

**Board of Supervisors Meeting
November 10, 2016
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, November 10, 2016.

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

Pastor Josh Brassard, Northern Neck Baptist Church, led the invocation.

RE: PLEDGE OF ALLEGIANCE

Supervisor Self led in the Pledge of Allegiance.

RE: APPROVAL OF MINUTES FOR OCTOBER 13, 2016

Upon motion by James M. Long, duly seconded by Richard F. Haynie, the Board voted to approve the minutes for the October 13, 2016 meetings:

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

Mr. Tadlock stated that there will be no report from the school tonight as an agenda item.

Mr. Gerald Howard addressed the board saying that he would like to express his concern with the Board of Supervisors not asking the School Board members to explain what is going on with the expense of legal fees. He questioned why the Board of Supervisors have not asked any questions and as tax payers their money needs to be protected. Mr. Howard brought up the subject of a lawsuit and stated his concerns with costs associated with this lawsuit. Mr. Howard continued by stating that no

reason was given for letting the Superintendent go, she is still going to be paid a severance package. Supervisor Tomlin said we (the board) only control the categories in the School Board budget.

Chairman Jett questioned Mr. Howard if he was authorized to speak on the School Boards behalf. Mr. Howard said no.

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

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: VIRGINIA DEPARTMENT OF TRANSPORTATION

Mr. Carter White, representative from VDOT came today to introduce Mr. Marion S. “Steve” McKeever who is the new Regional Superintendent for our area. Mr. White reported to the Board that grass cutting is finished for the year and the crew is ready for snow removal. Supervisor Tomlin asked about the equipment of the contractors that are hired. Mr. White said they are working to make areas more outlined. Chairman Jett asked about the GPS units on the contractors equipment. He said that dump truck spreaders would have the units on them this year but the tractors would not.

Supervisor Tomlin made Mr. McKeever aware of the situation on Academic Lane and the hopes of getting a traffic light there. He also stated that he would like to see about snow fences in the areas that drift in the County. Supervisor Long asked for the representatives to look into widening Light Street.

RE: BUILDING PERMIT REPORT

Month of October 2016		
	2016	2015
Total construction cost for the month	\$ 1,116,929.22	\$ 1,313,278.61
Total Bldg. Permit Cost for Month	\$ 3,829.16	\$ 3,606.76
Total Zoning Permit Cost for the Month	\$ 1,810.00	\$ 1,340.00
Total Levy Fee for the Month	\$ 70.58	\$ 72.15
Total Construction cost year to date	\$ 17,694,223.89	\$ 20,370,524.90

RE: APPROPRIATION – SHERIFF OFFICE (GAME PAYROLL REIMBURSEMENT ACCOUNT)

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the board voted appropriate \$1,085.00 from account 10-273 (Sheriff Office Game payroll reimbursement account) to line item 3102-1006 (security athletics events).

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-SHELTER FUND

Upon motion by A. Joseph Self, Sr. duly seconded by Richard F. Haynie, the board voted to appropriate \$3,175.25 to line item 10-3501-1004 to pay 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: CALLAO RESCUE SQUAD, EMERGENCY MEDICAL TECHNICIAN (EMT) TRAINING PAYMENT

County Administrator Tadlock, stated Mr. Jimmy Brann from Callao Rescue Squad had asked the Board to help with reimbursement of EMT classes. The Board had agreed to help with costs only for those students that passed their EMT. Mr. Brann has submitted the certifications and receipts and is asking the Board to help with their costs by paying \$2,874.04.

Supervisor Tomlin asked Mr. Tadlock to determine if any portion of the instructor cost was covered by other funding from the State, if so, deduct that amount from the amount paid to Callao Volunteer Rescue.

Upon motion by A. Joseph Self, Sr., duly seconded by James M. Long, the board voted to help defray the costs of the EMT class up to \$2,874.04.

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

Supervisor Tomlin asked that any future classes be made available to all agencies in the County.

RE: RESOLUTION - CALLAO REVITALIZATION ALLOWING THE COUNTY ADMINISTRATOR TO SIGN ALL PAPERWORK FOR PROJECT

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

**RESOLUTION AUTHORIZATION TO SUBMIT VIRGINIA
PLANNING GRANT APPLICATION**

BE IT RESOLVED THAT Northumberland County wishes to apply for \$35,000 Planning Grant from the Virginia Department of Housing and Community Development (DHCD) to fund planning activities for the revitalization of the Callao business district.

WHEREAS, the planning process will have a total budget of \$35,000;

WHEREAS, the project will address all the requirements that lead to a Community Development Block Grant (CDBG) application to implement the recommendations that result from this planning grant; and

WHEREAS, the planning process will include an Economic Restructuring Plan, a Physical Improvements Plan, and a Preliminary Engineering Plan,

BE IT FURTHER RESOLVED that **Luttrell Tadlock, County Administrator**, is hereby authorized to sign and submit appropriate documents for the submittal of this Planning Grant Application, including all required pre-contract documents.

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: TWIN HARBOR – GOLF CART REQUEST

County Administrator Tadlock said he had received a request from the Twin Harbor’s Subdivision community requesting a public hearing for consideration to have them listed in the communities to allow golf cart on public highways. Mr. Tadlock said he plans to advertise this for either December or January.

RE: REVISED FACILITY AGREEMENT – MID COUNTY RESCUE SQUAD

County Administrator Tadlock said the Board has before them a draft agreement for the use of the Mid-County Vol. Rescue Squad Building. This agreement does not supersede the current agreement in place, it just clarifies certain aspects of the agreement such as rental payments which is already been allocated in the County’s budget. The agreement presented has already been approved by the Mid-County Vol. Squad.

Supervisor Tomlin stated that he feels this was not an emergency situation and the Board is receiving this after Mid-County has already voted on it. Chairman Jett asked Mr. Tomlin if there were any

problems with the agreement that he would like to bring up. Supervisor Tomlin questioned the thermostat setting at the building. Supervisor Self suggested having Chief McClure and Mid-County deal with that issue.

Upon motion by A. Joseph Self, Sr., duly seconded by Richard F. Haynie, the board voted to approve the MOU as presented with Mid County Rescue Squad.

**Facility Use Agreement
Between
Northumberland County, VA
And
Mid-County Volunteer Rescue Squad, Inc.**

This Facility Use Agreement will commence on November 1, 2016 and will remain in effect until further notice between the Northumberland County Board of Supervisors and Mid-County Volunteer Rescue Squad, Inc.

Mid-County Volunteer Rescue Squad, Inc. (MCVRS) owns a facility located at 7990 Northumberland Hwy., Heathsville, VA 22473 that is suited as a base of operations for Emergency Medical Services. The Northumberland County Board of Supervisors wishes to utilize this facility for the Northumberland County Department of Emergency Services (NDES) operations due to its location and suitability.

The parties agree to the following:

1. NDES may use the MCVRS building for the following purposes;
 - a. House on-duty crew(s)
 - b. House NDES ambulance(s) and special use equipment
 - c. Perform minor maintenance on vehicles and equipment
 - d. Conduct training
 - e. Conduct other mission related activities, provided such other activities are scheduled and do not interfere with MCVRS use of the building. Activities scheduled by either organization must be entered on a common calendar.
2. MCVRS and NDES personnel have the right and expectation to an adequate, clean, and safe work environment. As the owner of the station, it is the responsibility of MCVRS to provide and maintain a structurally safe and healthy workplace that meets applicable code requirements.
 - a. Station maintenance and major repair is the responsibility of MCVRS
 - b. Grounds maintenance is the responsibility of MCVRS.
 - c. NDES personnel will perform cleaning activities, minor repairs, and maintenance of areas and grounds that they use, including the following:
 - i. Kitchen, kitchen equipment, dishes, and utensils
 - ii. Crew quarters, sleeping areas, showers, and bath
 - iii. Replace consumable supplies in the kitchen and baths
 - iv. Empty trash receptacles into the trash containers provided by MCVRS
3. NDES personnel will report to appropriate MCVRS personnel all necessary repairs, replacements, and maintenance that is not their responsibility, as well as reporting repair or maintenance issues beyond their capability to repair.

4. Building occupancy is restricted to NDES personnel. Family members of NDES personnel are permitted for brief visits and must be accompanied by NDES personnel while in the building. Individuals under eighteen years of age must be accompanied by an adult.
5. Oxygen Supplies
 - a. MCVRS will maintain a stock of oxygen cylinders appropriate to the sizes required by both agencies.
 - b. MCVRS will provide a log to be used by both MCVRS and NDES to track cylinder use by each agency.
 - c. MCVRS will provide to NDES a bill for oxygen usage and rental on a quarterly basis.
6. Medical Supplies
 - a. NDES will maintain a medical supply room stocked with supplies purchased by NDES. These supplies are for the purpose of restocking either agency's vehicles.
 - b. MCVRS will provide a supply log on which MCVRS members will list supplies used by MCVRS. The AIC is responsible for completing this log.
 - c. Periodically, MCVRS and NDES supply officers will review supply usage by each agency for the purpose of MCVRS reimbursing NDES for supplies for purchased by NDES and used by MCVRS.
 - d. Both MCVRS and NDES crews will make maximum use of approved equipment exchange policies provided by the area hospitals.
7. Fee for usage of building
 - a. NDES will pay MCVRS \$500 per month for use of the building. This amount will continue through June 2017, the end of the 2016-2017 fiscal year. Payments after that time will be subject to an agreed amount between the parties and appropriation by the Northumberland County Board of Supervisors.
8. Mutual benefit and non-interference
 - a. Any dispute regarding the items covered by this agreement will be referred to MCVRS and NDES leadership for resolution.
9. Modification and Termination
 - a. This agreement may be modified in writing by either party with 30 days prior notice to the other party. All written amendments or modifications shall be endorsed by both parties.
 - b. This agreement shall be in addition to and not supersede the Memorandum of Understanding dated January 8, 2015 which was signed by both parties.

This agreement is approved as written.

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: EMS – RESPONSE PLAN

EMS Chief, Rick McClure came today to update the Board on the Response Time for the paid EMS crew as requested. Mr. McClure said has been doing research and is trying to comply with the EMS plan. He stated that they have a responsibility to all citizens in the Northumberland County and he is trying to finalize the response time information and will be getting it to the EMS Management team at their next meeting.

RE: EMS BILLING CO-PAY

Mr. Tadlock said he was asked to look into information on waiving the co-pay for “residence” of the County as King William is doing a similar billing procedure. He has been looking at the definition of “Residence” and how much staff time this will take and various other things.

Upon motion by Thomas H. Tomlin, duly seconded by James M. Long, the board voted to waive the co-pay for residents of Northumberland County for EMS services. The residents will need to have paperwork sent in to the billing office with identification.

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

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

*Note, informational sessions will be set up to inform the public on this change.

RE: REEDVILLE SANITARY DISTRICT – MONITORING WELLS, I & I PLAN

Mr. Tadlock stated that with the renewal of our 2016 Reedville permit, two conditions were noted within the permit that a monitoring well plan as well as an I&I plan will need to be in place. He wanted to inform the Board that we have contacted Culpeper Engineering on the plan to help satisfy the permit obligation.

RE: LANDSCAPING AROUND OLD COURTHOUSE

Mr. Tadlock informed the Board that some work around the old courthouse will be getting done soon to help with the hard rains washing mulch out onto the sidewalk. He will be contacting the Regional Jail inmates on helping with this work for putting rock down. He stated that he will also need to look at routing the end of the gutters away from the courthouse.

RE: NORTHUMBERLAND COUNTY COMMUNITY CENTER DANCE HALL PERMIT REVIEWED

Mr. Tadlock said he has been working on language for the dance hall ordinance and has come up with a draft but was not comfortable to advertise this quite yet. Mr. Gerald Howard was present for the meeting representing NCCCO building and identified the mistakes they made when the incident took place in 2015 that made the county revoke their dance hall permits. He named several things they are working on to help prevent a similar instance. He said they are struggling to pay for the building. Ms. Phyllis Nickens was also present and said they plan to screen the guest.

Upon motion by Thomas H. Tomlin, duly seconded by Chairman Jett, the board voted to advertise the draft language for the December 15, 2016 public hearing if Mr. Tadlock, Sheriff Lyons, and County Attorney Les Kilduff can draft suitable language by the advertising deadline. The vote on the motion is as follows:

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

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

RE: BOARD OF SUPERVISORS COMMENT PERIOD

Supervisor Long asked about the Old EVB Building, Mr. Tadlock said he will be discussing this with the Board.

The board asked for a trash bin cover to help with animals getting in the trash. Mr. Tadlock said he has contacted Doggett Trash Disposal to obtain one, they should be placing that on the trash bin soon.

The board talked with Sheriff Lyons about visiting the old Sheriff Office to walk around.

RE: SHERIFF LYONS, DRUG ASSET FORFEITURE GRANT

Sheriff Lyons wanted to inform the Board that he has asked for an extension for the grant to be able to spend money within the asset account. Sheriff Lyons also updated the board on the Dare program officer in training.

RE: CHECK REGISTER

Upon motion by James M. Long, duly seconded by A. Joseph Self 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

**PUBLIC HEARING
7 P.M.**

RE: REQUEST BY WHITE SAND HARBOR SUBDIVISION FOR CONSIDERATION TO ADD TO THE LIST OF AREAS WITHIN THE COUNTY WHERE IT IS PROHIBITED FOR DOGS TO RUN AT LARGE.

County Administrator Tadlock described the request by the subdivision to added to the list of subdivisions where it is prohibited for dogs to run at large. Mr. Tadlock said he has not received any correspondence.

Mr. Bill Pierson was present at the meeting representing Twin Harbors.

Public Hearing Open

No comments were given

Public Hearing Closed

Upon motion by Richard F. Haynie, duly seconded by Thomas H. Tomlin, the board voted to approve to add Twin Harbors Subdivision where it is prohibited for dogs to run at large.

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: 2016 COMPREHENSIVE PLAN

Mr. Stuart McKenzie, County Planner described the changes in the 2016 Comprehensive Plan as presented. He stated that a hearing through the Planning Commission was done on Thursday, October 20, 2016 and approved. The documents have been sent to various agencies including DEQ as well as VDOT. Mr. McKenzie added that the changes are ready to be adopted.

Mr. Bill Kling, Chairman for the Planning Commission commended the County Staff on the input they gave on the plan and stated that it was spectacular.

Public Hearing Open

No comments were given.

Public Hearing Closed

Upon motion by A. Joseph Self, Sr., duly seconded by Thomas H. Tomlin, the board voted to approve the Northumberland County Comprehensive Plan for 2016 as presented. .

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: PUBLIC COMMENT PERIOD

No comments were given.

RE: MEETING CHANGE FOR DECEMBER

The next meeting for the Board of Supervisors will be December 15, 2016.

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) and (7). 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: 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	Ronald L. Jett – AYE
Richard F. Haynie – AYE	James M. Long – AYE
Thomas H. Tomlin – 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
Thomas H. Tomlin – AYE

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

RE: ACTION TAKEN

No action was taken as a result of the closed meeting.

RE: ADJOURN

Upon motion by Richard F. Haynie, seconded by James M. Long, the Board voted to adjourn. 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

E. Luttrell Tadlock, Clerk