

At a meeting of the Cumberland County Board of Supervisors held at 7:00 p.m. on the 11<sup>th</sup> day of January 2022, at the Cumberland County Circuit Courtroom:

Present: Brian Stanley, District 1, Chairman  
Ron Tavernier, District 2  
Eurika Tyree, District 3, Vice-Chairman  
Gene Brooks, District 4  
Robert Saunders, Jr., District 5  
Jennifer Crews, Finance Director/Interim  
County Administrator  
Kemper Beasley, County Attorney  
Tiana Branch, Deputy Clerk  
Stephany Johnson, Zoning Administrator

Absent: None

**1. Call to Order**

The Chairman called the meeting to order at 7:00 p.m.

**2. Roll Call of Members**

Tiana Branch, Deputy Clerk, called the roll.

**3. Welcome and Pledge of Allegiance**

The Pledge of Allegiance was led by the Chairman.

**4. Election of Chairman**

Interim County Administrator, Jennifer Crews, opened the floor for nominations for the position of Chairman.

On a motion by Supervisor Brooks, seconded by Supervisor Saunders, and carried by the following vote, the Board appointed Supervisor Stanley to remain Chairman of the Board for 2022:

Vote: Mr. Stanley – abstain Mr. Tavernier – abstain  
Mrs. Tyree – aye Mr. Brooks – aye  
Mr. Saunders – aye

**5. Election of Vice-Chairman**

Chairman Stanley opened the floor for nominations for the position of Vice-Chairman.

On a motion by Supervisor Saunders, seconded by Supervisor Brooks, and carried by the following vote, the Board appointed Supervisor Tyree to remain Vice-Chairman of the Board for 2022:

Vote: Mr. Stanley – aye Mr. Tavernier – abstain  
Mrs. Tyree – abstain Mr. Brooks – aye  
Mr. Saunders – aye

**6. Approval of Agenda**

On a motion by Supervisor Tyree, seconded by Supervisor Tavernier and carried unanimously, the Board approved the agenda as amended.

Vote: Mr. Stanley – aye Mr. Tavernier – aye  
Mrs. Tyree – aye Mr. Brooks – aye  
Mr. Saunders – aye

**7. Organizational & Administrative Matters**

a. Review and approve By-laws

On a motion by Supervisor Tavernier, and seconded by Supervisor Tyree, the Board approved the Board’s By-laws:

**CUMBERLAND COUNTY, VIRGINIA  
BOARD OF SUPERVISORS  
Adopted January 11, 2022**

## **Statement of Intent and Purpose**

The intent of these By-laws of the Cumberland County, Virginia Board of Supervisors is as follows:

- (1). To establish ways and means by which the Board of Supervisors as the governing body of Cumberland County, Virginia shall conduct itself in the performance of its duties and responsibilities;
- (2). To establish certain procedures to be followed by the Board of Supervisors as individual members and as a governing body, and by appointed officials and employees of the Board of Supervisors, to help ensure legality, fairness and consistency in the conduct of governance of Cumberland County; and
- (3). To establish certain rules and guidelines considered vital to the conduct of the Cumberland County government and the proper functioning of its elected and appointed officials, employees, agencies, departments, organizations; and the promotion and protection of the interests of the citizens of the county.

To these ends these By-laws are so adopted.

Vote:	Mr. Stanley – aye	Mr. Tavernier – aye
	Mrs. Tyree – aye	Mr. Brooks – aye
	Mr. Saunders – aye	

- b. Review and approve Code of Ethics and Standards of Conduct

On a motion by Supervisor Tyree, and seconded by Supervisor Brooks, the Board approved the Board's By-laws:

**CODE OF ETHICS AND STANDARDS OF CONDUCT**  
**FOR MEMBERS OF**  
**THE CUMBERLAND COUNTY BOARD OF SUPERVISORS**

*Adopted January 11, 2022*

**CODE OF ETHICS**

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Cumberland County Board of Supervisors will adhere to the following Code of Ethics.

- 1.) Uphold the Constitution, laws and regulations of the United States and all governments therein and never knowingly be a part of their evasion.
- 2.) Put loyalty to the highest moral principles and to the county as a whole above loyalty to individuals, district, or particular groups.
- 3.) Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
- 4.) Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
- 5.) Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, Country of origin or disability.
- 6.) Avoid adopting policies, supporting programs, or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, Country of origin, or disability
- 7.) Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges, to any one whether for remuneration or not. A member should never accept for himself or family members, favors or

benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

- 8.) Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word which can be binding on a public duty.
- 9.) Engage in no business with the County Government, or the school system either directly or indirectly, which is inconsistent with the conscientious performance of government duties except as may be consistent with the conflict-of-interest statutes in the Code of Virginia.
- 10.) Never use any information gained in confidentiality in the performance of governmental duties as a means of making private profit.
- 11.) Expose through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
- 12.) Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with the sensitive personnel, legal matters, contractual matters by the Code of Virginia.
- 13.) Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues, citizens or personnel, impugning their integrity, or vilifying their personal beliefs.
- 14.) Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
- 15.) Review these principles orally and in public session at the annual organizational meeting each year.

- 16.) Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

### **STANDARDS OF CONDUCT**

Recognizing that persons holding a position of public trust are under constant observation by the media and interested county residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every current and future member of the Board of Supervisors will adhere to the following Standards of Conduct:

- 1.) Avoid during public meetings and during the performance of public duties the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens, or personnel.
- 2.) Pay all taxes due to the County, State, or National Government.
- 3.) Avoid a private lifestyle that causes public doubt upon the integrity and competence of the County Government.
- 4.) Make a conscientious effort to be well prepared for each meeting.
- 5.) Recognizing the dignity of each individual, the Board shall attempt to avoid offering public criticism of colleagues or County employees.
- 6.) Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.

- 7.) Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.
- 8.) Be tolerant. Allow citizens, employees or colleague's sufficient opportunity to present their views.
- 9.) Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel, or colleagues.
- 10.) Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.
- 11.) Provide appropriate mechanisms for disciplining members who violate the code of ethics and standards of conduct by using, as a final measure of discipline, censure or removal from the position.
- 12.) Board members will follow the procedure of communicating directly with the County Administrator and/or the Chairman of the Board on all County matters.

### **CITIZENS AND MEDIA CONTACTS**

- 1.) In responding to questions, from the media or citizens, Board members should:
  - a.) Remind the listener that they are not speaking for the entire Board;
  - b.) Clarify their position on a particular item;





- Continue implementing technology infrastructure – including wireless hot spots
- Identify and seek to develop needed senior programs
- Build a greater presence with the general assembly
- Encourage volunteer recognition/reward program
- Establish parks & recreation areas including playground equipment
- Conduct retreats - improve working relationships
- Help with school budget without increasing tax burden
- Expand satellite SVCC campus
- Conduct periodic reviews with surrounding communities
- Encourage Longwood University expansion into Cumberland
- Identify and approve rural preservation/agricultural areas
- Leverage High Bridge trail for economic development
- Seek out grants for expanding the water and sewer system
- Seek to accomplish goals without increasing tax burden on citizens or County indebtedness

Vote:           Mr. Stanley – aye                           Mr. Tavernier – aye  
                   Mrs. Tyree – aye                           Mr. Brooks – aye  
                   Mr. Saunders – aye

e.     Approval of 2022 Proposed Meeting Schedule

On a motion by Supervisor Brooks, and seconded by Supervisor Tyree, the Board approved the 2022 Board meeting schedule:

Cumberland County Board of Supervisors

2022 Meeting Schedule

Second Tuesday of each month at 6:00 p.m.,

Circuit Courtroom of the Cumberland Courthouse unless otherwise noted

January 11, 2022

February 08, 2022

\*February 15, 2022

\*February 17, 2022

March 08, 2022

\*\*April 05, 2022

April 12, 2022

May 10, 2022

June 14, 2022

July 12, 2022

August 09, 2022

September 13, 2022

October 11, 2022

\*\*\*November 15, 2022

December 13, 2022

January 10, 2023

\*Budget Workshops held in the Administration Conference Room

\*\*Budget Public Hearing

\*\*\*Denotes an Alternate Meeting Date

Vote:           Mr. Stanley – aye                           Mr. Tavernier – aye  
                  Mrs. Tyree – aye                         Mr. Brooks – aye  
                  Mr. Saunders – aye

**8. State and Local Departments/Agencies**

a. Cumberland County Public Schools

Dr. Jones gave the following update to the Board:

- CuCPS staff adopted 45 Angel Trees to help provide Christmas Gifts for children
- This week we are celebrating VA Principals Week

- JROTC Cadets participated in Wreaths Across America at Trinity Memorial Gardens in December
- Two high school band students earned spots in the VBODA All-District Symphonic Honor Band; a well-deserved high honor for both students
- Seven CuCPS students placed in the Piedmont Soil and Water Art Contest
- We had a successful holiday basketball tournament for both our boys and girls' teams—both made it to the championship games
- The Department of the Army awarded Sgt. Major Tigs with a Certificate for Patriotic Civilian Service
- Emily Overstreet, our elementary art teacher, was featured in the Longwood University Alumni Magazine
- Our chorus went caroling around campus the day winter break began—nice way to begin the holiday season
- Cumberland Woman's Club treated our custodial, school nutrition, and transportation team with a holiday treat prior to break
- Our elementary students designed the float that won first place at the Cumberland Christmas Parade for the CuCPS Foundation
- We are actively recruiting for vacant positions across the division
- Thank you to Bryan Saxtan and team for clearing our parking lots and sidewalks during the recent winter weather
- Thank you to Jennifer Crews for all she has done as the Interim County Administrator and we look forward to working with Mr. Stamey

b. VDOT

Assistant Residency Engineer, Steven Snell, provided the Board with the following updates:

- Crews have been working lately on the road impact after the recent winter storms. There are three contracted crews and one full time VDOT crew working overtime to get the roads cleaned up. It is expected to take about two weeks before the job can be completed.

Supervisor Tavernier expressed his appreciation for work done by crew members.

Supervisor Tyree asked about the availability and responsibility of the trees that have been cut down and are still on the side of the road for citizens. Mr. Snell answered that any trees that VDOT cut will be handled by VDOT but if a citizen cut the trees, they will be responsible for the disposal.

c. Cumberland Public Library

Mrs. Lisa Davis, Librarian, provided the Board with the following report:

- The library is still open on a regular schedule with few restrictions and an average attendance of about 30 people per day.
- Small groups are meeting in the public meeting room again, although some are cancelling upcoming meetings due to the current high transmission rates of Covid-19.
- This is a good time to mention that, during business hours, the library is distributing at home rapid-response Covid-19 test kits. The tests, which must be used within two weeks, do require an online proctor to take the test. Other requirements include an email account to set up a user account; Internet access; a device that is Internet-enabled with a front-facing camera, microphone and speakers; and a photo ID. The library cannot be used for testing, but wireless Internet is available in the parking lots. Staff is not trained to answer any questions or to help with the testing. There is a limit of one test per person.
- I will be reapplying for the grant to cover 1/3 of the cost of replacing the four remaining heat pumps. The deadline is in March. In the meantime, we did replace the blower in one of the units and another with issues is now set for emergency heat to come on if the temperature in the library drops below 60 degrees. It needs a part that is no longer manufactured due to the change in coolant formulas.
- Just want to remind you that our annual basket and gift item raffle, known as Sweets in the Stacks, will be held on Saturday, April 30, 2022, from 4 to 6 PM. Items are already being brought in and will be put on display this week with raffle tickets available at that time.

- I will be setting up in-person/Zoom classes for the community calendar program in order to get the various entities set up and active. I will be reaching out to get the names of individuals who will be responsible for each group's calendar entries.
- Parents will soon be able to sign up their children for the Dolly Parton Imagination Library through a link that will be posted on our website. Registrations are limited to areas served by the Cumberland County School System for children from birth to five years of age.
- We are holding a 2022 Reading Challenge using Beanstack with around 50 book categories for patrons to choose from. Reading may be recorded using the app on your phone or computer or patrons may bring the book titles and authors to the library for help by staff in entering the information
- We will be holding a computer basics class in January, a class on saving money using coupons and discounts in February, and a four-week Financial Management class in March. Dates for these classes and any library closures can be found on the colored sheets in the back.
- I did find out today that AARP will NOT be doing the free tax preparation this year.
  - Please don't forget that:
    - Rep. Good's field director is here on the first Tuesday from 9-12 PM.
    - A knitting group meets every Wednesday from 1 to 3 PM. All levels are welcome - beginner thru experienced. In addition to for knitting, you can also get help for crocheting.

d. Cumberland Fire and EMS

Fire and EMS Chief, Tom Perry, provided the Board with the following update:

- Crew members worked hard during the tough time of the snow storm and county power outages as they responded to a large number of calls.

- Thank you to Betty Weaver and New Life Church for opening up their doors for the community during the power outages.
- Rescue Squad opened their doors to the public later in the week after being out of power as well.
- VDEM has supplied the squad with boxes of face mask.
- As we prepare for the next winter storm, citizens are asked to be careful when using space heaters.

Supervisor Stanley inquired the effect that the State of Emergency order the governor recently declared would have on the county. He also asked about the power outage at the Cartersville Fire Dept. Chief Perry explained that an emergency generator had not been purchased for the new building yet. He recommended partnership with Chief Shores to get one along with county assistance. Stanley supported his recommendation.

e. Julie Phillips, Commissioner of the Revenue

Commissioner of the Revenue, Julie Phillips, presented the Board with a presentation to inform them of consideration to make changes to the current method of valuation for Personal Property taxes. Phillips plans include changing the valuation method from Clean Trade-In to Average Trade-In.

**9. Public Hearing Notices/Set Public Hearings**

N/A

**10. Public Hearings**

a. CA 21-15 Fees

Acting Building Official, Casey Littlefield, presented a review of the proposed code amendment.

With no citizens signed up to speak, the Chairman closed the Public Hearing.

On a motion by Supervisor Tavernier and seconded by Supervisor Saunders, and carried unanimously, the Board approved CA 21-15 Fees:

Vote: Mr. Stanley – aye                      Mr. Tavernier – aye  
Mrs. Tyree – aye                         Mr. Brooks – aye  
Mr. Saunders – aye

## **11. County Administrator Report**

- a. Consent Agenda
  - 1) Approval of Bills for December 2021
  - 2) Approval of Minutes – December 14, 2021 and December 27, 2021

On a motion by Supervisor Tyree, seconded by Supervisor Tavernier and carried unanimously, the Board approved the consent agenda as presented:

Vote: Mr. Stanley – aye                      Mr. Tavernier – aye  
Mrs. Tyree – aye                         Mr. Brooks – aye  
Mr. Saunders – aye

- b. Emergency Services Contract

Interim County Administrator, Jennifer Crews, provided the Board with an update to the Emergency Services Solutions, Inc. current contract in regards to their increase in hourly rate. There was no action required on behalf of the Board.

## **12. Finance Director's Report**

- a. Monthly budget Report:

There was no discussion regarding this item.

b. Appropriation for Cumberland County Public Schools

On a motion by Supervisor Tavernier, seconded by Supervisor Tyree, and carried unanimously, the Board approved the appropriation of grant funds to the Cumberland County Public Schools:

Vote:           Mr. Stanley – aye                               Mr. Tavernier – aye  
                  Mrs. Tyree – aye                            Mr. Brooks – aye  
                  Mr. Saunders – aye

c. Appropriation for Treasurer’s Office

On a motion by Supervisor Tyree, seconded by Supervisor Tavernier, and carried unanimously, the Board approved the appropriation of Treasurer’s Office:

Vote:           Mr. Stanley – aye                               Mr. Tavernier – aye  
                  Mrs. Tyree – aye                            Mr. Brooks – aye  
                  Mr. Saunders – aye

**13. Planning Director’s Report**

a. Planning Director’s Report

There was no discussion regarding this item

b. Set Public Hearings for February 8, 2022

- i. REZ 21-02 Spring River Farm, LLC
- ii. CA 21-11 Accessory structures in business and industrial zones
- iii. CA 21-12 Solar Facility Ordinance Amendment
- iv. CA 21-13 Zoning Permit Expiration
- v. CA 21-14 Conditional Use Permit Expiration

On a motion by Supervisor Brooks, seconded by Supervisor Saunders, and carried unanimously, the Board set a public hearing for Tuesday, February 8, 2022:

Vote: Mr. Stanley – aye                      Mr. Tavernier – aye  
Mrs. Tyree – aye                         Mr. Brooks – aye  
Mr. Saunders – aye

**14. County Attorney's Report**

N/A

**15. Old Business**

N/A

**16. New Business**

N/A

**17. Public Comments**

N/A

**18. Board Member Comments**

N/A

**19. Additional Information**

- a) Treasurer's Report
- b) DMV Report
- c) Monthly Business License Report
- d) Monthly Building Inspections Report
- e) Commonwealth Regional Council Report
- f) Cumberland Extension Office Monthly Newsletter – N/A
- g) Approved Planning Commission meeting minutes – N/A
- h) Approved EDA meeting minutes – N/A
- i) Approved BZA minutes – N/A

**20. Adjourn -**

On a motion by Supervisor Tavernier and seconded by Supervisor Tyree, the Board adjourned the meeting until the next meeting of the Board to be held at 6:00 p.m. on February 08, 2022 in the Circuit Court Room located at 17 Courthouse Circle, Cumberland, Virginia.

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Brian Stanley, Chairman

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Jennifer Crews, Interim County Administrator