



VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS
HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT
CENTER ON THURSDAY, JUNE 1, 2023, AT 7 PM.

PRESENT: SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR JUDY LYTTLE
SUPERVISOR WILLIAM (TIM) CALHOUN
SUPERVISOR BRENTON BYRD
SUPERVISOR BREYON PIERCE

ABSENT:

ALSO

PRESENT: MS. LOLA PERKINS, COUNTY ATTORNEY
MS. MELISSA ROLLINS, COUNTY ADMINISTRATOR
MR. DAVID HARRISON, DEPUTY COUNTY ADMINISTRATOR
MS. DOREATHA PIERCE, COUNTY ADMINISTRATION
MR. DELON BROWN, NETWORK ADMINISTRATOR, IT DIRECTOR
MR. DERRICK MOORE, SANITATION SUPERVISOR
MR. HORACE WADE, PLANNING & COMMUNITY DEVELOPMENT DIRECTOR
MR. RAY PHELPS, CHIEF OF EMERGENCY SERVICES
MR. STEVEN MORRIS, DIRECTOR OF FINANCE
MS. VALERIE PIERCE, DIRECTOR OF SOCIAL SERVICES
MR. HORACE WADE, DIRECTOR OF PLANNING
MR. MATT WESTHEIMER, BUILDING OFFICIAL
MR. SHARNA WHITE, REGISTRAR
MR. JONATHAN JUDKINS, COMMISSIONER OF THE REVENUE
SHERIFF CARLOS TURNER, SURRY COUNTY SHERIFF'S DEPARTMENT

INVOCATION

The invocation for tonight's meeting was given by Elder Charles Cypress.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE/ADOPT AGENDA

The meeting was called to order by Chair, Robert Elliott, Jr., who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and recite the pledge of allegiance; thereafter, Chair Elliott asked if there were questions or corrections to the agenda as presented. There being none, Supervisor Lyttle motioned to adopt the agenda. Supervisor Calhoun seconded the motion. All present voted affirmatively. (Approved)



CONSENT ITEMS

1. Approval of Draft BOS Minutes: May 4, 2023
2. Approval of Draft BOS Work Session Minutes: May 8, 2023
3. Approval of Draft BOS Public Hearing Minutes May 16, 2023
4. Approval of Draft BOS Special Meeting Minutes for May 18, 2023.
5. Approval of Accounts Payable for the Month of April 2023 in the Amount of \$459,189.89
6. Proclamation: June 15, 2023 World Elder Abuse Awareness Day
7. Resolution: Riverside Community Criminal Justice Board Appointment
8. National Association of Counties Voting Delegate
9. Budget Adjustment: Purchase of a Medic Unit
10. Budget Amendment – Dominion Energy Grant
11. Budget Amendment – DJCS ARPA-Law Enforcement Equipment Grant

Chair Elliott read the items listed for consent and asked Board members if any items needed to be pulled for discussion. There being none, Supervisor Calhoun made a motion to approve the consent items as enumerated. Supervisor Byrd seconded the motion. All present voted affirmatively. (Approved)

PRESENTATIONS

1. VDOT Quarterly Transportation Report - Mr. Rossie Carroll

Mr. Rossie Carroll, Williamsburg Residency Administrator for the Virginia Department of Transportation (VDOT) provided the Board with the quarterly report on Transportation.

(A copy of this report is attached as an integral component of these minutes.)

PUBLIC HEARING

1. Proposed Animal Control Ordinance

The public hearing is to receive public comments and consider the adoption of amendments to Chapter 12, Fees and Charges, Section 12-4 of the Surry County



Code to modify existing fees and establish new fees relating to animals held at, surrendered to, and adopted from the County animal shelter.

- I. Presentation by Staff – Lola Perkins, County Attorney, provided details of the proposed amendments to Chapter 12, Fees and Charges, Section 12-4 of the Surry County Code.
- II. Open the Floor for Public Comments – Chair Elliott opened the floor for public comments.
 - a. Robert Chandler, Bacons Castle – Questioned the reasoning for the lower rate of dropping an animal off at the County’s shelter.

Ms. Perkins provided details and clarification of why the adoption fees were proposed at the rates that were given.
- III. Close the Public Hearing – Chair Elliott
- IV. Comments from Board Members
 - a. Supervisor Byrd - None
 - b. Supervisor Lyttle - None
 - c. Supervisor Calhoun – Asked what the definition of “Companion” is as related to this ordinance. Ms. Perkins replied with the definition as it is stated in the County’s code.
 - d. Supervisor Pierce – Asked could the adoption rate be reduced for multiple adoptions. Ms. Perkins replied, stating from a legal standpoint, that would be permissible. Ms. Rollins, County Administrator added, occasionally, that is done at the discretion of the Animal Control Officer. Supervisor Pierce asked if it could be in writing and Ms. Perkins replied, that language could be added to reflect Supervisor Pierce’s suggestions. Supervisor Pierce suggested this item be tabled until such language is added and clarified.
 - e. Supervisor Elliott - None



V. Closing Remarks by Staff - None

Supervisor Pierce made a motion to table the adoption of amendments to Chapter 12, Fees and Charges, Section 12-4 of the Surry County Code until the July 6 meeting. Supervisor Lyttle seconded the motion. All present voted affirmatively. (Tabled)

NEW BUSINESS

1. Adoption of Surry County Fiscal Policies

Adoption of formal financial policies by the Governing Body is recommended on a periodic basis. These policy statements are inclusive of those recommended by the County's financial advisors during budget discussions.

Mr. Steve Morris, Director of Finance, summarized the proposed fiscal policies.

Supervisor Calhoun – Asked if staff will work on getting a bond rate for Surry County. Mr. Morris replied yes, and they were meeting with Davenport the following day to discuss such matters.

Supervisor Calhoun made a motion to adopt the Surry County Fiscal Policies as presented effective June 2, 2023. Supervisor Byrd seconded the motion. All present voted affirmatively. (Approved)

2. VDOT Six Year Secondary Road Improvement Plan (FY 24-29) - Mr. Horace Wade, Director of Planning, and Mr. Rossi Carroll, Williamsburg Residency Administrator for the Virginia Department of Transportation (VDOT) brought to the Board the request to consider the proposed Six-Year Road Improvement Plan allocations for FY2024 through FY2029 in coordination with the Virginia Department of Transportation. The state requires that a resolution be signed in agreement with the recommendation. Chair Elliott read the resolution.

Supervisor Lyttle made a motion to approve the resolution for the VDOT Six Year Secondary Road Improvement Plan (FY 24-29) as recommended by staff. Supervisor Pierce seconded the motion. All present voted affirmatively. (Approved)

COUNTY ADMINISTRATORS REPORT

1. Staff Presentation - Economic Development – Ms. Renee Chapline provided an update on matters that are taking place in Economic Development.



2. Staff Presentation - Radio Communication System Update – Ray Phelps, Chief of Emergency Services, and Kelly Kuhns, Emergency Communications Manager provided an update on the Radio Communications System
3. Staff Presentation - Parks and Recreation Update – Darryl Rawlings, Director of Parks and Recreation provided a summary of the upcoming activities and events being held or hosted by Surry County Parks and Recreation.
4. United to Empower, Ms. Sophenia Pierce and Roxanne Shears – Shared the upcoming events their organization has in collaboration with county departments. Juneteenth Event, Saturday, June 17, 2023, at Surry Parks and Recreation and extended invitations to all residents and surrounding communities.

Men's Health – In collaboration with United to Empower, Mr. George Fauntleroy encouraged men to participate in a prostate cancer screening being held at the Juneteenth Event.
5. Ms. Rollins reflected on the successes and accomplishments during the past 3 years of her tenure serving as County Administrator, along with David Harrison serving as Deputy County Administrator and other team members under current and prior elected officials.

FOR YOUR INFORMATION

1. LGIP Investment Letter April 2023

REPORTS

1. Blackwater Regional Library Director's Report
2. Building Official's Report

PUBLIC COMMENTS

- Nancy Rodriguez, Spring Grove – Thanked the Board for compromising on the Tax Rate increase. Stated the citizens and county must work together to meet the needs of Surry County and provided a list of her suggestions.
- Mike Eggleston, Dendron District – Suggested the county work towards implementing jobs in the county.
- Robert Chandler, Bacon's Castle District – Stated he is disappointed with the road agreement. Stated PEDAs spay and neuter animals for free. Stated the county needs places for people to use and work.



BOARD COMMENTS

- Supervisor Byrd – Thanked Ms. Rollins, Mr. Harrison and staff for the positive things that have taken place within the County. Also thanked citizens for their comments.
- Supervisor Lyttle – Thanked citizens for their comments and ensured that their comments were heard and gave the Board some things to work upon. Recognized new and old staff for their work ethics. Shared her appreciation for VDOT and their efforts in keeping the roadway safe. Thanked her fellow board members and staff for their continued support. Commended Economic Development on the recent construction and upgrades to the grocery store.
- Supervisor Calhoun – Thanked the staff for all they have done for the County. Shared his appreciation for all that he learned from the presentations. Thanked citizens for their comments.
- Supervisor Pierce – Thanked all citizens for their participation. Thanked staff for their hard work and due diligence. Wished Ms. Rollins a Happy Anniversary, as June 1st marked her third year serving as County Administrator. Recognized Ms. V. Pierce for her program that fed close to 300 senior citizens this past Sunday. Brought awareness to citizens that hurricane season is underway and encouraged citizens to begin preparing.
- Supervisor Elliott – Stated he shared the same thoughts as most of the comments of his fellow board members. Thanked staff for their hard work and due diligence over the past three years. He stated, despite being in a pandemic, the County was able to move forward and complete many tasks that were given. He stated he believes the present Board truly has the best interest of Surry County at heart. He thanked everyone for their work and asked that all parties continue to strive to do what is best to make Surry County the best county it could be.
- Sheriff Turner introduced a new deputy, Desmond Edmond, to the Board, who started his employment with the County on this day. He stated Mr. Edmond relocated here from New York and is delighted to be part of the County.

CLOSED SESSION

1. Motion to Enter into a Closed Session

Ms. Lola Perkins, County Attorney, advised the need to convene into closed session as permitted by Virginia Code:



§ 2.2-3711(A)(1): To discuss salaries of elected officials and appointment to the Board of Historic and Architectural Review

§2.2-3711(A)(3): To discuss and consider the acquisition of real property for use of government offices where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the county.

Supervisor Pierce made a motion to convene into a closed session. The motion was seconded by Supervisor Byrd and unanimously approved.

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR WILLIAM "TIM" CALHOUN	AYE
SUPERVISOR BRENTON BYRD	AYE
SUPERVISOR BREYON PIERCE	AYE

2. Motion to Return from Closed Session

Ms. Lola Perkins, County Attorney, advised the need to return from the closed session in accordance with Virginia Code 2.2-3712 (D).

The Board returned to open session and certified by roll call vote that in the closed session just concluded, nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion.

Supervisor Byrd made a motion to return from a closed session according to the Virginia State Code. Supervisor Lyttle seconded the motion and unanimously approved by roll call.

(Approved)

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR WILLIAM "TIM" CALHOUN	AYE
SUPERVISOR BRENTON BYRD	AYE
SUPERVISOR BREYON PIERCE	AYE

Board of Historic and Architectural Review Appointment

Supervisor Byrd made a motion to appoint Bruce Wobster to the Board of Historic and Architectural Review. Supervisor Pierce seconded the motion. All present voted affirmatively.
(Approved)



Salary Increase for Elected Officials

*Supervisor Byrd made a motion to approve a salary increase for the Chair and Members of the Board of Supervisors that would take effect on January 1, 2024. Supervisor Pierce seconded the motion. All present voted as follows: **(Approved)***

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR WILLIAM "TIM" CALHOUN	NAY
SUPERVISOR BRENTON BYRD	AYE
SUPERVISOR BREYON PIERCE	AYE

ADJOURNMENT

There being no further business before the Board, Supervisor Lyttle made a motion that the Board adjourns until July 6, 2023, at 7 pm. The motion was seconded by Supervisor Byrd and unanimously approved.

Meeting Adjourned at: 10:46 PM.

This meeting can be viewed in its entirety through the Surry County Government YouTube Channel: [Surry County Government - YouTube](#)

JUNE AGENDA NOTE

Agenda Item: Approval of June 1, 2023 Payables
(Note: Payables are for the month of April 2023)

	<i>FY 21-22</i>	<i>FY 22-23</i>	<i>TOTAL</i>
	PAYABLES	PAYABLES	
General Fund		\$ 412,912.34	\$ 412,912.34
Debt Services	\$ -	\$ -	\$ -
Capital	\$ -	\$ 11,860.00	\$ 11,860.00
Water & Sewer	\$ -	\$ 26,420.96	\$ 26,420.96
CSA	\$ -	\$ 7,816.59	\$ 7,816.59
Economic Dev.	\$ -	\$ -	\$ -
Juror Payments	\$ -	\$ 180.00	\$ 180.00
Total Payables	\$ -	\$ 459,189.89	\$ 459,189.89

Required Action:

~ Approve payables for June 2023 in the amount of
\$ 459,189.89

Maintenance Accomplishments and County Requests**March 1 to May 31, 2023**

We completed 50 of 70 maintenance work orders this past quarter (71% complete).

Residency Direct Line **757-253-5138** / VDOT's Customer Service Center **1-800-FOR-ROAD (1-800-367-7623)**

A few highlights of the accomplishments are:

- Working on sight distance mowing and mowing around guardrail
- Cut at Rte. 10 East (Welcome to Surry Sign)
- Ender pothole patching for past 3 months
- Restore drainage area on Rte. 10 west replacing rip rap.
- Shoulder repair Rte. 10 east, Rte. 617 and Rte. 626.
- Shoulder repair for future guardrail on Rte. 646 and GR has been installed
- Repaired cross pipe and sidewalk in Town of Dendron
- Repaired lateral waterline connection on Rte. 31

Planned Maintenance

- Cross pipe install for Rte. 608 to prevent further damage to roadway
- Shoulder work on Rte. 650 at Ellsie Drive
- Ditching on Rte. 617 (Bacon's Castle Drive)
- Secondary Mowing
- Rte. 610 cross pipe replacement and chip sealing
- Perform road and shoulder repairs on Rte. 607 & Rte. 608

Asphalt paving locations for 2023

Rte. 31 from .12 mls N of Carsley Road to .27 mls N of Faison Street = 1.53 miles

Rte. 40 from .45 mls E of Salisbury Road to Colonial Trail = 2.59 miles

Latex & Cape Seal paving locations for 2023

Rte. 10 from .22 mls E of Martin Luther King Hwy to 1.97 mls E of Swans Point Road = 1.9 miles

Rte. 31 from 1.01 mls N of Holy Bush Road to .54 mls N of Elbron Heights Road = 2.13 miles

Rte. 40 from .07 mls W of Hickory Hill Road to .04 mls E of Carsley Road = 2.83 miles

Rte. 646 from Colonial Trail West to Cabin Point Road = 3.94 miles

Rte. 650 from Colonial Trail East to End State Maintenance = 1.2 miles (Slades)

Rte. 650 from Colonial Trail East to Split @ entrance to Surry Nuclear Power Plant = 5.51 miles

VDOT Projects**23 Primary & Select Secondary Mowing and Litter removal**

Cycle 1 – May 2023

Cycle 2 – June 2023

Cycle 3 – August 2023

Cycle 4 – November 2023

SGR Bridge Replacement – Replace Rte. 40 Bridge over Otterdam Swamp

Replace structurally deficient bridge Fed ID 18185 - SGR CN phase only - Linked to UPC 109254

Advertise – June '23 Award – November '23

Detour Rte. 40 traffic (local detour and truck detour in TMP)

Pipe Lining Project – 6 pipes

Work began Monday 2/13/23 on Holly Bush Rd. between Loafers Oak Rd. and Gilpark Rd. over Branch Cypress Swamp - **Completed**

Smart Scale

SMART18 - Intersection of Colonial Trail East and Route 617 – (UPC 111789) realign the intersection of Route 10 East (Colonial Trail) at Route 617 (Bacon's Castle Trail/White Marsh Rd); install a left-turn lane for eastbound traffic on Rte 10; install a left-turn lane for westbound traffic on Rte 10; install a right turn lane at Bacon's Castle Trail, and slight realignment of Rte 10 to the west of the current location. There are significant cultural resources in the area which must be handled carefully. Preliminary Engineering started in Aug 2019 with Right of Way starting in 2021, Project advertisement in October and Construction start in early 2024. On schedule and budget. Utility relocations underway.

Land Use

# Plan Reviews Processed	Increase (Decrease) over Last Report	# Permits Issued	Increase (Decrease) over Last Report	# Permits Closed	Increase (Decrease) over Last Report
10	2	28	7	5	3

Traffic Engineering

Rte. 650 Passing Zone Review

Rte. 10W Passing Zone Review

Rte. 10W/31 Fatal Crash Review

Rte. 643 Fatal Crash Review

Rte. 10W/31 intersection Safety Study

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Surry County Treasurer's Office

Onike N. Ruffin, Treasurer

Telephone: (757) 294-5206
Fax: (757) 294-5208
Web: www.surrycountyva.gov

45 School Street
Post Office Box 286
Surry, Virginia 23883

May 24, 2023

Surry County Board of Supervisors
Mr. Robert Elliot, Chairman
Post Office Box 65
Surry, VA 23883

Lady and Gentlemen:

Please be advised that we last reported a balance in the Local Government Investment Pool totaling \$19,332,710.35.

Since that report, we received our accrued interest for April 2023 in the amount of \$75,259.76 increasing our balance in LGIP to \$19,407,970.11.

Since our last report, we transferred 1,500,000.00 from the Local Government Investment Pool to the General Fund, bringing the LGIP balance to \$17,907,970.11.

We have the following investments:

		Rate	Days	Matures
LGIP	\$ 17,907,970.11	Variable rate		
EVB CD Plus accrued Int.	\$ 500,000.00	.40%	730	01/28/2024

This gives us a total investment of **\$18,407,970.11.**

Respectfully submitted,

Onike N. Ruffin

Onike N. Ruffin, Treasurer
County of Surry



Franklin, Isle of Wight, Southampton, Surry, and Sussex
www.blackwaterlib.org

Director's Report

April 2023

Central/Systemwide Updates

- 25 trainings completed system-wide in April, including three staff members attending Virginia Library Association Professional Associates Forum conference in Newport News
- Nearly 16,000 library visits in March (+6% YOY)
- Celebrated National Library Week, National Library Volunteers Day, and National Library Workers Day in April



Surry Branch National Library Week Festivities

New Partnership: 1000 Books Before Kindergarten and Bronco Federal Credit Union

Become a member



of the



may present this certificate at Bronco Federal Credit Union
to open a courtesy Buzz Club Savings Account for their completion of the
1000 Books Before Kindergarten Program at Blackwater Regional Library.

Staff Signature _____ Date _____

Federally insured by NCUA; and membership eligibility is required

- Upon Completion of Program, participants will receive a voucher for \$25 starter account in BFCU's Buzz Club Financial Literacy Program
- Idea being to add incentive to our early literacy program and add a early financial literacy component by partnering with a community-minded financial institution

Impact in the Community



Library Booth and
StoryWalk at Franklin
Spring Fest



Partner in rain-
adapted Easter Egg
event at Nike Park
in Carrollton



Village Faire at Bacon's
Castle in Surry

33 Outreach Programs in the Community in April
reaching over 1600 people

City of Franklin

- Popular Youth Programs in-house and out in the community at Spring Fest and StoreHouse StoryTimes.
- Adult programs in-house such as Painted Mason Jars at Craftsy program and out in the community, including Book/Wine Pairings at The Village at Woods Edge.
- Pop-Up Library at Hayden Village Center has been well received by Seniors and the community at-large



Isle of Wight County

- Carrollton Branch hosted a special luncheon for their volunteers, continued to offer fun programs like Chapter Chat Tween Book Club and Spring Break activities for students
- Smithfield hosted their annual “Peeples Choice” contest, hosted public health program on Healthy Aging, and much more.
- Windsor Branch held PAWS to Read programs, an indoor Easter Egg Hunt, and a “Magical” Vegetable Soup program for children.

Between Outreach and In-House programming, 78 programs reaching over 2000 persons were delivered in IOW County in April



Southampton County

- Spring themes of nature and animals populated our popular Little Explorers Story Time themes
- Middle grade and teen programs continued to be strong with Teen Night and Family Movie Night.
- Programs for adults included the “As the Page Turns Book Club”, Wooden Carrot Plaque Craftsy program, and Wellness Series on Being Active and Immunizations.





Surry County

- The Surry library was proud to partner with the Surry Extension Office to present a program with Madagascar Hissing Roaches; all attendees learned a lot and had a good time!
- Library staff represented BRL at the Village Faire at Bacon's Castle to promote services and give away free books to attendees
- Claremont Craftsy Program made fabric bunnies to a strong group of local crafters; while the Surry Craftsy group made Garden Marker Sticks with a wood burner

Sussex County

- Waverly Library's Community Easter Program was a huge success; featuring numerous community sponsors and a popular BRL StoryWalk
- Wakefield Craftsy was a big hit with Painted Flower Door Hangers
- Waverly Friends of the Library group had a very successful "paint night" fundraiser---proceeds will go to support library programs and related needs



SURRY COUNTY BUILDING OFFICIAL'S OFFICE

MONTHLY REPORT

Building Permits Issued for the Month of **APRIL 2023**

Total Permits Issued for Surry County Va.

<u>TYPE</u>	<u>NUMBER</u>	<u>VALUE</u>	<u>FEES</u>
New Construction	1	\$ 190,000.00	\$ 206.61
Manufactured Homes.Doublewide	0	\$ -	\$ -
S-F Dwelling	1	\$ 190,000.00	\$ 206.61
Two Family Dwelling	0	\$ -	\$ -
Singlewide Mobile Homes	0	\$ -	\$ -
Commercial			
Additions/Renovations	4	\$ 50,736.70	\$ 668.10
Garage			
Additions			
Commercial Addition			
Renovations	4	\$ 50,736.70	\$ 668.10
Storage Building/Shed	0	\$ -	\$ -
Electrical	6	\$ 35,085.00	\$ 918.00
Electrical- Commercial	1	\$ 123,344,376.00	\$ 288,782.40
Plumbing	2	\$ 31,800.00	\$ 328.77
Mechanical	6	\$ 70,000.00	\$ 757.86
Demolition	2	\$ 4,050.00	\$ 295.80
<u>TOTAL</u>	21	\$ 123,726,047.70	\$ 291,957.54

INSPECTIONS

Number of inspections performed 55

Plans Reviewed within 10 business Day 100%

Inspections conducted within 24 hrs. 100%

SURRY COUNTY

INSPECTIONS PERFORMED BY DISTRICT

APRIL 2023

DISTRICT	INSPECTIONS
SURRY	17
DENDRON	10
CLAREMONT	7
BACON'S CASTLE	3
Carsley	15
SPRING GROVE	3

INSPECTIONS BY DISTRICT

