

**CRAIG COUNTY BOARD OF SUPERVISORS
MEETING MINUTES
JANUARY 7th, 2021**

AT A REGULAR MEETING of the Craig County Board of Supervisors conducted on the 7th day of January 2021 at 6:00 p.m. in the Craig County Court House Courtroom.

PRESENT: Jesse Spence – Chair
Rusty Zimmerman – Vice Chair
Carl Bailey-Supervisor
Lindsey Dunne– Supervisor (by phone)
Kathi Toelke, Supervisor
Dan Collins – Clerk

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

- a. Consider adding New Business Item VII: 6 a Resolution Updating Craig County Emergency Operation Plan
- b. Consider adding Closed Session to Discuss Real Estate Matters: New Item: XI, XII, and XIII

REORGANIZATION

- A. Election of the Chairman: Mr. Spence asked for nominations from the Board, Mr. Bailey nominated Mr. Spence, seconded by Ms. Toelke. There were no additional nominations and the motion was approved.
- B. Election of Vice Chairman: Mr. Spence asked for nominations for Vice Chairman, Mr. Bailey nominated Mr. Zimmerman, seconded by Mr. Spence. There were no additional nominations and the motion was approved.
- C. Appointment of Clerk, Zoning Administrator, and Subdivision Agent to the Board of Supervisors: Mr. Bailey made a motion to nominate Mr. Collins as Clerk, Zoning Administrator, and Subdivision Agent to the Board of Supervisors, seconded by Mr. Zimmerman. There were no additional nominations and the motion was approved.
- D. Adopt Roberts Rules of Order: Mr. Spence asked if the Board wished to adopt the Roberts Rules of Order: Mr. Bailey made a motion to adopt the Roberts Rules of Order, seconded by Ms. Dunn. There were no additional motions and the motion was approved.

CONSENT ITEMS

Mr. Spence presented the consent items to the Board:

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

Mr. Bailey made a motion, seconded by Ms. Toelke, to approve the minutes and consent items with Resolution R21-01. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R21-01

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE ON THURSDAY, JANUARY 7TH, 2021

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 January 7th, 2021 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 – December 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 7th day of January 2021 adopted this Resolution.

APPOINTMENTS

Resolution Ratifying the Appointment of Craig County Health Department representatives on the CPMT: Mr. Bailey made a motion, seconded by Mr. Zimmerman, to approve Resolution R21-02. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R21-02

A Resolution Ratifying the Appointment Of Craig County Health Dept Representatives to CPMT

WHEREAS, the Virginia Department of Social Services requires in the Code of Virginia, 1950, as amended, §§2.2-5204 & 2.2-5205. Section 1, that the Board of Supervisors ratify the appointment of representatives to the Community Policy & Management Team (CPMT) to oversee and manage the Children's' Services Act for At-Risk Youth and Families funds, and

WHEREAS, the Virginia Department of Health has requested that Wendy St. Clair, RN, PHN, serve as the Craig County Health Department primary representative with CPMT and Teresa Byer will serve as the alternative, now

THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that the Community Policy & Management Team appointment of Wendy St. Clair, RN, PHN, serve as Craig County Health Department Representative and Teresa Byer as Alternate Representative be ratified.

The Board of Supervisors of Craig County, in a regular meeting on 7th day of January 2021 adopted this Resolution.

BRIEFINGS

- A. Ashley Smith, VDOT: Ms. Smith provided the board with a Monthly Report on work in the County. Mr. Spence commented that the Board still needs to hear back from Ray Varney concerning his meeting with Mr. Alley on the Camp Easter Seals Project. Ms. Toelke asked for assistance in the Simmonsville area on a drainage issue reported. Ms. Smith agreed to check on both of these requests.
- B. Jordan Labiosa, Broadband Committee Update and Request for Additional Members: Mr. Labiosa reported that T-Mobil has moved forward with 12 homes now connected and reporting great speeds from customers. The Committee has met again with Craig Botetourt but there is a barrier in that it would take 12 weeks to receive fiber. There is a Rural Dev. Broadband Fund they have checked into but much of the County is excluded due to other companies applying for grants in the past, where a portion of these funds were previously used in some areas of the County. VA Tech received a license to use a service that may be helpful in the future. Star Link (affiliate of Space - X) was originally formed to provide broadband in rural areas of Africa, but they are now opening up to help rural areas of the USA. They do require a sponsor, but Wise County has used it to help students in remote areas of their County, the committee is investigating this option for Craig. The Committee has requested the addition of two new members that they believe will be an asset: JoAnna Hutchison and Ryan McDaniel. The Board agreed to bring a resolution to the Feb Meeting appointing these members.

NEW BUSINESS

- A. Resolution Revising the Tourism Membership and Ratify Revised By-Laws: Ms. Toelke commented that she was not happy with the lack of representation for all districts with the new appointments. Mr. Spence agreed that going forward the Board would do better covering all districts. Mr. Zimmerman made a motion, seconded by Mr. Bailey, to approve Resolution R21-03. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R21-03

A Resolution Ratifying Craig County Tourism Commission Amended By-Laws and Membership Changes

WHEREAS, the Craig County Tourism Commission (CCTC) in accordance with the Code of Virginia was established by the Craig County Board of Supervisors to promote Tourism, and

WHEREAS, the CCTC has a fiduciary responsibility to manage the funds received from the Craig County Lodging Tax, and

WHEREAS, at the December 12th 2020 meeting of the Craig County Tourism Commission, by unanimous vote of the members present, approved the attached By-Laws amendment to include an organizational structure change of five (5) Commission Members, to serve 4 year staggered terms and as many Committees as needed, and

WHEREAS, the CCTC recommends the following individuals to be appointed to the Commission:

- 1. Betsy Daniel 4 Year Term – Ending December 31, 2025
- 2. Lenny MacDonald 4 Year Term – Ending December 31, 2025
- 3. Phil Spence 4 Year Term – Ending December 31, 2025
- 4. Diane Givens 2 Year Term – Ending December 31, 2023
- 5. Jordan Labiosa 2 Year Term – Ending December 31, 2023

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that Craig County Tourism By-Law Amendments and Membership changes are ratified this day.

The Board of Supervisors of Craig County, in a regular meeting on 7th day of January 2021, adopted this Resolution.

- B. Resolution Amending FY 2020-2021: Mr. Bailey made a motion, seconded by Mr. Zimmerman, to approve Resolution R21-04. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R21-04

**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 Craig County Emergency Services has received the amount of 150.00 in citizen donations, this will be put into a specific line item for that department for additional expenses, and

WHEREAS, the Commonwealth of Virginia, dept of Environmental Quality has approved the County of Craig for a Litter Grant in the total amount of \$6,640, of which County will receive \$5,608 and Town of New Castle will receive \$1,032,

WHEREAS, the Tourism Commission has received the amount of \$950 for the advertisements on the 911 maps, these funds will be added to the map revenue to purchase additional maps of Craig County

WHEREAS, the Craig County Public Safety Department receives a EMS return to locality (4 for Life) grant each year from the Commonwealth of Virginia, Department of Health Office of Emergency Medical Services, this year our budgeted amount was 5,598 but we received the amount of \$6186, this is \$588 more than budgeted, this will increase the budget for the correct amount received, and

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

3-100-016040-0001	Donations	150
3-100-018990-0029	map adv	950

Commonwealth of Virginia

3-100-024030-0002	Litter grant	6,640
3-100-024020-0006	4 for life	<u>588</u>
	Total	\$8,328

EXPENSES

CCEMS

4-100-032410-6002	donations	150
-------------------	-----------	-----

Litter Grant

4-100-081220-5674	grant funding	6,640
-------------------	---------------	-------

Public Safety

4-100-032420-5603	addl 4 for life	588
-------------------	-----------------	-----

Tourism

4-100-081230-6001	911 MAPS Printing	<u>950</u>
	Total	\$8,328

BE IT FURTHER RESOLVED, that the sum of **\$8,328** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 7th day of January 2021, adopted this resolution.

- C. Resolution Transferring Funds for FY 2020-2021: Ms. Toelke made a motion, seconded by Mr. Bailey, to approve Resolution R21-05. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**A RESOLUTION TRANSFERING FUNDS FOR
THE 2020-2021 FISCAL YEAR BUDGET
FOR CRAIG COUNTY**

R21-05

WHEREAS, it is the request of the Maintenance of Properties department for additional funds in the amount of \$6,782 for additional expenses not budgeted, and

WHEREAS, the additional expenses are for the unexpected elevator repairs and expenses for rails on the DSS building due to ADA requirements, and other unbudgeted reoccurring expenses such as pest control, and

WHEREAS, it is the request that the additional moneys be transferred from contingency to the Maintenance Department,

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that the following budget amendment transfers be and is hereby approved for fiscal year 2020-2021.

FROM:

4-100-091410-5850	Contingency	\$6,782
-------------------	-------------	---------

TO:

4-100-043100-3315	repairs and maintenance	\$6,782
-------------------	-------------------------	---------

The Board of Supervisors of Craig County in a regular meeting on 7th day of January, 2021 approved this resolution.

- D. The Board reviewed the 2021 Budget Meeting Schedule that was provided by Mr. Collins. Mr. Zimmerman stated that he would be out of town during March 18th, when there is a Budget Work Session scheduled but no meeting changes were needed. The Board's consensus was to approve the schedule as presented.
- E. The Board Considered a Request from the Town of New Castle for Reimbursement of Sidewalk Repairs in the Amount of \$1624.00, for the front of the Courthouse on Main Street. The consensus of the Board was to approve this request using funds from contingency when due.
- F. The Board was asked to Ratify the Additional Holiday Time Awarded by the Judge to the Courts to Include County Employees, Adding ½ Day on December 23rd (4 hours) and December 31st (8 hours) to the Existing Holidays: Ms. Toelke made a motion, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.
- G. Ordinance Adopting Amendment No.2 for Workforce Development Board (CLEO)for Roanoke City to Serve as Fiscal Agent for WDB (Emergency Ordinance to be readopted within 60 days after the required advertised notice): Mr. Bailey made a motion, seconded by Mr. Zimmerman, to approve Ordinance 01-2021. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

ORDINANCE NO. 01-2021

**ORDINANCE TO ADOPT AMENDMENT NO. 2
TO WORKFORCE INVESTMENT AREA III
CHIEF LOCAL ELECTED OFFICIALS CHARTER AGREEMENT**

WHEREAS, the purpose of this Ordinance is to adopt Amendment No. 2 to the Workforce Investment Area III Chief Local Elected Officials Charter Agreement ("Amendment No. 2"), a copy of which is attached hereto as "Exhibit A"; and,

WHEREAS, by way of explanation, the Cities of Covington, Roanoke, and Salem, and the Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke agreed to create the Workforce Investment Area III Chief Local Elected Officials Consortium (the "Consortium") to work together in accordance with the provisions of the federal Workforce Investment Act within the Western Virginia Workforce Development Area III; and,

WHEREAS, the Board of Supervisors (the "Board") of the County of Craig, Virginia (the "County") approved the original Workforce Investment Area III Chief Local Elected Officials Charter Agreement dated July 21, 2003 (the "Charter Agreement"); and,

WHEREAS, the Mayors of the Cities of Covington, Roanoke and Salem, and the Chairpersons of the Boards of Supervisors of the Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke (collectively, the "Member Jurisdictions") were authorized to execute the Charter Agreement; and,

WHEREAS, the Board approved Amendment No. 1 to the Charter Agreement, dated August 11, 2015 ("Amendment No. 1"), in order to improve the operations and implementation of the Workforce Development Plan; to acknowledge, confirm, and agree that the Charter Agreement is an exercise of joint powers as permitted by Section 15.2-1300, et seq., Code of Virginia (1950), as amended; to address changes that may be required as the result of the passage of the Workforce Innovation and Opportunity Act of 2014 (29 U.S.C. §§ 3011, et seq.); and to change the fiscal agent from the Workforce Development Board (the "WDB") to the Roanoke Valley-Alleghany Regional Commission (the "RVARC") for both the Consortium and the WDB; and, all as more specifically set forth in the City Council Agenda Report dated June 15, 2015;

WHEREAS, the Mayors and Chairpersons of the Member Jurisdictions were authorized to execute Amendment No. 1 to the Charter Agreement; and,

WHEREAS, on April 14, 2020, the RVARC announced it was discontinuing service as the fiscal agent for the Consortium and WDB, effective December 31, 2020, thus, necessitating a second amendment to the Charter Agreement; and,

WHEREAS, the County, the Consortium, and WDB agree that WDB should be designated as the new fiscal agent for both the Consortium and the WDB; and,

WHEREAS, Section 13 of the Charter Agreement allows for amendments to the Charter Agreement with the concurrence of the governing bodies of the Member Jurisdictions.

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

1. The Board concurs with amending the Charter Agreement by adoption of Amendment No. 2 to designate the WDB as the fiscal agent for both the Consortium and WDB. The form of Amendment No. 2 to the Charter Agreement is approved, and the Chairperson of the Board is hereby authorized to execute Amendment No. 2 to the Charter Agreement on behalf of the County. The form of Amendment No. 2 shall be substantially similar to that shown on the attached "Exhibit A" and shall be approved as to form by the County Attorney;

2. The Chairperson of the Board and County Administrator are hereby severally authorized to execute any other requisite documents related to Amendment No. 2 to the Charter Agreement, upon form approved by the County Attorney, and to take such other acts as are necessary to effectuate the purposes of Amendment No. 2 and this Ordinance;

3. The Charter Agreement, Amendment No. 1, and Amendment No. 2 are ratified, reaffirmed, confirmed, and approved; and,

4. That this Ordinance shall take effect immediately as an emergency matter and without prior notice, pursuant to Virginia Code § 15.2-1427, for a period of sixty (60) days or until extended upon re-adoption after customary notice.

Ordinance Adopted at the regular Board of Supervisors meeting January 7th, 2021.

H. Resolution Updating Craig County Emergency Operation Plan (EOP): This is a requirement from the State, that the County update their EOP every 4 years. VDEM has been assisting the regions with the updates. Mr. Spence asked Mr. Cady when our first EOP plan was adopted by the County. Mr. Cady said it was 12 years ago. Mr. Zimmerman made a motion, seconded by Mr. Bailey, to approve Resolution R21-06. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R21-06

**A RESOLUTION APPROVING
CRAIG COUNTY
EMERGENCY OPERATIONS PLAN
Update for 2021**

WHEREAS, Section 44-146.19E of the Code of Virginia requires localities to maintain a "current" Emergency Operations Plan (EOP), and

WHEREAS, the code requires that the Board of Supervisors adopts a revised Emergency Operations Plan every 4 years and Craig County last adopted an Emergency Operations Plan in December 1st, 2016, now

THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that this updated Emergency Operations Plan is hereby approved and adopted.

The Board of Supervisors of Craig County, in a regular meeting on the 7th day of January 2021, adopted this Resolution.

INFORMATIONAL

A. Treasurer's Report

REPORTS AND INQUIRIES FROM THE BOARD

- a. Mr. Collins let the Board know that the unspent CARES Grant funds that were to be returned Dec. 30th, 2020 have been extended to be used by Counties through December 30th, 2021. Mr. Collins requested that the Board approve the same distribution of funds per category as they had originally approved when they received the first grant. There is a balance of \$431,468 available to be used. The Board agreed with the request.
- b. Mr. Collins will be bringing a resolution to the Board in February for another round of Hazard Pay for Sheriff's Office and EMS using these CARES funds.
- c. Mr. Collins said that the Treasurer has contacted him requesting CARES funds be used for a BAI Net to use for tax payments to be made online. CARES funds would pay the initial costs, but there would still be an annual fee of \$3700 a year which the Board would need to decide if they could include in the new budget.
- d. Mr. Spence said he had discussed the addition of a Cigarette Tax with the Commissioner of Revenue, Elizabeth Huffman. She had told him it would take time to implement if it was approved. Mr. Collins said that VACo is working on doing a consortium for this tax with counties and should have ready prior to our budget meetings so he will report back to the Board.
- e. Mr. Zimmerman asked if the School would be offered some of the CARES Funds like they received in the previous round. The Elementary has returned to 5 days a week and may need funds for virtual academy. Mr. Collins said he would contact the school to discuss this.
- f. Mr. Collins reported that the next USDA Grant for the Sheriff's Vehicle and EMS Vehicle had been approved.

HEAR THE PUBLIC

- a. Mr. Cady wanted to let the Board know that next Tuesday January 12th, the Fire Departments, Sheriff's Office, Social Services and Day Care Staff will be receiving their COVID shots at the New Castle Fire Department Building.

RECESS TO CLOSED SESSION FOR REAL ESTATE MATTERS

The Board Recessed to a Closed Session to discuss Real Estate Matters § 2.2-3711 A.3: Mr. Bailey made a motion to enter into Closed Session, seconded by Mr. Spence. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

RESOLUTION CERTIFYING THE CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA

The Board reconvened from the Closed Session. Mr. Bailey made a motion to confirm the Closed Session was held in conformity with the Code of Virginia with Resolution R21-07, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, absent, Mr. Bailey, yes and Mr. Spence, yes.

R21-07

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA,
HELD AT THE CRAIG COUNTY COURTHOUSE ON THURSDAY, JANUARY 7TH, 2021**

RESOLUTION CERTIFYING THE CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA

WHEREAS, The Board of Supervisors of Craig County, Virginia has convened a closed 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, Section 2.2-3712 of the Code of Virginia requires a certification by the Board of Supervisors of Craig County, Virginia, that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Craig County, hereby certifies that, to the best of each member's knowledge;

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of Craig County, Virginia

ACTION AS A RESULT OF CLOSED SESSION

Mr. Spence reported there would be no action as a result of the Closed Session

ADJOURN

Mr. Spence adjourned the meeting at 7:45 pm.

_____, CHAIRMAN
CRAIG COUNTY BOARD OF SUPERVISORS

_____, CLERK
CRAIG COUNTY BOARD OF SUPERVISORS
