

**CRAIG COUNTY BOARD OF SUPERVISORS  
MEETING MINUTES  
DECEMBER 3<sup>RD</sup>, 2020**

**AT A REGULAR MEETING** of the Craig County Board of Supervisors conducted on the 3rd day of December 2020 at 6:00 p.m. in the Craig County Court House Courtroom.

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

**OPEN MEETING**

Meeting was called to order at 6:00 p.m. by Mr. Spence. A moment of silence was requested by Mr. Spence, followed with the Pledge of Allegiance.

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

- A. Add Briefing by Sheriff Craddock to Agenda
- B. Add Closed Session to Discuss Personnel Matters

These additions to the agenda were approved by consensus from the Board.

**CONSENT ITEMS**

Mr. Spence presented the consent items to the Board:

- A. Minutes of November 5th, 2020
- B. Claims and Warrants

Mr. Bailey made a motion, seconded by Ms. Toelke, to approve the minutes and consent items with Resolution R20-75. Voting was as follows: Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-75**

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG  
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE  
ON THURSDAY, DECEMBER 3<sup>RD</sup>, 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 December 3<sup>rd</sup>, 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 – November 5<sup>th</sup>, 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 3<sup>rd</sup> day of December 2020 adopted this Resolution.

### **BRIEFINGS**

- A. Ashley Smith VDOT: Ms. Smith provided the board with a Monthly Report on work in the County. She told the Board that the Camp Easter Seal project was not a viable project without the turnaround. The Board requested this project be put on hold until they could discuss it further with Mr. Varney.
- B. Scott Wickham, Robinson Farmer Cos: Mr. Wickham presented the Board with a review of the Audit FY 2019-2020.
- C. Sheriff Craddock: Requested that the Board consider approving the \$500 bonus awarded to other officers also be awarded to his one deputy which is a County funded employee and was not included in the Compensation Board bonus award. He has the funds in his budget to cover this bonus. A motion was made by Mr. Bailey to approve this request, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes

### **APPOINTMENT**

Resolution Ratifying Appointment to Board of Directors Blue Ridge Behavioral Healthcare: A motion was made by Mr. Bailey to approve Resolution R20-76, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-76**

### **A Resolution Ratifying the Appointment of Helen Ferguson to the Board of Directors of Blue Ridge Behavioral Healthcare**

**WHEREAS**, the Blue Ridge Behavioral Healthcare, (BRBH) Board of Directors voted to re-appoint Ms. Helen Ferguson as an at-large board member at their October 22, 2020 meeting, and

**WHEREAS**, per the Blue Ridge Behavioral Healthcare Board bylaws, the BRBH Board nominates their at-large board of representatives, and asks the participating governing bodies to approve those appointments, and

**WHEREAS**, the Board of Supervisors of Craig County as a participating governing body is ask to ratify at-large appointments, now

**THEREFORE BE IT RESOLVED** by the Board of Supervisors of Craig County that the appointment of Helen Ferguson as an at-large member of the Board of Directors of Blue Ridge Behavioral Healthcare is hereby ratified for her second three year term, from January 1, 2021 through December 31, 2023.

The Board of Supervisors of Craig County, in a regular meeting on 3rd day of December, 2020 adopted this Resolution.

**NEW BUSINESS**

- A. Resolution Establishing Regular BOS Meeting Schedule for 2021: A motion was made by Ms. Toelke to approve R20-77, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-77**

AT A REGULAR MEETING OF  
THE BOARD OF SUPERVISORS OF CRAIG COUNTY  
HELD AT THE COURTHOUSE  
THE 3<sup>rd</sup> DAY OF DECEMBER 2020

**A RESOLUTION ESTABLISHING THE REGULAR MEETING SCHEDULE  
FOR THE CRAIG COUNTY BOARD OF SUPERVISORS FOR CALENDAR  
YEAR 2021**

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

- 1. For calendar year 2021, regular meetings of the Board shall be held on the first Thursday of each month, commencing at 6:00 p.m. All regular meetings shall be held in the Circuit Court Courtroom of the Courthouse in New Castle:

<b>January 7, 2021</b>	<b>April 1, 2021</b>	<b>July 1, 2021</b>	<b>October 7, 2021</b>
<b>February 4, 2021</b>	<b>May 6, 2021</b>	<b>August 5, 2021</b>	<b>November 4, 2021</b>
<b>March 4, 2021</b>	<b>June 3, 2021</b>	<b>September 2, 2021</b>	<b>December 2, 2021</b>

2. Should the day established by the Board as the regular meeting day fall on any legal holiday, the meeting shall be held on the next following Thursday, without action of any kind by the Board.

3. Should the Chairman or Vice Chairman, if the Chairman is unable to act, find and declare that weather or other conditions are such that it is hazardous for members to attend the regular meeting, then the regular meeting shall be held on the next following Thursday. Such findings shall be communicated to the members of the Board and the media as promptly as possible. All hearings and other matters previously advertised shall be conducted at the rescheduled meeting and no further advertisement shall be required.

4. Regular meetings, without further public notice, may be adjourned from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting, until the business before the governing body has been completed.

ON MOTION OF BOARD MEMBER, Kathi Toelke, to adopt this Resolution and carried by the following votes:

Ayes: 5

Nays: 0

Absent: 0

B. Resolution Amending FY 2020-2021 Budget for Funds Received for Electoral Board, Clerk, ASHI, Sheriff and Commonwealth Attorney: A motion was made by Mr. Bailey to approve Resolution R20-78, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, abstain, Mr. Bailey, yes and Mr. Spence, yes.

**R20-78**

**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 Electoral Board has now received a grant in the amount of \$5,000 from the Center for Tech and Civic Life it is the wishes of the Electoral Board to pay this amount on the cost of Covid 19 cleaning at the Polling Locations , and

**WHEREAS**, the Circuit Court Clerk's Office has received additional funds from the Commonwealth of Virginia, Compensation Board Technology funds in the amount of \$8,154, these funds will be used for payment to the Treasurer of Virginia for records management and indexing, and

**WHEREAS**, the Public Safety Department has received reimbursement in the amount of \$230 for the replacement of funds for ASHI expenses, this is reimbursement for the cards and paperwork for the departments to receive CPR classes, and

**WHEREAS**, the Public Safety Department also request that the amount of \$4,000 be taken from fund balance of 6-30-20 to replace a uncashed past 90 day check to the Upper Craig Creek Vol Fire Dept(UCCVFD) for their share of Aid to Locality Funds, these funds will be reintroduced to the current budget and disbursed to the UCCVFD, and

**WHEREAS**, the County has received additional funds from the Commonwealth of Virginia for Asset Forfeiture funds in the total amount of 2082, this is to be distributed to the Sheriff office amount of \$1,210 and to the Commonwealth Attorney office in the amount of \$872, this funding will be given to the said departments for spending as required by the guidelines from the Dept of Criminal Justice Services, 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**

3-100-018990-0018	Electoral Board	5,000
3-100-018990-0025	ASHI	230
3-100-041999-0000	County Fund Balance	4,000

**Commonwealth of Virginia**

3-100-023070-0002	clerk ttf funds	8,154
3-115-024010-0005	sheriff seizure	1,210
3-116-024010-0005	commonwealth attorney seizure	872

**Total      \$19,466**

**EXPENSES**

**Electoral Board**

4-100-013100-9000	Center for Technology. & Civic Life	5,000
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**Circuit Court**

4-100-021600-3511	Technology Funds	8,154
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**Public Safety**

4-100-032420-5546	ASHI	230
4-100-032420-5602	Aid to Locality UCCVFD	4,000

**Sheriff Seizure**

4-115-032100-5898	state seizure	1,210
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**Commonwealth Attorney**

4-116-022100-5898	state seizure	872
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**Total            \$19,466**

**BE IT FURTHER RESOLVED**, that the sum of **\$19.466** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 3rd day of December 2020, adopted this resolution.

**INFORMATIONAL**

- a. Treasurer's Report (not available for this month)
- b. Tim Kaine Letter in Response to BOS Letter Concerning PILT

**REPORTS AND INQUIRIES FROM THE BOARD AND COUNTY ADMINISTRATOR**

Mr. Collins updated the Board on the progress of the County Storage Building Construction. Mr. Spence asked if we knew how much the increase in costs were going to be after the initial funding request. Mr. Collins said that we have not received the final bill yet.

**HEAR THE PUBLIC**

Sheriff Craddock addressed the Board to thank them for the approval of the \$500 funding request for his deputy.

**RECESS TO CLOSED SESSION FOR PERSONNEL MATTERS**

Request by the Board to enter into Closed Session to discuss Personnel Matters § 2.2-3711 A.1: Ms. Toelke made a motion, seconded by Mr. Bailey to enter into Closed Session. 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**

Resolution Certifying the Closed Meeting was held in conformity with the Code of Virginia: A motion was made by Mr. Bailey to approve R20-79, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-79**

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA,  
HELD AT THE CRAIG COUNTY COURTHOUSE ON THURSDAY, DECEMBER 3<sup>RD</sup>, 2020**

**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 said that the Action as a Result of the Closed Session was that the Board considered a request from the Tourism Commission to limit the number of members to 5 (five) members consisting of: Phil Spence, Diane Givens, Jordan Labiosa, Lenny MacDonald and Betsy Daniel and to stagger the 4 (four) year terms according to the current charter and to consider the ratification of the Tourism By-Laws at the January meeting.

**ADJOURN**

Mr. Spence adjourned the meeting at 7:18 pm

\_\_\_\_\_, CHAIRMAN  
CRAIG COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_, CLERK  
CRAIG COUNTY BOARD OF SUPERVISORS

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