

# County of Dinwiddie Board of Supervisors

## MINUTES

### Organizational Meeting – January 3, 2017, 7:00 PM

Board Meeting Room, Pamplin Administration Building  
14016 Boydton Plank Road, Dinwiddie, Virginia

#### Supervisors Present:

Harrison A. Moody  
Dr. Mark E. Moore  
William D. Chavis  
Daniel D. Lee Election District 4  
Brenda Ebron-Bonner

Election District 1  
Election District 2  
Election District 3  
Tyler Southall, *County Attorney*  
Election District 5

#### Administration Present:

W. Kevin Massengill, *County Administrator*  
Anne Howerton, *Deputy County Administrator,*  
*Finance and General Services*

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#### 1. ROLL CALL

#### 2. INVOCATION

#### 3. PLEDGE OF ALLEGIANCE

#### 4. AMENDMENTS TO AGENDA

*Upon motion of Dr. Moore, seconded by Mr. Chavis,*

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the agenda was adopted as amended.

AYES: Dr. Moore, Mr. Chavis, Mr. Lee, Mr. Moody, Ms. Ebron-Bonner  
NAYS: None

#### 5. ORGANIZATIONAL MEETING

##### A. CHAIRMAN NOMINATIONS AND APPOINTMENT

Before the nominations began, Mr. Massengill, County Administrator, presented a plaque to Ms. Ebron-Bonner in recognition of her dedication as Chair of the Board for calendar year 2016. He thanked her for her service and she thanked everyone for their support.

Mr. Massengill opened the floor for nominations for the position of Chairman for the calendar year 2017.

Mr. Moody was nominated by Dr. Moore for the position of Chairman.

There were no other nominations brought forth.

*Upon motion of Dr. Moore, seconded by Mr. Chavis, the nomination period for Chairman was closed.*

AYES: Dr. Moore, Mr. Chavis, Mr. Lee, Ms. Ebron-Bonner  
NAYS: None  
ABSTAIN: Mr. Moody

*Upon motion of Dr. Moore, seconded by Mr. Chavis,*

BE IT RESOLVED, by the Board of Supervisors of Dinwiddie County, Virginia, that Mr. Harrison A. Moody shall be appointed as the Chair of the Board of Supervisors of Dinwiddie County, Virginia for the year 2017, or until he resigns, is unable to hold office, or until a successor assumes office.

AYES: Dr. Moore, Mr. Chavis, Mr. Lee, Ms. Ebron-Bonner  
NAYS: None  
ABSTAIN: Mr. Moody

##### B. VICE CHAIRMAN NOMINATIONS AND APPOINTMENT

Mr. Massengill, County Administrator opened the floor for nominations for the position of Vice-Chairman for the calendar year 2017.

Dr. Moore was nominated by Mr. Chavis for the position of Vice-Chairman.

There were no other nominations brought forth.

*Upon motion of Mr. Chavis, seconded by Mr. Lee, the nomination period for Vice-Chairman was closed.*

AYES: Mr. Moody, Mr. Chavis, Mr. Lee, Ms. Ebron-Bonner  
NAYS: None  
ABSTAIN: Dr. Moore

Upon motion of Mr. Chavis, seconded by Mr. Lee,

BE IT RESOLVED, by the Board of Supervisors of Dinwiddie County, Virginia, that Dr. Mark E. Moore shall be appointed as the Vice-Chairman of the Board of Supervisors of Dinwiddie County, Virginia for the year 2017, or until he resigns, is unable to hold office, or until a successor assumes office.

AYES: Mr. Moody, Mr. Chavis, Mr. Lee, Ms. Ebron-Bonner  
 NAYS: None  
 ABSTAIN: Dr. Moore

**C. ADOPTION OF THE BOARD MEETING SCHEDULE**



**COUNTY OF  
DINWIDDIE**

**BOARD OF  
SUPERVISORS**

**2017**

**SCHEDULE OF  
PUBLIC MEETINGS**

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*Unless otherwise noticed:*

MEETING WORKSHOPS, shown in **YELLOW**, are held on the **FIRST TUESDAY** of every month at **6:00 PM**

**LOCATION:**  
 MULTIPURPOSE MEETING ROOM  
 Pamplin Administration Building  
 14016 Boydton Plank Road  
 Dinwiddie, Virginia 23841

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REGULAR MEETINGS, shown in **RED**, are held on the **THIRD TUESDAY** of every month at **3:00 PM**, with **PUBLIC HEARINGS** beginning at **7:00 PM**

**LOCATION:**  
 BOARD MEETING ROOM  
 Pamplin Administration Building  
 14016 Boydton Plank Road  
 Dinwiddie, Virginia 23841

If a regular or advertised meeting is canceled due to weather or other conditions, it shall be continued for 7 days to the same time and place.

Mailing address:  
 P. O. Drawer 70  
 Dinwiddie, Virginia 23841

Telephone: (804) 469-4500

Note:  
 The ORGANIZATIONAL MEETING for 2018 will be held on January 2, 2018 at 7:00 p.m.

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Upon motion of Dr. Moore, seconded by Mr. Chavis,

WHEREAS, the Board of Supervisors of Dinwiddie County, Virginia is required by State Law to organize at the first meeting in January,

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia, that the following rules shall apply for the year 2017:

1. Regular Meetings of the Board shall be held on the third Tuesday of each month, as shown on the attached 2017 calendar.
2. Regular Meetings shall take place in the Board Meeting Room in the Pamplin Administration Building, 14016 Boydton Plank Road, Dinwiddie, Virginia unless otherwise noted. The Regular Meeting time shall be 3:00 p.m. unless otherwise noted with Public Hearings beginning at 7:00 p.m. unless otherwise noted.
3. Workshop Meetings of the Board shall be held on the first Tuesday of each month, as shown on the attached 2017 calendar.
4. Should it be necessary to cancel a regular and/or a noticed Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued for seven (7) days to the same time and place.

AYES: Ms. Ebron-Bonner, Mr. Chavis, Mr. Lee, Dr. Moore, Mr. Moody

NAYS: None

**D. ADOPTION OF THE FY 2017 BUDGET CALENDAR**

**Dinwiddie County  
FY 2018  
Proposed Budget Calendar**

November 7, 2016	Department Manager & CIP Committee Meeting: FY 2017 CIP Update & FY 2018-2022 Work Session
December 6, 2016	Board of Supervisors Work Session: FY 2017 Budget & CIP Update
December 12, 2016	Department Manager Meeting: Overview of FY 2018 Budget Packets
January 3, 2017	Board of Supervisors Budget Calendar Approval
January 12, 2017	Departments and Outside Agencies Budget Requests Due to Administration
January/February 2017	Administration Review of Expenditure Requests and Development of Revenue Projections
January 23-27, 2017	Department Request Reviews with Administration & Managers
February 7, 2017	Board of Supervisors Work Session: Operational Expenditures
February 21, 2017	Board of Supervisors Work Session: Tax Rates/Budget/CIP
March 7, 2017	Board of Supervisors Work Session: Revenues & Tax Rates
March 14, 2017	Joint Board of Supervisors/School Board Work Session
March 21, 2017	Board of Supervisors Tax Rate Worksession and Health Insurance Resolution
March 23, 2017	Complete Tax Rates Advertisement
March 26 & 29, April 2, 2017	Run Advertisements for Tax Rates Public Hearing
April 4, 2017	Board of Supervisors Work Session: CIP and Tax Rates Public Hearing and Resolution Adoption
April 6, 2017	Complete Budget/CIP Advertisement
April 9, 12, & 16, 2017	Run Advertisements for Budget/CIP Public Hearing
April 18, 2017	Public Hearing for Budget/CIP
May 2, 2017	Adoption of Budget/CIP Resolutions

*Upon motion of Mr. Chavis, seconded by Ms. Ebron-Bonner,*

The above proposed budget calendar for fiscal year 2018 was approved as presented.

AYES: Ms. Ebron-Bonner, Mr. Chavis, Mr. Lee, Dr. Moore, Mr. Moody  
NAYS: None

**E. REVIEW BOARD OF SUPERVISORS BYLAWS/CODE OF ETHICS**

Mr. Southall, County Attorney, stated that the current bylaws were amended in 2006, however if the Board would like to make any changes, it is his duty to assist them in that process. The Board did not suggest any changes at this time. Section 14 of the Code of Ethics requires that the Code of Ethics be reviewed orally and in public session at the annual organizational meeting. Mr. Southall read orally the Code of Ethics below.

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 Dinwiddie County Board of Supervisors should adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a part to their evasion.
2. Put loyalty to the highest moral principles and to the County as a whole above loyalty to individuals, districts, 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, and country of origin or handicapping condition.
6. Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances, which might be construed by reasonable persons as influencing the performance of Board of Supervisors duties.
7. 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 public duty.
8. Engage in no business with the county government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of Board of Supervisors duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.
9. Never use any information gained confidentially in the performance of Board of Supervisors duties as a means of making private profit.
10. Expose, through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
11. 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 or contractual matters as provided by the Code of Virginia.
12. Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues or citizens, impugning their integrity or vilifying their personal beliefs.
13. 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.
14. Review orally and in public session, at the annual organizational meeting, each of these principles.
15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust."

## 6. **ADJOURNMENT**

*Upon motion of Mr. Chavis, seconded by Ms. Ebron-Bonner, the meeting was adjourned at 7:22 PM.*

AYES: Ms. Ebron-Bonner, Mr. Chavis, Mr. Lee, Dr. Moore, Mr. Moody  
 NAYS: None

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Harrison A. Moody  
 Chair

ATTEST: \_\_\_\_\_  
 W. Kevin Massengill  
 County Administrator  
 Clerk to the Board

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