

March 8, 2021

The Carroll County Board of Supervisors held a meeting on March 8, 2021 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

Others:

Michael Watson  
Crystal Adams  
Steve Durbin

**CALL TO ORDER**

Dr. Littrell called the meeting to order at 4:30 p.m.

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

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

Roll call vote was as follows:

AYES: Rex Hill Phillip McCraw  
Robbie McCraw Tom Littrell

NAYS: None

ABSENT: Joe Webb Tracy Moore

**COME OUT OF CLOSED SESSION**

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

A (1) Discussion, 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. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

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.

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A (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 Phillip McCraw  
Robbie McCraw Tom Littrell

NAYS: None

ABSTAIN: Tracy Moore

ABSENT: Joe Webb

### **CERTIFICATION OF CLOSED SESSION**

Dr. Littrell certified 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.

Roll call vote was as follows:

AYES: Rex Hill Phillip McCraw  
Robbie McCraw Tom Littrell

NAYS: None

ABSTAIN: Tracy Moore

ABSENT: Joe Webb

Mr. Robbie McCraw lead in invocation and pledge.

### **PUBLIC HEARING – TAX LEVY**

Dr. Littrell opened the Public Hearing at 6:02 p.m. This is not setting the tax levy; it is only numbers that are proposed. The rate cannot go higher, but they could possibly go lower.

Mr. Steve Gregson told he is here as a former 365 day citizen, now just a landowner and now a resident of South Carolina. The concern I have is more about economic development for the future of Carroll County. I feel that we need to be competitive with our sister or brother counties throughout the area if we are going to attract more businesses. I know last year we had a pretty good increase

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upon the rate to meet some of the requirements and budget issues and along with that some pre pandemic issues. I feel that you made a very good decision by going to twice a year collection which helped out the cash flow issue. That was remarkable and that was done by this board here, so I applaud you for that. We need to be competitive with other counties. Wythe county is currently \$0.54 on real estate, Grayson is \$0.58. I know that is pretty low compared to what we have now but they are being affected by the rates that is the after effect of the pandemic of real estate increases. I feel like those are still going to be going on at least this next year as we see a supply and demand factor. People are moving out of the cities and going to all areas to get out of the city. I had a couple questions; on the rate we don't tax airplanes unless they are over \$1 million.

Dr. Littrell responded, that is not correct. Anything under \$1 million is taxed at the regular personal property rate.

Mr. Gregson asked how many airplanes were taxed at that last year.

Dr. Littrell replied, I am not certain but there are 23 planes housed at the airport and they were taxed at the \$2.30. We only tried to reduce the rate on the very high value airplanes to help attract them here.

Mr. Gregson asked what the largest plane we can get in here under a leer aspect. Will our runway meet their requirements?

Dr. Littrell replied, our runway is 4200 feet, and those airplanes can land and take off on that but a lot of times their insurance restricts them to 5000 feet or more.

Mr. Gregson told; I think we need to look at the economic standpoint to bring more revenue into the county. Thank you for the great job you are doing.

Ms. Laura Beth Parnell stated that she is disappointed that more people are not here. I think that is one of my main points tonight. For our home in Carroll County, we are going to be paying about \$200 more than we would have 2 years ago. We probably got off kind of easy on that but the thing that I am concerned about are the people who don't really know how Board meetings work or how to get here. Mr. Gregson and I were speaking prior to the meeting about the difficulty of the appeal process for your reassessment. It is rough on folks, just trying to figure out the math of how much more I owe was rough so I could not imagine if I didn't have the resources to help guide me along the process. It concerns me most about folks who are not sure how to advocate for themselves but will greatly suffer because of the increase. We were told by the gentleman from the firm that did the reassessment that the average residential increase was 13%. If we have a decrease of \$0.04, for most folks that is still an increase and I don't think that is so clear to everyone. For many of our citizens who are right on the poverty line or even not on the poverty line, that is a significant amount of money. I made a video to explain how it would affect them if the rate was set at \$0.69 and there were comments that said that would take meals off the table and take opportunities off the table. I echo Mr. Gregson's sentiments about how that affects us with economic development. We are not at the same place as some of the counties around us are as far as the development of Main Street and beyond. At this rate we put ourselves at even more detriment in my opinion. Finally, as a town citizen who really get hammered with town and county taxes, I would like to know what more I will receive as a citizen as I continue to pay more. I have not heard a thing that I will receive as I pay more, but I do think things have happened that have been detrimental to me. I do not know what the future plan is for our tourism department, but tourism was somewhat eliminated and that is a \$20 billion industry in Virginia. It is important to us as citizens that we have these opportunities of bringing folks in. If we are expected to pay more, we all want to know what more we will receive. Thank you all for listening.

Dr. Littrell closed the Public Hearing at 6:12 p.m.

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## **PAYMENT OF INVOICES**

Mr. Robbie McCraw asked what RECIVAB is on the invoices.

Ms. Adams responded that is ambulance billing.

Mr. Robbie McCraw made a motion, seconded by Mr. Moore to approve the payment of invoices.

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

## **MINUTES**

Mr. Moore made a motion, seconded by Mr. Phillip McCraw to approve the minutes.

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

## **NEW BUSINESS**

### **CONSENT CALENDAR**

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

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

### **EDA FINANCIAL REPORT**

Mr. Watson stated that this is just for information only and we can have the auditors review when the present for the Board.

### **RESOLUTION – FRINGE BENEFITS**

Mr. Hill made a motion, seconded by Mr. Robbie McCraw to deny the resolution for Fringe Benefits.

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Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

### **DELILAH BRADY LEASE**

Mr. Robbie McCraw made a motion, seconded by Mr. Hill to extend the lease for one year with no rent.

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

### **GENEALOGY CLUB LEASE**

Mr. Hill made a motion, seconded by Mr. Robbie McCraw to extend the lease for one year with no rent.

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

### **AMEND BUDGET / EDA**

Mr. Watson explained that this would amend the budget to include payroll and other items for the EDA Executive Director position and allow staff to be able to code. All funds will be reimbursed by the EDA.

Mr. Gregson called point of order. Has this employee already been hired?

Mr. Watson replied yes, but he doesn't receive payroll yet.

Mr. Gregson said that we are doing an MOU for an employee that has already been hired.

Mr. Watson replied, we are allocating funds.

Mr. Hill made a motion, seconded by Mr. Phillip McCraw to amend the budget to include payroll for the EDA Executive Director position as presented.

Mr. Hill told this provides another person and this will help the County Administrator and hopefully it will bring business to the County.

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Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

#### **4<sup>th</sup> QUARTER APPROPRIATIONS**

Mr. Robbie McCraw asked if these appropriations are the ones Bonita was asking for.

Mr. Watson replied no. These allow appropriations to be made for the 4<sup>th</sup> quarter. The other appropriations are, the Board approves a set amount within a budget and line items can be allocated between line items within the same budget by the County Administrator. A lot of times a line item might be blown out and it gives me an opportunity to see where money is going. It shows that a line item might be a little bit under budget.

Mr. Hill asked if we anticipate any additional cost above what was budgeted.

Mr. Watson replied, no hopefully I will get to see you after July 1<sup>st</sup>.

Mr. Hill made a motion, seconded by Mr. Phillip McCraw to approve the 4<sup>th</sup> quarter appropriations.

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

#### **MOU/JOINT EMPLOYMENT**

Mr. Watson explained that the EDA is not set up to do payroll, so they can not hire employees. We will be doing something similar to what we do for others in being the fiscal agent. It will allow the county to hire an individual and the EDA will reimburse us. It is part time so there will be no benefits but will be considered an employee of the County.

Mr. Robbie McCraw asked for clarification, the EDA chose the employee.

Mr. Watson replied, correct.

Mr. Robbie McCraw asked if they have made it public yet.

Ms. Adams stated that the EDA Board approved that at their last meeting.

Mr. Gregson called point of order. What you are discussing now doesn't reflect this document. It says desires to do as if this employee hasn't been hired yet and it also talks about benefits. My concern is the document needs to reflect what I am hearing.

Mr. Durbin stated that the document is flexible enough to address the situation that you have here. It would also apply to a full-time person who was entitled to

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benefits. I think Mr. Gregson is referring to whereas clauses but you can look at the operable portions of the agreement and it lays out how the employee will be hired, supervised, evaluated and paid. This is something that you can approve.

Mr. Hill told that this is similar to what we were looking at for PSA since they are not technically county employees.

Mr. Durbin stated that Mr. Dalton had asked which way it would be better and after discussing with some of the employment law coworkers it was decided the best would be to do a MOU.

Mr. Hill made a motion, seconded by Mr. Robbie McCraw to approve the MOU/Joint Employee Agreement.

Mr. Hill stated in the past we have not had MOU's to address what we are doing and this is trying to fix that.

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

#### **PERSONNEL POLICY UPDATE**

Mr. Watson explained that this clears up some of the personnel policy. It is based on a biweekly pay period and we have started following the state schedule. A lot of the items address that. There were a couple changes as far as carryover with annual leave and holiday time. Departments have asked to move that date and I am recommending we move to the end of the fiscal year. That would be across the board with staff, Sheriff's Office, and other offices. This also allows for us to remove Lee Jackson Day and add Election Day to our holidays. The main idea is just to clean up a few things that we are already doing.

Dr. Littrell stated that all of the changes are listed in red.

Mr. Robbie McCraw made a motion, seconded by Mr. Moore to approve the Personnel Policy updates.

Mr. Hill asked if we should include in the holidays that we get any other day given by the Governor.

Mr. Watson replied, that is already in there.

Mr. Robbie McCraw asked if the only reason we are doing away with Lee Jackson Day is because the state did.

Mr. Watson replied yes.

Roll call vote was as follows:

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

NAYS: None

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ABSENT: Joe Webb

## **RESOLUTION – PAYMENT OF WARRANTS**

Dr. Littrell told this is basically going to give the County Administrator options to pay bill when we are not in session, but we will still have to approve them after the fact. We have had some bills that were past due and we were paying penalties and interest on because we were only meeting at certain times.

Mr. Watson explained that the County Administrator is the Clerk of the Board and that gives some authority to allow the County Administrator to pay warrants, which are bills. Sometimes you will receive a bill and by the time it is vented through there is not a lot of time to pay it. It comes into the office, they approve it and make sure it is correct and then send it to AP and then the Board approves the payment. On occasion you have bill that will be past due. This also provides for the issuance of warrants to be sent to the Board for their oversight and at the next meeting we will go back and approve them.

Mr. Robbie McCraw asked if that was for version two of the resolution.

Mr. Durbin replied it is the most recent one you received. You do have situations where you can't make timely payments because of the invoice cycle. There is authorization in the Code of Virginia as cited in the resolution that basically allows you to define as the Board under what circumstances does the Clerk have the ability to pay warrants. You have carved out the situation where a claim arises and the payment terms of the billing cycle does not permit a timely payment if you delay until the regular board meeting, so it gives the County Administrator the authority to approve those payments, provided that he gives you notification by email and places it on the agenda for ratification.

Mr. Robbie McCraw asked, just as clarification when a department head receives an invoice do they come to the department head or do they come to AP.

Ms. Adams stated typically the department will receive the invoice, approve it and then submit to accounts payable.

Mr. Watson told if a department gets a bill and it takes them a week to vent it and send upstairs, there are times that we get it after the Wednesday prior to the Board meeting then you are 45 days out getting it paid.

Mr. Robbie McCraw asked if there is a particular department that holds up any invoices.

Ms. Adams stated they are typically pretty good. The problem is, if we get one on Wednesday prior to the Board meeting then you have to wait an entire month to get it paid. We have had issues where things have been cut off.

Mr. Hill told; I do think the departments should be held accountable to get those bills in immediately upon receiving them. It should be within the next business day.

Mr. Robbie McCraw made a motion, seconded by Mr. Moore to approve the most recent version of the resolution.

Mr. Durbin stated that we should read this into the minutes since there was a version two.

**Whereas**, the County of Carroll operates as a county board form of government; and,

**Whereas**, the Board of Supervisors of the County of Carroll (the "Board") appoints a County Administrator to be responsible to the board for the proper administration of all affairs of the County which the board has authority to control; and,

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**Whereas**, the County Administrator serves as the Clerk of the Board for the County of Carroll with all the powers, authority and duties vested in the county clerk under general law; and,

**Whereas**, the County Administrator is designated the purchasing agent for the County of Carroll; and,

**Whereas**, the County Administrator may sign and issue orders or warrants under such conditions as the governing body may prescribe, in accordance with Section 15.2-407 of the Code of Virginia, 1950, as amended; and,

**Whereas**, the Board has prescribed that the County Administrator may receive, audit, sign, and issue orders or warrants which will be examined and countersigned by the chairman or vice chairman; and,

**Whereas**, the Board has been advised that certain contracts and other purchases approved by the Board require payment schedules which do not always coincide with Board meetings, resulting in occasions where the County is unable to make payment in a timely manner, in accordance with the vendor's billing cycle or the approved contract; and,

**Whereas**, the Board wishes to establish a procedure, in accordance with Virginia Code Section 15.2-407 (G), whereby the County Administrator, as Clerk of the Board, may audit, approve and pay with his warrant such claims which would not be timely paid if approval were delayed to a regularly-scheduled Board meeting, provided that the County administrator notify the Board members at the time of such payment, and further provided that the payment be added to the agenda of the monthly Board meetings for ratification and approval.

**Now, therefore, be it resolved**, that Michael Watson, as County Administrator, is hereby authorized to pay any claims against the County when (i) such claim arises from a contract or other purchase approved by the Board; and (ii) the payment terms or billing cycle of such contract or purchase does not permit timely payment if approval thereof were delayed until a regular Board meeting; and,

**Be it further resolved**, that upon approving payment in accordance with the power granted herein, the County Administrator shall notify the Board via email of the claim and shall cause the payment to be placed on the agenda at the next Board meeting for review and ratification by the Board; and

**Be it further resolved**, that the County Administrator is authorized to approve regular payroll for County employees in accordance with the County's regular payroll schedule; and,

**Be it further resolved**, that the County Administrator shall continue to include all payments approved by him in the Board's monthly agenda packets for review, audit and ratification by the Board of Supervisors.

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

## **OPEN POSITIONS**

Dr. Littrell stated that the County Administrator is requesting the Board to lift the hiring freeze and to allow him to fill positions that are currently in the budget.

Mr. Watson told we are trying to get Recreation started and we need to fill that positions, part time parks workers, grounds maintenance. There are several positions that we have not filled.

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Mr. Moore made a motion, seconded by Mr. Robbie McCraw to lift the hiring freeze and allow the County Administrator to fill positions that are currently budgeted.

Mr. Robbie McCraw stated that I would like for us to be kept in the loop.

Mr. Moore told I think we should lift it because we have hired people over the last year.

Mr. Watson replied, I can send an email when we put a person in a position. Also, you receive in your package each month the changes in personnel.

Mr. Robbie McCraw told we have always asked if it is a department head for us to be looped in on the process completely on that and I would greatly appreciate that to continue.

Mr. Moore asked if Rec will be intertwined with Tourism.

Mr. Watson replied, as of right now we have a position that exists in personnel. She is currently working in the Commissioner of Revenues office, however, she has been given additional duties. She will be transforming into Recreation and Tourism. I am a firm believer that Recreation and Tourism are intertwined. She is working with Dixie League and we are hoping to have baseball and softball this upcoming season and she is coordinating while we are still looking for a Recreation Coordinator. She is also working on a Tourism project involved with mapping trout streams. I have confidence that we will be moving forward and I think it is time to.

Mr. Hill told Recreation takes a lot of part time people. It will take a little bit to get going.

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

#### **PUBLIC HEARING AUTHORIZATION – CIGARETTE TAX BOARD**

Mr. Durbin explained that this is to advertise an ordinance that would form a Cigarette Tax Board. This would be a regional tax board that would administer any cigarette taxes. We are just looking to advertise for the Public Hearing to form the Board.

Mr. Robbie McCraw made a motion, seconded by Mr. Hill to approve holding a Public Hearing at the April meeting on an ordinance to establish a Cigarette Tax Board.

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

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## **HEALTH DEPARTMENT AGREEMENT**

Mr. Hill made a motion, seconded by Mr. Moore to approve the Health Department Agreement.

Roll call vote was as follows:

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

NAYS:           None

ABSENT:        Joe Webb

## **OLD BUSINESS**

### **COMMITTEE APPOINTMENTS**

Mr. Moore made a motion, seconded by Mr. Robbie McCraw to table the Committee Appointments until next month.

Roll call vote was as follows:

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

NAYS:           None

ABSENT:        Joe Webb

### **BOARD MEMBER COMMENTS**

Mr. Phillip McCraw thanked everyone for coming out tonight. Also, thank the Board and staff for all they do.

Mr. Hill thanked everyone for coming out and speaking. I thank the County employees for all the work they do in keeping us prepared.

Mr. Robbie McCraw thanked everyone. The primary and secondary roads in the county are horrible. We are paying an additional tax on our gas for I77 and I would love to hear from VDOT to see if they are going to put some money into repairing the roads. There are lots of potholes on high traffic roads. They are like that everywhere.

Mr. Moore thanked the employees for their hard work. Get your kids signed up for Dixie. Thank everyone for coming out tonight. On the tax levy, when will the tax tickets go out?

Mr. Watson responded they should go in June.

Mr. Moore stated I thought that was why we had a public hearing to set the levy so they can get those done.

Mr. Watson responded; we will set it at the next meeting. It is just a matter of changing the levy on the tax ticket.

Mr. Hill told we will need another budget meeting to compare expenditures and revenues so we can see where the levy needs to be.

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Dr. Littrell thanked Mr. Moore for filling in last month. Thank everyone for coming out to speak. We also gave the option to call in because we can only have so many in the room. I thank the staff and I think Mike has fit right into his job.

### **COUNTY ADMINISTRATOR COMMENTS**

Mr. Watson stated that we want to kick off recreation, we are going to do everything we can to make it a good year. There is a lot of work that needs to be done and hopefully this will be a good growing year. I have been blessed, I have a really good staff and a really good board. I have no complaints and I am just glad to be here.

### **ADJOURNMENT**

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

Roll call vote was as follows:

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

NAYS: None

ABSENT: Joe Webb

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Chairman