

Virginia: At a regular scheduled meeting of the Essex County Board of Supervisors held on Tuesday, August 15, 2023 at 7:00 p.m., in the School Board meeting room, 109 Cross Street, Tappahannock, Virginia.

Present: Robert Akers, Chairman
Ronnie G. Gill, Vice Chairman
Edwin Smith, Jr., Supervisor
Sidney Johnson, Supervisor
John C. Magruder, Supervisor

Present: April Rounds, Interim County Administrator, Deputy Clerk

CALL TO ORDER

Chairman Akers called the meeting of Tuesday, August 15, 2023 to order at 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Supervisor Smith led the Invocation and the Pledge of Allegiance.

ROLL CALL

The Chairman asked the Interim County Administrator to call out the roll; a quorum was met.

AGENDA APPROVAL

Chairman Akers asked the Board if anything else needs to be added or deleted from the agenda. Supervisor Johnson made the motion to approve the agenda as presented. Supervisor Smith seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0

RECOGNITION

Introduction of New Codes and Compliance Officer Anthony Swinson

Building Official Ernie Sadler stated that Anthony Swinson is joining us as part-time, seasonal. He has a background in property maintenance and building code. He comes to us from Richmond and also was Building Official in King William for a while as well. He will be working with us part time helping with inspections since Wayne Verlander has been working on the VATI Grant and is out of the office a lot with that. Anthony will be with us through at least December until Wayne can get those contracts in place.

Introduction of Zoning Administrator Brian Barnes

Building Official Ernie Sadler stated that the new Zoning Administrator is Brian Barnes and he will come and introduce himself.

Brian Barnes stated that he is humbled to be the Zoning Administrator. He appreciates the honor to be able to serve and will do the best he is able to do.

Chairman Akers will ask for a Motion to appoint Brian Barnes as Zoning Administrator and Subdivision Agent and ratify Resolution 23-0014. Supervisor Johnon made the motion. Supervisor Smith seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0

Resolution #23--014

**RESOLUTION OF APPOINTMENT ESSEX COUNTY
ZONING ADMINISTRATOR AND SUBDIVISION AGENT (PLATS OFFICER)**

WHEREAS, the Board of Supervisors of Essex County, Virginia desires to appoint a Zoning Administrator and Subdivision Agent (Plats Officer); and

WHEREAS, section 15.2-2286 of the Code of Virginia and Essex County Code Appx. B, Sec. 21.1 provides for the appointment of a Zoning Administrator; and

WHEREAS, section 15.2-2258 of the Code of Virginia and Essex County Code Appx. A, Sec. 2.1 provides for the appointment of a Subdivision Agent (Plats Officer).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Essex County, Virginia hereby appoints Brian D. Barnes, as the Zoning Administrator for Essex County, Virginia and as the Subdivision Agent (Plats Officer) for Essex County, Virginia effective July 31, 2023.

Adopted this 22nd day of July 2023.

CERTIFICATION OF ADOPTION RESOLUTION

The undersigned Clerk of the Board of Supervisors of the County of Essex, Virginia certifies that the Resolution set forth above was duly adopted during an open and electronic meeting on the 22nd day of July 2023 by as majority of the members of the members of the Board of Supervisors with the following votes:

AYE:	Akers, Gill, Johnson, Magruder
NAY:	N/A
ABSENT:	Smith
ABSTENTION:	N/A

Signed this 22nd day of July 2023.

ATTEST:



April L. Rounds, Clerk
Board of Supervisors of the County of Essex, Virginia





Essex County Announces New Zoning Administrator

Press Release from the Interim County Administrator's Office

Essex County, VA— August 10, 2023 — Essex County is pleased to announce the appointment of Mr. Brian Barnes as its' new Zoning Administrator. Previously, Brian served as the Planning and Land Use Director for Lancaster County from 2019 until 2022. Prior to that position he served as the Lancaster County Environmental

Compliance Officer from 2008 until 2019. He graduated from Virginia Tech with a degree in Agricultural Technology and has a lifelong passion for farming and land management.

Brian and his wife Ginny reside on their family farm located along the Northumberland/Lancaster County line and have two children, Nathaniel and Rachel. In his spare time, Brian enjoys farming and gardening as well as time spent on the water with family. Brian looks forward to joining the Essex County staff and serving the citizens of Essex. Zoning Administrator Barnes will be formally introduced to the Board of Supervisors and the community at



large on August 15, 2023, 7:00 PM, at the Board of Supervisor's Regular Meeting, School Board Meeting Room, 109 Cross Street, Tappahannock, VA 22560.

Published by the authority of: April L. Rounds, Interim County Administrator

###

Chairman Akers stated that the last recognition goes out to the Treasure, Commissioner of Revenue and the Sheriff. The Interim County Administrator provided the Auditor of Public Accounts letter and they all received clean reports.

PUBLIC HEARINGS

ARPA

Chairman Akers stated that the discussion is for the reappropriation of the ARPA funds.

Mr. Joe Boseman 2575 Butylo Rd. stated that it seems that they are going to be moving funds around and there are a lot of people that have their hands out. He would like for them to consider how much the industrial park brings in each year and has brought in every year and how much it gets back. He would like for them to contrast that with land use. Monies come from everyone every year and go to a select few and they get nothing. The price of food goes up, it takes care of the farmers. The price of lumber goes up, it takes care of the silviculture. As far as open space you can't control that. You may think you can and are doing go but in the end you should just let it follow its own natural course. He would like for them to consider the LaGrange industrial park when they are doing their dealings tonight.

Chairman Akers stated that the ARPA reappropriation was allocated for the broadband initiative to compensate for a portion of the \$4,000,000 that we use ARPA funds for. We are reappropriating it into the general fund for that purpose.

PUBLIC HEARING NOTICE
COUNTY OF ESSEX

Notice is hereby given that, in accordance with §15.2 – 2507 of the Code of Virginia, the Board of Supervisors of the County of Essex, Virginia will hold a public hearing during the regular Board meeting on Tuesday, August 15, 2023. The meeting will be held in the meeting room at the Essex County School Board Office Building, 109 Cross Street, Tappahannock, VA, at 7:00 P.M. The purpose of the public hearing is to consider the following:

FY2023-2024 BUDGET AMENDMENT – Proposal to amend the Fiscal Year 2023 – 2024 budget for Essex County by reappropriating \$2,073,562.05 from the COVID-19, American Rescue Plan Act of 2021. The Act provides funds to be used to respond to the COVID-19 emergency and address its economic effects through, aid to households, small businesses, nonprofits, and industries such as tourism and hospitality. Provide premium pay to essential employees or grants to their employers. Provide government services affected by a revenue reduction resulting from COVID-19. Make investments in water, sewer, and broadband infrastructure.

All interested persons shall be given an opportunity to be heard during the public hearing. Questions or comments regarding this item can be directed to the County Administrator, 202 South Church Lane, Tappahannock, VA during the hours of 8:30 a.m. until 4:30 p.m., Monday through Friday, or by telephone at (804) 443-4331.

By Authority of
April L. Rounds
Interim County Administrator

PUBLIC HEARING NOTICE
COUNTY OF ESSEX

Notice is hereby given that, in accordance with §15.2 – 2507 of the Code of Virginia, the Board of Supervisors of the County of Essex, Virginia will hold a public hearing during the regular Board meeting on Tuesday, August 15, 2023. The meeting will be held in the meeting room at the Essex County School Board Office Building, 109 Cross Street, Tappahannock, VA, at 7:00 P.M. The purpose of the public hearing is to consider the following:

FY2023-2024 BUDGET AMENDMENT – Proposal to amend the Fiscal Year 2023 – 2024 budget for Essex County by reappropriating \$2,073,562.05 from the COVID-19, American Rescue Plan Act of 2021. The Act provides funds to be used to respond to the COVID-19 emergency and address its economic effects through, aid to households, small businesses, nonprofits, and industries such as tourism and hospitality. Provide premium pay to essential employees or grants to their employers. Provide government services affected by a revenue reduction resulting from COVID-19. Make investments in water, sewer, and broadband infrastructure.

All interested persons shall be given an opportunity to be heard during the public hearing. Questions or comments regarding this item can be directed to the County Administrator, 202 South Church Lane, Tappahannock, VA during the hours of 8:30 a.m. until 4:30 p.m., Monday through Friday, or by telephone at (804) 443-4331.

By Authority of
April L. Rounds
Interim County Administrator

PUBLIC COMMENTS

Mr. Jeff Howeth, 556 Riverdale Rd, stated that he is here to thank Chairman Akers for his August 1 response letter to the question that he posed to the Board at the July meeting public comment session. During that session he specifically asked the Board of Supervisors to write him an identical letter that was written for the former Building Official which allowed him to perform outside consulting work on projects that eventually came back before him as the County Building Official for approval. In the letter presented to him by Chairman Akers he stated that compliance with COIEA is “personal” matter best addressed by taking “personal action” to safeguard his rights and responsibilities. Chairman Akers, he can think of no greater safeguard than having an opinion from Essex County stating that his work on wetlands applications does not create a conflict of interest with his duties as Chairman and as a member of the Essex County Wetlands board. While he understands that this is a bold statement to request of the Board of Supervisors, he would like to read the first paragraph of page two of the special

prosecutors letter regarding the investigation and ultimate denial of prosecution of the former building official which specifically stated that 'The County of Essex, aware of Davis' private OSE business issued an opinion that his work as an OSE did not create a conflict of interest with his duties as a County Building Inspector.' His request is that he is asking for the same consideration to work on a wetlands permit application prior to it getting presented to the Essex County Wetlands Board for a vote. Which actually requires a total of three votes for approval at that board not just one. He believes that once he has this statement from the Board of Supervisors it would most certainly expedite similar opinions from the State and Local Conflicts of Interest and Ethics Advisory Council just as it appears to have done in the Davis case with the Special Prosecutor. If you choose not to give him the requested acknowledgement as you have done for other employees of the County then he would simply ask why they would choose to discriminate him in such a manner.

Mrs. Jill Hall, 2283 Powcan Rd., wanted to introduce herself as she is on the ballot in November for the Circuit Court Clerk position. She wanted to present herself to the Board and to the citizens of Essex County. She was born and raised in Mechanicsville, graduated from J Sargeant Reynolds with a certificate in interior design and subsequently graduated VCU with a Bachelor of Science degree in Administration and Justice. She married her husband Chuck Hall who was a trooper here for many years before he retired as Sargent with the State police. They are now small business owners with C&J Tools of Essex which is the SnapOn franchise that serves the Middle Peninsula and Northern Neck. She was hired as the first full time Deputy Court Clerk of King and Queen County before that they had been part time. They have to work King William and King and Queen. She held that position for 15 years before being selected as Clerk in 2015 for both of those jurisdictions. Her job is unique as it one of minimal courts that have two jurisdictions. While working as a Deputy Court Clerk she participated in a program through the National Center of State Courts and became a certified Court Manager and a certified Court Executive. Those classes have taught her many things that have been instrumental in her job as clerk understanding the job skills and abilities to do that job. She is also the region 2 representative for the District Court Clerks association and designated as a clerk mentor for other new clerks that are coming. She is also in the TriRiver ASAP board as the King and Queen representative. She is the FOIA officer for the court and ERM certified which collects delinquent fines and court costs for the counties. She is responsible for case load processing and ensuring that court needs and other criminal justice agencies and public needs are met all while adhering to the statutory compliance that the clerks office has, which is responsible for confidentiality, retention and disposition of the court records. They also require a level of discretion and judgement in executing that she has demonstrated in her job as clerk. She received clean audits every year she has been clerk for the past 8 years in both counties. They collect and assess court fines and submit it to the county. The supreme court has recently given them 12 new court days so in the two counties she has to split those. They did not give her additional staff so it is becoming a lot and it is coming clear that those counties will have to be separated. She thought this was a good time since Mrs. Ashworth retired to run for Circuit Court Clerk. It has been her career goal to elevate to the next level as Circuit Court Clerk since she started as a Deputy Clerk in the Court system. She hopes that the citizens will support her in November. She has received some support so far and she appreciates that.

COUNTY ADMINISTRATOR'S and AGENCIES' REPORTS

Chairman Akers stated that they have gotten together very frequently with the combination of the joint Town meetings. Some heads-up items there will be a meeting with Social Services to discuss a 2% increase in CSA type of requirements. They have scheduled a meeting with members of the school board, members of social services and himself. Essentially what is happening is the state has put a 2% cap on what outside school agencies are able to charge but they are not required to follow it. So there

are certain institutions that have their prices at 100-200% higher than what they should be. Unfortunately, at this time the state is not offering any relief to the localities. They are putting the full burden back on the localities and the schools. He asked that they call an emergency meeting with the School Superintendent, Social Services Boards and April so they will have more details to come. It could be some additional money that we had not budget for or planned for.

Supervisor Johnson asked if this was for the private day school.

Chairman Akers stated that yes it for that.

Supervisor Johnson asked if there were options with other facilities or if you were locked into these.

Chairman Akers stated that you are locked into most facilities as the IEP is written. It would take a parents agreement to change a facility if it is written into the IEP.

Supervisor Johnson asked if this would be one of the things discussed in the meeting.

Chairman Akers stated that they would discuss what options that may be available that the school can take. Social Services administers the funds but the schools ultimately have the decision.

Chairman Akers stated that he and Supervisor Johnson sat on the initial school consolidation committee meeting. They have another meeting coming up where the engineers that were studying the project to present options to the committee. The committee consists of Board members, school board members, teachers, private individuals and they have urged them to get the Town involved. They want to first look at the options and the conditions of the schools. In September they should be able to bring some additional feedback as to where that is at. What they are looking for the committee to do is to communicate with the public to see what concerns they may have, what options and what considerations they have. Right now it is still pretty premature, still going through the planning process but they have had the first kick-off meeting.

Supervisor Johnson stated that the big item is for them to provide alternatives for the citizens to make decisions so the consulting company is supposed to bring options back to the committee. This way they can make an intelligent decision on whether to move forward or do nothing.

Chairman Akers stated that they were told there would be 3-4 options they did say doing nothing was not an option because the schools have to be brought up to par over the next 5-20 years. There is serious work that needs to be done at least at the Elementary School. They will look at all those options to what it will take now to consolidate down to two campuses, to consolidate to one, or two new buildings. It will be there job to get it out to the public to get input from them.

Supervisor Johnson wanted to compliment April on the turn around time in bringing on Mr. Barnes.

Administrator Rounds stated that it was a team effort. They all leveraged their strengths to get it done.

Supervisor Johnson stated that he knows they have had a couple of gatherings with all the employees and he has heard nothing but positive things. He got excited when he saw the pictures with John Magruder and the ice cream cone. He is proud of her and wanted her to know that.

Administrator Rounds stated that we have a great group of people and they work hard so we need time to play hard sometimes too.

Supervisor Magruder Kudos –

- He wants to thank Carlos, Gina, Ernie and April instrumental in Employee Appreciation Day. You all do a great job and we do need to appreciate our employees. They are the frontline to the public. He know it meant a lot to the employees and we value them.
- The facilities department is doing some great things. They are putting in a permit information window to make interacting with the public easier and better. Developing a digital permit process so that the public can interact as well and get the information. They continue to save us money they saved \$7,500 for an HVAC repair for the district court. Ernie also went out on a Sunday to keep the HVAC working at the tower sites to keep the up and running.
- The extension service report said the Three Rivers Storm Water and Conservation District, which is one of the partners in our community, had a producers meeting where they got the farmers together. He was not able to attend but they had 60 people there and there are lot of new cost share programs out there about saving the Bay. They handled \$6,000,000 for farmers and all of these environmental practices so they are doing some good things.
- The EMS is doing continued training with long courses. Medic 54 is now in service.
- Parks and Recreation had a great camp this summer where they were full every week.
- The Sheriff has a \$318,000 grant for law enforcement equipment with no match.
- The IT department is migrating the phone system in the General District Court which is saving money.

Vice Chairman Gill asked about the animal shelter report. He was unable to open it up and did not know if anyone else had the same problem.

Supervisor Magruder stated that he did not have any problems opening up any of them.

Supervisor Johnson stated that there are employees in the county that go unseen and they are very instrumental in the operation. They might not be standing out as a starburst but you are a starburst and the overall is also important. He wants to thank those employees also.

SCHOOL SUPERINTENDENT'S AND CONSTITUTIONAL OFFICERS' REPORTS

Clerk of the Court Christiana Ambrose stated that now that she has been in the office for over a month she wanted to let the Board know that they have been working with the Supreme Court with their Circuit Court team with OES. They have started upgrading a few things. They have taken away their manual checkbook and have taken things electronically now. They will start taking online payments once they get system switched over. The attorneys will be able to file their vouchers online. They are also going to get a plat scanner and printer so they can print the plats bigger and scan the plats in. They do have to wait for the Supreme Court to work with them on that. They did just get 8 more land books preserved. They got a grant from the Library of Virginia for that. That is just a few things they have done over the last month and a half.

Administrator Rounds asked how much the grant was?

Clerk Ambrose stated that it was \$54,000 for 8 books. They will continue to apply for those to do more books.

Supervisor Magruder asked if when they did those books did they digitize them so that they can be accessed?

Clerk Ambrose stated that all of the records can be accessed on line now. She stated that as long as you have the secure remote access you can access those.

Vice Chairman Gill asked when did that happen?

Clerk Ambrose stated that Gayle had those done when she came in. They are not under the regular documents you have go under special index.

Vice Chairman Gill stated that you have to go to an archive or something.

Clerk Ambrose stated that from 2006 on is your current stuff and the special index has all of the old stuff. The only thing that is not in there are your plats.

Supervisor Magruder stated that he would need to stop by their office to see this.

Commissioner Blackwell stated that he wanted to draw attention to his report that he went to the State Land Evaluation Advisory Council meeting. They received the presentation of the 2024 proposed SLEAC values. The two attachments with his report are the 2021 Land use value that they are currently using in Essex County and the second attachment is what he proposes could be the new land use values for when they do the next reassessment. It is based on current data, over 50% increase in agricultural land use value, approximately 33% increase in forest values and 50% increase in horticulture values. The land use values in the County can only be changed when we have a general reassessment. He strongly encourages the Board to help expedite to get a RFP out to do a general reassessment so that we can have it ready to implement in January of 2025. He is also seeing Fair Market values climbing pretty substantially in the County and based on his initial research we could see \$375,000,000 increase in valuation of taxable real estate in the County in the next reassessment. The land use values would go up but with such an increase in fair market value you would be looking at a possible reduction to equalize real estate tax somewhere around \$0.66. All of this is predicated on the fact that we have a general reassessment on the books no later than January 2025 and he wants to encourage the board to help them with that. He also stated that the way real estate is changing he recommends Essex County not drop below 4 years between reassessment. We need to provide the equilibrium for valuations so that properties are assessed as accurately and fairly as possible.

BOARDS AND COMMITTEES' MINUTES

Vice Chairman Gill stated that looking at what the Boards and Commissions are doing. Especially the Planning Commission, Wetlands Boards, and the BZA those minutes are pretty intensive. We need to commend those members of the boards but those have been busy.

CONSENT AGENDA

Supervisor Johnson made the motion to approve all three as presented. Vice Chairman Gill seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0

NEW BUSINESS

Memorandum of Agreement: Essex County and Breezeline (Rounds)

Administrator Rounds stated that this is the Broadband agreement that you heard Mr. Verlander speak about at the work session. Max has already reviewed it and it is ready for adoption. She is seeking the approval of the document and the authorization to execute the agreement so they can move forward with the project.

Supervisor Johnson made motion to approve the Essex County-Breezeline Memorandum of Agreement (the "Broadband agreement") and authorized the Interim County Administrator to execute the agreement as presented. Supervisor Smith seconded the project.

Supervisor Magruder asked how long this Memorandum was good for?

Attorney Hlavin stated that this memorandum is an update to the previous agreed to memorandum for the pre-grant award. It is really a bridge agreement to satisfy the DHCD to demonstrate that Breezeline and the County have a continued partnership as promised in the grant application. There will be a project agreement that follows the grant agreement. So this is just a bridge for that.

Vice Chairman Gill asked who drew up this agreement.

Attorney Hlavin stated that it was previously drafted and he updated it to recognize the grant award and change some of the language.

AYES: 5 NAYES: 0 ABSENT: 0

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement sets forth the principal terms with respect to the intent of the County of Essex, Virginia, a political subdivision of the Commonwealth of Virginia (“**County**”) to partner with Cogeco US (Delmar), LLC d/b/a Breezeline (“**Breezeline**”), to provide turnkey expansion, network management, and other network-related services with respect to the proposed fiber network for cable video, high speed data, and other telecommunication services (the “**Breezeline Network Expansion**”) to be designed and built by Breezeline with the proceeds of FY2023 Virginia Telecommunication Initiative (“**VATI**”) Grant Number 2023-06 (the “**Grant**”) awarded to the County by the Virginia Department of Housing and Community Development (“**DHCD**”). The Grant was awarded pursuant to a joint application submitted to DHCD by the County and Breezeline (the “**Application**”).

Engagement: Breezeline will complete the Breezeline Network Expansion consistent with the Application and the Grant. Following the County’s receipt of a grant agreement from DHCD for the Grant (“**Grant Agreement**”), the County and Breezeline will execute an agreement for implementation of the Breezeline Network Expansion consistent with the Application, the Grant, and the Grant Agreement (the “**Project Agreement**”). Contingent on compliance with all applicable Grant and legal requirements, the County will utilize the Grant to support Breezeline in its (1) expansion to unserved areas identified in the Application, and (2) provision of the “**Network Expansion Services**” (as further described below). Such engagement may be structured as a public-private engagement and may be made by the County through an Authority or an advisory group established by the County’s Board of Supervisors. In the event that the Grant is revoked or reduced, in whole or in part, then the parties shall work together, in good faith, to identify and agree on revisions to the Breezeline Network Expansions and Network Expansion Services. Additionally, in the event that the County unilaterally removes itself from this Memorandum of Agreement and/or the Grant, the County agrees that it shall not receive any of the funding from the 2023 round of VATI and shall not be entitled to the benefits of this Memorandum of Agreement and/or the Grant. It is understood and agreed by the parties that at all times relevant Breezeline shall own and control 100% of the cable, fiber, conduit, devices, and other equipment related to and as part of the Breezeline Network Expansion.

Network Services: The Network Expansion Services shall include:

1. Turnkey design and construction for the following areas as set forth in the Application: Essex County Project Areas and within the awarded Census Block Group (“CBG”) 510579506003 and CBG 510579508001 that Breezeline was awarded in the Federal Communications Commission (“FCC”) Auction 904: Rural Digital Opportunity Fund (“RDOF”) as listed in the Application, both by Breezeline and the County where the passes are located; and
2. Breezeline to operate, maintain, repair, and perform other network-related services as are necessary or desirable to properly operate and maintain the Breezeline Network Expansion; and
3. Providing such other network-related service and support as the County may reasonably require with respect to the Breezeline Network Expansion and services related thereto.

County Obligations and Financial Contribution: The County’s obligations in connection with the Network Services engagement shall include:

1. A commitment of funds not to exceed Four Million Dollars (\$4,000,000) as set forth in the Application. The intended commitment identified in the Application and described in this Memorandum of Agreement is subject to approval and appropriation by the County’s Board of Supervisors.
2. Provide Breezeline and its representatives with: (i) reasonable access to any and all County information and personnel required for Breezeline to perform any work necessary for the Breezeline Network Expansion and its related services; and (ii) instruct such personnel to cooperate fully and timely with Breezeline and its representatives.
3. Utilize the funds awarded by the Grant to reimburse Breezeline for eligible expenses of its Network Expansion Services consistent with the Grant Agreement and the Project Agreement.

Breezeline Financial Contribution: A commitment of approximately 54.24% of the total VATI Grant project funding pursuant to the Application to include the following: (i) Essex County Project Areas and within the awarded CBG 510579506003 and CBG 510579508001 that Breezeline was awarded in the FCC Auction 904: RDOF as listed in the 2023 Application, both by Breezeline and the County where the passes are located;

Expenses: Each party shall bear its own expenses in preparing this Memorandum of Agreement, the Application, the Grant, the Grant Agreement, the

Project Agreement, and in furtherance of the award of the Grant and execution of a grant contract with the DHCD.

Governing Law: The laws of the Commonwealth of Virginia shall govern this Memorandum of Agreement and all disputes between the parties arising with respect to it.

EXECUTED as of August 15th, 2023.

Essex County

By: _____
[April L. Rounds, Interim County Administrator, Essex County]

Address: P.O. Box 1079
Tappahannock, VA 22560
Attn: April L. Rounds
Email: arounds@essex-virginia.org

Cogeco US (Delmar), LLC d/b/a Breezeline

By: _____
[William T. Newborg, Director – Government Grants and Funding]

Address: 3 Batterymarch Park, Suite 200,
Quincy, MA 02169
Attn: William T. Newborg
Email: wnewborg@breezeline.com

BAF: Budget Supplement Request – Reappropriate FY23 ARPA Funds (Rounds)

Supervisor Johnson motion to approve the reappropriation of FY23 ARPA Funds in the amount of \$2,073,562.05, as presented. Vice Chairman Gill seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0



ESSEX COUNTY VIRGINIA

BUDGET ACTION FORM

BAF# (Assigned by Finance Dept)

Requesting Dept./Organization: COVID-19 PANDEMIC RESPONSE FY 2024

Explanation of Request (please attach second page of form if additional space is required): Request to re-appropriate unexpended FY23 American Rescue Plan Act funds. Funds will be used to respond to the COVID-19 emergency and address its economic effects through, aid to households, small businesses, nonprofits, and industries such as tourism and hospitality. Provide premium pay to essential employees or grants to their employers. Provide government services affected by a revenue reduction resulting from COVID-19. Make investments in water, sewer and broadband infrastructure.

Budget Supplement: [checked] Budget Transfer: Journal Entry:

Funding Details (for additional space, please go to second page of form) Table with columns: From (Source, Budget Code, Amount) and To (Budget Code, Amount). Includes row for Use of Fund Balance and a Total row.

Department Head Signature : Date:

Finance Office Recommendation:

Approve: Yes [checked] No Signature: Mary H. Davis Date: 7/14/2023

County Administration Recommendation (if required):

Approve: Yes [checked] No Signature: April Bounds CA Date: 8/4/23

Board of Supervisors Action (if required):

Approval: Yes [] No [] Signature Date: Administrator granted approval authority

BAF: Budget Supplement – Communications (Durham)

Supervisor Johnson motion to approve the reappropriation of unexpended FY23 NG911 CHE System Grant funds, as requested. Supervisor Smith seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0



ESSEX COUNTY
VIRGINIA

BUDGET ACTION FORM

BAF#

(Assigned by Finance Dept)

Requesting Dept./Organization: Communications FY 24

Explanation of Request (please attach second page of form if additional space is required):

Requesting re-appropriation of unexpended NG911 CHE System Upgrade Grant funds received in FY23. Funds will be used to replace the current 911 phone system. The grant was submitted on a regional level with King & Queen County to VDEM. This grant is fully reimbursable to the County once paid invoices are submitted to VDEM.

Budget Supplement: Budget Transfer: Journal Entry:

Funding Details (for additional space, please go to second page of form)

From			To	
Source	Budget Code	Amount	Budget Code	Amount
Transfer from Reserve	100-092000-4999	\$ 200,000.00	100-43400-8210	\$ 200,000.00
		Total	Total	\$ 200,000.00

Department Head Signature : [Signature] Date: 7-21-23

Finance Office Recommendation:

Approve: Yes No Signature Mary B. Davis Date: 7/21/2023
Comments:

County Administration Recommendation (if required):

Approve: Yes No Signature April Rounsos Date: 8/4/23
Comments:

Board of Supervisors Action (if required):

Approval: Yes No Signature _____ Date: _____
Yes Administrator granted approval authority

Range of Accounts: 100-043400-8210-000-000 to 100-043400-8210-000-000 Include Cap Accounts: Yes As Of: 06/30/23
 Current Period: 07/01/22 to 06/30/23 Skip Zero Activity: Yes
 Audit Report Type: Standard
 Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
 * Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance
 En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used	Trans Amount	Trans Balance	User
Date	Transaction Data/Comment				Vendor/Reference						
100-043400-8210-000-000	GRANT - 911	0.00	0.00	200,000.00	0.00	200,000.00	200,000.00	0			
		0.00	0.00	0.00	0.00	0.00	200,000.00				
			0.00		0.00	0.00					
	Begin Balance: 07/01/22									200,000.00	
06/26/23	PO 23-01364 1 void		911 Phone System		CAROU005 CAROUSEL INDUSTRIES OF		En 04/05/23	125,806.19 **		200,000.00	MDAVIS
06/26/23	PO 23-01413 1 Void		911 Phone System		CAROU005 CAROUSEL INDUSTRIES OF		En 04/05/23	18,480.00 **		200,000.00	MDAVIS
	Control: NOC Total	0.00	0.00	200,000.00	0.00	200,000.00	200,000.00	0			
		0.00	0.00	0.00	0.00	0.00	200,000.00				
			0.00		0.00	0.00					
Fund: 100	GENERAL FUND Budgeted Total	0.00	0.00	200,000.00	0.00	200,000.00	200,000.00	0			
		0.00	0.00	0.00	0.00	0.00	200,000.00				
			0.00		0.00	0.00					
Fund: 100	GENERAL FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0			
		0.00	0.00	0.00	0.00	0.00	0.00				
			0.00		0.00	0.00					
Fund: 100	GENERAL FUND Total	0.00	0.00	200,000.00	0.00	200,000.00	200,000.00	0			
		0.00	0.00	0.00	0.00	0.00	200,000.00				
			0.00		0.00	0.00					

July 19, 2023
03:33 PM

COUNTY OF ESSEX
2023 Detail Expenditure Transaction Inquiry By Account

Page No: 1

Range of Accounts: 100-043400-8210-000-000 100-043400-8210-000-000 Adds: Y Changes: Y Transfers In: Y
 Range of Dates: 07/01/22 to 06/30/23 Transfers Out: Y Expenditures: Y Refunds: Y
 Range of Reason Codes: ALL Reimbursements: Y Encumbrances: Y Cancels: Y
 Include Enc/Expd/Acct Pybl with EOY Reason: Yes Include Non-Budgeted: Y Check Payments: Y Accounts Payable: Y
 YTD 1099: N PO Encumbrances: Y Contract Encm: Y Received PO: Y
 Invoice: Y Inv Payments: Y Inv Refunds: Y Inv Transfer: Y

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #	G/L
100-043400-8210-000-000	GRANT - 911						
03/13/23	Add Acct	New: 0.00		0.00	MDAVIS		
		Amendment					
03/24/23	Chg To Acct	Old: 0.00 New: 200000.00		200,000.00	MDAVIS	B 303	2
		NG911 CHE Grant					
04/05/23	New Line	23-01364 911 Phone System	CAROU005	125,806.19	KDURHAM	1 1	
04/05/23	New Line	23-01413 911 Phone System	CAROU005	18,480.00	KDURHAM	1 1	
06/22/23	Open to Rcvd, Held, or Aprv	23-01413 911 Phone System	CAROU005	18,480.00	MDAVIS	1 3	
06/22/23	Open to Rcvd, Held, or Aprv	23-01413 911 Phone System	CAROU005	18,480.00	MDAVIS	1 3	Rcvd
06/22/23	Rcvd, Held, or Aprv to Open	23-01413 911 Phone System	CAROU005	18,480.00	MDAVIS	1 4	
06/22/23	Rcvd, Held, or Aprv to Open	23-01413 911 Phone System	CAROU005	18,480.00	MDAVIS	1 4	Rc Rev
06/26/23	Open to Void	23-01364 911 Phone System	CAROU005	125,806.19	MDAVIS	1 2	
06/26/23	Open to Void	23-01413 911 Phone System	CAROU005	18,480.00	MDAVIS	1 5	
Total Adds:	1	0.00					
Total Changes:	1	200,000.00					
Net Total PO Encumbered:	6	0.00					
G/L Total PO Encumbrance:		0.00					
G/L Total PO Encum Reversal:		0.00					
Net Total PO Received:	2	0.00					
G/L Total PO Received:		18,480.00					
G/L Total PO Rcvd Reversal:		18,480.00					



ESSEX COUNTY VIRGINIA

BUDGET ACTION FORM

posted 3/24/23 COPY

BAF# (Assigned by Finance Dept)

Requesting Dept./Organization: Communications FY 23

Explanation of Request (please attach second page of form if additional space is required):
On November 15, 2022 the Essex County Board of Supervisors approved \$200,000.00 for the NG911 CHE grant to replace the current 911 phone system. The grant was submitted on a regional level with King & Queen to VDEM. This grant is fully reimbursable back to the County once the paid invoices are submitted to VDEM.

Budget Supplement: [checked] Budget Transfer: Journal Entry:

Funding Details (for additional space, please go to second page of form)
Table with columns: From (Source, Budget Code, Amount), To (Budget Code, Amount). Total: \$ 200,000.00

Department Head Signature: Kyle Durham Date: 03/22/2023

Finance Office Recommendation:

Approve: Yes [checked] No Signature: Mary H. Davis Date: 3/22/2023

County Administration Recommendation (if required):

Approve: Yes [checked] No Signature: [Signature] Date: 3/22/23
Comments: BOS minutes book 30, page 369

Board of Supervisors Action (if required):

Approval: Yes [checked] No Signature: [Signature] Date: 3/22/23
Yes [] Administrator granted approval authority

1st SJ, 2nd RG
all aye 0 nois

Virginia: At the budget work session meeting of the Essex County Board of Supervisors held on Wednesday, March 22, 2023 at 7:00 p.m. in the School Board Meeting Room, at 109 S. Cross St., Tappahannock, Virginia:

Board of Supervisor's Present: Robert Akers, Jr., Chairman
Ronnie G. Gill, Vice Chairman
Edwin E. Smith, Jr., Supervisor (Virtual)
Sidney N. Johnson, Supervisor
John C. Magruder, Supervisor

County Administration Present: April Rounds, Interim County Administrator, Deputy Clerk

Absent:

CALL TO ORDER

Chairman Akers called the Board of Supervisors Budget Work Session of March 22, 2023, to order.

ROLL CALL

The Clerk called out the roll for the Board of Supervisors; a quorum was met.

DISCUSSION

Chairman Akers stated that there is an NG911 grant that Kyle has been working on. The board would need to fund it and then they would get reimbursed for it. Supervisor Johnson made the motion to approve the NG911 Grant budget action transfer request in the amount of \$200,000.00 from reserves to 100-043400-8210-000-000 as presented. Further, for the public record, these funds will be fully reimbursed to the County after the paid invoices are submitted to VDEM. Vice Chairman Gill seconded. AYES: 5; NAYS: 0; ABSENT: 0

Chairman Akers stated they need to decide on an Erosion and Sediment Program Administrator. He stated he would like to entertain a motion to appoint Ernie Sadler as the Erosion and Sediment Program Administrator for Essex County and further to designate the Building Department as the plan approval authority. Vice Chairman Gill made the motion. Supervisor Johnson seconded. AYES: 5; NAYS: 0; ABSENT: 0

Chairman Akers stated that at the last meeting they discussed the reserve policy. It is currently at 12%. At 12% reserve of \$55 million is at \$6.6 million; 15% is \$8.2 million; and 17% is \$9.35 million. Currently we have it set \$8.7 million. He recommended that the target for them should be more around the 15% at \$8.2 million.

Vice Chairman Gill asked how often we monitor that ratio? Is it just once a year? He stated we could drop below the 12% and not know it. Chairman Akers stated technically yes.

Supervisor Magruder asked about the banks and if they use the audit information or at the time you are applying for a loan? Chairman Akers stated they use the Audit.

Chairman Akers stated that if the number is 15% or 17% whatever it may be we need to incorporate it into our budget to meet whatever that threshold is. We do not need to make a decision tonight but it will help us to see what we need to balance the budget out.

Vice Chairman Gill asked what the date on the policy was again? Interim Administrator Rounds stated March 10, 2015.

Supervisor Magruder stated it reads that if we go below the 12% we adopt a plan to get back to above

Virginia: At a regular scheduled meeting of the Essex County Board of Supervisors held on Tuesday, November 15, 2022, at 7:00 p.m., in the School Board meeting room, 109 Cross Street, Tappahannock, Virginia.

Present: Ronnie G. Gill, Vice Chairman
Edwin Smith, Jr., Supervisor
Sidney Johnson, Supervisor
John C. Magruder, Supervisor

Present: Michael Lombardo, County Administrator, Clerk
April Rounds, Assistant County Administrator, Deputy Clerk

Absent: Robert Akers, Chairman
Andrew McRoberts, Attorney

CALL TO ORDER

Vice Chairman Gill called the meeting of Tuesday, November 15, 2022, to order at 7:00 p.m.

ROLL CALL

The Vice Chairman asked the Assistant County Administrator to call out the roll; a quorum was met.

INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Chairman Gill led the Invocation and the Pledge of Allegiance.

AGENDA APPROVAL

Vice Chairman Gill asked the Board if anything else needs to be added or deleted from the agenda. Supervisor Magruder would like to add the SERCAP grant that was mentioned in the work session as well as discussion about the Poor House Property. Vice Chairman Gill would like to add under the closed session to discuss a personnel issue. Vice Chairman Gill asked for a motion to approve the agenda as amended. Supervisor Johnson so moved, and Supervisor Smith seconded the motion. AYES: 4 NAYES: 0 ABSENT: 1

RECOGNITION

Jessica Sydnor

Sheriff Holmes shared a video of a news report done on Dispatcher Jessica Sydnor. Sheriff Holmes and Vice Chairman Gill presented a resolution.

Sheriff Holmes presented Jessica with a Stork Pin and also a Pin from the County. Sheriff Holmes stated that next year the state is requiring that there is a certified dispatcher 24/7 he will be coming to the Board for help. If there is only one

NEW BUSINESS**FY23 Budget Increase by Appropriating Grant Funds in the amount of \$1,281,328**

Supervisor Magruder stated if you read the information it states clearly what that money can and cannot be used for. He would like to get a better accounting of how that money will be spent.

Libby stated that are hoping to use some of those funds for the broadband project. She also stated that this was all part of the original budget. The state had not given how the revenue would be allocated. They have two years to spend that money and it goes directly to the school but has to be shown in the county budget as well.

Supervisor Magruder would like to see that the School Board has a meeting to discuss where all of this money is going to go as opposed to just waiting and seeing. The Board of Supervisors has a request with the school board for \$500,000 to assist with the broadband project and we have not gotten a response back from them.

Libby stated that they had talked with Mr. Lombardo about using \$300,000 of these funds for Broadband.

Supervisor Magruder asked if that was in addition to the \$330,000 that they were originally going to use from the ESSER funds making it \$630,000 or have they dropped it to just the \$300,000.

Vice Chairman Gill asked if there was a date that we could have a joint meeting to discuss these options.

Supervisor Johnson made a motion to approve this additional appropriation. Supervisor Smith seconded. AYES: 4 NAYES: 0 ABSENT: 1

NG911 Grant Funding Request

Chief Hicks stated that our current 911 system is in a need of an upgrade to the NG911. We would then be able to receive more information for wireless, texting, and video. VDIM provides grants for these options. We have applied regionally with King and Queen. This funding would be anywhere up to but not exceeding \$200,000 that is fully reimbursable to the county. The request would be to reallocate the funds to purchase the necessary equipment to assist the dispatchers in the migration to NG911.

Supervisor Johnson made the motion to approve. Supervisor Smith Seconded. AYES: 4 NAYES: 0 ABSENT: 1

Non-Corporate Resolution for Davenport and Company

Administrator Lombardo stated that this stems from a gift from an estate that is going to the animal shelter. 20% of an IRA from Marie F. Minor she had already left sizeable sums to the animal shelter and we have just learned about this additional amount. They are going through Davenport and the documents are there allow him to sign to receive those funds.

BAF: Budget Supplement – Emergency Services (Durham)

Supervisor Johnson made the motion to approve the reappropriation of unexpended FY23 University of Virginia RAFT Micro grant funds, as requested. Supervisor Smith seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0



ESSEX COUNTY VIRGINIA

BUDGET ACTION FORM

BAF# (Assigned by Finance Dept)

Requesting Dept./Organization: Emergency Services FY 24

Explanation of Request (please attach second page of form if additional space is required): Request re-appropriation of unexpended University of Virginia RAFT Micro grant funds received in FY23. Funds will be used for emergency management training and coordination.

Budget Supplement: [checked] Budget Transfer: Journal Entry:

Funding Details (for additional space, please go to second page of form) Table with columns: From (Source, Budget Code), Amount, To (Budget Code, Amount). Includes a Total row at the bottom.

Department Head Signature : [Signature] Date: 7-21-23

Finance Office Recommendation: Approve: Yes [checked] No Signature: Mary B. Davis Date: 7/21/2023

County Administration Recommendation (if required): Approve: Yes [checked] No Signature: April Bounds CA Date: 8/4/23

Board of Supervisors Action (if required): Approval: Yes No Signature Date: Administrator granted approval authority

Range of Accounts: 100-032300-8203-000-000 to 100-032300-8203-000-000 Include Cap Accounts: Yes As Of: 06/30/23
 Current Period: 07/01/22 to 06/30/23 Skip Zero Activity: Yes
 Audit Report Type: Standard
 Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
 * Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance
 En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD	Amended Encumber YTD	Transfers Reimbrsd YTD	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	Used
Date	Transaction Data/Comment		Expended Curr	Vendor/Reference	Reimbrsd Curr		Trans Amount	Trans Balance User
100-032300-8203-000-000	GRANT: RAFT MICRO	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	0.00	5,000.00	
	Control: NOC Total	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	0.00	5,000.00	
	Fund: 100 GENERAL FUND Budgeted Total	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	0.00	5,000.00	
	Fund: 100 GENERAL FUND Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	0.00	
	Fund: 100 GENERAL FUND Total	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	0
		0.00	0.00	0.00	0.00	0.00	5,000.00	
			0.00		0.00	0.00		

Range of Accounts: 100-032300-8203-000-000 100-032300-8203-000-000 Adds: Y Changes: Y Transfers In: Y
 Range of Dates: 07/01/22 to 06/30/23 Transfers Out: Y Expenditures: Y Refunds: Y
 Range of Reason Codes: ALL Reimbursements: Y Encumbrances: Y Cancels: Y
 Include Enc/Expd/Acct Pybl with EOY Reason: Yes Include Non-Budgeted: Y Check Payments: Y Accounts Payable: Y
 YTD 1099: N PO Encumbrances: Y Contract Encm: Y Received PO: Y
 Invoice: Y Inv Payments: Y Inv Refunds: Y Inv Transfer: Y

Account No	Account Description	Vendor/Source	Amount	User	Item #	G/L
Date	Type	Transaction Data/Comment				
100-032300-8203-000-000	GRANT: RAFT MICRO					
01/13/23	Add Acct	New: 0.00	0.00	MDAVIS		
		Amendment				
04/17/23	Chg To Acct	Old: 0.00 New: 5000.00	5,000.00	MDAVIS	B 308	2
		RAFT Micro Grant				
Total Adds:	1	0.00				
Total Changes:	1	5,000.00				



ESSEX COUNTY VIRGINIA

BUDGET ACTION FORM

Posted 4/17/23

BAF# (Assigned by Finance Dept)

Requesting Dept./Organization: Emergency Services FY 23

Explanation of Request (please attach second page of form if additional space is required): University of Virginia RAFT Micro Grant- Used for emergency management training and coordination.

Budget Supplement: Budget Transfer: Journal Entry: [checked]

Funding Details (for additional space, please go to second page of form) Table with columns: From (Source, Budget Code, Amount) and To (Budget Code, Amount)

Total \$ 5,000.00 Total \$ 5,000.00 Department Head Signature: Kyle Durham Digitally signed by Kyle Durham Date: 2023.04.03 14:15:12 -0400 Date: 04/03/2023

Finance Office Recommendation: Approve: Yes [checked] No [] Signature: Mary B. Davis Date: 4/10/2023

County Administration Recommendation (if required): Approve: Yes [checked] No [] Signature: [Signature] Date: 4/12/23

Board of Supervisors Action (if required): Approval: Yes [] No [] Signature: Date: Yes [] Administrator granted approval authority

Mary Davis

From: Betty (Penny) Davis
Sent: Monday, March 6, 2023 10:43 AM
To: Kyle Durham; Emer. Serv. Chief; Mary Davis
Subject: RE: University of Virginia - New Vendor Registration

Good morning.

I've received the \$5000.00 check today from the University of Virginia for the RAFT Micro Grant.
I have posted it to 100-024000-2114-000-000

Penny

B. A. "Penny" Davis
Treasurer
P O Box 489
321 Prince Street
Tappahannock, Va. 22560
Phone 804-443-4371
Fax 804-443-4371
padavis@essex-virginia.org



From: Kyle Durham <kdurham@essex-virginia.org>
Sent: Thursday, January 19, 2023 9:56 AM
To: Betty (Penny) Davis <padavis@essex-virginia.org>; Emer. Serv. Chief <eschief@essex-virginia.org>; Mary Davis <mgdavis@essex-virginia.org>
Subject: Re: University of Virginia - New Vendor Registration

Ok perfect, thanks for the update

Kyle Durham

Revenue Account No: 100-024000-2114-000-000
Description: EMS - RAFT MICRO GRANT
Starting Date: 03/01/23
** Transaction is Not Included in Balance
En = PO Line Item First Encumbrance Date

Account Type: Cash Basis/Anticipated
Ending Date: 03/31/23
Po Transactions: Summarized

Date	Description	Amount	YTD Revenue	YTD Cash
03/06/23	Revenue Journal EMS RAFT MICRO GRANT Post Ref: G 2453 1	5,000.00	5,000.00	0.00

BAF: Budget Supplement Request – Middle Peninsula Planning District Commission (Rounds)

Supervisor Magruder made the motion to approve transfer from reserves in the amount of \$8,711 to cover unbudgeted FY24 fees due to MPPDC, as presented. Vice Chairman Gill seconded the motion.
AYES: 5 NAYES: 0 ABSENT: 0



ESSEX COUNTY
VIRGINIA
BUDGET ACTION FORM

BAF# _____
(Assigned by Finance Dept)

Requesting Dept./Organization: Planning District Commission FY 2024

Explanation of Request (please attach second page of form if additional space is required):

Request for a supplement in the amount of \$8,711 to cover unbudgeted FY24 fees due to the MPPDC. Total fees invoiced July 21, 2023, \$46,081 (\$35,302 Member Fee, \$600 Special Assessment: PAA Support, and \$10,179 General Assembly Representation). Total FY24 appropriation, \$37,370.

Budget Supplement: Budget Transfer: _____ Journal Entry: _____

Funding Details (for additional space, please go to second page of form)

From		Amount	To	
Source	Budget Code		Budget Code	Amount
Transfer From Reserve	100-092000-4999	\$ 8,711.00	100-081600-7803	\$ 8,711.00
Total		\$ 8,711.00	Total	\$ 8,711.00

Department Head Signature : _____ Date: _____

Finance Office Recommendation:

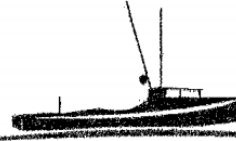
Approve: Yes No Signature Mary H. Davis Date: 8/1/2023
Comments:

County Administration Recommendation (if required):

Approve: Yes No Signature [Signature] Date: 8/3/23
Comments:

Board of Supervisors Action (if required):

Approval: Yes No Signature _____ Date: _____
Yes Administrator granted approval authority



MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

COMMISSIONERS

Essex County

Hon. Edwin B. Smith, Jr.
Hon. John C. Maeruder
Ms. Sarah Hope

Town of Tappahannock

Hon. Noel Dillard

Gloucester County

Hon. Ashley C. Gibson
(Chairman)
Hon. Kenneth W. Gibson
Dr. William C. Ryan
Ms. Carol Stebbins

King and Queen County

Hon. Sherrin C. Alsop
Hon. Robt. Baller
Vacant

King William County

Hon. Ed Moran, Jr.
Hon. Tyrel J. Moskalik
(Mayor-Chairman)
Hon. C. William
Greg Ashcraft

Town of West Point

Hon. James Barette
Mr. John Edwards

Mathews County

Hon. David Jones
Hon. Melissa Mason
Mr. Harry Watkins

Middlesex County

Hon. Wanda H. Teske, Sr.
(Treasurer)
Hon. Reginald Williams, Sr.
Ms. Ronald Mabry

Town of Urbanna

Hon. Marjorie Austin

Secretary/Director

Mr. Lewis L. Lawrence

December 20, 2022

Michael A. Lombardo
Essex County Administrator
PO Box 1079
Tappahannock, VA 22560

Dear Michael:

Recognizing that your jurisdiction may have already started its budget process for FY24 and given that the MPPDC Budget Committee does not meet until March or April, staff wanted to provide a placeholder for your local budget. Assuming no changes by the Commission, the budget request placeholder for FY24 is estimated to be \$37,370 per County and \$12,457 per Town.

As communicated in our letter dated June 1, 2022, the Commission reached a consensus on the need to increase FY24 dues to help support a new full-time Planner (hired August 15, 2022) as well as build the rainy-day fund. The breakdown of contributions support is as follows: \$26,591 per County and \$8,863 per Town for PDC dues with a separate continuation of \$600 in staff support for financial and bookkeeping support for the PAA. In addition, the Commission approved \$10,179 per County and \$3,393 per Town to engage in services from Advantus Strategies to represent Middle Peninsula localities year-round for General Assembly and State Agency support, effective November 2022. Please note that the above amount includes the pro-rated share of \$3,750 per County and \$1,250 per Town for Nov'22-June'23. If you desire to pay your pro-rated share in the current fiscal year, let me know and MPPDC will invoice you.

The Commission hopes your locality recognizes the complexity, importance and cost savings achieved by the work of the Commission. No other entity provides you the types of services that improve Middle Peninsula localities' ability to deliver governmental services more efficiently or works on behalf to address your problems with solutions to improve your community. In FY22, MPPDC was able to bring in \$18.44 in federal, state, or other funding for each dollar of dues provided by its localities. Also, not reflected in the table below, MPPDC successfully applied for over \$3.5M which was awarded to Gloucester, Mathews, and Middlesex Counties as well as \$5M that the PAA is administering.

Leverage Ratio	
FY23	\$ 23.33 : 1 and increasing
FY22	\$ 18.44 : 1
FY21	\$ 10.70 : 1
FY20	\$ 7.54 : 1

As in previous years, the Commission will bill the participating jurisdictions in July at the beginning of the fiscal year.

Sincerely,

Lewis L. Lawrence
Executive Director

BAF: Journal Entry – Technology (Durham)

Supervisor Johnson motion to approve the journal entry effecting payment of the Annual Fee for Tappahannock Police Department for software licensing, updates and troubleshooting on 11 Mobile Data Terminals for Mobile Computer Aided Dispatch, as requested. Vice Chairman Gill seconded the motion.

Supervisor Magruder asked if the Tappahannock Police Department was going to reimburse us.

Deputy Chief Durham stated that they are charging the Town PD \$250.00 per computer for a yearly fee. That covers Chuck's software licensing and his troubleshooting. It will be a yearly thing to get it put in the budget. The timeline to get it actually finished it didn't happen.

Supervisor Magruder stated so yes they are paying.

Deputy Chief Durham stated that is correct.

AYES: 5 NAYES: 0 ABSENT: 0



ESSEX COUNTY VIRGINIA

BUDGET ACTION FORM

BAF# (Assigned by Finance Dept)

Requesting Dept./Organization: Technology FY 24

Explanation of Request (please attach second page of form if additional space is required): Annual fee for Tappahannock Police Department for software licensing, updates, and troubleshooting on 11 Mobile Data Terminals for Mobile Computer Aided Dispatch.

Budget Supplement: Budget Transfer: Journal Entry: [checked]

Funding Details (for additional space, please go to second page of form)

Table with columns: From (Source, Budget Code), Amount, To (Budget Code, Amount). Row 1: Town of Tappahannock, 100-018990-0817-000-000, \$ 2,750.00, 100-043600-8115-000-000, \$ 2,750.00

Total \$ 2,750.00 Total \$ 2,750.00

Department Head Signature: Charles S. Huntley III Date: 08/15/2023

Finance Office Recommendation:

Approve: Yes [checked] No [] Signature: Mary Davis Date: 8/15/2023

County Administration Recommendation (if required):

Approve: Yes [checked] No [] Signature: April Pounds CA Date: 8/15/2023

Board of Supervisors Action (if required):

Approval: Yes [] No [] Signature: Date: Yes [] Administrator granted approval authority

INVOICE

3085

05 July 2023

PAYMENT DUE BY: Aug 6, 2023

Town Of Tappahannock
PO Box 266
Tappahannock, Va 22560

Essex County
PO Box 1079
Tappahannock, Va 22560

QUANTITY	DETAILS	UNIT PRICE	LINE TOTAL
11	MDT Maint. Includes Software,Lic,Updates,Troubleshooti	250.00	2,750.00

Discount

Net Total \$2,750.00

Tax

TOTAL	\$2,750.00
-------	------------

PAYMENT TERMS

OTHER INFORMATION

Phone: 804-443-4331

Payment Reference: 3085

Revenue Account No: 100-018990-0817-000-000
 Description: MOBILE DATA TERMINALS-TOWNS ANNUAL FEE Account Type: Cash Basis/Anticipated
 Starting Date: 07/01/23 Ending Date: 08/15/23
 ** Transaction is Not Included in Balance Po Transactions: Summarized
 En = PO Line Item First Encumbrance Date

Date	Description	Amount	YTD Revenue	YTD Cash
08/11/23	Cash Receipt/Accrued Rev Check: 33417 MOBILE DATA ANNUAL FEE DUE FROM TOWN Source: MISC Post Ref: R 11018 1	2,750.00	2,750.00	2,750.00

BAF: Budget Supplement Request – Technology (Huntley/Rounds)

Supervisor Johnson made the motion to approve transfer from reserves in the amount of \$12,000.00 to purchase spare switches in FY24 that were approved in FY23, as presented. Supervisor Smith seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0



ESSEX COUNTY
VIRGINIA

BUDGET ACTION FORM

BAF#

(Assigned by Finance Dept)

Requesting Dept./Organization: Technology FY 2023-24

Explanation of Request (please attach second page of form if additional space is required):
 Funds were allocated to the FY 2022-23 Technology Budget to purchase switches to act as on-site cold spares in case a production switch failed and required replacement. Due to an evaluation of the current network equipment which took much longer than anticipated, we were unable to order the spare equipment in FY 2022-23. I am requesting that the funds allocated to the spare switch procurement (\$12,000.00) be transferred from reserves to the current fiscal year (FY 2023-24) so we may purchase the cold-swap spare switches without impacting other projects planned from this fiscal year's funding.

Budget Supplement: Budget Transfer: Journal Entry:

Funding Details (for additional space, please go to second page of form)

From		To		
Source	Budget Code	Amount	Budget Code	Amount
Transfer from Reserve	3-100-92000-4999	\$ 12,000.00	043600-8101	\$ 12,000.00
Total		\$ 12,000.00	Total	\$ 12,000.00

Department Head Signature *Christine* Date: 7/25/2023

Finance Office Recommendation:

Approve: Yes No Signature *Mary H. Davis* Date: 7/25/2023
 Comments:

County Administration Recommendation (if required):

Approve: Yes No Signature *April Bonds CA* Date: 7/26/23
 Comments:

Board of Supervisors Action (if required):

Approval: Yes No Signature _____ Date: _____
 Yes Administrator granted approval authority

BAF: Budget Supplement Request – Pool Pump Refund (Sadler/Rounds)

Supervisor Johnson made the motion to approve budget supplement transfer in the amount of \$6,410.65 from miscellaneous refunds to general properties to reimburse pool pump expense. Supervisor Smith seconded the motion.

Supervisor Magruder asked for some clarification as it did not make sense to him.

Mr. Sadler stated that we had ordered a pump for the pool since it had gone bad. They were expecting delivery in May and it never came. We ended up having to purchase a second pump to replace it. When we got the reimbursement it actually came in it went to the FY23 budget so we are asking that it be moved forward and utilized for what those funds were intended for. When it came out of General Properties we actually paid for the pump twice.

Administrator Rounds stated that it was not budgeted for under Parks and Rec or the Pool so general properties covered it and the reimbursement came in the wrong fiscal year.

AYES: 5 NAYES: 0 ABSENT: 0



ESSEX COUNTY VIRGINIA

BUDGET ACTION FORM

BAF# (Assigned by Finance Dept)

Requesting Dept./Organization: General Properties FY 24

Explanation of Request (please attach second page of form if additional space is required): Refund from pool pump

Budget Supplement: [checked] Budget Transfer: [] Journal Entry: []

Funding Details (for additional space, please go to second page of form)

Table with columns: From (Source, Budget Code, Amount) and To (Budget Code, Amount). Row 1: Misc Refunds, 100-018990-0890, \$ 6,410.65, 043200-3018, \$ 6,410.65. Total row: Total, \$ 6,410.65, Total, \$ 6,410.65

Department Head Signature: [Signature] Date: 7/25/23

Finance Office Recommendation:

Approve: Yes [checked] No [] Signature: [Signature] Date: 8/2/2023

County Administration Recommendation (if required):

Approve: Yes [checked] No [] Signature: [Signature] Date: 7/25/23

Board of Supervisors Action (if required):

Approval: Yes [] No [] Signature: Date: Yes [] Administrator granted approval authority

SRO Grant Funding Request (Sheriff Holmes)

Supervisor Johnson made the motion to approve funding match in the amount of \$19,635 to support School Resource Officer Grant as requested. (State funds awarded \$22,365.00) Supervisor Smith seconded the motion.

Supervisor Magruder asked if this was in our budget.

Administrator Rounds stated that the grant was but the match was not. You had questioned Sheriff Holmes previously and he gave his answer which you did not find acceptable. The former Administrator would budget grant matches on his behalf which was not done at the time. You instructed him to do so going forward and to correct this he would have to come before you and ask for the money.

Supervisor Magruder asked since this is a School Resource Officer what obligations does the school have in their budget for this?

Sheriff Holmes stated that the school does not have any obligation for the School Resource Officer. It has been there for 8 years and have never had any obligation. The County has obligation for the Intermediate school and the High School but the Elementary School has always been with a grant.

Supervisor Magruder stated that the school has no obligation and this SRO will be there how many days a week?

Sheriff Holmes stated that he will be there 4 days a week part time 32 hours.

Supervisor Magruder asked if this would cover all the expenses?

Sheriff Holmes stated that it would.

Supervisor Magruder asked if we were going to do something different next year so that when we apply for grants like this that it is in our budget. We are starting to creep up to that 15% line that we had set.

Sheriff Holmes stated that he didn't want to bust his bubble but he was already been informed that the SRO at the Elementary School is retiring and will not be returning next year. We have been lucky because normally this is a one or two year grant and this has continued for 6 more years.

Supervisor Magruder understands that this is a bargain but does not want to keep getting into the general fund.

Vice Chairman Gill asked if this was the first year we had gotten this grant.

Sheriff Holmes stated that it was not it actually started with Sheriff Clarke and has always been a matching grant.

Chairman Akers stated they talked about having a line item under grant matches to have some number and before a grant is applied for making sure that they have the money available for a match.

AYES: 5 NAYES: 0 ABSENT: 0



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

May 25, 2023

April Rounds
Interim County Administrator
202 Church Lane
Tappahannock, Virginia 22560

RE: 507934-FY24 SRO: SRO Incentive Grant Program

Dear April Rounds:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **24-953-E** and was approved for a total award of **\$42,000**, funded through Award Number **2024-FREE-GRANT**. The project period is **7/01/2023** through **06/30/2024**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are now referred to as **Conditions and Requirements** and are posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements>.

In addition to the general Special Conditions, there may be grant specific Special Conditions related to your Grant Award called Encumbrances. If there are any, you are required to adhere to these conditions via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>. If you have not previously done so, you must register in order to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact your DCJS Grant Monitor **Michelle Miles** at Michelle.Miles@dcjs.virginia.gov or via email at **804-225-1846**.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson Miller".

Jackson Miller

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
 1100 Bank Street, 12th Floor
 Richmond, Virginia 23219

507934-FY24 SRO: SRO Incentive Grant Program

Subgrantee:	Essex
DCJS Grant Number:	24-953-E
Grant Start Date:	07/01/2023
Grant End Date:	06/30/2024
Indirect Cost Rate:	_____ % *If applicable

Federal Funds:	
State Special Funds:	\$22,365
Local Match:	\$19,635
Total Budget:	\$42,000

Project Director	Project Administrator	Finance Officer
Arnie Holmes Sheriff 304 Prince Street Tappahannock, Virginia 22560 804-443-4418 wholmes@essex-virginia.org	April Rounds Interim County Administrator 202 Church Lane Tappahannock, Virginia 22560 804-443-4331 arounds@essex-virginia.org	Penny Davis Treasurer 321 Prince Street Tappahannock, Virginia 22560 804-443-4371 padavis@essex-virginia.org

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
 Authorized Official (Project Administrator)

Title: _____

Date: _____

CLOSED SESSION

Supervisor Johnson read In accordance with Section 2.2-3711(A)(1) of the Code of Virginia, I move that the Essex County Board of Supervisors convene in closed session to discuss the appointment of individuals to Airport Authority, Middle Peninsula Alliance, and Public Access Authority; and to discuss personnel matters involving the employment of specific employees in Sheriff's Departments and County Administration; and under Section 2.2-3711(A)(7) and 2.2-3711(A)(8) to receive advice and/or briefings from legal counsel regarding actual and probable litigation. Vice Chairman Gill seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0

RECONVENE IN OPEN SESSION

Supervisor Johnson stated RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS, the Essex County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmation 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 Essex County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED by the Essex County Board of Supervisors 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 to 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 Essex County Board of Supervisors.

Chairman Akers stated Any member who believes that there was a departure from the requirements of clauses (i) and (ii) shall state the substance of the departure that, in his judgment, has taken place.

Chairman Akers stated the clerk will poll the members and certify.

Chairman Akers - Certifies
Vice Chairman Gill – Certifies
Supervisor Johnson – Certifies
Supervisor Magruder – Certifies
Supervisor Smith – Certifies

BOARD REQUESTS AND DIRECTIVES

Supervisor Smith made a motion to reappoint John McDonald to the Airport Authority for a four year term commencing 7/1/23-6/30/27. Vice Chairman Gill seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0

Vice Chairman Gill made a motion to reappoint Robert Akers to the Middle Peninsula Alliance for a term commencing 8/1/23-7/31/26. Supervisor Magruder seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0

Supervisor Johnson made the motion to reappoint April Rounds as the Public Access alternate with a term expiring 6/30/24. Supervisor Smith seconded the motion. AYES: 5 NAYES: 0 ABSENT: 0

Chairman Akers stated they need a directive regarding the MOU for Just Harvest. The board agreed with the directive.

Supervisor Magruder gave the directive to have the planning commission review Agriculture use in all residential districts.

Administrator Rounds stated that was a change.

Supervisor Smith asked if it was just R-3?

Supervisor Magruder asked if it was permitted in R-1 and R-2? He just wants the clarification.

Chairman Akers asked if we could get the planning commission to evaluate agriculture.

Vice Chairman Gill stated to look at the whole subject.

Supervisor Johnson stated that A-1 and A-2 are very restrictive. A-1 is more restrictive than A-2.

Supervisor Smith stated that doesn't have anything to do with R-2.

Vice Chairman Gill stated that Agriculture is going to be allowed by-right in A-1 or A-2

Supervisor Johnson asked if they were talking about R-1?

Administrator Rounds asked if they were wanting them to look at all residential for Agriculture for farming.

Supervisor Magruder stated that specifically they want to make sure that we are in compliance with the state agriculture law. The Right to farm law. It was brought up after the work session with intensive AG uses even in A-1 and A-2 has been limited. He would say that all AG uses should be reviewed.

Vice Chairman Gill stated that maybe they can overlay the previous ordinance and see where some changes need to be made or where they can revisit what the old ordinance said.

Administrator Rounds stated to review all changes from the previous ordinance with the current ordinance as far as Agriculture and Silviculture.

Supervisor Magruder stated he could follow up on some specific information.

Administrator Rounds stated they should just have a concise statement.

Chairman Akers stated he doesn't want them to review the whole thing that mentions Agriculture.

Administrator Rounds asked if Supervisor Magruder will send that to her.

Supervisor Magruder stated he would send that as soon as he got it.

Chairman Akers stated that they may need to be specific and give an example of what it came from.

VACo County Officials' Summit, August 17, 2022, Omni Richmond Hotel, 100 S. 12th Street, Richmond, VA 23219: Supervisor Johnson and Supervisor Smith attending.

August 29, 2023 at 7:00 PM, Special Called Meeting: Work Session of the Essex County Board of Supervisors and the Town of Tappahannock Town Council, Fire Station Airport Road, Tappahannock, VA 22560

Chairman Akers stated that they should pick their top two items from the list that go with their strategic goals and objectives.

Supervisor Magruder stated there is no need to mention broadband.

Chairman Akers stated that the broadband doesn't really effect the Town it is more County wide. The RAISE grant doesn't really apply because there are certain aspects that will be included in that.

Administrator Rounds stated that she spoke with Eric at the Town and his guidance to the Council was their homework was to pick two challenges and two opportunities that hopefully link together to bring to the meeting.

September 12, 2023 at 5:00 PM BoS September Work Session, School Board Meeting Room, 109 S. Cross Street, Tappahannock, VA 22560

September 12, 2023 at 7:00 PM, BoS September Regular Meeting, School Board Meeting Room, 109 S. Cross Street, Tappahannock, VA 22560

Supervisor Johnson asked about the September meeting and that they normally have their Town Hall.

Administrator Rounds stated that they adopted it with the Calendar in January and the Town Hall will be Wednesday September 20th.

Chairman Akers stated that depending on what comes out of the August 29th meeting it may be good to invite the Town Council to join us.

Administrator Rounds stated that she thought depending on where they are with the VATI grant they could roll some of that out at that time.

Supervisor Johnson stated that next week on the 25th they have the renaming of A.P. Hill.

Supervisor Smith stated that he represents the Board on the Bay Consortium workforce board as the CLEO. The CLEO stands for the Chief Local Elected Official. The Chairman is actually the CLEO representative and he is the alternate. They can have one more alternate. In January there will be a form and we fill that out and whoever is the Chairman of the board will be the representative.

ADJOURN

Supervisor Smith made the motion to adjourn the meeting. Vice Chairman Gill Seconded. Chairman Akers Adjourned the meeting.

Chairman

Clerk of the Board