

**ADMINISTRATOR REPORT**  
**May 28, 2020**

**TO:** The Campbell County Board of Supervisors  
**FROM:** Frank J. Rogers, County Administrator  
**RE:** June 2, 2020 Board of Supervisors Meeting

**6:00 PM** - Call to Order and Pledge of Allegiance by Chairman Watts  
Moment of Silence

**1. APPROVAL OF MINUTES**

[BUDGET WORKSHOP – APRIL 14, 2020](#)

[BUDGET WORKSHOP – APRIL 16, 2020](#)

[REGULAR MEETING – MAY 5, 2020](#)

[WORK SESSION & BUDGET ADOPTION – MAY 12, 2020](#)

**2. APPEARANCES**

a. [RECOGNITION OF STAFF FOR COVID-19 EFFORTS](#)

Staff would like to recognize Barbie Alleman and Stacey Meyer for sewing reusable masks for County employees, retirees, and citizens in order to safely continue daily routines.

**3. ADMINISTRATOR’S ITEMS**

Calvin Massie, Commissioner of the Revenue

a. [PERSONAL PROPERTY TAX EXEMPTION FOR CERTAIN DISABLED VETERANS](#)

Title 58.1-3506, paragraph A (19) of the Code of Virginia establishes as a separate category for taxation of one motor vehicle owned by certain disabled military veterans. Specifically, the enabling statute reads as follows:

“A. The items of property set forth below are each declared to be a separate class of property and shall constitute a classification for local taxation separate from other classifications of tangible personal property provided in this chapter:”

“(19) One motor vehicle owned and regularly used by a veteran who has either lost, or lost the use of, one or both legs, or an arm or a hand, or who is blind or who is permanently and totally disabled as certified by the Department of Veterans Services. In order to qualify, the veteran shall provide a written statement to the commissioner of revenue or other assessing officer from the Department of Veterans Services that the veteran has been so designated or classified by the Department of Veterans Services as to meet the requirements of this section, and that his disability

is service-connected. For purposes of this section, a person is blind if he meets the provisions of § [46.2-100](#)”

Title 58.1-3506, paragraph A (19) does not extend a personal property tax exemption to the surviving spouse of a disabled veteran as does 58.1-3219.5 (B), that provides a real estate tax exemption to the surviving spouse of a deceased disabled veteran. The personal property tax exemption provided by 58.1-3506 is not construed to include an exemption of the vehicle license fee. Title 46.2-739, paragraph (b) sets forth the criteria by which a disabled veteran and a surviving spouse can qualify for an exemption from the local vehicle license fee and that statute reads as follows:

“(b) One motor vehicle, owned, and used personally by any veteran who holds a current state motor vehicle registration card establishing that he has received a disabled veteran's exemption from the Department of Motor Vehicles, and has been issued a disabled veteran's motor vehicle license plate, as prescribed in VA. CODE ANN. §46.2-739 (Repl. Vol. 2017), or one motor vehicle owned and used personally by the un-remarried surviving spouse of such disabled veteran shall be exempt from the payment of the license fee levied and imposed by this article.”

It is not clear within 46.2-739 (b) if a surviving spouse of a qualifying disabled veteran must maintain the motor vehicle license plate issued by the Department of Motor Vehicles or not in order to qualify for the exemption that was granted to the deceased veteran.

The amount of 2020 personal property tax attributed to the current number of disabled veterans that qualify for the county’s real estate tax exemption is approximately \$26,000. Additional applicants who may qualify by virtue of a loss of leg, arm, or a hand or who is blind is currently unknown. However, the number is not likely to be material enough to affect the Board’s decision.

**RECOMMENDATION: Staff recommends the Board of Supervisors declare that the class of personal property as described in 58.1-3506 (A)(19) to be a separate class of personal property that shall constitute a classification for local taxation separate from other classifications of tangible personal property and to be taxed at a rate lower than the prevailing general personal property tax rate. Although there is no current statutory provision to exempt this class of personal property from taxation, should it be the Board’s desire to produce a \$0.00 tax levy on such property, a sufficiently low tax rate could be adopted that would in essence produce a \$0.00 tax levy when rounded until such time as an exemption is provided by either the Code of Virginia or the Constitution of Virginia.**

Kristin B. Wright, Staff Attorney

b. [CODE UPDATE – PERMISSION TO ADVERTISE](#)

Semi-annually the Board of Supervisors updates the Code of Campbell County with mandated changes that result from action of the General Assembly and discretionary changes that are initiated by either the Board or staff during the year.

Some of the proposed amendments to the County Code for the regular spring update are mandated changes to mirror state law changes that will be effective July 1. Others are discretionary changes requested by the Board or staff or are minor amendments clarifying certain aspects of the Code. Staff will review the summaries for the semi-annual update at the Board meeting. The amended text for all chapters is available electronically with a paper copy available in the County Administrator’s Office. The summary of all changes is attached to this memorandum.

Attachment: [Real Estate Tax Relief for the Elderly](#)

**RECOMMENDATION: Staff recommends the advertisement of a public hearing to update the Campbell County Code for the July 21, 2020 Board of Supervisors meeting.**

Mike Davidson, Director of Economic Development

c. [SONNY MERRYMAN INCENTIVES](#)

Sonny Merryman, Inc. has been in business in Campbell County for over 50 years and currently has 125 employees. The company is starting to sell electric school buses which requires the construction of charging stations. The project will include running electrical power underground across Wards Road, grading and installing underground infrastructure improvements on the parcel, and the purchase of the charging stations. In total the project cost is estimated to be \$211,000.00.

Sonny Merryman has never received incentives on any of their previous projects. Due to that, in addition to being a long-time Campbell County business, staff requested the Board consider a variance from the County's existing incentive policy. The Board agreed by consensus in closed session to offer Sonny Merryman, Inc. an amount equal to 10% of their total capital investment not to exceed \$25,000. A Performance Agreement will be required and the disbursement of incentive funding will be implemented in no more than two payments.

**RECOMMENDATION: Staff recommends the Board approve the incentive offer to Sonny Merryman, Inc. of 10% of their total capital investment for the project not to exceed \$25,000.00. Staff also requests the Board authorize the County Administrator to sign any and all agreements necessary to make this project happen, as well as approve the attached Supplemental Appropriation.**

Clifton M. Tweedy, Deputy County Administrator

d. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See memorandum
- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

**RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.**

4. [CONSENT AGENDA](#)

a. [APPROPRIATIONS](#)

Attached is an appropriation listing for the Board's consideration.

b. [COUNTY ATTORNEY INVOICE](#)

Attached is an invoice for \$14,005.45 from the county attorney for services provided from April 22, 2020 through May 19, 2020.

**Services**

General Representation:	\$4,992.00
Real Estate Tax Collection:	\$4,368.00
Personal Property Tax Collection:	\$234.00
Miscellaneous Matters:	\$175.50

**Expenses Paid**

Real Estate Tax Collection:	\$4,223.75
Personal Property Tax Collection:	\$12.20

c. [PURCHASING HANDBOOK UPDATE](#)

The Virginia Public Procurement Act governs the purchase of goods and services by governmental entities. Each public body should provide information to help departments understand some of the procurement procedures as they relate to County policies.

The County's purchasing handbook includes such items as an explanation on the purpose of the requisition and how it is completed, the processing of purchase orders, and what should occur when products are received. County policy sections on how to make a purchase using the County Purchasing Card (Pcard) and the procedures for reporting an accident involving a fleet vehicle are also included. The County's purchasing handbook was last updated in 2013.

The Purchasing section of the Management Services Department has been working on a minimal update of the [purchasing handbook](#), and has proposed updating some of the verbiage to bring the handbook up to current standards that take place between the Purchasing Department and County Policy.

**RECOMMENDATIONS: Staff recommends the Board:**

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$14,005.45;**
- c. Review the proposed update to the purchasing handbook and following discussion, implement the recommended policy with any changes requested by the Board. Changes would go into effect July 1, 2020.**

**5. APPOINTMENTS**

Attached for your review is a [list of appointments](#).

**6. MATTERS FROM THE BOARD**

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

7. **CLOSED MEETING** - None

7:00 P.M.

8. **PUBLIC HEARINGS**

Kristin B. Wright, Staff Attorney

a. **CCUSA EASEMENT REQUEST**

CCUSA has requested an underground easement approximately 20 feet by 30 feet at the northern edge of Timbrook Park near the Leesville Road right-of-way, just east of the intersection of Leesville Road and Buxton Drive in the Sunburst Election District. Public Works Director Clif Tweedy received this request and has conferred with staff and representatives of CCUSA.

Virginia Code 15.2-1800 requires a public hearing whenever the County grants a utility easement. Attached is the [public notice](#) that appeared in the Lynchburg News & Advance, and the [proposed easement with map](#).

**RECOMMENDATION:** Staff recommends that the Board hold a public hearing on this matter and if satisfied, authorize the County Administrator to execute documents granting CCUSA the easement.

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9. **AGENCY MINUTES AND REPORTS**

- a. [Library Board](#) March 16, 2020
- b. [School Board](#) February 10, 2020
- c. [School Board](#) March 9, 2020
- d. [School Board](#) March 23, 2020
- e. [Social Services Board](#) April 15, 2020

10. **INFORMATIONAL ITEMS**

- a. [Expenditure Revenue Summary](#) April 2020
- b. [Treasurer’s Report](#) April 2020
- c. [Unassigned Fund Balance](#) April 2020

**BOARD OF SUPERVISORS MEETING SCHEDULE**

Revised 5/20/20

**Tuesday, June 2<sup>nd</sup> –**

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, June 16<sup>th</sup> –

- 6:00 PM – Board work session – topic TBD

**Tuesday, July 21<sup>st</sup> –**

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

**Tuesday, August 4<sup>th</sup> –**

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, August 11<sup>th</sup> –

5:00 PM – EMSAC – Public Safety Conference Room (Cline, Moore)

6:00 PM – FAC

Monday, August 17<sup>th</sup> –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (Hogg, Shockley)

Tuesday, August 18<sup>th</sup> –

6:00 PM – Board work session – topic TBD

**Tuesday, September 1<sup>st</sup> –**

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, September 15<sup>th</sup> –

6:00 PM – Board work session – topic TBD

**Tuesday, October 6<sup>th</sup> –**

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, October 20<sup>th</sup> –

6:00 PM – Board work session – topic TBD

**Tuesday, November 3<sup>rd</sup> –**

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, November 10<sup>th</sup> –

5:00 PM – EMSAC – Public Safety Conference Room (Cline, Moore)

6:00 PM – FAC

Monday, November 16<sup>th</sup> –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (Hogg, Shockley)

Tuesday, November 17<sup>th</sup> –

6:00 PM – Board work session – topic TBD

**Tuesday, December 1<sup>st</sup> –**

6:00 PM – Regular Administrative Meeting

7:00 PM – Public Hearings