

**Board of Supervisors Meeting
March 8, 2018
5:00 P.M.**

RE: ADJOURNED MEETING HELD FEBRUARY 15, 2018

Upon motion by Thomas H. Tomlin, duly seconded by Richard F. Haynie, the board adjourned from the February 15, 2018 regular monthly meeting that was carried-over as no further meetings were necessary.

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	

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, March 8, 2018.

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

 Matson C. Terry II – County Attorney
 Luttrell Tadlock – County Administrator

RE: INVOCATION

Supervisor Long led the invocation.

RE: PLEDGE OF ALLEGIANCE

Supervisor Haynie led in the Pledge of Allegiance.

RE: APPROVAL OF MINUTES FOR FEBRUARY 15, 2018

Upon motion by James M. Long duly seconded by A. Joseph Self, Sr., the Board voted to approve the minutes from the February 15, 2018. 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 A. Joseph Self, Sr. duly seconded by James M. Long, the Board voted to approve the agenda for today’s meeting with the following change:

- 1) VDOT Representatives will not be able to attend.

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: VDOT UPDATES

County Administrator Tadlock stated in the absence of the representatives from VDOT, he wanted to let the Board know that VDOT received 71 calls between Friday and Saturday during the Nor’easter that occurred in our area. Most of the calls were fallen trees and many involved power lines.

Supervisor Tomlin asked for Mr. Tadlock to inquire about wind restrictions on bridges. He used an example of the Eltham Bridge in West Point that had restrictions placed on it for trucks versus passenger vehicles.

RE: DR. HOLLY WARGO, SUPERINTENDENT OF SCHOOLS

Dr. Wargo came today to give an update on the school activities. She congratulated the Boys Basketball Team as well as Coach Stevenson on their fantastic year.

She then gave a budget update and thanked the County Administrator and Board for attending their budget presentation. Dr. Wargo gave information on the upcoming calendar of events for each school.

Ms. Donna Booth gave a financial update stating that they are currently at 63% of their budget figures for the year and this is normal and on target. The current enrollment is 1235 but with the pre-k class it is 1324.

Chairman Jett thanked the school for helping to coordinate a bus for the residents that were displaced by the recent wind storm.

RE: BUILDING PERMIT REPORT

Month of February 2018	2018	2017

Total construction cost for the month	\$ 1,936,958.00	\$ 2,031,243.00
Total Bldg. Permit Cost for Month	\$ 3,597.68	\$ 3,554.80
Total Zoning Permit Cost for the Month	\$ 2,000.00	\$ 2,110.00
Total Levy Fee for the Month	\$ 71.96	\$ 71.09
Total Construction cost year to date	\$ 3,567,673.12	\$ 3,561,341.00

RE: PROCLAMATION – RED CROSS MONTH

Upon motion by A. Joseph Self, Sr., duly seconded by James M. Long, the Board voted to approve the following proclamation:

Proclamation

Know all citizens by these presents that:

Whereas, President Franklin Roosevelt first proclaimed American Red Cross Month in March 1943 and since then, every president has called on Americans to support the organization’s humanitarian mission; and

Whereas, the American Red Cross has been helping people prevent, prepare for and respond to emergencies for more than 130 years; and

*Whereas, the American Red Cross is celebrating and recognizing the **Everyday Heroes** in our community - those who help their neighbors by giving blood, volunteering or making a financial contribution; and*

*Whereas, the American Red Cross is present in communities across the United States providing disaster relief, health and safety training, ensuring a stable blood supply for hospital patients and more, none of which would be possible without the support of **Everyday Heroes** found in Northumberland County, Virginia, and across the world; and*

Whereas, on average, the American Red Cross must collect 15,000 pints of blood every day to meet the needs of patients at approximately 2,700 hospitals and transfusion centers across the country; and

Whereas, while the American Red Cross works tirelessly to be there with help and hope when people need it most, without the support of volunteers and the public, the work of the American Red Cross and the Northumberland County Chapter would not be possible; and

Whereas, during the month of March, everyone is encouraged to uncover their inner hero and celebrate American Red Cross Month by donating blood, learning a lifesaving skill, volunteering, or making a financial donation to aid the efforts of this humanitarian organization,

NOW, THEREFORE, BE IT PROCLAIMED that the Northumberland County Board of Supervisors does hereby proclaim the month of March 2018 as “***American Red Cross Month***” in Northumberland County, and urges all citizens to support the programs and services of the local American Red Cross organization by giving blood, through volunteerism, assisting with fundraising efforts, donating to the organization, and by becoming an ***Everyday Hero***.

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: ELECTORAL BOARD REQUEST TO TRANSFER MONIES

Upon motion by James M. Long, duly seconded by A. Joseph Self, Sr., the board voted to transfer the following within the Electoral Board Budget:

\$1500.00 from 1301-7002 (Capital Outlay) to budget line item, 1301-3004 (Repairs & Equipment).

The money is necessary to pay for programming of voting machines for the June 2018 primary election.

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: APPROPRIATION OF FUNDS FOR SECURITY ATHLETIC EVENTS

Upon motion by Thomas H. Tomlin, duly seconded by Richard F.Haynie, the board voted to appropriate the following:

- 1) \$1,242.50 – From line item, 10-273 (Game payroll reimbursement) to line item (3102-1006). Letter of request dated February 16, 2018.
- 2) \$1,155.00 – From line item, 10-273 (Game payroll reimbursement) to line item (3102-1006). Letter of request dated March 2, 2018.

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: ANIMAL SHELTER APPROPRIATION

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the board voted to appropriate \$3,448.75 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
James M. Long – AYE
Thomas H. Tomlin – AYE

A. Joseph Self, Sr. -AYE
Richard F. Haynie - AYE

RE: RENEWAL OF HEALTH INSURANCE WITH LOCAL CHOICE

County Administrator Tadlock stated that we have received information from the Local Choice Group that Administers our health insurance for our County employees that our rates are going up about 14 percent from the rate we currently have. In working with the schools, we have received a request from them to offer a High Deductible Plan to employees. If we decide not to offer the High Deductible Plan, the School Board has decided to separate from the County's Local Choice Group. Mr. Tadlock explained two options presented to the Board. The first option is to stay with the 2 plans that we have now, the Key Advantage 1000 and the Expanded 250 Plan, both the Preventative and the Comprehensive Plans. The second option would be to offer the same as option 1 but also to include a High Deductible Plan.

Mr. Tadlock explained that if we do offer the High Deductible Plan, we either have to pick up 80 percent of the employee cost and 20 percent of the dependent care or offer a Health Savings Plan.

Supervisor Haynie asked how much the deductible is for the plan. Mr. Tadlock stated that the Individual deductible is \$2800 and the Family Plan is \$5600.00 which is an imbedded deductible.

Supervisor Tomlin asked if we have to put money in the HSA if we offer it. Mr. Tadlock stated that yes, we do have to contribute.

Supervisor Tomlin then asked about prescription coverage. Mr. Tadlock stated that prescriptions are out of pocket costs until the deductible is reached and then it is 20% co-insurance after that.

The Board asked what the majority of our employees are currently on. Mary Dodson, Bookkeeper/Benefits Administrator stated that most are on the Key Advantage 250.

Supervisor Self asked what the down side was to offering the High Deductible Plan. Supervisor Haynie commented that on the High Deductible Plan, it may not save the employee money.

Supervisor Self suggested trying the new plan for one year and see if there is a down side.

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the board voted to offer the High Deductible Plan with a minimum of 80% of the Employee Premium cost and the 20% dependent cost as the county contribution and no Health Savings Plan. The Board also approved to continue the payment of 100% of employee's individual share of the Key Advantage 1000 including the dental comprehensive in the amount of \$587.00 a month.

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: UPDATE ON THE RECENT NOR'EASTER

Mr. Tadlock thanked everyone that was involved in helping with the recent nor'easter. The wind gauge at Lewisetta read gusts up to 65 mph. Over 7000 residents were out of power and there was significant damage to the Callao apartments. The residents of the apartments were moved to GUEST in Gloucester County and luckily were moved back today in a shelter in the County. He noted that they continue to work with the landlord to get the individuals in the apartments.

RE: EMERGENCY DECLARATION

Upon motion by Thomas H. Tomlin, duly seconded by Richard F. Haynie, the board voted to approve the following declaration:

**DECLARATION OF A LOCAL EMERGENCY
DUE TO NOR'EASTER**

WHEREAS, the Board of Supervisors of Northumberland County does hereby find that:

- (1) Due to the conditions of a Nor'easter, and;
- (2) Due to the potential for high winds and tides, a condition of extreme peril of life and property necessitates the proclamation of the existence of an emergency;

NOW, THEREFORE IT IS HEREBY PROCLAIMED, that an emergency is hereby declared at 6:30 p.m. on March 2, 2018, and exists throughout Northumberland County, and

IT IS FURTHER PROCLAIMED AND ORDERED; that during the existence of said emergency the powers, functions, and duties of the Director of Emergency Services, and the emergency organizations of Northumberland County shall be those prescribed by state law and the ordinances, resolutions, and approved plans of Northumberland County in order to mitigate the effects of said emergency.

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: LETTER OF THANKS FOR LOCALS AND GLOUCESTER IN PAPER

Upon motion by A. Joseph Self, Sr., duly seconded by James M. Long, the board voted to submit a letter of thanks for our local help received during the recent Nor'easter and a letter in a local Gloucester paper thanking those that helped house our residents that were displaced during the storm.

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: LETTER OF THANKS FROM DAVID WOOLARD, CALLAO VOL. FIRE DEPARTMENT

Chairman Jett read a letter received by Chief Woolard with thanks for the recent storm help.

RE: SCHOOL BUDGET WORK SESSION SCHEDULED

The Board scheduled a budget work-session for March 22, 2018 at 6 p.m.

RE: REASSESSMENT RFP

Mr. Tadlock stated that he has been working on the Request for Proposals for the upcoming reassessment and should have it available to view at the meeting on March 22, 2018.

RE: BOARD COMMENT PERIOD

Supervisor Long asked about the status of the old EVB building. Mr. Tadlock stated that he has been speaking with Evolve Architecture on another set of plans.

Supervisor Tomlin commented on the First Net Program.

Chairman Jett thanked County Administrator, Tadlock for all of his hard work during the recent storm.

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 as permitted by Virginia Code Section 2.2-3711 (A) (7); in consultation with legal counsel, or briefing by staff for probable future litigation and for a contractual matter. 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
James M. Long – AYE

A. Joseph Self, Sr. - AYE
Richard F. Haynie - AYE

Thomas H. Tomlin – AYE

RE: ACTION TAKEN

Upon motion by A. Joseph Self, duly seconded by Richard F. Haynie to hire F&R, an engineering firm, to examine the discrepancies between the 1995 report and the report recently obtained by the YMCA regarding asbestos at the old high school. This amount is not to exceed \$2,500.

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

PUBLIC HEARING, 7:00 p.m. – 220 Judicial Place, Heathsville, VA
22473

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

Mr. Alex Eguiguren and Mr. Jerry Davis from the Planning District Commission were present for the meeting.

County Administrator Luttrell Tadlock, described the public hearing to solicit input on the CDBG Grant for funding for the Callao Revitalization Project.

Mr. Davis stated that the application requires this second public hearing to take place for the grant. He explained how competitive the applications were last year and stated that we did not get funded but feels that with the support of the Management Team, we will be submitting a competitive application this year.

Mr. Davis described CDBG Grants that our County has received in the past including the Blackberry Project in the early 2000's and the more recent Light Street housing project. He noted that both of these projects were equally successful. He then spoke on the budgeted amount of the project and if the grant is received they would possibly make improvements such as, signage, landscaping, lighting, pedestrian walks to name a few in Callao.

Loan fund information was also given by Mr. Davis as to what each business would be responsible for if they do participate. Mr. Davis concluded stating that the application for the CDBG is due at the end of March.

Public Hearing Open

Mr. Ruben Thrift representing the Callao Hometown Community Association spoke in support of the grant and stated that according to the Virginia Department of Transportation, over 8,000 vehicles travel the roads in Callao a day. Callao is filled with History and we all enjoy Callao especially with the goods and services that it provides. Mr. Thrift asked for the Board of Supervisors to support this application and commit at least \$25,000 to the project if the grant gets approved.

Mr. Monte Lake a resident of the area also spoke in support of the Callao project. He said as the entrance of the County, it would help the appearance and he knows times are tight but would like to see this application be successful and asked the Board to commit to helping with the application.

Ms. Donna Rush spoke as the Vice-President of the Callao Hometown Community Association. She also spoke in support of the grant and stated that many hours have been put in to this and she urges the Board of Supervisors to vote “yes” and to make the pledge of money that is needed.

Mr. David Fine stated that he owns four businesses in Callao and we need to gain business after losing many in the area. He asked for the Board to support this and not limit the \$25,000 pledge.

Mr. Bob Burgess, owner of Callao Supermarket stated that his family is fortunate to make a decent living as one of the locally owned businesses in the area. He said he supports this and the people that support him. This would allow Callao to be more attractive and welcome everyone in to Callao.

Ms. Lisa Deitz spoke in support as she owns a Callao business as well. Callao Supply has been in business for 80 years and she would like to see the area become more vibrant like it used to be.

Ms. Meghan Lowery also a business owner wanted to come in support of the grant and hopes the Board of Supervisor will support it.

Ms. Betty Cralle owner of Cralle Insurance Agency in Callao is proud to speak on this and she thanked the Board for listening to them and she hopes it will be supported so that they can get on with the process.

Public Hearing Closed

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the Board voted to approve to apply for the Community Development and Housing Block Grant for the Callao Revitalization Project. The County will contribute up to \$25,000 to the Callao Business Revitalization Project in the form of the sewer connection/installation costs for the new businesses located in the project area or cash. The total amount being \$25,000 if the grant is approved.

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

Supervisor Long stated that he taught in Northumberland Schools for 30 years and he always tried to involve all kids and he would like to see the whole community involved. He hopes it will take off but would like to see more minorities involved.

Supervisor Tomlin noted the amount the County gives to the sewer department each year and would like this to be taken into consideration for in-kind monies.

RE: RESOLUTION- AUTHORIZING PRE-CONTRACT DOCUMENTS

Upon motion Thomas H. Tomlin duly seconded by James M. Long, the board voted to approve 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 March 8, 2018, 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*

THIS IS TO CERTIFY THIS IS A TRUE COPY OF AN ORIGINAL RESOLUTION, adopted by the **Northumberland County Board of Supervisors** at a regular meeting of the **Board** held on **March 8, 2018**, at the Northumberland Courts Building, with a quorum of the **Board** being present. 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: RESOLUTION – AUTHORIZATION TO SUBMIT VIRGINIA DEVELOPMENT BLOCK GRANT PROPOSAL

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

AUTHORIZATION TO SUBMIT VIRGINIA DEVELOPMENT BLOCK GRANT PROPOSAL

BE IT RESOLVED THAT, pursuant to two public hearings, **Northumberland County** wishes to apply for **\$700,000** of Virginia Community Development Block Grant funds for its **Callao Business District Revitalization** Project.

WHEREAS, the project will have a total budget of **\$1,546,720**; and

WHEREAS, the project will improve building façades, remove blight, install signage, street furniture, landscaping, sidewalks, street lighting, crosswalks, provide small-business training, and develop a marketing program;

BE IT FURTHER RESOLVED, that **Luttrell Tadlock, County Administrator**, is hereby authorized to sign and submit appropriate documents for this Virginia Community Development Block Grant proposal, including all required pre-contract documents.

Adopted by the **Northumberland County Board of Supervisors** on **March 8, 2018**.

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 March 22, 2018. 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

E. Luttrell Tadlock, Clerk