator depending on their job tasks and exposure risks. • Those who work closely with (either in contact with or within 6 feet of) patients known to be or suspected of being infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators. For the most up-to-date information, visit OSHA’s COVID-19 webpage: www.osha.gov/covid-19. • PPE ensembles may vary especially for workers who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website. www.osha.gov/covid-19. 	

Training

Nottoway County is dedicated to ensuring employee protection. This is done to ensure that employees can return home to their families safely at the conclusion of their work day. To do that, employees must be effectively trained. Training will be accomplished as prescribed below:

- To all employees initially
- To all employees who lack understanding of the policy
- To all newly hired employees

Training will cover the information as prescribed below:

- COVID-19 signs and symptoms
- Self-monitoring for signs and symptoms
- Employer responsibilities and return to work policy
- Cleaning and disinfecting
- Specific COVID-19 analysis for employee jobs
- Nottoway County enforcement policy
- Allow for questions and answers

Responsible Party

Nottoway County has developed this policy based on the temporary 16 VAC 25-220 Emergency Temporary Standard developed by the Virginia DOLI. This policy is designed to be in place through January 15, 2021; however, this policy may be continued by Nottoway County based on Federal, State, or local guidelines. The County Administrator is responsible to ensure the adoption, dissemination, and enforcement of this policy for the safety and health of the employees of Nottoway County.

NOTTOWAY COUNTY BOARD OF SUPERVISORS

MEETING DATE:

August 20, 2020

MOTION:

To enter Closed Session pursuant to Code of Virginia §2.2-3711 A 3 - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, and § 2.2-3711 A 5 – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community

CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Nottoway County Board of Supervisors has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, §2.1-344.1 of the Code of Virginia requires a certification by this Board of Supervisors that such executive meeting was conducted in conformity with Virginia Law;

NOW THEREFORE, BE IT RESOLVED that the Nottoway County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board of Supervisors.

VOTE:

AYES: 5

NAYS: 0

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None


Clerk to the Board of Supervisors