

**CRAIG COUNTY BOARD OF SUPERVISORS
MEETING MINUTES
OCTOBER 1ST, 2020**

AT A REGULAR MEETING of the Craig County Board of Supervisors conducted on the 1st day of October 2020 at 6:00 p.m. in the Craig County Court House Courtroom.

PRESENT: Jesse Spence – Chair
Lindsey Dunne– Supervisor
Kathi Toelke, Supervisor
Rusty Zimmerman – Supervisor
Dan Collins – Clerk

ABSENT: Carl Bailey – Vice Chair

OPEN MEETING

Meeting was called to order at 6:00 p.m. by Mr. Spence. The invocation was given by Mr. Zimmerman, followed with the Pledge of Allegiance.

REQUESTS TO POSTPONE, ADD TO OR CHANGE THE ORDER OF AGENDA ITEMS

Action as a Result of Public Hearing: Change in Resolution R20-72 FY 2020-2021 Budget Amendment:
Additional information included

All members approved the requested change.

CONSENT ITEMS

Mr. Spence presented the consent items to the Board:

- A. Minutes of September 3rd, 2020
- B. Claims and Warrants

Mr. Zimmerman made a motion, seconded by Ms. Toelke, to approve the minutes and consent items with Resolution R20-67. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, and Mr. Spence, yes.

R20-67

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE
ON THURSDAY, OCTOBER 1ST, 2020**

RESOLUTION APPROVING AND CONCURRING IN CERTAIN ITEMS SET

**FORTH ON THE BOARD OF SUPERVISORS AGENDA FOR THIS DATE
DESIGNATED AS THE CONSENT ITEMS**

BE IT RESOLVED by the Board of Supervisors of Craig County, Virginia, as follows:

1. That the certain section of the agenda of the Board of Supervisors for October 1st, 2020 designated as the Consent Items be, and hereby is, approved and concurred in as to each item separately set forth in said section designated Items 1 through 2, inclusive, as follows:
 1. Approval of minutes – September 3rd, 2020
 2. Claims and Warrants
2. That the Clerk to the Board is hereby authorized and directed where required by law to set forth upon any of said items the separate vote tabulation for any such item pursuant to this resolution.

The Board of Supervisors of Craig County, in a regular meeting on 1STday of October 2020 adopted this Resolution.

BRIEFINGS

- A. Ray Varney, VDOT: Mr. Varney provided the board with a Monthly Report on work in the County. The Camp Easter Seal project has been placed on hold by VDOT. They are not sure the project can be completed without the turnaround from the landowner. Mr. Zimmerman and Ms. Toelke had both visited the site and discussed the project with Graylen Alley who requested their review at the September board meeting. Both questioned Mr. Varney concerning different options for the road. No decision was made, but Mr. Varney said he did not see the need for a public hearing at the November board meeting as previously discussed.

PROCLAMATIONS, RECOGNITIONS AND AWARDS

Proclamation of Red Ribbon Week requested by RAYSAC for October 25th-October 31, 2020: All members approved the proclamation.

**PROCLAMATION
OF RED RIBBON WEEK
OCTOBER 25th, 2020 – OCTOBER 31st, 2020**

WHEREAS, the citizens of the Roanoke Valley are being asked to take a stand against illegal drug use through the observance of Red Ribbon Week, and

WHEREAS, Craig County has been requested to proclaim October 25 – October 31, 2020 as Red Ribbon Week by the Roanoke Area Youth Substance Abuse Coalition (RAYSAC) and Blue Ridge Behavioral Healthcare, and

WHEREAS, the Virginia Federation of Communities initiated the Red Ribbon Campaign for Drug-Free Youth in 1985 following the murder of Federal Agent Enrique Camarena by drug traffickers, and

WHEREAS, it is now an ongoing national campaign with the last week of October being designated as Red Ribbon Week as a symbol of intolerance of the illegal use of drugs and a commitment to a drug-free lifestyle, a Candlelight Ceremony will be held as a time to remember those whose lives have been affected by substance abuse, now

THEREFORE, BE IT PROCLAIMED by the Board of Supervisors of Craig County that October 25 – October 31, 2020 shall be proclaimed as Red Ribbon Week in our community.

The Board of Supervisors of Craig County, in a regular meeting on the 1st of October 2020 hereby approved this proclamation.

APPOINTMENT

- A. Resolution Appointing Replacement Members to the Economic Development Authority (EDA): The EDA has recommended two replacement members to the Board, Melissa Beaudoin and Lenny Macdonald. A motion was made by Mr. Zimmerman to approve Resolution R20-60, seconded by Ms. Dunne. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, and Mr. Spence, yes.

R20-60

A Resolution Appointing New Members To the Economic Development Authority (EDA)

WHEREAS, the Board of Supervisors created a political subdivision as allowed by statute known as the Industrial Development Authority on June 21, 1994, and

WHEREAS, the Industrial Development Authority requested a name change to the Economic Development Authority at their meeting July 19th, 2018 and the Board of Supervisors approved the name change at their October 4th, 2018 meeting, and

WHEREAS, it is the responsibility of the Board of Supervisors to appoint members of the Economic Development Authority, and

WHEREAS, Lanier Frantz has resigned from his position as member with the EDA effective August 11, 2020 for his (4) four-year term June 22, 2018 to June 21, 2022, and

WHEREAS, the EDA has recommended the appointment of Melissa Beaudoin for the New Castle District, and

WHEREAS, Jerry Harms has resigned from his position with the EDA effective August 1, 2020 for his (4) four-year term June 22, 2017 to June 21, 2021, and

WHEREAS, the EDA has recommended the appointment of Lenny Macdonald for the New Castle District, now

THEREFORE BE IT RESOLVED the Board of Supervisors of Craig County approved the appointment of Melissa Beaudoin for the New Castle District for the remainder of term expiring June 21, 2022 replacing Lanier Frantz on the EDA and Lenny Macdonald for the New Castle District for the remainder of term expiring June 21, 2021 replacing Jerry Harms on the EDA.

The Board of Supervisors of Craig County, in a regular meeting on 1st day of October 2020 adopted this Resolution.

NEW BUSINESS

- A. Resolution Designating Robert Collins as Craig County's Voting Representative at the VACo Annual Meeting November 11, 2020: A motion was made by Ms. Toelke to approve Resolution R20-68, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, and Mr. Spence, yes.

R20-68

**A Resolution Designating
Robert R. Collins as Craig County
Representative at the
VACo Annual Meeting on November 11, 2020**

WHEREAS, the 2020 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 11, and

WHEREAS, Article VI of the VACo ByLaws states that each county shall designate a representative of its vote(s) at the Annual Business Meeting, and a Proxy Statement must be submitted to VACo, and

WHEREAS, the County Administrator, Robert R. Collins, is able to attend the meeting by WEBEX and is agreeable to be designated as Craig County's voting representative, now

THEREFORE, BE IT RESOLVED by the Board of Supervisors of Craig County that Robert R. Collins be designated as Craig County's voting representative at the VACo Annual Meeting on November 11, 2020.

The Board of Supervisors of Craig County, in a regular meeting on 1st day of October, 2020 adopted this Resolution.

- B. Resolution Approving Craig County Emergency Management Respiratory Protection Program: A motion was made by Mr. Zimmerman to approve Resolution R20-69, seconded by Ms. Dunne. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, and Mr. Spence, yes.

R20-69

**A Resolution Adopting a
Respiratory Protection Program for
Craig County Emergency Management**

WHEREAS, Craig County has established a County Emergency Medical Services Agency to serve the citizens of Craig County, and

WHEREAS, State Regulations require that the local governments be responsible for assuring that all Emergency Medical Services meet the standards set by the Virginia Department of Health as it relates to Emergency Medical Services, and

WHEREAS, OSHA Respiratory Protection Standard (29 CFR 1910.134) requires employers to establish and maintain an effective respiratory protection program intended to help ensure that at-risk employees of Craig County Emergency Management are protected from exposure to existing and potential respiratory hazards, now

THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that the Respiratory Protection Program is hereby adopted, and

BE IT FURTHER RESOLVED, that this policy shall become effective on October 1st, 2020.

The Board of Supervisors of Craig County, in a regular meeting on 1st day of October 2020, adopted this Resolution.

- C. Resolution Amending Storage Building Contract to Include 10% Contingency: A motion was made by Mr. Zimmerman to approve Resolution R20-70, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, and Mr. Spence, yes.

R20-70

**A Resolution Amending Contract for
County Storage Building to
Include 10% Contingency**

WHEREAS, the Board of Supervisors determined that due to the sale of the Child Care Center Property, which included our storage area in the Quonset Hut, the County was in need of a storage building, and

WHEREAS, the Child Care Center had contacted the County in the fall of 2019 and asked that the County remove their belongings from the Quonset Hut as soon as possible, and

WHEREAS, the Board of Supervisors determined that storage was needed for the Sheriff's Office, Emergency Services equipment, and the County Administrator, and

WHEREAS, at the July 2nd, 2020 meeting the Contract was awarded to Ouellette Builders, in the amount of \$99,500, and

WHEREAS, unexpected needs/costs have come up during construction requiring 10% (\$9,950) contingency to be approved to complete construction,

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that 10% (\$9,950) contingency be approved in addition to the original \$99,500 to complete construction of the Storage Building.

The Board of Supervisors of Craig County, in a regular meeting on the 1st day of October 2020 adopted this resolution.

- D. Resolution Authorizing Hazard Pay from CARES Act Funds for Uniformed Employees of the Sheriff's Office and EMS: Mr. Collins explained that Sheriff Craddock was willing to take \$9000 from his current budget to contribute to the total amount that was coming from the County General Fund, thus making the final amount the County would contribute as \$7768. A motion was made by Mr. Zimmerman to approve Resolution R20-71 with the noted amendment adding the statement that \$9000 would come from the Sheriff's current budget and only \$7768 would come from the General Fund, seconded by Ms. Dunne. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, and Mr. Spence, yes.

R20-71

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA,
HELD AT THE CRAIG COUNTY COURT HOUSE ON THURSDAY, OCTOBER 1, 2020

**RESOLUTION AUTHORIZING HAZARD PAY IN THE AMOUNT OF \$82,476.47 WITH \$65,707.90
FROM CARES ACT FUNDS AND \$16,768.56 FROM GENERAL FUNDS**

- WHEREAS**, the COVID-19 pandemic has created many uncertainties for the County budget; and
- WHEREAS**, the original fiscal year 2021 budget, proposed on March 10, 2020, included a 2.75% across-the-board compensation adjustment for County employees; and
- WHEREAS**, as a result of the loss of state funding and the resulting economic downturn, the County was required to eliminate the previously proposed salary increases; and
- WHEREAS**, accordingly, the approved fiscal year 2021 budget did not include any salary adjustments for employees; and
- WHEREAS**, in order to provide relief to states and localities during the COVID-19 pandemic, the United States Congress passed, and the President recently signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020; and
- WHEREAS**, this Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF); and
- WHEREAS**, Craig County received \$447,660 from the CRF, which funds were appropriated on June 23, 2020; and
- WHEREAS**, guidance issued by the United States Department of the Treasury, on May 28, 2020, advised that the Fund is designed to provide ready funding to address unforeseen financial needs and risk created by the COVID-19 public health emergency. For this reason, as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency" and that the CRF funds may accordingly be used for such payroll expenses, including hazard pay; and

WHEREAS, it has been proposed that uniformed employees in the departments of Sheriff and EMS receive hazard pay as recognition for the increased risk assumed during the COVID-19 pandemic, and that such hazard pay may be funded from CARES Act funds; and

WHEREAS, it has further been proposed that all Sheriff Department employees receive a hazard Pay as recognition for increased risk assumed during the COVID-19 pandemic, and that such pay be paid from the Sheriff's Office current budget and the remainder from County's General Funds; and

WHEREAS, the Board of Supervisors of Craig County deems that it is in its best interests to authorize the payment of the proposed hazard pay to recognize the services rendered by County officers and employees during these difficult economic times; and

NOW THEREFORE, BE IT ORDAINED by the Board of Supervisors of Craig County, Virginia, as follows:

The County Administrator is hereby authorized to pay hazard pay to sworn uniformed employees in the departments of Sheriff and EMS from previously appropriated CARES Act Funds as follows:

1. Full-time uniformed, sworn public safety employees shall receive up to \$2,000 in hazard pay.
2. Part-time uniformed, sworn public safety employees shall receive up to \$1,394 in hazard pay.
3. Such hazard pay is not a bonus, and reflects a retroactive payment of \$2.50 per hours worked per pay period from March 20 through July 24, 2020 for sworn and uniformed public safety employees, as provided for in the CARES Act and in guidance provided by the United States Department of the Treasury regarding expenditure of CARES Act funds
4. Such total payments from appropriated CARES Act funds may be up to the amount of \$65,707.90

The County Administrator is hereby authorized to pay hazard pay from the County General Fund to all uniformed employees (Not Sworn Officers) in the departments of Sheriff and EMS Craig County officers and employees as follows:

- a. All full-time employees not receiving CARE's hazard pay shall receive up to \$2,000 County hazard pay.
- b. All regular part-time employees not receiving hazard pay shall receive up to \$1,394 County hazard pay.
- c. Such hazard pay is not a bonus, and reflects a retroactive payment of \$2.50 per hours worked per pay period from March 20 through July 24, 2020 for sworn and uniformed public safety employees, as provided for in the CARES Act and in guidance provided by the United States Department of the Treasury regarding expenditure of CARES Act funds
- d. Such total payments of \$9000 from the Sheriff's current budget and the balance of \$7768.56 from the General Fund may be paid in the amount of \$16,768.56.

County employees qualifying for the hazard pay are further defined as full-time and regular part-time employees who are in active pay status at the time the hazard pay is paid. Regular part-time employees are those actively working a regular week schedule during March 20 through July. Part-time casuals and temporaries, Board of Supervisors, Constitutional Officers, County Administrator, EMS Coordinator (currently receives hazard pay), boards and commissions are not eligible for the hazard pay.

The Board of Supervisors of Craig County, in a meeting on 1st day of October 2020 adopted this resolution.

- E. Approval of Letter to US Senators and Congressmen to Push Fully Funding *Payment In Lieu of Taxes (PILT)* and *Secure Rural Schools (SRS)*: The consensus of the Board was to approve the letters.
- F. Decision by the Board to Sponsor/Cancel Annual Christmas Parade for 2020 Due to COVID: A motion was made by Mr. Zimmerman to sponsor the Annual Christmas Parade for 2020, seconded by Mr. Spence. This is contingent upon no huge increase in the COVID positive rates locally. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, no, and Mr. Spence, yes.

PUBLIC HEARING

- A. Mr. Spence opened the Public Hearing to Hear Public Comment on the proposed Budget Amendments for FY 2020-21: There were no comments from the public and the public hearing was closed.
 - a. Resolution for Budget Amendment FY 2020-21 to Appropriate Funds: A motion was made by Ms. Toelke to approve Resolution R20-72, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, and Mr. Spence, yes.

R20-72

**A RESOLUTION AMENDING
THE FISCAL YEAR
2020-2021 BUDGET**

WHEREAS, the Craig County Board of Supervisors (CCBoS) adopted the 2020-2021 Budget on May 7, 2020 for planning purposes, and

WHEREAS, the County of Craig has received the 2nd payment of Federal Funding from the Coronavirus Aid Relief and Economic Security Act of 2020 (CARES) in the amount of \$447,660, and

WHEREAS, these funds are to be used for the sole purpose of the cost of the necessary expenditures incurred due to the public health emergency between the dates of March 1, 2020 and December 30, 2020, and

WHEREAS, the Craig County 911 department has received a grant from the Commonwealth of Virginia VA 911 Services Board in the total amount of \$241,567, of this amount the county will be expensing the amount of \$236,014, and the amount of \$5,553 will be expensed from the Commonwealth of Virginia, and

WHEREAS, these funds are based on population for localities and will be used for upgrading for 911 systems and for the purchase of hardware needed for 911, and

WHEREAS, it is the request of the Public Safety (with the prior approval from the Craig County Board of Supervisors) to assist the Paint Bank Volunteer Fire and Rescue with the purchase of an ambulance in the amount of \$50,000 towards the cost. The total cost is \$270,215, they were awarded a grant in the amount of \$ 207,117.60, county match \$50,000 which leaves a balance for Paint Bank to fund of \$13,097.40, the amount of \$50,000 will be will be supplemented from the county fund balance, now

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Craig County that the Fiscal Year 2020-2021 budget is hereby amended as follows:

REVENUE

Local

3-100-041999-0001	Fund Balance for Paint Bank Fire and Rescue	50,000
State		
3-100-024020-0004	911 va 911 serv board	236,014
Federal		
3-215-033080-0001	2 ND payment Co Cares	<u>447,660</u>
	Total	\$733,674

EXPENSES

CARES		
4-215-011009-0001	Cares funding balance	447,660
Grants		
4-100-091500-9529	psap grant 911	236,014
Public Safety		
4-100-032420-5072	ambulance assist	<u>50,000</u>
	Total	\$733,674

BE IT FURTHER RESOLVED, that the sum of **\$733,674** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 1st day of October 2020, adopted this resolution.

INFORMATIONAL

- a. Treasurer’s Report
- b. AEP Notice of Intent to File Rate Adjustment
- c. US Forest Service Donated Land Notice

REPORTS AND INQUIRIES FROM THE BOARD AND COUNTY ADMINISTRATOR

- a. Mr. Collins discussed looking for additional funds for the county and wanted to suggest the possibility of adding a county Cigarette Tax.
- b. Mr. Collins shared information about a Gaming Tax, new to the County, from the games at Carper Mart and Gopher Mart. This will bring an additional \$13,000 in new revenue.
- c. Ms. Toelke asked about the Land donation to the US Forest Service and how it would affect taxes. Mr. Collins said the piece of property was small and would not affect taxes that much.
- d. Mr. Spence wanted to restate that he wanted the parade committee to feel no-pressure in holding the parade, if they did not feel comfortable in doing so. Mr. Cady, EMS also said that by Christmas, if COVID numbers go back up, the Governor may make the decision for us.

HEAR THE PUBLIC

Mr. Rick Hale, Assistant Chief at the Paint Bank Fire and Rescue wanted to thank the Board for the contribution to the Station of \$50,000 for the new ambulance.

ADJOURN

Mr. Spence adjourned the meeting at 7:35 pm

_____, CHAIRMAN
CRAIG COUNTY BOARD OF SUPERVISORS

_____, CLERK
CRAIG COUNTY BOARD OF SUPERVISORS
