

# County of Dinwiddie Board of Supervisors

## MINUTES

Organizational Meeting – January 4, 2022, 7:00 PM

Board Room, Dinwiddie Government Center  
14010 Boydton Plank Road, Dinwiddie, Virginia

### Supervisors Present:

Brenda Ebron-Bonner, *Chair*  
Dr. Mark E. Moore  
William D. Chavis  
Daniel D. Lee

Election District 5  
Election District 2  
Election District 3  
Election District 4

### Administration Present:

W. Kevin Massengill, *County Administrator*  
Tyler Southall, *County Attorney*

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#### 1. ROLL CALL

Mr. Massengill stated that Mr. Moody would be absent from the meeting.

#### 2. INVOCATION

#### 3. PLEDGE OF ALLEGIANCE

#### 4. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

Upon a motion by Dr. Moore and seconded by Mr. Lee, the agenda was approved as presented.

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

NAYS: None

ABSENT: Mr. Moody

#### 5. ORGANIZATIONAL MEETING

Before the nomination process began, Mr. Massengill presented Mrs. Ebron-Bonner with a plaque in appreciation of her hard work and dedication as Chair for calendar year 2021. He also thanked Mrs. Ebron-Bonner for how she handled the challenges of this year with such grace. Difficulties such as unemployment, business closings, virtual schooling, Webex Board meetings and distribution of COVID 19 (CARES) funding monies all due to an unforeseen Global Pandemic for a second year.

Mrs. Ebron-Bonner said it was a very tough year and thanked the Board for their support.

##### **A. CHAIRMAN NOMINATIONS AND APPOINTMENT**

Mr. Massengill stated that it is understood among Board members that the Chairman's position rotates every year. He stated that following the order of districts, it would be Mr. Harrison Moody's turn to be appointed as the Chairperson of the Board of Supervisors of Dinwiddie County, Virginia for the year 2022, or until he resigns, is unable to hold office, or until a successor assumes office.

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

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

NAYS: None

ABSENT: Mr. Moody

##### **B. VICE CHAIR NOMINATIONS AND APPOINTMENT**

Mr. Massengill stated that the same would occur for the Vice Chair position. He said that Dr. Mark Moore would be appointed as the Vice Chairman of the Board of Supervisors of Dinwiddie County, Virginia for the year 2022, or until he resigns, is unable to hold office, or until a successor assumes office.

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

AYES: Mr. Lee, Mr. Chavis, Mrs. Ebron-Bonner

NAYS: None

ABSTAIN: Dr. Moore

ABSENT: Mr. Moody

C. ADOPTION OF BOARD MEETING SCHEDULE

JANUARY						
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COUNTY OF  
DINWIDDIE  
BOARD OF  
SUPERVISORS  
**2022**  
SCHEDULE OF  
PUBLIC MEETINGS

Unless otherwise noticed:  
WORKSHOP MEETINGS, shown in BLUE, are held on the FIRST TUESDAY of every month at 4:00 PM

LOCATION:  
TRAINING ROOM  
Dinwiddie Government Center  
14010 Boydton Plank Road  
Dinwiddie, Virginia 23841

&  
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  
Dinwiddie Government Center  
14010 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 2023 will be held on January 3, 2023 at 7:00 p.m.

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

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 2022:

1. Regular Meetings of the Board shall be held on the third Tuesday of each month, as shown on the attached 2022 calendar.
2. Regular Meetings shall take place in the Board Meeting Room in the Dinwiddie Government Center, 14010 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 2022 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.

The regular meeting dates are as follows:

- January 18, 2022
- February 15, 2022
- March 15, 2022
- April 19, 2022
- May 17, 2022
- June 21, 2022
- July 19, 2022
- August 16, 2022
- September 20, 2022
- October 18, 2022
- November 15, 2022
- December 20, 2022

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

NAYS: None

ABSENT: Mr. Moody

**D. ADOPTION OF FY 2023 BUDGET CALENDAR**

**Dinwiddie County  
FY 2023  
Proposed Budget Calendar**

December 13	Department Manager Meeting: Overview of FY 2023 Budget Packets
January 4	Board of Supervisors Budget Calendar Approval
January 7	Departments and Outside Agencies Budget Requests Due to Administration
January-March	Administration Review of Expenditure Requests and Development of Revenue Projections
January-April	CIP Committee FY 2023-2032 Work Sessions
February 1	Board of Supervisors Advance – tentative date
February 7-11	Department Request Reviews with Administration & Managers
February 15	Board of Supervisors Operating Budget Work Session
March 8	Joint Board of Supervisors/School Board Budget Work Session
March 9-11	Board of Supervisors Operating Budget Work Session
March 15	Board of Supervisors Regular Meeting: Tax Rates for Advertisement, Health Insurance Resolution
March 17	Complete Tax Rates Advertisement
March 20 & 27	Run Tax Rates Advertisement
March 29	Tax Rates Public Hearing and Resolution Adoption
April 5	Board of Supervisors Budget Work Session: Operational Expenditures/CIP
April 6	Planning Commission: CIP Review
April 7	Complete Budget/CIP Advertisement
April 10 & 17	Run Advertisements for Tax Rates and Budget/CIP Public Hearing
April 19	Public Hearing for Budget/CIP
May 3	Adoption of Budget/CIP Resolutions

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

The proposed budget calendar for fiscal year 2023 was approved as presented.

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

NAYS: None  
ABSENT: Mr. Moody

#### **E. Review of the Board of Supervisors Bylaws/Code of Ethics**

Tyler Southall, County Attorney stated that if the Board desired for there to be any changes to the Bylaws, he could do so. As the Board had no changes, Mr. Southall read the Code of Ethics as follows:

##### **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, country of origin or handicapping condition. Avoid adopting policies, supporting programs or engaging in activities that discriminate against or offend individuals because 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 sensitive 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. Lee, seconded by Mr. Chavis, the meeting was adjourned at 7:17 PM.*

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

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Harrison Moody  
Chair

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

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