

**CRAIG COUNTY BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 4th, 2021**

AT A REGULAR MEETING of the Craig County Board of Supervisors conducted on the 4th day of February 2021 at 6:00 p.m. in the Craig County Court House Courtroom.

PRESENT: Jesse Spence – Chair
Rusty Zimmerman – Vice Chair
Lindsey Dunne– Supervisor
Kathi Toelke, Supervisor
Carl Bailey-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

Mr. Spence asked if there were any changes. Mr. Collins requested the following additions to the meeting.

- A. **Add Resolution R21-15 Opposition of SB1326 Local Cigarette Taxes; Regional Cigarette Tax Boards as VI: New Business Item F.**
- B. **Closed Session: To Discuss Real Estate Matters**

The Board agreed to the additions.

CONSENT ITEMS

Mr. Spence presented the consent items to the Board:

- A. Minutes of January 7th, 2021
- B. Claims and Warrants

Mr. Zimmerman made a motion, seconded by Ms. Dunne, to approve the minutes and consent items with Resolution R21-08. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Zimmerman, yes and Mr. Spence, yes.

R21-08

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE
ON THURSDAY, FEBRUARY 4TH, 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 February 4th, 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 – January 7th, 2021
 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 4th day of February 2021 adopted this Resolution.

BRIEFINGS

- A. Ray Varney, VDOT: Mr. Varney provided the board with a Monthly Report on work in the County. Various projects were discussed with the Board.
- B. Jim Weber, Director of Social Services: Report on Social Services and review of Resolutions presented at the meeting under new business, a Budget amendment and a Budget transfer.

APPOINTMENTS

- A. Resolution Appointing Additional Members to the Broadband Committee: Mr. Bailey made a motion, seconded by Ms. Toelke, to approve Resolution R21-09. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R21-09

A Resolution Appointing Additional Members to the Broadband Committee

WHEREAS, the Majority of citizens in Craig County have no, or very limited, access to Broadband, and

WHEREAS, the Board of Supervisors, at their September 3rd, 2020 meeting appointed a Broadband Committee consisting of three (3) members to review and identify options enabling the Committee to make a well-informed recommendation to address the Broadband needs of the County to the Board of Supervisors, and

WHEREAS, the Committee was authorized to appointment, by the Board of Supervisors, two (2) additional members, with the appropriate expertise and interest, for a maximum of five(5) members, and

WHEREAS, the Committee made a request at the January 7th, 2021 meeting to add two additional members, JoAnna Hutchison and Ryan McDaniel, to the Broadband Committee,

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that JoAnna Hutchison and Ryan McDaniel are hereby confirmed as members of the Craig County Broadband Committee.

The Board of Supervisors of Craig County, in a regular meeting on 4th day of February 2021, adopted this Resolution.

- B. Resolution Ratifying the Appointment of Private Agency Representatives on the CPMT: Ms. Toelke made a motion, seconded by Mr. Bailey, to approve Resolution R21-10. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, abstain, Mr. Zimmerman, yes and Mr. Spence, yes.

R21-10

**A Resolution Ratifying the Appointment
Of Depaul Community Resources
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 Depaul Community Resources has requested that Melissa Cook, serve as the Private Provider primary representative with CPMT and Chris Conner will serve as the alternative, now

THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that the Community Policy & Management Team appointments, of Melissa Cook, serve as the Private Provider Representative and Chris Conner as Alternate Representative, be ratified.

The Board of Supervisors of Craig County, in a regular meeting on 4th day of February 2021 adopted this Resolution.

NEW BUSINESS

- A. Resolution Authorizing Hazard Pay from CARES ACT Funds for Sheriff's Office and EMS Employees: Mr. Zimmerman made a motion, seconded by Ms. Dunne, to approve Resolution R21-11. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Zimmerman, yes and Mr. Spence, yes.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURT HOUSE ON THURSDAY, FEBUARAY 4, 2021

R21-11

RESOLUTION AUTHORIZING HAZARD PAY

IN THE AMOUNT OF \$49,348.40 FROM CARES ACT FUNDS

WHEREAS, the COVID-19 pandemic has created many uncertainties for the County budget; and

WHEREAS, in order to provide relief to states and localities during the COVID-19 pandemic, the United States Congress passed, and the President 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 an initial \$447,660 from the CRF, which funds were appropriated on June 23, 2020; and

WHEREAS, Craig County received a second \$447,660 from the CRF, which funds were appropriated on August 12, 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 and their support staff 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 and their support staff 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, 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 the Departments of Sheriff, EMS, and their support staff 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 the employees and their support staff in the departments of Sheriff, and EMS from previously appropriated CARES Act Funds as follows:

1. Full-time uniformed, sworn public safety, Sheriff Department, EMS, and support staff employees shall receive up to \$2,000 in hazard pay.
2. Part-time uniformed, sworn public safety Sheriff Department, EMS, and support staff 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 August 1 through December 31, 2020 for sworn and uniformed public safety employees and their support staff, 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 **\$49,348.40**

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 August 1 through December 31. Part-time casuals and temporaries, Board of Supervisors, Constitutional Officers, (Except the Sheriff), County Administrator, EMS Coordinator (currently receives hazard pay), boards and commissions are not eligible for the hazard pay.

- B. Resolution Amending FY 2020-2021 for Social Services: Mr. Bailey made a motion, seconded by Ms. Toelke, to approve Resolution R21-12. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Zimmerman, yes and Mr. Spence, yes.

R21-12

**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 Department of Social Services is requesting a budget amendment for the following areas, AFDC Foster Care and IV-E Adoption, it is the consensus that these areas are felt to be under budgeted at this time, and

WHEREAS, the categories mentioned above will be monies received from the Commonwealth of Virginia with no local matches

WHEREAS, requested amounts are Foster Care increase 26,088 due to increased foster care expenses, Adoption increase due to new children now added to this category in the amount of 32,000, 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

Commonwealth of Virginia

3-201-024060-0004	Laser	\$58,088
-------------------	-------	-----------------

EXPENSES

Dept of Social Services

4-201-053110-0811	Foster Care	26,088
4-201-053110-0812	Adoption	<u>32,000</u>
	Total	\$58,088

BE IT FURTHER RESOLVED, that the sum of **\$58,088** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 4th day of February 2021, adopted this resolution.

- C. Resolution for Budget Transfer FY 2020-2021 for Social Services: Ms. Toelke made a motion, seconded by Mr. Bailey, to approve Resolution R21-13. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Zimmerman, yes and Mr. Spence, yes.

A RESOLUTION TRANSFERING FUNDS FOR THE 2020-2021 FISCAL YEAR BUDGET FOR CRAIG COUNTY **R21-13**

WHEREAS, it is the request of the Craig County Department of Social Services for additional funding in the category of Legal Fees, it is their request that the money be transferred from Salaries to such fees, and

WHEREAS, when requesting a transfer of funds from salaries it must be approved by the Board of Supervisors by resolution, and

WHEREAS, the additional expenses are needed in the expense line of Legal Fees due to the increased and unusual high caseloads that are requiring additional legal counsel opinions and assistance, and

WHEREAS, it is the request of the Dept of Social Services that the additional moneys be transferred from salaries to Legal Fees,

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:		
4-201-053110-1134	Salaries	\$14,250
TO:		
4-201-053110-5318	Legal Fees	\$14,250

The Board of Supervisors of Craig County in a regular meeting on 4th day of February, 2021 approved this resolution.

- D. Resolution Approving Purchase of BAI Net for Treasurer’s Office with CARES Funds: Mr. Zimmerman made a motion, seconded by Ms. Toelke, to approve Resolution R21-14 with the same service fee of 3% would be used and could be changed after 6-12 months of use to determine if the County was losing money with the service. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Zimmerman, yes and Mr. Spence, yes.

R21-14

Resolution Approving Treasurer’s Request for Purchase of BAI..NET for Payment Processing

WHEREAS, the Board of Supervisors received a request from the Treasurer’s Office for the purchase of an additional module from BRIGHT/BAI.NET to process online payments, and

WHEREAS, the BAI.NET software allows citizens 24-hour access to utilize the inquiry services and make payments as well as provide real-time data, and

WHEREAS, the BAI.NET software would reduce workload, allow payment of taxes and fees online, allow users to look up current taxes, payment history, track delinquent taxes and utilize collections techniques in the module, and

WHEREAS, the initial cost of the BAI.Net would be paid with CARES funding and the first year of Maintenance in the amount of \$14,200 with the County being responsible for future year’s Maintenance in the amount of \$3,875,

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that the request from the Treasurer’s Office for the purchase of the BAI.NET software is hereby approved.

The Board of Supervisors of Craig County, in a regular meeting on 4th day of February 2021, adopted this Resolution.

- E. Approval of Request from Robert Wrzosek/911 Coordinator for an Addition of New Street to be Added to 911-Mapping: A motion was made by Mr. Bailey to allow the addition of a street off of Berties Bottom Lane for a new housing development area. The motion was seconded by Ms. Dunne and voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Zimmerman, yes and Mr. Spence, yes.
- F. Resolution R21-15 Opposition of SB1326 Local Cigarette Taxes; Regional Cigarette Tax Board: Mr. Collins explained that this item was added this afternoon after he received information from VACo concerning the cigarette tax. He prepared a letter to send by email to all Senators to

oppose this bill. A resolution was also prepared for your consideration. Mr. Zimmerman made a motion, seconded by Ms. Dunne to approve Resolution R21-15 and the letter sent on the Board's behalf. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Zimmerman, yes and Mr. Spence, yes.

R21-15

**Resolution in Opposition of
SB 1326 Local Cigarette Taxes;
Regional Cigarette Tax Boards**

Whereas, the Craig County Board of Supervisors recently learned of a possible disastrous fiscal impact on SW Virginia Counties **SB 1326** "Local cigarette taxes; regional cigarette tax boards" should be approved, and

Whereas, the Craig County Board of Supervisors are vehemently opposed to this legislation due to the following reasons:

- By requiring participation in a regional board, the bill limits counties' ability to exercise the new cigarette tax authority unless neighboring jurisdictions agree to participate as well.
- By specifying that a regional board must consist of at least 10 localities, the bill further limits counties' ability to exercise this authority. Regional discussions are underway in several parts of the state, but regional boards that are established in the near future are likely to have fewer than 10 members initially.
- Many counties are interested in establishing a regional entity to facilitate cigarette tax implementation, but a regional approach may be impractical for some counties. By requiring participation in a regional body in order to implement the tax, the bill would limit the cigarette tax authority before it takes effect.
- While regional boards may be a cost-effective solution for many localities, they will require some start-up funding to establish; member counties will need to provide up-front funding for costs such as staff salaries and benefits, rent and utilities for office space, office supplies, computer hardware or software, lease or purchase of a vehicle, tax stamps, and legal or other professional services costs associated with establishing the regional board.
- The committee amendment provides some flexibility for counties that were already planning to implement the cigarette tax, but the January 31 deadline for formal action is too stringent.

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that we wish to express our opposition of **SB 1326** "Local cigarette taxes; regional cigarette tax boards".

The Board of Supervisors of Craig County, in a regular meeting on 4th day of February 2021, adopted this Resolution.

PUBLIC HEARING

Mr. Spence opened the Public Hearing to hear comment on the proposed Ordinance to amend the Charter Agreement with Workforce Development Board, approved at the January meeting. This Ordinance needed a public hearing and re-adopted per the County Attorney. There were no comments from the public.

The Public Hearing was closed and Mr. Spence asked for a motion from the Board concerning this Ordinance: There was no comment from the public and the Public Hearing was closed.

Ordinance Re-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): Ms. Toelke made a motion, seconded by Mr. Bailey, to approve Re-Adopting Ordinance 01-2021. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Zimmerman, yes and Mr. Spence, yes.

INFORMATIONAL

A. Treasurer's Report

REPORTS AND INQUIRIES FROM THE BOARD AND COUNTY ADMINISTRATOR

- a. Mr. Collins has received several calls from parties interested in Solar Farming and asking if Craig County would allow Solar Farming. Mr. Collins asked the Board if they would approve having the Planning Commission review this and report back to the Board with a recommendation. He also wants the Planning Commission to review the Zoning Ordinance to consider allowing a second home on a parcel for use as an in-law suite, temporary rental, bed and breakfast or Air B&B. The Board agreed these matters need to be reviewed and should go before the Planning Commission for consideration.
- b. Mr. Collins provided the Board with another copy of the Budget Work Session schedule. He stated that some meetings may need delayed, depending upon receiving all the information he needs to prepare the budget.
- c. Mr. Collins informed the Board he had received a call from Blue Ridge Legal asking to address the Board of Supervisors in a briefing. The Board did not feel this would provide the information to the public as well as providing information on our website.
- d. Mr. Collins had received a flyer from the VA Tech Extension Service advising the COVID-19 Vaccination would be available for Farmers and Other Essential Agriculture Workers.

HEAR THE PUBLIC

- a. Sheriff Trevor Craddock thanked the Board for approving the Hazard Pay for his employees.
- b. Darryl Humphreys thanked the Board for approving the Hazard Pay for his EMS employees.
- c. Ned Savage, Chairman of the Library Board gave the Board a copy of the Library's Annual Report.

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. Zimmerman made a motion to enter into Closed Session, seconded by Mr. Spence. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Zimmerman, 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. Ms. Dunne made a motion to confirm the Closed Session was held in conformity with the Code of Virginia with Resolution R21-15, seconded by Mr. Bailey. Voting was as follows: Mr. Bailey, yes, Ms. Toelke, yes, Ms. Dunne, absent, Mr. Zimmerman, yes and Mr. Spence, yes.

R21-15

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA,
HELD AT THE CRAIG COUNTY COURTHOUSE ON THURSDAY, FEBRUARY 4TH, 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 7:27 pm.

_____, CHAIRMAN
CRAIG COUNTY BOARD OF SUPERVISORS

_____, CLERK
CRAIG COUNTY BOARD OF SUPERVISORS
