

**CRAIG COUNTY BOARD OF SUPERVISORS  
JANUARY 5<sup>th</sup> , 2023 – 6:00 P.M.  
CRAIG COUNTY COURTHOUSE**

**AT A REGULAR MEETING** of the Craig County Board of Supervisors conducted on the 5<sup>th</sup> day of January at 6:00 p.m. in the Craig County Court House Courtroom.

**PRESENT:**

Jesse Spence – Chair  
Keith Dunbar-Supervisor  
Jason Matyas-Supervisor

Dan Collins - Clerk

Carl Bailey-Supervisor – Absent  
Rusty Zimmerman-Vice Chair – Absent

**OPEN MEETING**

Meeting was called to order at 6:00 p.m. by Mr. Spence. The invocation was given by Mr. Matyas, 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 to the agenda items. Mr. Collins added section 5-D, Mr. Lenny MacDonald, briefing on Love Thy Neighbor.

**REORGANIZATION**

- A. Election of the Chairman: Mr. Spence asked for nominations from the Board, Mr. Dunbar nominated Mr. Spence, seconded by Mr. Matyas. Voting was as follows: Mr. Matyas, yes, Mr. Dunbar, yes and Mr. Spence, yes.
- B. Election of Vice Chairman: Mr. Spence asked for nominations for Vice Chairman, Mr. Matyas nominated Mr. Zimmerman, seconded by Mr. Spence. Voting was as follows: Mr. Matyas, yes, Mr. Dunbar, yes and Mr. Spence, yes.
- C. Appointment of Clerk, Zoning Administrator, and Subdivision Agent to the Board of Supervisors: Mr. Spence asked for nominations for Appointment of Clerk, Mr. Spence made a motion to nominate Mr. Collins as Clerk, Zoning Administrator, and Subdivision Agent to the Board of Supervisors, seconded by Mr. Dunbar. Voting was as follows: Mr. Matyas, yes, Mr. Dunbar, yes and Mr. Spence, yes.
- D. Adopt Roberts Rules of Order: Mr. Spence asked if the Board wished to adopt the Roberts Rules of Order: Mr. Dunbar made a motion to adopt the Roberts Rules of Order, seconded by Mr. Matyas. Voting was as follows: Mr. Matyas, yes, Mr. Dunbar, yes and Mr. Spence, yes.

## **CONSENT ITEMS**

**R23-01**

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG  
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE  
ON THURSDAY, JANUARY 5<sup>th</sup> , 2023

### **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 5<sup>th</sup> , 2022 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 1<sup>st</sup> , 2022
  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 the 5<sup>th</sup> day of January 2023 adopted this Resolution.

Mr. Spence asked for a motion on Consent Items, R23-01. Mr. Dunbar made a motion, seconded by Mr. Spence, to approve Resolution R23-01. Voting was as follows: Mr. Matyas, yes, Mr. Dunbar, yes, Mr. Spence, yes.

## **BRIEFINGS**

- A. Robin Keeler, VDOT - No Land Development or Permits Issued 11/16/2023 to 12/19/2023. 1 Utility , No traffic Engineering work order was submitted. Upcoming Projects include mowing Sinking Creek area. Ditching and Pipe cleaning, shoulder on route 311 southbound Craig Valley Drive/ Paint Bank Road. Grading and stone as needed. Patching on Route 621, Upper Craigs Creek Road and Craig Valley Drive, weather permitting. Ice storm damages county wide clean up including tree damage. Bridge Projects Route 311 (New Castle) Bridge Replacement over Meadow Creek, temporary signal, single land traffic configuration, and reduced speed limit is in service. Phase 1 bridge and approaches are complete. Phase 2 is underway with demo completion of the route 311 southbound superstructure and substructure. Abutment B north side concrete is complete. Road construction underway pending weather conditions. Abutment A, sought side, drilled foundation and piles are complete, and concrete scheduled for Wednesday 12/28 weather dependent will complete the abutment construction. Roadway construction is pending completion for the abutment and weather conditions. Beams and deck construction is expected to be underway in January. Multiple challenges impacted the project schedule requiring the signal to remain in place until the March/April 2023 timeframe. Additional roadway approach grading was required, contractor equipment breakdowns have been impacted by supply chain challenges, and the late fall wet weather has flooded the work area and slowed productive work. Asphalt plants are expedted to be reopened in March/April 2023 to allow the final approach paving and signal removal. The project is on schedule to complete by May 25.2023 Mr. Dunbar asked about sink hole on 621 right pass Appalachian Trail. Mr. Spence addressed the Contractor issues regarding delay, weeks of no working on the bridge project and asking if there were any penalties? Ms. Keeler replied that because of supply chain issues are for the delay they would not seek penalties. Mr. Dunbar passed on a thank you for patching and Mr. Matyas also thanked Ms. Keeler for the patch work close to Simmonsville Volunteer fire department.
- B. Trace Bellassai- Broadband Update- No Update on VATI grant, hopefully we will here our outcome by end of January. Mr. Dunbar asked how long it would take to implement, Mr. Bellassai TDS would take an 18 month to completion and Pemtel at three years for a timeline.

- C. Bill Wolfe – Update on MVP, all permits are being held, currently there are two comment periods coming up. Board of Supervisors will approve that process.
- D. Lenny MacDonald, Love Thy Neighbor Fund – Mr. MacDonald and Mr. Labiosa are announcing a nonprofit organization called Love Thy Neighbor. They felt with the many boards they serve on they saw an opportunity. To receive grants and charitable donation to address three specific things that the county would benefit from. For example: deal with crises-based poverty issues through a care portal, teach financial literacy, and enhance public spaces for example the rails to trails from the county to the school. Regarding maintenance. We believe will help and improve our county for future generations. Often political or religious organizations don't qualify for certain grants our would be able to bridge for all three. Mr. Spence asked when you plan on getting started. Mr. MacDonald said we already started regarding a meeting with Mr. Collins and Mr. Lipps, regarding the trail from the county to the school hoping to model for the rest of the trail. Mr. Spence asked if you would be doing fundraising. Mr. MacDonald respond that they already have started raising money through the care portal. The care portal allows those that have had blessings can then help those in crisis.

## **APPOINTMENTS**

**R23-02**

### **A Resolution Recommending the Appointment of Patricia Franklin as Community Services Board Member for Blue Ridge Behavioral Healthcare (BRBH)**

**WHEREAS**, the Blue Ridge Behavioral Healthcare serves as the Community Services Board for the County of Craig and Cites of Roanoke and Salem as well as for the Counties of Botetourt, and

**WHEREAS**, the Blue Ridge Behavioral Healthcare Community Services Board members are eligible for three full three-year terms as per Title 37.2-502 of the Code of Virginia which requests a community services board member representative from each county, and

**WHEREAS**, Ms. Wanda Osburn has completed her third term of appointment to the Blue Ridge Behavioral Healthcare Board of Directors as representative of Craig County on December 31, 2022. We have appreciated her dedication and service, and

**WHEREAS**, Ms. Patricia Franklin has been recommended as the Craig County Representative to the Board starting January 1st, 2023 for a three year term ending on December 31<sup>st</sup>, 2026, and ask the support of the Craig County Board Supervisors, and

**THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Craig County that the appointment of Patricia Franklin to the Community Services Board for the Blue Ridge Behavioral Healthcare for her second three-year term to begin January 1, 2023 and run through December 31, 2026 is hereby approved.

The Board of Supervisors of Craig County, in a regular meeting on 5<sup>th</sup> day of January, 2023 adopted this Resolution.

Mr. Spence asked for a motion on R23-02, Appointment of Patricia Franklin as Community Services Board for Blue Ridge Behavioral Healthcare. Mr. Dunbar made a motion, seconded by Mr. Matyas, to approve Resolution R23-02. Voting was as follows: Mr. Matyas, yes, Mr. Dunbar, yes, and Mr. Spence, yes.

## **OLD BUSINESS**

### **Motion to ratify the extra day of December 30<sup>th</sup>, 2022 for Holiday Closing Schedule for the Clerk's Office**

Mr. Collins updated the board on the extra day December 30<sup>th</sup> for the New Year's Holiday.

Mr. Spence asked for a motion to ratify Holiday Closing Schedule for the Clerk's Office. Mr. Dunbar made a motion, seconded by Mr. Spence, to ratify the Holiday Closing Schedule with the extra day of December 30<sup>th</sup>, 2022 for the Clerk's Office. Voting was as follows: Mr. Matyas, yes, Mr. Dunbar, yes, and Mr. Spence, yes.

## **NEW BUSINESS**

**R23-03**

### **A Resolution Recommending to the Circuit Court the Appointment of the**

## **Board of Equalization for the 2023 Reassessment and Setting Pay Rate**

**WHEREAS**, the Board of Supervisors is responsible for recommendations to the Circuit Court for appointment of a Board of Equalization to review the real estate taxation reassessment of 2023 with members being comprised of current or former professionals in the real estate, construction, financial or legal fields and include commercial or residential real estate appraisers, other real estate professionals, builders, developers, or legal or financial professionals, and

**WHEREAS**, the Board of Supervisors must recommend to the Circuit Court for appointment the Board of Equalization to hear and receive complaints concerning the fair market value of real estate assessments from any taxpayer or his agent and to hear and receive all complaints concerning objections to the real estate assessment of any taxpayer, and

**WHEREAS**, the Board of Supervisors of Craig County at their January 5<sup>th</sup>, 2023 meeting recommends the following appointments to the Board of Equalization for the 2023 Reassessment:

Anita Martindell  
Julie Welch

Jim Cady  
Robyn Foster, Secretary

Jerry Growsclose  
Lenny MacDonald

**WHEREAS**, the Board of Supervisors of Craig County wishes to establish the rate of pay for the Board of Equalization members as \$60.00 / Training Day January 16<sup>th</sup>, plus mileage 62.50¢ / mile and \$18.00 / hour for meetings/appointments/property inspections attended after training date, plus mileage 62.50¢ / mile, now

**THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Craig County that the above appointments are recommended to the Circuit Court and the rate of pay is established for the Board of Equalization for the 2023 Reassessment.

The Board of Supervisors of Craig County, in a regular meeting on 5<sup>th</sup> day of January 2023, adopted this Resolution.

Mr. Spence asked for a motion on R23-03 Recommending to the Circuit Court the Appointment of the Board of Equalization for the 2023 Reassessment and Setting Pay Rate. Mr. Matyas made a motion, seconded by Mr. Dunbar. Voting was as follows: Mr. Matyas, yes, Mr. Dunbar, yes, and Mr. Spence, yes.

**A RESOLUTION AMENDING  
THE FISCAL YEAR  
2022-2023 BUDGET**

**WHEREAS**, the Craig County Board of Supervisors (CCBoS) adopted the 2022-2023 Budget on May 5, 2022 for planning purposes, and

**WHEREAS**, the Circuit Court Clerk has requested that the County of Craig make adjustments to the Circuit Court Clerks Budget to include a check from her office into the payroll in the amount of \$16,147, this amount consists of bonuses to each employee of \$5,000 and the matching cost of FICA of \$1,647, and

**WHEREAS**, the Craig County Circuit Court Clerk Office has received moneys from the Commonwealth of Virginia, Library of Virginia in the amount of \$27,774, these funds will be marked for microfilming in the Circuit Court Clerk's office, and

**WHEREAS**, the Craig County EMS & Public Safety has received reimbursement from the Child Care Center in the amount of \$90 for the cost of CPR cards, and they have also received reimbursement from Wilderness Adventure for the cost of both the Craig Co Vol. Rescue and the Craig Co EMS coverage for Race, and 5 Bike Race, and

**WHEREAS**, the Sheriff Office has received a check from VACorp insurance for the cost of damages to a deputy car in the amount of \$9,189, this was paid out for the repairs, now

**THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of Craig County that the Fiscal Year 2022-2023 budget is hereby amended as follows:

**REVENUE**

**Local**

3-100-019000-0003	Clerks sal	16,147
3-100-018990-0025	ASHI Child care	90

3-100-018990-0018	misc, reim from wilderness	1,225
3-100-019000-0016	insurance reim VACORP	9,189

**State**

3-100-023070-0003	Library of Virginia	<u>27,774</u>
	<b>TOTAL</b>	<b>\$54,425</b>

**EXPENSES**

**Clerk of Circuit Court**

4-100-021600-1101	clerk I	5,000
4-100-021600-1102	clerk IV	10,000
4-100-021600-2100	FICA	1,147
4-100-021600-8204	grant for filming	27,774

**CCEMS/Public Safety**

4-100-032420-5546	ASHI	90
4-100-032410-9505	CCRS standby serv fee	450
4-100-032410-9505	CCEMS standby serv fee	
775		

**SHERIFF**

4-100-031200-3311	Vehicle Expense	<u>9,189</u>
	<b>TOTAL</b>	<b>\$54,425</b>

**BE IT FURTHER RESOLVED**, that the sum of **\$54,425** appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 5th day of January 2023, adopted this resolution.

Mr. Spence asked for a motion on R23-04 Amending the Fiscal Year 2022-2023 Budget. Mr. Dunbar made a motion, seconded by Mr. Matyas to approve R13-04. Voting was as follows: Mr. Matyas, yes, Mr. Dunbar, yes, and Mr. Spence, yes.



## **HEAR THE PUBLIC**

Mr. Spence opened to Hear the Public. As there were no comments, Mr. Spence closed Hear The Public.

## **INFORMATIONAL**

- A. Treasurer's Report
- B. VDOT, Barbers Creek Load Capacity Emergency Vehicles
- C. Pete Deaver – Feeding South West Virginia Thank you card

## **REPORTS AND INQUIRIES FROM THE BOARD**

Mr. Spence asked if there were any reports or inquiries from the Board. Mr. Collins informed that the Registrar office is preparing for redistricting. Supervisor Bailey, Potts Mountain and Supervisor Dunbar Craigs Creed districts will be affected. The Electoral Board will be having a meeting on January 12<sup>th</sup> at 5 pm at the General Registrar's office. Mr. Collins reviewed the following.

1. Craig County Emergency Management- Funding from American Rescue Plan for Rural Health Care Services was used to purchase 13 Automatic External Defibrillators (AED). All have been installed in various County Buildings.
2. Building Official – Tom Cantrell has announced his retirement effective February 28<sup>th</sup> 2023. Ads have been placed in VACO and VML Classifieds. Ad and Job Description is attached.
3. EDA – Will be submitting the AFID Infrastructure Grant Program (\$50,000) and the T-Mobil Grant (\$25,000) applications for the Farmers Market this month. Funding from local sources has been approved. Using the State of Virginia contract services, we have a Construction Quote of \$149,701.02 for Phase one of the Farmers Market Project, including stamped concrete and gravel. Since the State met the procurement requirements, we don't have to bid the work.
4. ARAP Funds (Approximately \$996,637+/-) are eligible for Radio project. We submitted a VDEM grant request for \$2,900,000 last month. In addition, Delegate Terry Austin reports that there is \$2,000,000 included in the Adopted State Biennium Budget.
5. Opioid Settlement – Notified that the County will receive \$371,000. All proceeds will go into Radio Tower Project if it is an eligible expense.

6. 2024 Reassessment –Wampler Eanes Appraisal Group LTD has been working on the reassessments for the last few months – All assessments are scheduled to be completed by October 1, 2023.
7. Rails To Trails – IN PROGRESS - VDOT has completed the first review. The next step is the Preliminary Engineering work. CTB provided \$1,000,000 for PE work at their October Meeting. The Board appointed a 7-member committee at the June Meeting to oversee the development and insure citizen involvement. An update will be presented to the Board of Supervisors at their February Meeting. Funding from the state totals **\$12,500,000** for this project.
8. Health Department Lease – The current lease expired June 30, 2022. Inflation has increased 38.9% since 2007. Current lease is \$11,550 annually (\$962.50 per month). Notified the Health Department they are month to month until a new lease is negotiated. Health Department continues to work on a new Lease.
9. Planning Commission has begun reviewing the proposed Zoning Ordinance Amendment addressing “Accessory Apartments” (Guest House), Alternative Energy Sources (Solar, Wind, etc.), and Updating the Counties Comprehensive Plan. Any comments or questions let me know. Will resume meeting in January.
10. Johns Creek Dam No.1 - Received notification that federal funding, along with the State (Local) matching funds has been approved. No County funds needed. No Updates Available.
11. Landfill – County Attorney completed Closing Documents. Closed last week and deed has been recorded.

Mr. Spence inquired about research for Main Street Parking and looking into a parking ordinance before the Farmers Market is complete. Mr. Collins commented that he agrees and will look at options for signs with time limits.

## **RECESS TO CLOSED SESSION FOR PERSONNEL MATTERS**

A. Motion to go into closed session to discuss XII, Personnel §2.2-3711 A.1 Closed Session

Mr. Spence asked for a motion to recess to CLOSED SESSION FOR PERSONNEL §2.2-3711 A.1. Mr. Matyas made a motion, seconded by Mr. Dunbar. Voting as follows: Mr. Matyas, yes, Mr. Dunbar, yes, and Mr. Spence, yes.

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

**R23-05**

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF  
CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY  
COURTHOUSE ON THURSDAY, JANUARY 5<sup>th</sup> , 2023**

**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

Mr. Spence asked for a motion on R23-05 Mr. Matyas made a motion, seconded by Mr. Dunbar Certifying that the closed meeting was held in conformity with the Code for Virginia. Voting as follows: Mr. Matyas, yes, Mr. Dunbar, yes, and Mr. Spence, yes.

**ACTION AS A RESULT OF CLOSED MEETING**

Mr. Spence concluded that there is no action at this time from closed session.

## **ADJOURN MEETING**

Mr. Spence adjourned the meeting at 7:01 pm.

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

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

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