

March 9, 2020

The Carroll County Board of Supervisors held their regular monthly meeting on March 9, 2020 in the Board Meeting Room of the Carroll County Governmental Center.

Members Present:

Rex L. Hill  
Dr. Tom Littrell  
Phillip McCraw  
Robbie McCraw  
Tracy Moore  
Joe Webb

Staff Present:

Cellell Dalton, County Administrator  
Steve Durbin, County Attorney  
Crystal Adams

**CALL TO ORDER**

Mr. Webb called the meeting to order.

**CLOSED SESSION – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711**

Supervisor Rex Hill made a motion, seconded by Mr. Robbie McCraw, to enter into Closed Meeting under Section 2.2-3711- A1, A7, A8.

1. Discussion or consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board.

A (7) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

**COME OUT OF CLOSED SESSION**

Mr. Hill made a motion to come out of Closed Session. Mr. Phillip McCraw seconded the motion.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

**CERTIFICATION OF CLOSED SESSION**

Mr. Hill made a motion to certify Closed Session with the following Resolution:

**WHEREAS**, the Carroll County Board of Supervisors convened a Closed Session this date pursuant to an affirmative recorded vote and on the motion to close the meeting in accordance with the Virginia Freedom of Information Act;

**WHEREAS**, Section 2.2-3711(D) of the Code of Virginia requires a certification by the Board of Supervisors that such Closed Session was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED** that the Carroll County Board of Supervisors hereby certifies that, to the best of each member’s knowledge, (I) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the Closed Session to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

Mr. Phillip McCraw seconded the motion.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

**HES LEGO TROOPERS**

A group of 4<sup>th</sup> and 5<sup>th</sup> Grade students from Hillsville Elementary School presented their project to the Board. The students worked on safety for the intersection of Exit 14 where Deputy Curtis Bartlett was killed in the line of duty.

**CITIZENS TIME**

The following citizens spoke on Land Use:  
Bob Webb, Danny Cassell, Olen Gallimore, Travis Bunn, Barbara Edwards, Gary Horton, and Joan Liebrecht.

Mr. Doug Smith spoke regarding the Recreation Department.

**PAYMENT OF INVOICES**

Mr. Robbie McCraw made a motion, seconded by Mr. Phillip McCraw to approve the Invoices as presented.

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Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

#### **MINUTES OF PREVIOUS MEETING**

Mr. Rex Hill made a motion, seconded by Mr. Tracy Moore to pass the minutes from the previous meetings.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

#### **NEW BUSINESS:**

##### ***PUBLIC HEARING – ELECTRONIC SUMMONS***

Mr. Webb opened the Public Hearing at 6:46 p.m.

With no one to speak, the Public Hearing was closed at 6:47 p.m.

Mr. Hill made a motion, seconded by Dr. Littrell to approve the Electronic Summons Ordinance.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

#### ***CONSENT CALENDAR***

Mr. Robbie McCraw made a motion, seconded by Mr. Hill to approve the Consent Calendar as presented.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

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**CLERK OF COURT – GERALD GOAD**

Mr. Gerald Goad gave a brief annual update on the status of his office.

## Carroll County Circuit Court

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**2018 Office Update  
Gerald R. Goad, Clerk**

County of Carroll, Virginia				
Revenue Transmittal				
Circuit Court Clerk's Office				
GL Account #	Description	TR DM#	Totals- All Line Items	Circuit Court Funds Only
3-100-014010-0001	Local Fines 201	FF1	\$ 1,564,895.19	\$ 1,814.50
3-100-012070-0001	County Grantee Tax 213	LRECTX	\$ 146,489.35	\$ 146,489.35
3-100-013030-0005	Transfer Fee 212	PTF	\$ 1,359.71	\$ 1,359.71
3-100-016020-0001	Commonwealth Attorney 203	CHGCA	\$ 5,675.46	\$ 5,675.46
3-998-016020-0001	Sheriff's Fees 206	CKSHER	\$ 7,300.14	\$ 7,300.14
3-100-016010-0008	County Interest 242	CCCI	\$ 6,966.52	\$ 1,364.61
3-210-016000-0001	Law Library 219	CKLAWL	\$ 1,083.00	\$ 1,083.00
3-100-022010-0007	Local Tax on Deeds 220	NGRAN	\$ 46,782.62	\$ 46,782.62
3-100-012070-0002	County Wills 215	NTWILL	\$ 6,302.56	\$ 6,302.56
3-100-016070-0004	Courthouse Maintenance Fund 229	CHGCMF	\$ 1,298.58	\$ 1,298.58
3-100-019020-0014	Restitution 520	RCRCST	\$ -	\$ -
3-100-016050-0002	Blood Test/DNA 233	CHGDNA	\$ 1,094.45	\$ 1,094.45
3-100-016070-0005	Courthouse Security Fund 244	CHGCSF	\$ 2,752.15	\$ 2,752.15
3-100-016050-0003	Jail Admission Fee 234	CHGJAF	\$ 1,649.94	\$ 1,649.94
3-100-016050-0004	Non-consecutive Jail Time 235	CHGNJT	\$ 31.54	\$ 31.54
3-100-016010-0007	Chgs for Court Appt'd Attorney	CCAA	\$ 248.23	\$ 248.23
3-100-016010-0012	Document Reproduction Costs 236	CHGCOP	\$ 7,518.99	\$ 7,518.99
3-100-016010-0011	Court Reporter Fee 227	CHGCRF	\$ -	\$ -
3-100-019020-0032	R/C Circuit Clerk Court Postage 249	RCCCCP	\$ 2,301.82	\$ 2,301.82
			<b>All</b>	<b>Circuit Court Funds</b>
<b>DEPOSIT TOTAL</b>			<b>\$ 1,803,750.25</b>	<b>\$ 235,067.65</b>
			<b>Amount from General District Court &amp; Juvenile &amp; Domestic Relations</b>	<b>\$ 1,568,682.60</b>

CASES	2017	2018
CRIMINAL	1560	1509
CIVIL	519	587
WILLS/ESTATES	414	324
JUDGMENTS	1913	2074
DEEDS RECORDED	3988	4243
FINANCIANCING STATEMENTS	19	21
FICTITIOUS NAMES	56	54
MARRIAGE LICENSES	242	250
NOTARY QUALIFIED	71	72
CONCEALED HANDGUN PERMITS ISSUED	1154	1158
RESTITUTION	667	771
PASSPORTS ISSUED	335	395

## 2018 Accomplishments

- Successful APA Audit for 2017 Financial Records
- Plat Backscan
  - All land records including plats are now digitized and available online
- Marriage License Kiosk
- VJOPS
- VJEFS
- Video Docket System
- Enhanced Network Equipment
- New Video Arraignment System
- New Wills & Estates Office Area
- Infant/Toddler Changing Tables in Restrooms

## OES Technology – Carroll has it all!

- Circuit Case Management System (CCMS)
- Case Imaging System (CIS)
- Officer of the Court Remote Access (OCRA)
- Commonwealth of Virginia Recordation Systems (COVERS)
- Virginia Judiciary Online Payment System (VJOPS)
- Virginia Judiciary E-Filing System (VJEFS)
- Video Docket System (VDS)
- Video Arraignment System (Polycom)
- Marriage License Kiosk
- Records Management Systems (RMS)
- Virginia Jury Management System (VAJURY)

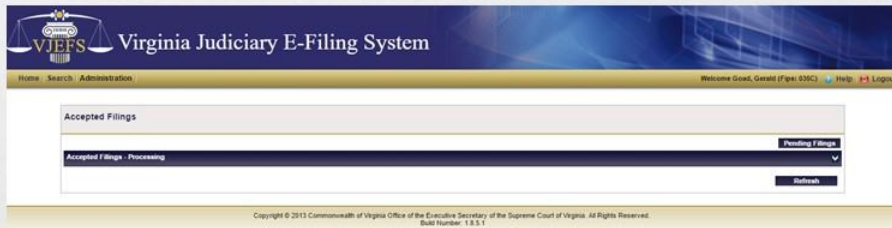
## Virginia Judiciary Online Payment System (VJOPS)

- Allows defendants to pay their fines completely online without having to visit the Clerk's office
- Since July of last year, Carroll Circuit collected over \$26,000 in just VJOPS payments alone!

The screenshot shows the Virginia Judiciary Online Payment System (VJOPS) search interface. At the top, there is a header with the Virginia Judiciary logo and the text "Virginia Judiciary Online Payment System" and "CARROLL COUNTY CIRCUIT COURT". Below the header, the page title is "Circuit Court Payment Name Search". The search form includes three dropdown menus: "Court Level" (set to "Circuit Court"), "Search Type" (set to "Name Search"), and "Court Location" (set to "CARROLL COUNTY CIRCUIT COURT"). Below these are four text input fields: "Last/Business (required)", "First", "Middle", and "Suffix". At the bottom of the form are two buttons: "Reset" and "Search".

## Virginia Judiciary E-Filing System(VJEFS)

- Attorneys now have the ability to file cases electronically
- Once accepted, all parts of the civil file are set up with nothing to do manually on the clerk's side



## Video Docket System

- Provides an active scroll screen in the Court Lobby on each case that is set on the docket.

Name	Case Number	Attorney	Hearing Time	Hearing Type	Status
Bowers, Sharise	CL18001044-00	Pro Se	8:45 am	GARN	
Bowman, Eddie	CL16000125-00	Jones, Phillip W	9:00 am	HEAR	
Bowman, Gary	CL16000125-00	Jones, Phillip W	9:00 am	HEAR	
Easley, Lori	CL18001557-00	Slate, Harold E; II	10:30 am	APTG	
Ford Motor Credit Company LLC	CL18000222-01	Saunders, Sarah M	8:45 am	GARN	
Hunley, Danny W	CL18000222-01	Pro Se	8:45 am	GARN	
Isom-Sizemore, Tiffany Rave	CL10000235-01	Pro Se	9:00 am	SC	
McPeak, Palmer Rakes	CL18001557-00	Compton, Dwight E; II	10:30 am	APTG	
Midland Funding LLC	CL18001044-00	Willis, Guion H; Jr	8:45 am	GARN	
Sizemore, Bruce	CL16000125-00	Compton, Dwight E	9:00 am	HEAR	
Sizemore, Randy Walker	CL10000235-01	Pro Se	9:00 am	SC	
Sizemore, Teresa	CL16000125-00	Compton, Dwight E	9:00 am	HEAR	

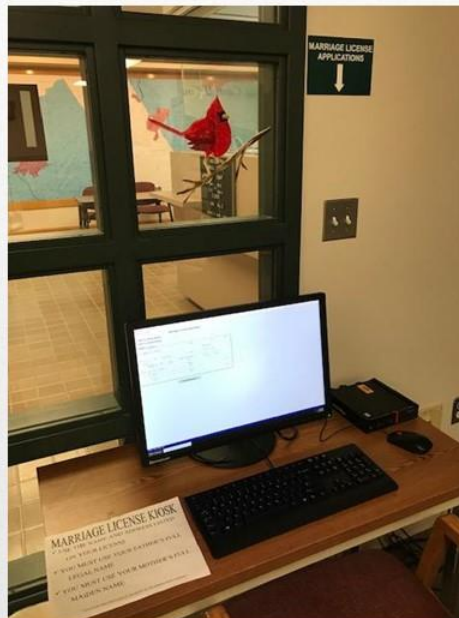
## Network Upgrades provided by OES

- Scheduled enhancements that provide stronger and faster connections and less interruptions and outages.



## Marriage License Kiosk

- Enhances the process time for marriage license applicants with streamlining all information entered





## Archives Room Project Plan

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- Successfully transfer all files into acidic-free boxes (Phase I)
- Scan and successfully index all documents for accurate search and inventory (Phase II)



## Capital Improvement Projects

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- Enhanced Security Button Installation - complete
- Archives Room Downstairs
  - Two HVAC Units Successfully Installed for Climate Control
  - Walls, flooring paint complete
  - Successfully transfer all documents into acid-free document storage boxes – in progress

## Staff Changes

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- The Virginia Compensation Board awarded our office an additional deputy clerk position (Carroll was one of 4 localities) based on staffing standards
- Our part-time position is now funded by the County
- Salary adjustments for staff were made that are now within average with surrounding localities
- All done without a local budget increase

## Library of Virginia Grant Awards

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- Last award consisted of the full preservation of Deed Book 4 (1853-1854), Deed Book 7 (1859-1861), and Deed Book 14 (1880 – 1882)
- Since 2016, Carroll Circuit has received a total of \$41,375 towards document preservation

## Committee Appointments

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- Galax-Carroll Regional Library Board (Local)
- Mount Rogers Community Services Board (Local)
- Library of Virginia Grants Committee (Statewide)
- Served as panel speaker at the very first Joint Technology Conference with OES on COOP Plan

## Thank You!

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### **WOODLAWN SCHOOL**

Mr. Hill made a motion, seconded by Mr. Robbie McCraw to authorize the County Administrator and the Chairman to sign documents needed for the closing of Woodlawn School Project.

Roll call vote was as follows:

AYES:           Rex Hill  
                  Robbie McCraw                   Tom Littrell  
                  Phillip McCraw                   Tracy Moore

NAYS: None

ABSTAIN: Joe Webb

**DEPARTMENT OF TAXATION**

Mr. Hill made a motion, seconded by Dr. Littrell to amend and appropriate \$5631.00 as a rebate to BB&T.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

**CANA RESCUE**

Mr. Dalton stated that we had a request from a citizen whose father had donated land for Cana Rescue. After speaking with Legal Counsel, the citizen will need to move forward with court proceedings to retain the property as the County has no interest in it.

**LAND USE ORDINANCE**

Dr. Tom Littrell, Mr. Rex Hill and Mr. Phillip McCraw made the following statement.

Today's discussion involves the County's Land Use Taxation Ordinance. I currently hold title to real property within the County that is valued in excess of \$5,000 that is or may be subject to Land Use Taxation for Agricultural, Horticultural, Forestry Use or Open Space land. Because of the widespread applicability of these four classifications I am a member of a group of three or more individuals who own property within the County that is or may be eligible for land use taxation. Therefore, in this situation, the exception to the Virginia State and Local Government Conflict of Interests Act, Va. Code Section 2.2-3112 (b)(1) applies to this situation. In compliance with that section, I hereby declare that I am able to participate in this discussion and voting on this topic fairly, objectively and in the public interest

After discussion, Mr. Hill made a motion, seconded by Mr. Robbie McCraw to hold a Public Hearing on Land Use on April 13, 2020 at 6:00 p.m. with the location to be determined.

Roll call vote was as follows:

AYES:	Rex Hill	
	Robbie McCraw	Tom Littrell
	Phillip McCraw	

NAYS:	Joe Webb	Tracy Moore
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**NOISE ORDINANCE**

Mr. Durbin spoke on a noise ordinance. An ordinance is hard to enforce due to needed signage on VDOT right of way. There is a safety factor of truck drivers as well.

**AMEND AGENDA**

Mr. Hill made a motion, seconded by Mr. Robbie McCraw to amend the agenda to include Recreation Commission.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

**RECREATION COMMISSION**

Mr. Larry Collins stated that the Recreation Commission met, and their recommendation is for Baseball/Softball to go back to the Dixie League. The Recreation Commission will be working to gather information on Dixie and get that to parents.

Mr. Dalton suggested that the Board hire two Full Time positions for Recreation.

Mr. Hill made a motion, seconded by Mr. Moore to hire two Full Time positions for Recreation.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

**OLD BUSINESS**

**BOARD MEMBER COMMENTS**

Each Board member made a brief recap of items discussed during the meeting.

**COUNTY ADMINISTRATOR COMMENTS**

Mr. Dalton stated that he is working with the EDA to promote the sale of vacant County owned property. The Recreation Department property has not been discussed. We need to get vacant property back on the tax rolls instead of the County owning it. We will have a 30-year lease to use the Woodlawn Gym and ball fields. This project is to be started soon. We will not have success overnight; it takes between 5 and 10 years to see results.

**ADJOURNMENT**

Mr. Webb made a motion, seconded by Mr. Robbie McCraw to adjourn the meeting.

Roll call vote was as follows:

AYES:	Rex Hill	Joe Webb
	Robbie McCraw	Tom Littrell
	Phillip McCraw	Tracy Moore

NAYS: None

March 9, 2020

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Chairman