

At a regular meeting of the Board of Supervisors, Alleghany County, Virginia held on Tuesday, July 7, 2020 at 7:00 p.m. in the Alleghany County Governmental Complex, Covington, Virginia, thereof:

PRESENT: Stephen A. Bennett, Vice-Chairman  
Shannon P. Cox  
James M. Griffith  
Cletus W. Nicely  
Richard Lee Shull  
M. Joan Vannorsdall

and Jonathan A. Lanford, County Administrator  
Suzanne T. Adcock, Director of Finance  
Jim Guynn, County Attorney  
Melissa A. Munsey, Deputy Clerk to the Board

ABSENT: G. Matt Garten, Chairman

CALL TO ORDER:

The Vice-Chairman called the regular meeting to order. Mrs. Cox gave the invocation and the audience remained standing for the Pledge of Allegiance.

Mr. Bennett stated that this meeting is being held pursuant to and in compliance with ordinance O-20-2 which was adopted on April 3, 2020.

MINUTES:

Hearing no corrections or deletions, the Chairman declared the following minutes approved as submitted: (1) a regular meeting of June 2, 2020; and (2) an adjourned meeting held on June 9, 2020.

PUBLIC HEARING AND APPROVAL - COMMUNITY DEVELOPMENT BLOCK GRANT PROPOSAL FOR THE EMERGENCY SMALL BUSINESS GRANT PROGRAM AND MEMORANDUM OF UNDERSTANDING WITH THE CHAMBER OF COMMERCE:

Public Hearing was held to solicit public input on the proposed Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for the Emergency Small Business Grant Program. The grant is to support urgent needs related to prevention, preparation, and response to Coronavirus, specifically supporting Small Business Recovery Assistance. Expenses include, but are not limited to, PPE and sanitizing; upgrades to physical space to accommodate social distancing; rent or mortgage payments depending on need; and professional and technical services in the form of legal, accounting, education, and financial planning.

The Vice-Chairman announced that this public hearing was advertised in the Virginian Review on Tuesday, June 30, 2020 in accordance with the Code of Virginia. He then called the public hearing to order.

Mr. Lanford stated that this is a Community Development Block Grant (CDBG) through the CARES Act funding and the County, Covington, Clifton Forge, Iron Gate, and the Chamber of Commerce have partnered to apply for an Emergency Small Business Grant Program through the Virginia Department of Housing and Community Development. He commented that a Memorandum of Understanding would be needed with the Chamber of Commerce to serve as the conduit for grants to small businesses. He commented that business eligibility criteria includes:

1. Locally or regionally owned,
2. 20 or fewer employees,
3. Has been impacted by COVID-19,
4. Has not already received federal CARES Act assistance, and
5. Provides local or regional services, including those in the program's areas of emphasis:
  - a. tourism related businesses, nonprofit destination marketing organizations (DMO's),
  - b. accommodations (i.e. hotel, motel, bed and breakfast),
  - c. restaurants/food service, professional services (i.e. banking, legal, design, real estate),
  - d. cultural & educational services,
  - e. arts,
  - f. recreation,
  - g. retail,
  - h. nonprofit/social services,
  - i. Health practitioners, and
  - j. personal care (i.e. beauty/barbershop, nail salon, dry cleaner and more).

He added that the County is applying for up to \$1,600,000 (maximum of \$15,000 for up to 150 businesses) with a two-year window to utilize the funding. He commented that the initial breakdown is that approximately \$500,000 would go to County

businesses, \$500,000 to Covington businesses, \$400,000 to Clifton Forge businesses, \$100,000 to Iron Gate businesses and the remaining balance would be for administration. He mentioned that contract negotiation information is included in the agenda packet. He stated that the amount of funding will be announced soon.

Ms. Vannorsdall asked if anyone that has received CARES funding is ineligible. Mr. Lanford replied that those receiving CARES funding from another source (other than the Payroll Protection Program) are ineligible.

Mr. Bennett asked if all 96 counties would be eligible to receive funding and who would be experienced to oversee the program. Mr. Lanford replied that not all counties qualify and there is someone in the Chamber of Commerce office with experience. He commented that a total of \$6.3 million is available and the County is looking at getting 20% of that amount probably because we are doing the application regionally.

There being no one else who wished to speak, the Vice-Chairman declared the public hearing closed.

On motion of Mr. Nicely, seconded by Mr. Griffith, that the Board waive its policy of not acting on a public hearing on the same night.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Absent

On motion of Mr. Griffith, seconded by Ms. Vannorsdall, that the following resolution be adopted:

BE IT RESOLVED that Alleghany County wishes to apply for \$1,600,000 of Virginia Community Development Block Grant funds for the Emergency Small Business Grant Program.

BE IT FURTHER RESOLVED that Mr. Jonathan A. Lanford, County Administrator, is hereby authorized to sign and submit appropriate documents for the submittal of this Virginia Community Block Grant proposal and to sign a contract with the Department of Housing and Community Development if awarded.

BE IT FINALLY RESOLVED that the Board approves a Memorandum of Understanding with the Alleghany Highlands Chamber of Commerce and Tourism for oversight of the abovementioned grant with the County as the fiscal agent.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Absent

PUBLIC COMMENT (5 MINUTE TIME LIMIT):

No one spoke at this time.

MS. SUSAN HAMMOND, VDOT RESIDENT ENGINEER - VIRGINIA DEPARTMENT OF TRANSPORTATION UPDATE:

Mr. Lanford stated that a report has been received from Ms. Susan Hammond, VDOT Resident Engineer, on the following VDOT activities:

Maintenance

- *The first full round of mowing is complete.*
- *Plant mixed on Rt. 159.*
- *Plant mixed on Rt. 629 Douthat Rd.*

- County-wide tree cleanup from dead and damaged trees.
- Leaf dam and woody debris cleaning in ditches on Rts. 687, 606, 666, 600, 661, 605, 616, and 625.
- Repaired damaged slide areas. Larger damaged slopes along Valley Ridge Road will occur in the next few weeks.
- Repaired roadway damage in Selma.
- Repaired shoulders at mailbox pull-offs.
- Grease and oil spreaders for summer storage.

Construction

- Rt. 696 bridge replacement is on schedule and budget for the project. The contractor recently poured the footing for the large pipe headwall, completed shoring, installed cofferdams, and the old abutments from the Rt. 1308 bridge will be next for demo.

Mr. Lanford asked the Board to contact him or Ms. Hammond with any comments or issues.

APPROVE AMENDMENT TO THE TERM CONTRACT WITH AECOM FOR COVID-19 SAFETY IMPROVEMENT RENOVATIONS:

Mr. Lanford stated that there is information in the agenda packet regarding an amendment to the term contract with AECOM for COVID-19 safety improvement renovations. He mentioned that areas included would be the Circuit Court Clerk's Office, Commonwealth Attorney Office, Victim Witness Office, and Parks and Recreation Office. He commented that services for the space utilization evaluation would be \$18,893. The cost would be paid out of the \$1.3 million in CARES Act funding received by the County would and is an eligible expense.

On motion of Mr. Shull, seconded by Ms. Vannorsdall, that the following resolution be adopted:

BE IT RESOLVED that the Alleghany County Board of Supervisors authorize Mr. Jonathan A. Lanford, County Administrator, to sign Amendment No. 1 to the Term Engineering Contract with AECOM in the amount of \$18,893 for COVID-19 safety improvement renovations.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Absent

DISCUSS REQUEST FOR EXEMPTION OF ALL PERSONAL PROPERTY AND MACHINERY & TOOLS TAX ON FOREST HARVESTING AND SILVICULTURAL EQUIPMENT DUE TO RECENT LEGISLATION:

Mr. Lanford stated that there is a letter in the agenda packet from Mr. Ron Jenkins, Executive Director of the Virginia Loggers Association, with information on a local jurisdiction option to exempt personal property and machinery & tools taxes for forest harvesting and silvicultural equipment beginning July 1, 2020. He commented that the impact would be \$5,100 annually according to Ms. Valerie Bruffey, Commissioner of the Revenue. He mentioned that if the Board wants to proceed with the exemption then a public hearing would be held at the August regular meeting.

After some discussion, the Board agreed to proceed with a public hearing on the exemption. Mr. Bennett did not participate in the discussion as this would impact him.

APPROVE AMENDMENT TO THE COUNTY CLASSIFICATION PAY PLAN (ADD RADIO SYSTEM TECHNICIAN POSITION):

Mr. Lanford stated that one change is being proposed to the County Classification Pay Plan in Pay Group A to add the Radio System Technician position which has been budgeted and will be jointly funded with Covington.

On motion of Ms. Vannorsdall, seconded by Mr. Griffith, that the revisions to the County Classification Pay Plan be adopted as follows to become effective July 1, 2020:

**COUNTY CLASSIFICATION PAY PLAN  
TO BECOME EFFECTIVE JULY 1, 2020**

<b>Pay Group A - Supervisory</b>
<b>Minimum Starting Salary \$13.00</b>
<b>Maximum Starting Salary \$21.50</b>

<b>Pay Group A - Supervisory</b>		
1	Public Works Coordinator	Exempt
1	Recreation Supervisor	Exempt
<b>Minimum Starting Salary \$13.25</b> <b>Maximum Starting Salary \$22.25</b>		
2	County Planner	Exempt
2	Special Projects Coordinator	Exempt
2	Transfer Station Superintendent	Exempt
2	Code Compliance Officer/Maintenance Coordinator	Exempt
<b>Minimum Starting Salary \$14.50</b> <b>Maximum Starting Salary \$23.50</b>		
3	Director of Public Safety	Exempt
<b>Minimum Starting Salary \$16.50</b> <b>Maximum Starting Salary \$29.50</b>		
4	County Engineer	Exempt
4	Director of Parks and Recreation	Exempt
4	Public Works Superintendent	Exempt
4	Accountant	Exempt
4	Radio System Technician	Exempt
<b>Minimum Starting Salary \$22.00</b> <b>Maximum Starting Salary \$47.00</b>		
5	Director of Finance	Exempt
5	Assistant County Administrator	Exempt
5	Director of Public Works	Exempt

<b>Pay Group B - Administrative Clerical</b>		
<b>Minimum Starting Salary \$9.00</b> <b>Maximum Starting Salary \$15.00</b>		
0	PT Temporary Office Assistant	Non-Exempt
0	PT Grant Writer	Non-Exempt
<b>Minimum Starting Salary \$11.00</b> <b>Maximum Starting Salary \$12.50</b>		
1	Assistant Registrar	Non-Exempt
<b>Minimum Starting Salary \$11.00</b> <b>Maximum Starting Salary \$12.80</b>		
2	Office Assistant	Non-Exempt
<b>Minimum Starting Salary \$11.00</b> <b>Maximum Starting Salary \$15.00</b>		
3	Human Resources Technician	Non-Exempt
3	Secretary II	Non-Exempt
3	Purchasing Clerk	Non-Exempt
3	Accounts Payable Clerk	Non-Exempt
3	Utility Billing Clerk	Non-Exempt
3	Administrative Secretary	Non-Exempt
<b>Minimum Starting Salary \$11.00</b> <b>Maximum Starting Salary \$15.20</b>		
4	Recreation Assistant Supervisor	Non-Exempt
4	Administrative Assistant/Deputy Clerk to the Board	Non-Exempt

<b>Pay Group C - Maintenance/Technical</b>		
<b>Minimum Starting Salary \$8.00</b> <b>Maximum Starting Salary \$15.20</b>		
1	PT Maintenance Custodian	Non-Exempt
1	PT Maintenance Assistant	Non-Exempt
1	PT Transfer Station Laborer	Non-Exempt
1	PT or Temporary Laborer	Non-Exempt
1	PT Sanitation Worker I	Non-Exempt
1	PT Van Driver	Non-Exempt
1	PT Code Compliance Officer	Non-Exempt
<b>Minimum Starting Salary \$11.00</b> <b>Maximum Starting Salary \$13.50</b>		
2	Sanitation Worker I	Non-Exempt
2	Laborer	Non-Exempt
2	Maintenance Assistant	Non-Exempt

<b>Pay Group C - Maintenance/Technical</b>		
2	Sanitation Worker II	Non-Exempt
2	Maintenance Custodian	Non-Exempt
2	Parks and Recreation Maintenance Technician	Non-Exempt
<b>Minimum Starting Salary \$11.00 Maximum Starting Salary \$13.75</b>		
3	Transfer Station Operator I	Non-Exempt
3	Wastewater Treatment Plant Operator I	Non-Exempt
3	Maintenance Technician I	Non-Exempt
3	Equipment Operator I	Non-Exempt
3	Utility Maintenance Technician I	Non-Exempt
<b>Minimum Starting Salary \$11.00 Maximum Starting Salary \$14.00</b>		
4	Sanitation Truck Driver	Non-Exempt
4	Transfer Station Operator II	Non-Exempt
4	Wastewater Treatment Plant Operator II	Non-Exempt
4	Maintenance Technician II	Non-Exempt
4	Equipment Operator II	Non-Exempt
4	Utility Maintenance Technician II	Non-Exempt
<b>Minimum Starting Salary \$11.00 Maximum Starting Salary \$15.20</b>		
5	Animal Warden	Non-Exempt
5	Mechanic I	Non-Exempt
5	Building Inspector/Maintenance Worker	Non-Exempt
5	Utilities Construction Supervisor	Non-Exempt
5	Utility Maintenance Technician III	Non-Exempt
5	Meter Reader/Maintenance Technician	Non-Exempt
5	Mechanic II	Non-Exempt
5	Temporary Project Inspector	Non-Exempt
5	Facility Maintenance Supervisor	Non-Exempt
5	Parks and Maintenance Supervisor	Non-Exempt
<b>Minimum Starting Salary \$17.50 Maximum Starting Salary \$21.50</b>		
6	Chief Operator (Wastewater Treatment Plant)	Non-Exempt

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Absent

APPOINTMENT OF MRS. INGRID BARBER TO THE DSLCC BOARD:

On motion of Ms. Vannorsdall, seconded by Mr. Shull, that the following resolution be adopted:

BE IT RESOLVED by the Alleghany County Board of Supervisors that Mrs. Ingrid W. Barber (Clifton Forge East District), 1200 Linden Avenue, Clifton Forge, VA 24422 be appointed to the Dabney S. Lancaster Community College Board for a term of four years retroactive to July 1, 2020 and ending June 30, 2024.

Unanimously adopted by the following roll call vote:

Shannon P. Cox	Yes
James M. Griffith	Yes
Cletus W. Nicely	Yes
Richard Lee Shull	Yes
M. Joan Vannorsdall	Yes
Stephen A. Bennett	Yes
G. Matt Garten	Absent

COUNTY ADMINISTRATOR'S REPORT:

Mr. Lanford gave a report on the following items:

GranFondo and JRST Marathon

The GranFondo was held on June 20<sup>th</sup> and the JRST Marathon was held on June 27<sup>th</sup>. He assisted with the events and had a great experience. Comments were made from participants about how amazing and beautiful our area is. Events bring people to the area and they do come back to visit. He thanked the Chamber of Commerce for putting on these events.

AHEDC Site Development

The AHEDC Board of Directors are helping to identify sites for development and recently toured the top four sites. We have met with the Allegheny Foundation a number of times to help develop a site. He mentioned that Mr. Griffith serves on the AHEDC Board of Directors.

COVID-19 Test Site

Mr. Muterspaugh is working the drive-thru test site at AHS this evening and just messaged that 145 people have been tested as of 7:30 p.m.

BOARD MEMBER COMMENTS (INQUIRIES/REPORTS):

Miscellaneous

Mrs. Cox thanked everyone for coming to the meeting. She commended the Chamber of Commerce and staff on all they do to put on events in this area.

Ms. Vannorsdall commented that she has been taking her dog for a walk at Douthat and recently is seeing more groups of mountain bikers. She mentioned that the funding allocated for Green Pastures is on the chopping block due to COVID-19. She asked all to reach out to legislators to help retain this funding. She stated that she met with the new Clifton Forge Town Manager (Reba Moher) and encouraged all to meet her.

Mr. Bennett commented that the newspaper listed a lot of out-of-state participants at the GranFondo.

School Merger Discussions

Mr. Nicely stated that there is a lot going on in the County and the world and we have no idea on funding. He commented that he does not know what is going on with the school system and School Board as two board members are going to resign and the School Superintendent has already resigned. He stated that he does not feel that talks regarding a school merger are a good thing at this time and feels it is time to walk away for now. He commented that we do not know what our finances are going to look like in the future and even with the merger it will cost a tremendous amount of money that we do not have. He asked the Board to consider passing a resolution to step aside from school merger discussions for now.

Mr. Griffith stated that the plan from the committee needs to be presented and then decide whether or not to move forward. He commented that he hopes July 27<sup>th</sup> will be the final meeting of the committee and they will have something to bring back to everyone to review. He stated that we need to follow through on putting the package together and it is owed to the committee to look at it. He mentioned that a plan needs to be submitted to the Department of Education in September.

Ms. Vannorsdall stated that until we get the report we would not know what to resolve against and she would like to see the report first.

Mr. Bennett asked when the two governing bodies and school boards need to take action. Mr. Lanford replied that all must approve the plan before it goes to Richmond and be in draft form to the Board of Education in September. After a review by the Board of Education, the plan would be submitted to Senator Deeds and Delegate Austin for filing with the General Assembly. He commented that it is going to come down to where the high school will be located. He stated that the reality of the situation is that if we do not start working together we probably do not have to worry about working independently either. He stated that financially the community needs to pool its resources together and make the region successful and that includes the fact that where you went to high school may not be a high school any longer. He commented that everyone needs to be logical and pragmatic about it and make a solid decision, not for the past, but for the future. He mentioned that there is also the \$400,000 allocated from the General Assembly for this process to consider and our area is being looked at as an example

for other school districts to utilize.

Mr. Griffith stated that the location of facilities is a tough decision to make and the plan stops if one governing body does not like it. He asked the Board to look at what the committee submits and then make a decision. He commented that the full report would be public information. He mentioned that there is going to be some cost savings in it, but everybody is going to have to give as there is going to have to be some give and take on both sides.

Mr. Bennett asked if a special call meeting will be needed. Mr. Lanford replied that one will probably be needed after the August 4<sup>th</sup> meeting.

CLOSED MEETING:

On motion of Mrs. Cox, seconded by Ms. Vannorsdall, that the Board go into a Closed Meeting under Code of Virginia Sections 2.2-3711(A)(3) and (5) for the purpose of: (1) disposition of publicly held real property; and (2) Performance Agreement in relation to a prospective business or industry. Unanimously adopted.

On motion of Ms. Vannorsdall, seconded by Mr. Griffith, that the Board come out of the Closed Meeting with the following certification:

CERTIFICATION  
SECTION 2.2-3712

To the best of our knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and (ii) only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the session.

/s/Stephen A. Bennett	Yes
/s/M. Joan Vannorsdall	Yes
/s/Shannon P. Cox	Yes
/s/Cletus W. Nicely	Yes
/s/Richard L. Shull	Yes
/s/James M. Griffith	Yes
G. Matt Garten	Absent

ADJOURNMENT:

On motion of Mrs. Cox, seconded by Ms. Vannorsdall, that the meeting be adjourned at 8:40 p.m. Motion carried.

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Stephen A. Bennett  
Vice-Chairman