



## Campbell County Board of Supervisors

**AGENDA - February 7, 2023**

**Haberer Building Boardroom (Lower-Level)**

**Available via ZOOM**

**5:00 P.M.** – Rustburg Middle School Tour

**6:00 P.M.** – Call to Order and Pledge of Allegiance by Chairman Cline

Moment of Silence

### **1. APPROVAL OF MINUTES**

**Documents:**

[REGULAR MEETING - DECEMBER 6 2022.PDF](#)

### **2. APPEARANCES**

#### **2.I. LARRY JACKSON – AEP DIRECTOR OF GOVERNMENT AFFAIRS**

Mr. Jackson will address the Board regarding winter heating bill concerns.

### **3. ADMINISTRATOR'S ITEMS**

Frank J. Rogers, County Administrator

#### **3.I. JUDGE J. SAMUEL JOHNSTON, JR. MEMORIAL HIGHWAY**

In June of 2019, the Board of Supervisors adopted a resolution recognizing former Circuit Court Judge, J. Samuel Johnston, Jr. That resolution authorized staff to work with VDOT on having a portion of Route 501 in Campbell County dedicated to Judge Johnston.

State policy requires that roads can only be named to honor a deceased person.

Sadly, Judge Johnson passed away on December 10, 2022. The attached resolution will now formally request VDOT to honor his contribution to Campbell County.

**RECOMMENDATION: Staff recommends the Board adopt the attached**

resolution to request the Commonwealth Transportation Board and the Virginia Department of Transportation formally name a section of Route 501 from South Lynchburg City Limits to the east Route 24 intersection for a total of 7.96 miles the Judge J. Samuel Johnston Memorial Highway in recognition of Judge Johnston's faithfulness and dedication to the citizens of Campbell County.

Documents:

[MEMO RE JUDGE JOHNSTON ROAD DEDICATION.PDF](#)  
[JUDGE JOHNSTON ROAD NAMING RESOLUTION.PDF](#)

### 3.II. FISCAL YEAR 2024 – 2028 CAPITAL IMPROVEMENT PLAN

The County annually adopts a Capital Improvement Plan (CIP) as part of the budget development process. The CIP is a five-year planning tool that identifies capital assets and investments that are anticipated and/or planned. Traditionally the CIP incorporates known expenses that exceed \$10,000 for fixed assets. This is where large, fixed assets and projects are budgeted.

The attached recommended Fiscal Year 2024-2028 CIP reflects the on-going investment needed to maintain the County's infrastructure and equipment.

**RECOMMENDATION: Staff recommends the Board review the attached recommended CIP. Following any discussion, staff further recommends the Board approve the attached CIP for Fiscal Years 2024-2028.**

Documents:

[CIP FY24.PDF](#)

### 3.III. PARKS AND RECREATION ADVISORY COUNCIL BY-LAWS

L. Jordan Welborn, Director of Citizen Engagement and Quality of Life

In the fall of 2022, the Parks and Recreation Advisory Council formed a committee to evaluate their by-laws and draft proposed changes. In November, the Council voted to accept the amended by-laws, which included two major changes are included. The first is a more stringent attendance policy. The old by-laws only required 50% attendance, which created frequent instances where meetings were cancelled due to a lack of a quorum. The new by-laws require 75% attendance and deem two consecutive missed meetings without any communication to the Chairman or Parks and Recreation staff to be an automatic resignation. The second substantive change is the removal of three "at-large" seats from the Council. Staff and members of Council decided that a smaller group would facilitate more focused and effective meetings.

Currently, two of the three "at large" members have resigned. The remaining "at large" member is JP Coates, resident of the Rustburg District, where there is also a vacancy on the Council.

**RECOMMENDATION: Staff recommends the following:**

- **Appoint current “at-large” member, JP Coates, to the empty Rustburg District seat.**
- **Affirm current appointees:**
  - **Brookneal District: Maurice Peerman**
  - **Timberlake District: Zach Horsley**
  - **Concord District: Clyde Dixon**
  - **Spring Hill District: James Enoch**
- **Appoint new members to vacant seats:**
  - **Altavista District**
  - **Sunburst District**
- **Consider appointing a Board of Supervisor liaison to the Council.**
- **Adopt the resolution approving the amended by-laws.**

Documents:

[PARKS AND RECREATION ADVISORY COUNCIL BY-LAWS MEMO.PDF](#)  
[REC ADVISORY COUNCIL BY-LAWS \(2022 AND PRIOR\).PDF](#)  
[REC ADVISORY COUNCIL BY-LAWS RESOLUTION.PDF](#)

**3.IV. REQUEST FOR PUBLIC HEARING – SR BRYANT MEMORIAL GREENWAY**

In the summer of 2022, the Campbell County Parks and Recreation Advisory Council engaged in a walkthrough of all of the Campbell County parks. One of these parks was SR Bryant Memorial Greenway, which is located on Bumgarner Drive in the Timberlake District. This park is an open green space with a small gravel parking lot, little free library, and short walking trail. It is surrounded on all sides by residential development. It was acquired by the County in 1995 with the understanding that it would be used as a park for at least 20 years.

During the tour, a conversation ensued regarding the limited public usage of the facility, limited options for park development, and limited parking availability. The Parks and Recreation Advisory Council ultimately came to a consensus that it would be best to sell the SR Bryant property and use funds from the sale to develop other existing parks. In November 2022, the Council adopted a formal resolution to that effect.

**RECOMMENDATION: Staff and the Parks and Recreation Advisory Council recommend that a public hearing be scheduled to gather community input in regards to the potential sale of SR Bryant Memorial Greenway.**

Documents:

[SR BRYANT MEMO REQUEST FOR PUB HEARING.PDF](#)  
[SR BRYANT RESOLUTION NOVEMBER 2022.PDF](#)

3.V. HIGHWAY MATTERS

Clifton M. Tweedy, Deputy County Administrator

- i. Status of Outstanding Highway Matters: See memorandum
- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

**RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.**

Documents:

[HIGHWAY MATTERS.PDF](#)

4. CONSENT AGENDA

4.I. APPROPRIATIONS

Attached is an appropriation listing for the Board's consideration.

Documents:

[APPROPRIATIONS.PDF](#)

4.II. COUNTY ATTORNEY INVOICE

Attached is an invoice for \$7,474.00 from the County Attorney for services provided from December 21, 2022 through January 18, 2023.

**Services**

|                                   |            |
|-----------------------------------|------------|
| General Representation:           | \$4,027.50 |
| Real Estate Tax Collection:       | \$620.00   |
| Personal Property Tax Collection: | \$2,554.50 |
| Miscellaneous Matters:            | \$200.00   |

**Expenses Paid**

|                                   |         |
|-----------------------------------|---------|
| Personal Property Tax Collection: | \$72.00 |
|-----------------------------------|---------|

Documents:

[CO ATTY INVOICE.PDF](#)

4.III. HOLIDAY LIGHT DISPLAY EXPANSION

In October 2021, the Board approved \$50,000 of year-end savings from the County's FY21 budget for electrical upgrades in Rustburg. The funds were utilized to pay AEP for installation of electrical outlets on power poles in Rustburg, and to purchase 29 lighted snowflakes. Staff researched and found durable, aesthetically pleasing snowflakes at a deeply discounted price following the December 2021 holiday season. The County partnered with Mr. Richard Parker with Commercial Lighting, LLC, who generously donated his time and professional talent in installing the snowflakes over the Thanksgiving 2022 holiday. The decorations spanned from the intersection of Routes 501 and 24 to the Rustburg Rescue Squad.

The efficient use of funds and collaboration with Mr. Parker allowed \$14,967.91 to be reverted to the General Fund at the end of FY22. Staff is also pleased to report that a tremendous amount of positive feedback from the community was received through social media posts, phone calls, and emails. In an effort to expand the light display for the 2023 holiday season, staff is requesting to use the unspent funds to purchase additional decorations.

Due to the costliness of commercial-grade holiday displays, staff recently met with Ms. Pat Merryman to discuss enhancing the project through small business and corporate sponsorship. Ms. Merryman has agreed to collaborate with the County by signing the attached letter, in an effort to gauge the local business community's support.

**RECOMMENDATIONS: Staff recommends the Board:**

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice of \$7,474.00;**
- c. **Approve the transfer of funds in the amount of \$14,967.91 from the General Fund Unassigned Fund Balance to line 4-302-094400-0165, Rustburg Electrical Upgrades, in order to purchase additional seasonal displays, and allow staff to coordinate with Ms. Pat Merryman in an effort to solicit feedback from local businesses.**

Documents:

[CHRISTMAS LIGHTS - MEMO.PDF](#)  
[CHRISTMAS LIGHTS - COMMUNITY SUPPORT LETTER.PDF](#)

**5. APPOINTMENTS**

Attached for your review is a list of appointments.

**Documents:**

[APPOINTMENTS.PDF](#)

**6. MATTERS FROM THE BOARD**

A few minutes is scheduled at each meeting to discuss matters from the Board.

**Documents:**

[MATTERS FROM THE BOARD.PDF](#)

**7. CLOSED MEETING**

- a. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to discuss legal matters related to a public nuisance.
  
- b. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to consult with legal pertaining to possible or pending litigation regarding the Region 2000 Services Authority.

**8. 7:00 P.M. PUBLIC HEARINGS**

**8.I. RESTATEMENT OF ARTICLES OF INCORPORATION OF THE CAMPBELL COUNTY UTILITIES AND SERVICE AUTHORITY**

F.E. "Tripp" Isehour, III, County Attorney

The CCUSA Board requested that the Board of Supervisors consider amending and restating its corporate Articles of Incorporation to revise the way CCUSA's Board members serve their terms. CCUSA Board members currently serve two-year terms pursuant to the Articles of Incorporation adopted in 1964 and most recently amended in September of 2012. The CCUSA Board requested in a letter dated December 20, 2022, that the terms be extended to four years, and that each CCUSA Board member's term be staggered to commence one year following the commencement of the term of the Board of Supervisors member the district for which the CCUSA Board member is appointed.

The County Attorney has drafted a proposed amended Articles of Incorporation for the Campbell County Utilities and Service Authority making the requested changes. The Code of Virginia requires that the Board conduct a public hearing prior to amending the Articles.

**RECOMMENDATION: Staff recommends that the Board consider the request of the CCUSA Board, conduct the required public hearing, and if the Board is so inclined following the public hearing, vote to adopt the amendment of the CCUSA Articles of Incorporation.**

**Documents:**

[CCUSA ARTICLES OF RESTATEMENT MEMO.PDF](#)  
[CCUSA ARTICLES AMENDMENT AD.PDF](#)  
[CCUSA AMENDED ARTICLES.PDF](#)

**8.II. LEASE OF HISTORIC COURTHOUSE**

The County owns the historic courthouse located at 774 Village Highway, Rustburg,

which it has leased to the Campbell County Historical Society since 2013. The current lease expires on March 1, 2023. The Campbell County Historical Society advised County staff that it would like to extend the lease for an additional ten years.

Staff has been in negotiation and dialogue with the Historical Society about amendments needed to the extended lease and have produced a draft lease which staff recommends that the Board consider.

Prior to leasing any County property, state code requires that the County conduct a public hearing to receive citizen input.

**RECOMMENDATION: Staff recommends the Board conduct a public hearing on the proposed lease and receive public comment. Following the public hearing, Staff requests that the Board consider granting permission to sign the attached lease extension.**

Documents:

[HISTORIC SOCIETY MEMO.PDF](#)  
[PUBLIC NOTICE - LEASE OF HISTORIC COURTHOUSE AD.PDF](#)  
[HISTORIC COURTHOUSE LEASE 2023.PDF](#)

## **9. AGENCY MINUTES AND REPORTS**

**Documents:**

[LIBRARY BOARD - OCTOBER 2022.PDF](#)  
[LIBRARY BOARD - NOVEMBER 2022.PDF](#)  
[SOCIAL SERVICES BOARD - DECEMBER 2022.PDF](#)

## **10. INFORMATIONAL ITEMS**

**Documents:**

[EXPENDITURE REVENUE SUMMARY - NOVEMBER 2022.PDF](#)  
[EXPENDITURE REVENUE SUMMARY - DECEMBER 2022.PDF](#)  
[SCHOOL BOARD MEETING DATES - JANUARY 2023.PDF](#)  
[NEW EMPLOYEE REPORT - JANUARY 2023.PDF](#)  
[THANK YOU LETTER - CASTLE CRAIG - JANUARY 2023.PDF](#)  
[BARCC LETTER - JANUARY 2023.PDF](#)  
[SCHOOL APPROPRIATION REQUESTS - FEBRUARY 2023.PDF](#)  
[VIRGINIA COOPERATIVE EXTENSION YEARLY REPORT - JANUARY TO DECEMBER 2022.PDF](#)

## **11. BOARD OF SUPERVISORS MEETING SCHEDULE**

Revised 12/06/2022

**Tuesday, February 7th**

5:00 PM – Rustburg Middle School Tour

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, February 14th

5:30 PM – EMSAC/FAC – Board of Supervisors Meeting Room

Tuesday, February 21st

6:00 PM – Board Work Session – topic TBD

Tuesday, February 28th

6:00 PM – Budget Work Session – Multi-Use Room

Thursday, March 2nd

6:00 PM – Budget Work Session (if needed) – Multi-Use Room

**Tuesday, March 7th**

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, March 21st

6:00 PM – Board Work Session – topic TBD

Tuesday, March 28th

7:00 PM – Budget Public Hearing

**Tuesday, April 4th**

6:00 PM – Regular Administrative Business Meeting (Budget Adoption)

7:00 PM – Public Hearings

Tuesday, April 18th

6:00 PM – Broadband Authority & Board Work Session (if needed)

[campbellcounty.gov](http://campbellcounty.gov)

**Residents having any questions or comments regarding any of the above agenda items may click [here](#) to provide the Board of Supervisors your feedback.**