

**Board of Supervisors Meeting**  
**February 9, 2017**  
**5:00 P.M.**

**NORTHUMBERLAND COUNTY, VA**

The meeting was convened for the regular monthly meeting of the Northumberland County Board of Supervisors that was held at Northumberland Courts Building, on Thursday, February 9, 2017.

Present:        Ronald L. Jett - Chairman  
                  Richard F. Haynie – Vice-Chairman  
                  Joseph Self, Sr. - Supervisor  
                  Thomas H. Tomlin - Supervisor  
                  James M. Long - Supervisor

W. Leslie Kilduff, Jr. – County Attorney  
Luttrell Tadlock – County Administrator

**RE: INVOCATION**

Rev. Barbara Cain, Abiding Faith Baptist Church led the invocation.

**RE: PLEDGE OF ALLEGIANCE**

County Administrator Tadlock led in the Pledge of Allegiance.

**RE: APPROVAL OF MINUTES FOR JANUARY 12, 2017**

Upon motion by Richard F. Haynie duly seconded by A. Joseph Self, Sr., the Board voted to approve the minutes from the January 12, 2017. The vote on the motion is as follows.

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

**RE: APPROVAL OF AGENDA**

Upon motion by Richard F. Haynie duly seconded by A. Joseph Self Sr., the Board voted to approve the agenda for today’s meeting with the following changes:

- 1) The representatives from Virginia Department of Transportation are unable to attend.
- 2) Dr. Crowther from Rappahannock Community College is unable to attend.
- 3) Mr. Paul Lee from Robinson, Farmer and Cox is unable to attend.
- 4) The Public Hearing request for Paul M. Gyskewixz, owner, for an after the fact Exception to the Bay Act for a 16’ x 24’ deck has been tabled until the March 9<sup>th</sup> meeting.

The vote on the motion is as follows.

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie – AYE
Thomas H. Tomlin – AYE	

## **RE: DR. HOLLY WARGO, ACTING SUPERINTENDENT OF SCHOOLS**

Dr. Wargo brought Mr. Bob Gilbert from the Information Technology department in our school system today to talk about the phone system.

Dr. Wargo then went over preliminary budget dates with the Board. She stated that she plans to have a work session on February 27<sup>th</sup> at 5 p.m. and March 6<sup>th</sup> also at 5 p.m. They plan to present the budget to the Board of Supervisors on March 21<sup>st</sup>. She stated that the budget does include some capital improvements including a storage unit, HVAC units, Honeywell Maintenance and a roof at NES.

She also informed the board that the finance department is continuing to go through and reconcile monthly and meeting. She said Ms. Mason and Ms. Kirby have gotten through July and August of last year.

In other school news, Dr. Wargo said they are focusing on students and noted that Ms. Trinity Bea has been accepted in the United States Military Academy in West Point. Middle School students have just returned from the Junior Beta competition. Students along with NAPS have started a program to help those on Tangier Island. She also noted that spring sports are starting.

## **RE: MR. STUART MCKENZIE – YEAR END REPORT**

Mr. McKenzie presented the Year End Report for 2016. The complete report can be found in the board papers.

During the past year, the Northumberland County Planning Commission held six (6) regular meetings. Items considered by the Commission during 2016 are as follows:

Amendments Considered:

There were no amendments considered during 2016

Rezoning:

There were no rezoning requests during 2016.

Other Public Hearings:

There were no other public hearings during 2016.

Other Considerations:

The Commission completed the process of revising the 2006 Comprehensive Plan in October 2016 and the revised Plan was sent to the Board of Supervisors who adopted the revised Comprehensive Plan on November 10, 2016.

### **BOARD REQUESTS**

The Board of Supervisors, Board of Zoning Appeals and the Wetlands Board considered a combined total of 96 requests during the 2016 calendar year. <b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	
<b>Boathouse Requests- Board of Supervisors</b>	2	1	1	0	1
<b>Chesapeake Bay Act Variances</b>	4	3	2	4	2
<b>Conditional Use Permits</b>	28	16	11	9	16
<b>Rezoning Requests</b>	0	0	0	0	0

**RE: BUILDING PERMIT REPORT**

Month of January 2017	2017	2016
Total construction cost for the month	\$ 1,530,098.00	\$ 1,616,614.46
Total Bldg. Permit Cost for Month	\$ 2,620.51	\$ 2,678.04
Total Zoning Permit Cost for the Month	\$ 1,310.00	\$ 890.00
Total Levy Fee for the Month	\$ 52.40	\$ 53.56
<b>Total Construction cost year to date</b>	<b>\$ 1,530,098.00</b>	<b>\$ 1,616,614.46</b>

**RE: APPOINTMENTS NEEDED**

Mr. Tadlock reminded the Board that an appointment is needed for a representative on the Community Services Board and the CPMT Board.

**RE: ALBERT PENLEY- BOARD OF ZONING APPEALS SENT TO JUDGE**

Upon motion by Thomas H. Tomlin, duly seconded by A. Joseph Self, Sr., the board voted to send Mr. Penley recommendation to be re-appointed to the Board of Zoning Appeals to Judge McKenney.

The vote on the motion is as follows.

Ronald L. Jett – AYE  
James M. Long – AYE  
Thomas H. Tomlin – AYE  
A. Joseph Self, Sr. - AYE  
Richard F. Haynie - AYE

**RE: NORTHERN NECK TOURISM APPOINTMENT, THERESA LAMBERT**

Upon motion by A. Joseph Self, Sr., duly seconded by James M. Long, the board voted to appoint Ms. Theresa Lambert as the County’s representation on the Northern Neck Tourism Board. The board also appointed Rev. Linwood Blizzard as the alternate on the same board.

The vote on the motion is as follows.

Ronald L. Jett – AYE  
James M. Long – AYE  
Thomas H. Tomlin – AYE  
A. Joseph Self, Sr. - AYE  
Richard F. Haynie - AYE

**RE: ANIMAL SHELTER APPROPRIATION**

Upon motion by Richard F. Haynie, duly seconded by James M. Long, the board voted to appropriate \$4,432.50 to line item 10-3501-1004 for funds received from animal shelter yard sale to cover additional funds to animal shelter employees.

The vote on the motion is as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

**RE: APPROPRIATION, SHERIFF OFFICE (GAMES)**

Upon motion by A. Joseph Self, Sr., duly seconded by James M. Long, the board voted to appropriate the following:

\$ 525.00 from 10-273 to line item 3102-1006 (security athletic events).

\$ 568.75 from 10-273 to line item 3102-1006 (security athletic events).

The vote on the motion is as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

**RE: ADVERTISE PUBLIC HEARING FOR NEXT MONTH – POLLING PLACE CHANGE (DISTRICT III) FROM LIBRARY TO LIGHT OF CHRIST ANGELICAN CHURCH**

County Administrator Tadlock informed the Board that he had received a letter from the Electoral Board requesting a polling place change in the District III area. The change would be from the Northumberland County Public Library to the Light of Christ Anglican Church. The change would be helpful with the parking issues they currently have and will serve a larger crowd. The board decided to advertise the public hearing for next month.

**RE: PURCHASE AGENCY AUTHORIZED (HGAC)**

County Administrator Tadlock presented another purchasing agency to the Board of Supervisors. He said that this one is similar to the state agency we purchase from now. Mr. Tadlock stated that he needed authorization from the Board to make application.

Upon motion by A. Joseph Self, Sr., duly seconded by James M. Long, the board voted to authorize the County to move forward in utilizing HGAC Buy.

The vote on the motion is as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

**RE: SALT WATER RECREATION FISHING FUND GRANT FOR LODGE CREEK**

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the board voted to move forward with applying for the grant to dredge Lodge Creek and to adopt the following resolution. The total cost for the project is estimated at \$40,000 and the amount of this grant is \$30,000.00.

The vote on the motion is as follows:

Ronald L. Jett – AYE  
A. Joseph Self, Sr. – AYE  
James M. Long – AYE

Thomas H. Tomlin – AYE  
Richard F. Haynie – AYE

**RE: RESOLUTION – SUPPORT OF MONIES FROM VIRGINIA SALTWATER FISHING TOURNAMENT TO STAY IN GOVERNORS BUDGET**

Upon motion by Thomas H. Tomlin, duly seconded by A. Joseph Self, Sr., the board voted to adopt the following resolution:

**RESOLUTION**

WHEREAS, on February 9, 2017 the Northumberland County Board of Supervisors discussed the proposed Governor’s Budget which includes removing monies for the Virginia Saltwater Fishing Tournament; and,

WHEREAS, the recreational fishing license fees are intended to support programs such as the Virginia Saltwater Fishing Tournament; and,

WHEREAS, recreational fishing and the Virginia Saltwater Fishing Tournament have a significant economic impact not only on Northumberland County, but that of Virginia as well;

NOW, THEREFORE, BE IT RESOLVED, that the Northumberland County Board of Supervisors requests that funding for the Virginia Saltwater Fishing Tournament remains in place.

BE IT FURTHER RESOLVED THAT, this resolution be sent to all members of the Virginia House of Delegates and Senate.

**RE: SEPTIC ISSUES AT OLD COURTHOUSE**

Mr. Tadlock informed the Board of the ongoing septic issues at the Old Courthouse. He said he has been in contact with Capital City Services to scope the line out and he is hoping to get this fixed in the coming weeks.

**RE: BOARD COMMENT PERIOD**

Supervisor Long asked if any progress had been made to the old EVB Building. Mr. Tadlock responded saying this is one of the items that will be discussed during the closed meeting.

The board members asked for a representative from Metrocast to come to a meeting to discuss the high costs of hook up's in the area.

**RE: CHECK REGISTER**

Upon motion by James M. Long, duly seconded by Richard F. Haynie the board voted to approve the check register.

The vote on the motion is as follows:

Ronald L. Jett – AYE  
A. Joseph Self, Sr. – AYE  
James M. Long – AYE

Thomas H. Tomlin – AYE  
Richard F. Haynie – AYE

**RE: CLOSED MEETING**

Upon motion by A. Joseph Self, Sr., duly seconded by, Richard F. Haynie, the Board voted unanimously to convene into closed meeting to discuss a personnel matter and discussion of a contractual matter as permitted by Virginia Code Section 2.2-3711 (A) (1). The vote on the motion was as follows:

A. Joseph Self, Sr. – AYE  
Richard F. Haynie – AYE  
Thomas H. Tomlin – AYE

Ronald L. Jett – AYE  
James M. Long – AYE

**RE: OPEN MEETING**

The Board convened back into open session upon motion by Thomas H. Tomlin, duly seconded by A. Joseph Self, Sr., the Board voted unanimously that in the closed meeting just concluded, nothing was discussed except the matters lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in the motion. The vote on the motion was as follows:

A. Joseph Self, Sr. – AYE  
Richard F. Haynie – AYE  
Thomas H. Tomlin – AYE

Ronald L. Jett – AYE  
James M. Long – AYE

**RE: MOTION AND CERTIFICATION OF CLOSED MEETING**

A motion was made by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the Board voted unanimously to certify the closed meeting:

WHEREAS, The Northumberland County Board of Supervisors, herein Board, has convened a closed meeting on this date pursuant to the affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act: and

WHEREAS, 2.1-344.1 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board specifically to discuss a personnel matter, use of public property and a contract matter.

The vote on the motion was passed by a roll call vote as follows:

Ronald L. Jett – AYE	A. Joseph Self, Sr. - AYE
James M. Long – AYE	Richard F. Haynie - AYE
Thomas H. Tomlin – AYE	

**RE: ACTION TAKEN**

No action was taken as a result of the closed meeting

**PUBLIC HEARINGS**

**\* The public hearing request by Paul M. Gyskewicz, owner, for an after the fact Exception to the Bay Act for a 16' x 24' deck has been tabled until the March meeting**

**RE: PUBLIC HEARING TO SOLICIT INPUT ON LOCAL COMMUNITY DEVELOPMENT AND HOUSING NEEDS IN RELATION TO COMMUNITY BLOCK GRANT (CDBG) FUNDING FOR THE CALLAO REVITALIZATION PROJECT**

Northern Neck Planning Commission representative, Jerry Davis described this phase of the grant and what the requirements are to move forward. He stated this is the second requested public hearing concerning the Callao project and they plan to submit the application at the end of March. He said the project has been received well and all are making a good effort during the planning part of the project. He said they are planning to request \$850,000 from the Department of Housing Development. He also noted that this is highly competitive grant.

Public Hearing Open

Mrs. Jeanette Cralle spoke this evening saying her husband has a business within Callao and she would like to see some workforce housing and highly supports this project.

Mrs. Betty Cralle is so excited to beautify Callao because it is so deeply in despair and it needs attention. She also noted she has been in contact with property owners and has not been successful with any of them giving up land. She said she supports this hopes to get more support from the Board.

Public Hearing Closed

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie the board voted to adopt the following resolution:

**Resolution Adopting and Authorizing the Village of Callao's  
Downtown Revitalization CDBG Grant Pre-Contract Documents**

**WHEREAS**, The **Northumberland County Board of Supervisors** wants to assure the Department of Housing and Community Development of the **County's** readiness to proceed, if grant funding is awarded under the Community Development Block Grant program; and

**WHEREAS**, **Northumberland County** has taken, and will continue to take, the necessary steps to insure the **County's** readiness;

**NOW, THEREFORE BE IT RESOLVED** that in a regular meeting on February 9, 2017, the **Northumberland County Board of Supervisors** adopts . . .

*The Section 504 Grievance Procedure  
The Non-Discrimination Policy  
The Façade Program Design and Revolving Loan Program Design*

. . . and further authorizes the **County Administrator** to publish the appropriate notices, complete all self-evaluations, and execute all certifications, as represented below, and as required by the Department of Housing and Community Development:

*General Assurances and Certification  
Citizen Participation Assurances and Certification  
Drug-Free Workplace Assurances and Certification  
Applicant Disclosure Report  
Local (Section 3) Business and Employment Plan  
Local (Section 3) Notice  
Section 504 Advertising  
Section 504 Self Evaluation Narrative  
Section 504 Self-Evaluation & Site Accessibility Checklist  
Minority and Female Business Notice  
Residential Anti-Displacement & Relocation Plan Certification  
Fair-Housing Certification*

The vote on the motion was as follows:

A. Joseph Self, Sr. – AYE	Ronald L. Jett – AYE
Richard F. Haynie – AYE	James M. Long – AYE
Thomas H. Tomlin – AYE	

**RE: PUBLIC COMMENT PERIOD**

No comments were given.

**RE: CARRY OVER**

Upon motion by A. Joseph Self, Sr., seconded by Richard F. Haynie, the Board voted to carry over the meeting to a date to be determined before the next regularly scheduled month Board Meeting. The vote on the motion was:

Ronald L. Jett – AYE  
A. Joseph Self, Sr. – AYE  
James M. Long – AYE

Thomas H. Tomlin – AYE  
Richard F. Haynie – AYE

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E. Luttrell Tadlock, Clerk